

**THURSDAY, May 11<sup>th</sup>, 2023**

**MINUTES**

**Date:** Thursday May 11, 2023

**Location:** Castle Arms III Board Room & ZOOM

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

**Present:** Chris Mayne, Chair  
Jamie Peters Vic Chair  
Sherry Culling  
AllanMarquette

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

**Regrets:** Mark King

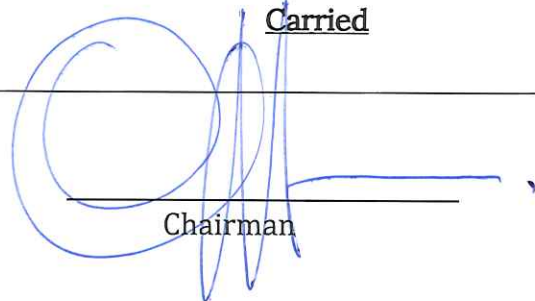
**Guests:**

	ITEM	ACTION
A.	CALL TO ORDER	
	<p>RECORDED MEETING</p> <p><i>“Moved by: Jamie and seconded by Allan that the meeting be called to order at 6:23 p.m.</i></p> <p><b>Res. #14-23</b> <span style="float:right"><u>Carried</u></span></p>	
	1. Approval of Agenda	
	<p><i>“Moved by Sherry and seconded by Allan that the agenda for this meeting be adopted, as presented.”</i></p> <p><b>Res. #14-23</b> <span style="float:right"><u>Carried</u></span></p>	
	2. Conflict of Interest	
	<p><i>“Moved by Jamie and seconded by Allan that no member present has declared a conflict of interest.”</i></p> <p><b>Res. #15-23</b> <span style="float:right"><u>Carried</u></span></p>	

3. Approval of the Minutes		
	<p><i>“Moved by Sherry and seconded by Jamie that the minutes of the Meeting held on March 30<sup>th</sup>, 2023 be adopted as presented.”</i></p> <p><b>Res. #16-23</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
4. Business Arising		
5. Castle Arms Operations		
	<p>5.1 Operational Update* 5.2 Finance Update* 5.3 Health &amp; Wellness Update* 5.4 Executive Update</p> <p><i>“Moved by Sherry and seconded by Allan that the Board approve the budget actuals as presented.”</i></p> <p><b>Res. #17-23</b> <span style="float: right;"><b><u>Carried</u></b></span></p> <p style="text-align: center;"><i>*Updates attached</i></p>	
6. New Business		
	<p>6.1 New Secretary appointed to the board Jillian Duchesne</p> <p><b>Res. #18-23</b> <span style="float: right;"><b><u>Carried</u></b></span></p> <p><i>“Moved by Sherry and seconded by Jamie that the Board approve Jillian Duchesne be appointed as the new secretary for the board as presented”</i></p>	
7. In-Camera		
	<p>7.1 Legal Matter</p> <p><b>Res. #18-23</b> <span style="float: right;"><b><u>Carried</u></b></span></p> <p><i>“Moved by Allan and seconded by Jamie that the Board proceed to an In-Camera Session at 6:51pm”</i></p> <p><b>Res. #19-23</b> <span style="float: right;"><b><u>Carried</u></b></span></p> <p><i>“Moved by Jamie and seconded by Allan that the Board approve the In-Camera Session be adjourned at 7:07pm”</i></p>	

B.	CORRESPONDENCE	
	None	
C.	REQUEST FOR FUTURE AGENDA ITEMS	
D.	DATE OF NEXT MEETING	
	End of June	
E.	ADJOURNMENT	
	<p><i>"Moved by Sherry and seconded by Allan that the meeting be adjourned at 7:14 p.m."</i></p> <p><b>Res. #20-23</b></p> <p style="text-align: right;"><u>Carried</u></p>	

  
Secretary

  
Chairman



Board of Management Meeting – May 11, 2023

Jennifer Carriere – Operations Coordinator

Billy Brooks – Chief Financial Officer

Jillian Duchesne – Health & Wellness Coordinator

❖ CASTLE ARMS UPDATE (Jennifer Carriere, Operations Coordinator):

❖ Maintenance

We have hired Alain Durocher to fill the Maintenance role at Castle Arms. Alain has previous maintenance experience and was a painter with Pellerin Paints for many years. He has a proactive approach to problems and has implemented some positive changes (ex: bottle and can collection with the money returned to the Health & Wellness program). He applies thoughtful repairs with a long-term view. So far, we are very pleased with his work and will continue to update.

❖ Arcori

Rents for May 2023 have just been processed and we are very close to being able to switch over to Arcori as our only Tenant Management system. Jillian and I are both reluctant to stop using HM Worx entirely since we have had some difficulties with the transition but the end is in sight.

❖ Operations

We have completed some plumbing work in Mattawa to reduce the size of the main pipe feeding 6 of our units. The Town required us to install a larger water line than is necessary and this has caused plumbing fixtures to fail prematurely. By reducing the amount of water being fed to the rest of the building, we reduce unnecessary wear on all equipment and fixtures that require water. Peach Plumbing will complete the work on the other 6 units in the next few weeks.

I have taken over the A/P and payroll functions for Castle Arms. Things seem to be going well.

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

❖ Financials

Billy to provide update

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

#### ❖ Wellness

- Summer Student Bree has started May 2nd.
- Tenant handbook being revised currently and coming along well
- CA website currently in development.
- Cinco De Mayo Party
- Mothers Day Breakfast- free for all female tenants
- LIPI is doing income tax for our RGI tenants - Jilly organizing