

Wednesday, May 22, 2024

MINUTES

Date: Wednesday, May 22, 2024

Location: Castle Arms 3 Board Room

Time: 5:00 p.m.

Present: Chris Mayne, Chair
 Sherry Culling
 Allen Marquette
 Mark King
 Larry Fuld

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

Regrets:

Guests:

	ITEM	ACTION
A.	CALL TO ORDER	
	** Recorded Meeting** <i>“Moved by: Larry Fuld and seconded by Sherry Culling that the meeting be called to order at 6:55 p.m.”</i> Res. #20-24 <u>Carried</u>	
	1. Approval of Agenda	
	<i>“Moved by Mark King and seconded by Allen Marquette that the agenda for this meeting be adopted, as presented.”</i> Res. #21-24 <u>Carried</u>	
	2. Conflict of Interest	
	<i>“Moved by Sherry Culling and seconded by Allen Marquette that no member present has declared a conflict of interest.”</i> Res. #22-24 <u>Carried</u>	
	3. Approval of the Minutes	
	<i>“Moved by Sherry Culling and seconded by Allen Marquette that the minutes of the Meeting held on Wednesday, May 22, 2024 be adopted as presented”</i> Res. #23-24 <u>Carried</u>	

	4. Business Arising	
	5. Castle Arms Operations	
	<p>5.1 Operational Update*</p> <ul style="list-style-type: none"> • BCA's- we are going to add a procurement strategy <p>5.2 Health & Wellness Update*</p> <p>5.3 Executive Update</p> <p>*See attachment</p>	
	6. New Business	
	<p>6.1- Potential sale or transfer of Mattawa Apartments. <i>"Moved by Larry Fuld and seconded by Allen Marquette that the Board supports the divestment of the Mattawa Apartments to the DNSSAB at mutually agreed upon terms & conditions"</i> Res. #24-24 <u>Carried</u></p>	
	<p>7. "Moved by Allen Marquette and seconded by Mark King that the Board proceed to an In-Camera Session at 7:11pm." To discuss legal matter Res.#25-24 <u>Carried</u> <i>"Moved by Sherry Culling and seconded by Mark King that the Board approve the In-Camera Session to be adjourned at 7:36pm"</i> Res.#26-24 <u>Carried</u></p>	
B.	CORRESPONDENCE	
	None	
C.	REQUEST FOR FUTURE AGENDA ITEMS	
D.	DATE OF NEXT MEETING	
	At the call of the Chair	
E.	ADJOURNMENT	
	<p><i>"Moved by Allen Marquette and seconded by Larry Fuld that the meeting be adjourned at 7:37 p.m."</i> Res. #27-24 <u>Carried</u></p>	

Secretary

Chairman

Board of Management Meeting – May 22nd 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 had a meeting with the Bertrand Wheeler team and Quasar to review the BCA's. Overall, our buildings are in good shape for their age and the energy efficiency is better than expected. We will begin to review the reports in more depth once the audit season is done. Our goal is to develop a capital expense plan with this information to guide us. It will also help provide supporting information when we apply for funding from the DNSSAB or other sources.

❖ DNSSAB Affordable Housing Development Collaboration

We submitted our Expression of Interest to the DNSSAB to develop more affordable housing and hope to hear back in the coming weeks.

❖ Elevator update in CA1

Solucore is the consultant hired to help us with the elevator update. The bids will be reviewed at the end of May.

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

❖ Billy to provide update

❖ HEALTH & WELLNESS (Jillian Duchesne):

- Mother's Day Pancake Breakfast was well attended- free for all female Tenants \$5.00 for all male Tenants. We had over 60 Tenants participate. With the help of Tenant volunteers and Jen it was a great success.
- Tenants enjoyed Cinco de Mayo with live music and tacos and virgin margaritas!
- Volunteer appreciation luncheon was also a great success. Sherry Culling and Allen Marquette attended. Tenants were beyond grateful for the luncheon and the volunteer certificate of service.
- Tenant survey went out on May 1st and had to be handed in by May 13th. We handed out 268 surveys and received 140 back. Will share results at the next board meeting but from what we can see we are doing a great job!
- June 1st we are having a CA Yard sale and BBQ.

- June 14th we are doing a Father's Day French toast breakfast. It will be the same as Mother's Day, free for all Male tenants and \$5.00 for all female tenants.
- We also will be having a pizza party and outdoor games day in June.
- Website is live and will be advertised to all Tenants in our quarterly newsletter in June.
- We are planting a veggie garden on the CA2 balcony. Tenants requested lettuce, tomatoes, cucumbers and green onions so they are able to make fresh salads this summer. This will start in the next week or 2. The gardening committee we started this year to look after all the gardens around campus has agreed to look after it.
- Community Paramedic program is still growing as an asset to CA. Lennea is able to speak to family Doctors and doctors at the hospital about our concerns of tenants who should not be living alone.