

**Wednesday, January 31, 2024**

**MINUTES**

**Date:** Wednesday January 31, 2024

**Location:** Castle Arms 3 Board Room

**Time:** 5:00 p.m.

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

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

**Regrets:** Mark King

**Guests:** Yanick- D’Agastino Law

	ITEM	ACTION
A.	CALL TO ORDER	
	<p><i>“Moved by: Jamie and seconded by Allen that the meeting be called to order at 5:14 p.m.</i></p> <p><b>Res. #01-24</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
	1. Approval of Agenda	
	<p><i>“Moved by Sherry and seconded by Jamie that the agenda for this meeting be adopted, as presented.”</i></p> <p><b>Res. #02-24</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
	2. Conflict of Interest	
	<p><i>“Moved by Allen and seconded by Sherry that no member present has declared a conflict of interest.”</i></p> <p><b>Res. #03-24</b> <span style="float: right;"><b><u>Carried</u></b></span></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><b>Res. #04-24</b> <span style="float: right;"><b><u>Deferred to next Board Meeting</u></b></span></p>	

	<b>4. Business Arising</b>	
	<b>5. Castle Arms Operations</b>	
	<p>5.1 Operational Update*</p> <p>5.2 Finance Update*- 2024 Castle Arms balanced Operating Budget to be presented. Year to date budget to actual to December 2023- <b>deferred till next meeting</b></p> <p>5.3 Health &amp; Wellness Update*</p> <p>5.4 Executive Update</p> <p>*See attachments</p>	
	<b>6. New Business</b>	
	<p>6.1- Castle Arms will Draft MOU and present to Cassellholme.</p> <p>6.2- Social media/Website- <b>Deferred till next meeting</b></p> <p>6.3- <i>“Moved by Allen and seconded by Sherry that the Board approve The Dress Code Policy &amp; Workplace, Violence &amp; harassment Policy, as presented.”</i>  <b>Res. #07-24</b> <span style="float: right;"><b><u>Carried</u></b></span></p> <p>6.4- <i>“Moved by Jamie and seconded by Allen that the Board approve the 2024 Insurance Renewal, as presented.”</i>  <b>Res. #08-24</b> <span style="float: right;"><b><u>Carried</u></b></span></p> <p>6.6- <i>Moved by Sherry and seconded by Allen that the board approve the 2024 Castle Arms balanced Operating Budget, as presented”</i>  <b>Res. #09-24</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
	<p>7. <i>“Moved by Allen and seconded by Jamie that the Board proceed to an In-Camera Session at 5.25pm.” To discuss legal matter with Yanick</i>  <b>Res.#05-24</b> <span style="float: right;"><b><u>Carried</u></b></span></p> <p><i>“Moved by Jamie and seconded by Sherry that the Board approve the In-Camera Session to be adjourned at 6:39pm”</i>  <b>Res.#06-24</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>B.</b>	<b>CORRESPONDENCE</b>	
	None	
<b>C.</b>	<b>REQUEST FOR FUTURE AGENDA ITEMS</b>	
<b>D.</b>	<b>DATE OF NEXT MEETING</b>	
	March 2024	

E.	ADJOURNMENT	
	<i>"Moved by Jamie and seconded by Sherry that the meeting be adjourned at 7:30 p.m."</i> <b>Res. #10-24</b>	<b><u>Carried</u></b>

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman



Board of Management Meeting – April 15th 2024

Jennifer Carriere –Operations Coordinator

Billy Brooks – Chief Financial Officer

Jillian Duchesne – Health & Wellness Coordinator

### ❖ OPERATIONS UPDATE (Jennifer Carriere, Operations Coordinator):

#### ❖ Building Condition Evaluations

We have received the Building Condition Evaluations and will meet with Bertrand Wheeler soon to review. They have included a helpful spreadsheet with cost estimates for identified items that require attention. This will be helpful when developing a capital plan.

#### ❖ DNSSAB Affordable Housing Development Collaboration

The DNSSAB recently announced that they are looking for expressions of interest to partner on developing affordable housing. We will submit our interest with the goal of adding new 1-bedroom units and a common room onto the CA4 building. We would plan to address the HVAC issue for the current units at the same time. The new units would be filled from the DNSSAB's waiting list. Submission are due by May 3, 2024 at 1:00pm.

#### ❖ Elevator update in CA1

Late last year, we submitted proposals to the DNSSAB when they were allocating the COCHI OPHI Repair and Renovation funds. We were successful in being awarded \$295,000 to put towards an elevator modification in the CA1 building. The above ground components and the below ground components require replacement. In upgrading the elevator, we will need to replace our fire panel, which we know is obsolete and due for replacement. By completing the work on the elevator and the fire panel at the same time, we will save money overall. The funding asks that the work be completed by March 2025. Considering the scope of the work, we may need to request an extension on the timeline from the DNSSAB. We should know more about that in the near future.

#### ❖ Lawn maintenance for 2024

We've received 3 quotes for lawn maintenance. Tony's Lawn Maintenance has closed their doors unfortunately. This year, the 3 quotes we received came from BNA Lawn Maintenance, Lawn Care + and Bayland Yard. The best price came from Bayland Yard. They were lower by \$11,000 for the season.

### ❖ FINANCE UPDATE (Billy Brooks, Chief Financial Officer):

#### ❖ Billy to provide update

### ❖ HEALTH & WELLNESS (Jillian Duchesne):

- Valentine's Day Couples' dinner at Castle- we hosted 36 couples and enjoyed a Davidi Club Meal
- Pancake Drop in breakfast February 29<sup>th</sup> was a huge success we had over 50 tenants participate. They enjoyed pancakes, sausages, juice, coffee and tea between 9am-12pm.
- Website is up and running
- March Newsletter attached. Castle Arms Newsletter comes out on quarterly basis.
- We are gearing up to do a survey to all tenants.
- LIPI is providing our Tenants the service again this year to get their taxes done. 55 tenants took part in the service this year which is up by 13 from 2023.
- Community Paramedic Program is becoming an asset to Castle Arms
- May events include Mother's Day pancake breakfast and Cinco de Mayo party. Mother's Day breakfast is free for all female tenants and \$5.00 for all male tenants who wish to attend.
- June 1<sup>st</sup> will be our 2<sup>nd</sup> annual Castle Arms Campus Yard Sale
- We are celebrating our campus volunteers this year during volunteer week. Friday April 19<sup>th</sup> we will be hosting a luncheon for 38 volunteers and all the work and support they have provided to the campus in the past year.