

Thursday, December 12, 2024

MINUTES

Date: Thursday, December 12th, 2024

Location: Castle Arms 3 Common Room

Time: 5:00 p.m.

Present: Larry Fuld
Sherry Culling
Mark King
Paulette Point

Staff: Jamie Lowery- ED
Jennifer Carriere- Operations
Coordinator
Jillian Duchesne- Health & Wellness
Coordinator & Recording Secretary
William Brooks- CFO

Regrets:

Guests: Yannick Beniot

	ITEM	ACTION
A.	CALL TO ORDER	
	<p>** Recorded Meeting** <i>“Moved by: Sherry Culling and seconded by Paulette Point that the meeting be called to order at 5:02 p.m.”</i> Res. #76-24 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p><i>“Moved by Mark King and seconded by Paulette Point that the agenda for this meeting be adopted as presented”</i> Res. #77-24 <u>Carried</u></p>	
	2. Conflict of Interest	
	<p><i>“Moved by Mark King and seconded by Sherry Culling that <u>Mark King declared a conflict of interest on the North Wing deadline extension item 5.4.</u>”</i> Res. #78-24 <u>Carried</u></p>	
	3. Approval of the Minutes	
	<p><i>“Moved by Sherry Culling and seconded by Mark King that the minutes of the Meeting held on Wednesday November 13th, 2024 be adopted as presented”</i> Res. #79-24 <u>Carried</u></p>	

	4. Business Arising	
	Larry does a brief review of the Podcast hosted by Dave Dale that was released the week of December 9 th regarding the removal of Chris Mayne from the Castle Arms Board as well as some of the Cassellholme items that were discussed.	
	5. New Business	
	<p>5.1- Fill Vacant Board Position</p> <ul style="list-style-type: none"> • Discussion about how we would fill the vacant board position. Dave Dale wanted to know if we would advertise in the community. • Direction given to Jamie to post a community ad to post the position. • Jamie to draft a matrix of what the board should look like. <p>5.2- Yannick to discuss Bylaws</p> <ul style="list-style-type: none"> • Yannick does an overview of recommendations he is making for the Bylaws. He will have a draft completed before the January meeting. <p>5.3- COLA Increase</p> <ul style="list-style-type: none"> • William has proposed a 2% increase for the 2025 Budget for Castle Arms staff which is in line with current inflation. • Mark proposes 3% instead of 2% based on what he is seeing in other sectors. <p><i>“Moved by Mark King and seconded by Paulette Point that a COLA adjustment of 3% be applied to the employees of Castle Arms effective January 1st, 2025”</i></p> <p>Res. #80-24 <u>Carried</u></p> <p>5.4- North Wing deadline extension request from Cassellhome</p> <p><i>“Moved by Paulette Point and seconded by Sherry Culling that the Board agree to an extension for Cassellholme regarding the North Wing 30day notice resolution. Cassellholme will notify us 24 months in advance of vacating the building when they are ready to advance”</i></p> <p>Res. #81-24 <u>Carried</u></p>	
	6. Castle Arms Operations Update	
	<p>6.1- Health and Wellness*- Deferred</p> <p>6.2- Finance update*</p> <p>6.3- Operations Update*</p> <ul style="list-style-type: none"> • The Board discussed the current security system for the entry doors at Castle Arms, considering updates to enhance safety while minimizing disruption. Maintaining the existing key system was seen as the most cost-effective and tenant-friendly option, with an estimated cost of \$10,000 to lock the outer-most main entrance doors. After the upgrades, the Board noted the possibility of scaling back other security measures, such as surveillance or personnel, based on the effectiveness of the new door security. The decision will be evaluated further, but the primary goal remains to ensure security while managing costs. 	

	<ul style="list-style-type: none"> • Paulette likes the idea of locking the doors. She also feels the Tenants need more education to not open the door for people, understanding that the information is given in many different ways regularly by castle Arms staff. • William explains to the Board that we could be putting our wandering seniors at risk, and we wouldn't want to lock anyone out in the middle of winter. • Jamie would like to ensure we are providing education to our tenants to ensure they are aware. • Paulette suggests we start in the spring so tenants have 3 seasons to learn the new system before winter again. • It was suggested that the Cassellholme entrance would be a safe place for Tenants to go should they get locked out and that a staff member there could make a call for them to get back into the building. • Mark said he would discuss that with Angie Punnett to let her know. 	
B.	CORRESPONDENCE	
	None	
C.	REQUEST FOR FUTURE AGENDA ITEMS	
D.	DATE OF NEXT MEETING	
	January 23 rd , 2025	
E.	ADJOURNMENT	
	<p><i>“Moved by Mark King and seconded by Paulette Point that the meeting be adjourned at 6:57 p.m.”</i></p> <p>Res. #82-24 <u>Carried</u></p>	

Secretary

Chairman