

Thursday, February 20, 2025

MINUTES

Date: Thursday, February 20, 2025

Location: Castle Arms 3 Common Room

Time: 4:00 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: Jonathan Muterera

	ITEM	ACTION
	Call to Order	
	<p>** Recorded Meeting** <i>"Moved by: Mark King and seconded by Paulette Point that the meeting be called to order at 4:02 p.m.</i> Res. #7-25</p>	<u>Carried</u>
1.	Approval of Agenda	
	<p><i>"Moved by Sherry Culling and seconded by Mark King that the agenda for this meeting be adopted as presented"</i> Res. #8-25</p>	<u>Carried</u>
2.	Conflict of Interest	
	<p><i>"Moved by Sherry Culling and seconded by Mark King that no Board Member declare a conflict of interest"</i> Res. #9-25</p>	<u>Carried</u>
3.	Approval of the Minutes	

	<p>5.3- Draft operating Budget</p> <ul style="list-style-type: none"> Billy reviews the draft operating budget with the Board. <p><i>“Moved by Jonathan Muterera and seconded by Sherry Culling that the Board approve the Draft operating Budget for 2025”</i></p> <p>Res. #12-25 <u>Carried</u></p>	
6.	Castle Arms Operations Update	
	<p>6.1- Operations Update*</p> <ul style="list-style-type: none"> Jen discusses the elevator contract. The project should start in the next 2-3 weeks. Jilly reviews the incident regarding the wellness check that took place and how we found a tenant in not a great situation. Jen explains that we do not want to be liable in a situation if the Hospital feels we are something we ae not. <p>6.2- Health and Wellness*</p>	
A.	CORRESPONDENCE	
	None	
B.	REQUEST FOR FUTURE AGENDA ITEMS	
C.	DATE OF NEXT MEETING	
	March 20 th , 2025	
D.	ADJOURNMENT	
	<p><i>“Moved by Jonathan Muterera and seconded by Paulette Point that the meeting be adjourned at 5:04 p.m.”</i></p> <p>Res. #13-25 <u>Carried</u></p>	

Secretary

Chairman

Board of Management Meeting February 20, 2025

Jennifer Carriere –Operations Coordinator

Billy Brooks – Chief Financial Officer

Jillian Duchesne – Health & Wellness Coordinator

❖ OPERATIONS UPDATE (Jennifer Carriere, Operations Coordinator):

❖ 2023 COCHI Funding (Elevator in CA1)

We continue to wait for a formal response to extend the COCHI funding deadline. Tyler Venable, Manager of Housing Programs, has submitted a request to the Ministry for an extension until December 2025. He spoke with his Ministry representative on February 11th and was told that we will not hear back on our extension request until after the provincial elections on February 27th.

We have engaged Suppa Engineering to prepare the necessary electrical drawings, ensuring accurate quotes from electricians. The selected electricians will be responsible for hiring a life safety contractor to upgrade the fire alarm panel. This approach allows for a more precise evaluation of quotes, as all bidders will base their estimates on standardized drawings.

❖ 2024 COCHI Funding Request

The 2024 COCHI funds allocated to us include funding for fire panel upgrades in CA1 and CA3. We will initiate this project once the elevator installation is underway.

❖ Clarification regarding Castle Arms and independent living

To enhance clarity regarding our services, we have updated several documents to define the support we provide and the services referred to external agencies. There have been some misconceptions in the community regarding our role, particularly concerning healthcare staffing. It is important to ensure that we are not perceived as employing healthcare professionals, especially in situations where tenants are discharged from hospitals or require more assistance than they can access within the community. This clarification helps mitigate potential liability risks.

❖ HEALTH & WELLNESS (Jillian Duchesne):

❖ Tenants have received their rent receipts for 2024

❖ LIPI will be providing their free Income Tax service for our low income tenants again this year.

❖ We are preparing our quarterly newsletter to go out for the first week of March. Some topics include:

- Asking Tenants not to put kitty litter or grease down the drains or toilets
- Reminder about not putting items in the hallways for Fire safety
- Script about not letting strangers in the building
- Setting items aside for our Castle Arms Yard Sale in May (CA Fundraiser)

50/50 fundraiser for Pig Roast and Christmas Dinner

2025 Castle Arms Events

August

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September

- Pig Roast? \$20.00-T \$35.00-G 50/50 or Basket Draw
- National Day of Truth & Reconciliation- Orange Shirt Day free event

October

- Halloween Party Friday 31st -\$2.00-T \$7.00-G 50/50
- Baby Shower for North bay Pregnancy Resource Center

November

- Craft/Bake Sale November 15th- Basket Raffle
- Soup and Sandwich 50/50
- Planning of events for 2026

December

- Christmas Party Monday 22nd 50/50
- Christmas Dinner Monday 15th, Tuesday 16th
- Mega Raffle
- Food Bank Competition