

CASTLE ARMS Non-Profit Seniors Apartments
BOARD OF MANAGEMENT MEETING

Thursday, March 20, 2025

MINUTES

Date: Thursday, March 20, 2025

Location: Castle Arms 3 Common Room

Time: 5:00 p.m.

Present: Larry Fuld
Mark King
Paulette Point
Jonathan Muterera

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

Regrets: Sherry Culling

Guests:

	ITEM	ACTION
1.	Call to Order	
	<p>** Recorded Meeting**</p> <p><i>"Moved by: Mark King and seconded by Paulette Point that the meeting be called to order at 4:56 p.m.</i></p> <p>Res. #15-25 <u>Carried</u></p>	
2.	Approval of Agenda	
	<p><i>"Moved by Mark King and seconded by Jonathan Muterera that the agenda for this meeting be adopted as presented"</i></p> <p>Res. #16-25 <u>Carried</u></p>	
3.	Conflict of Interest	
	<p><i>"Moved by Jonathan Muterera and seconded by Paulette Point that no Board Member declare a conflict of interest"</i></p> <p>Res. #17-25 <u>Carried</u></p>	

4.	Approval of the Minutes	
	<p><i>“Moved by Sherry Culling and seconded by Paulette Point that the minutes of the Meeting held on Thursday, February 20, 2025 be adopted as presented”</i></p> <p>Res. #18-25 <u>Carried</u></p>	
5.	Business Arising	
	4.1- Draft By-law Review- Deferred till April 17 th meeting – changes were missing from the draft	
6.	New Business	
7.	Castle Arms Operations Update	
	<p>6.1- Operations Update*</p> <ul style="list-style-type: none"> Elevator project will begin on March 31st in Castle Arms 1. <p>6.2- Finance Update</p> <ul style="list-style-type: none"> No formal update. The Audit is underway. Billy does not expect any serious issues. Will target to have financial statements for the AGM. <p>6.3- Health & Wellness Update*</p> <p>6.4- Executive Director Update</p> <ul style="list-style-type: none"> Nipissing Wellness Ontario Health Team has offered funds to help with Light Housekeeping services. 50 clients at 2 hours a week or 100 clients at one hour a week. Highly subsidized for our Tenants. Details still need to be worked out. Jamie feels it will go a very long way as there is a high need amongst our Tenants. 	
8.	CORRESPONDENCE	
	None	
9.	REQUEST FOR FUTURE AGENDA ITEMS	
10.	DATE OF NEXT MEETING	
	Annual General Meeting AGM May 22, 2025	
11.	ADJOURNMENT	

	<p><i>“Moved by Mark King and seconded by Jonathan Muterera that the meeting be adjourned at 5:27 p.m.”</i></p> <p>Res. #19-25</p> <p><u>Carried</u></p>	
--	--	--

Secretary

Chairman

Board of Management Meeting March 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 have yet to receive a response from DNSSAB regarding an extension for our 2023 funding agreement. We worked closely with the elevator contractor and consultant to prepare the first invoice for the project. This first draw, as they refer to it, covers the equipment procured to date. We have submitted this invoice, along with the consultant's first invoice, to DNSSAB, requesting payment of \$287,000 from the total \$295,000. If an extension is not granted, at the very least, we will have secured the majority of the funds promised to us.

The project is set to begin on March 31st. We have reviewed the quotes for the electrical and life safety portion of the work. Four electrical contractors were invited to bid, but only two submitted proposals. After careful consideration, we have selected Syctr as the contractor, as their quote was approximately \$5,000 lower. The total cost for this portion of the work will be just under \$33,000.

❖ HEALTH & WELLNESS (Jillian Duchesne):

- ❖ St. Patty's Day Party- 2024- 20 tenants participated and 2025- 46 tenants and 16 guests attended
- ❖ St. Patty's Day 50/50 winner won- \$115.00- best Dressed Won a \$25.00 gift card to Independent/no frills
- ❖ Valentine's Day Party- 2024- 34 Tenants participated- 2025- 29 tenants and 6 guests attended
- ❖ Valentine's Day Basket raffle made- \$406.00
- ❖ Pancake Breakfast- 2024- 47 Tenants participated- 2025- 37 tenants participated but there was a short turnaround in getting the information out to tenants which impacted the attendance
- ❖ Pig Roast Date- September 11th 2025
- ❖ Spaghetti Dinner – 2025- 65 tenants participated- Money raised- \$650.00
- ❖ Easter basket raffle – Started on March 17th draw date will be April 16th at the Easter tea- tickets are 3 for \$5.00
- ❖ Wellness package and Emergency Contact are being completed and contacts are being updated while getting Income Tax ready for LIPI. So far I have prepared 50 returns for LIPI to complete with more appointments next week.
- ❖ Jennifer and I attended the World of Social work Day at Nipissing on Tuesday afternoon. We were able to engage with students in the social work program and explain what Castle Arms has to offer for placement opportunities.