

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>Res. #01-24 <u>Carried</u></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>Res. #02-24 <u>Carried</u></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>Res. #03-24 <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. #04-24 <u>Deferred to next Board Meeting</u></p>	

	4. Business Arising	
	5. Castle Arms Operations	
	<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- deferred till next meeting</p> <p>5.3 Health & Wellness Update*</p> <p>5.4 Executive Update</p> <p>*See attachments</p>	
	6. New Business	
	<p>6.1- Castle Arms will Draft MOU and present to Cassellholme.</p> <p>6.2- Social media/Website- Deferred till next meeting</p> <p>6.3- <i>“Moved by Allen and seconded by Sherry that the Board approve The Dress Code Policy & Workplace, Violence & harassment Policy, as presented.”</i> Res. #07-24 <u>Carried</u></p> <p>6.4- <i>“Moved by Jamie and seconded by Allen that the Board approve the 2024 Insurance Renewal, as presented.”</i> Res. #08-24 <u>Carried</u></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> Res. #09-24 <u>Carried</u></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> Res.#05-24 <u>Carried</u></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> Res.#06-24 <u>Carried</u></p>	
B.	CORRESPONDENCE	
	None	
C.	REQUEST FOR FUTURE AGENDA ITEMS	
D.	DATE OF NEXT MEETING	
	March 2024	

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

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

❖ 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!- will still require some updates.

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.