

Wednesday, December 6th, 2023

MINUTES

Date: Wednesday December 6, 2023

Location: Castle Arms III Board Room

Time: 5:00 p.m.

Present: Chris Mayne, Chair
 Jamie Peters Vice Chair
 Mark King
 Allen Marquette
 Sherry Culling

Staff: Jamie Lowery- ED
 Billy Brooks- CFO
 Jillian Duchesne – Recording
 Secretary/Health and Wellness
 Jennifer Carriere- Operations

Regrets: Billy Brooks- CFO

Guests:

	ITEM	ACTION
A.	CALL TO ORDER	
	<p><i>“Moved by: Sherry and seconded by Allen that the meeting be called to order at 5:01 p.m.</i></p> <p>Res. #37-23 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p><i>“Moved by Allen and seconded by Mark that the agenda for this meeting be adopted, as presented.”</i></p> <p>Res. #38-23 <u>Carried</u></p>	
	2. Conflict of Interest	
	<p><i>“Moved by Mark and seconded by Sherry that no member present has declared a conflict of interest.”</i></p> <p>Res. #39-23 <u>Carried</u></p>	
	3. Approval of the Minutes	
	<p><i>“Moved by Sherry and seconded by Mark that the minutes of the Meeting held on November 1st, 2023 be adopted as presented.”</i></p> <p>Res. #40-23 <u>Carried</u></p>	

	4. Business Arising	
	5. Castle Arms Operations	
	5.1 Operational Update* 5.2 Finance Update*- Deferred- CFO away 5.3 Health & Wellness Update* 5.4 Executive Update *See attachments	
	6. New Business	
	6.1- Board Composition discussion 6.2- Board governance discussion	
	7. In-Camera- NONE	
B.	CORRESPONDENCE	
	None	
C.	REQUEST FOR FUTURE AGENDA ITEMS	
D.	DATE OF NEXT MEETING	
	January 31 st , 2024	
E.	ADJOURNMENT	
	“Moved by Mark and seconded by Jamie that the meeting be adjourned at 6:19 p.m.” Res. #41-23 <u>Carried</u>	

Secretary

Chairman



Board of Management Meeting – January 31 2024

Jennifer Carriere –Operations Coordinator

Billy Brooks – Chief Financial Officer

Jillian Duchesne – Health & Wellness Coordinator

- ❖ CASTLE ARMS UPDATE (Jennifer Carriere, Operations Coordinator):
 - ❖ Update to be provided at next board meeting in February upon Jennifer's return
 - ❖ Water main break January 27th 2023-update

- ❖ FINANCE UPDATE (Billy Brooks, Chief Financial Officer):
 - ❖ **Financials**
Billy to provide update

- ❖ HEALTH & WELLNESS (Jillian Duchesne):
 - ❖ **Wellness**

January Blues Beach Party January 17th- excellent event! All tenants dressed up and participated!

CA 2nd annual Soups on Event January 26th – very successful event 15 soup entries. The winner was Allen Marquette's Potato Soup.

Website ready to go live once approved

New tenant handbook almost ready for printing. A few more content pieces to add and photos. Once complete all current tenants will receive a copy as well as our new tenants moving in.

Community Paramedic Program started at Castle Arms

