

CASTLE ARMS NON-PROFIT SENIORS APARTMENTS BOARD OF MANAGEMENT MEETING

Thursday, March 26, 2020



MINUTES

Date: March 26, 2020

Location: ZOOM Meeting

Present: Chris Mayne
Mark King
Terry Kelly
Dean Backer

Staff: Jamie Lowery, Chief Executive Officer
Billy Brooks, Finance Manager
Julie Pilkey, Recording Secretary

Regrets: Tanya Vrebosch (*arrived at the end of the meeting*)

Guests:

ITEM		ACTION
A.	CALL TO ORDER	
	<p><i>"Moved by Dean Backer and seconded by Mark King that the meeting be called to order at 5:03 p.m.</i></p> <p>Res. #07-20 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p><i>"Moved by Dean Backer and seconded by Terry Kelly that the agenda for this meeting be adopted as presented."</i></p> <p>Res. #08-20 <u>Carried</u></p>	
	2. Conflict of Interest	
	<p><i>"Moved by Mark King and seconded by Dean Backer that no member present has declared a conflict of interest."</i></p> <p>Res. #09-20 <u>Carried</u></p>	
	3. Approval of Minutes	
	<p>3.1 Approval of Minutes of the Meeting held on March 5, 2020</p> <p><i>"Moved by Terry Kelly and seconded by Mark King that the minutes for the Regular Meeting held on March 5, 2020, be adopted as presented."</i></p> <p>Res. #10-20 <u>Carried</u></p>	

	4. Business Arising	
	<p>4.1 St. Thomas Agreement Jamie noted John D'Agostino is reviewing the draft agreement, noting minor changes. Jamie will send out a copy of the agreement to Board members for review. A meeting will be announced at the call of the Chair to approve the agreement.</p>	
	5. Castle Arms Operations	
	<p>5.1 COVID-19 The Castle Arms Operations Coordinator attends the daily meetings at Cassellholme. Castle Arms staff are required to be screened daily at the Cassellholme main entrance and have their temperature taken. Cleaning is completed 7 days a week in all the common areas. Staff have been instructed to use proper PPE when entering apartments. 4 tenants have been out of the country and are all self-isolating. Tenants are nervous to go out. Measures have been implemented to ensure all tenants are checked on to see if they are okay and if they have enough supplies. All Common Room locks have been changed to restrict access and promote social distancing. Jamie noted the Alzheimer Society has activity kits for seniors to use, located at their main location. The Castle Arms location is currently closed.</p> <p>5.2 TD Online Banking Billy explained that we are requesting the Board's approval to improve our online banking process. The approval will allow Julie Pilkey and Billy Brooks to have full access to add vendors, make online payments and deposit scanned cheques. Also looking at processes to set up payroll, accounts payable and resident accounts to work remotely, if needed.</p> <p><i>"Moved by Mark King and seconded by Dean Backer that the Board approve to amend our Web Business Banking (Company ID 68655), Payments & Transfers Service to Full Access Bill Payment option, effective immediately."</i></p> <p>Res. #11-20 <u>Carried</u></p>	
	6. New Business	
	<p>6.1 Potential Risks (if any) for St. Thomas, Trout Creek, MWC (John D'Agostino) John D'Agostino was unable to attend. Jamie provided an update. St. Thomas discussed at 4.1 Trout Creek – the hospital is looking to move long-term care patients to the old Lady Isabelle location for temporary residence. There are 66 beds and the building should be ready in approximately 10 days. All the existing equipment is still available to use. Fire inspection passed. Waiting for the Ontario Health approval. CUPE has agreed for staffing allocation. Previous employees of Lady Isabelle have been contacted as well as 15 student PSWs in the CTS program.</p>	
	B. CORRESPONDENCE	
	No items noted	

C.	REQUEST FOR FUTURE AGENDA ITEMS	
	No items noted	
D.	DATE OF NEXT MEETING	
	Thursday April 23, 2019 @ 5:00 p.m. – via ZOOM or at the call of the Chair.	
E.	ADJOURNMENT	
	<p><i>“Moved by Terry Kelly and seconded by Dean Backer that the meeting be adjourned at 5:30 p.m.”</i></p> <p>Res. #12-20 <u>Carried</u></p>	

Secretary

Chairman