

**CASTLE ARMS NON-PROFIT SENIORS APARTMENTS  
BOARD OF MANAGEMENT MEETING**



**Thursday, March 5, 2020**

**MINUTES**

**Date:** March 5, 2020

**Location:** Cassellholme Garden Room

**Present:** Chris Mayne  
Mark King  
Terry Kelly  
Dean Backer  
Tanya Vrebosch

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

**Regrets:**

**Guests:** Jillian Duchesne, Resident Services  
Angie Punnett, Director of Operations  
Blanche-Helene Tremblay, Family Council

	<b>ITEM</b>	<b>ACTION</b>
<b>A.</b>	<b>CALL TO ORDER</b>	
	<p><i>“Moved by Dean Backer and seconded by Terry Kelly that the meeting be called to order at 5:02 p.m.</i></p> <p><b>Res. #01-20</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
	<b>1. Approval of Agenda</b>	
	<p><i>“Moved by Mark King and seconded by Dean Backer that the agenda for this meeting be adopted as presented.”</i></p> <p><b>Res. #02-20</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
	<b>2. Conflict of Interest</b>	
	<p><i>“Moved by Terry Kelly and seconded by Mark King that no member present has declared a conflict of interest.”</i></p> <p><b>Res. #03-20</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
	<b>3. Approval of Minutes</b>	
	<p><b>3.1</b> Approval of Minutes of the Meeting held on December 18, 2019 (<i>Note – meetings were cancelled for Jan 23/20 &amp; Feb 7/20</i>)</p> <p><i>“Moved by Mark King and seconded by Terry Kelly that the minutes for the Regular Meeting held on December 18, 2019, be adopted as presented.”</i></p> <p><b>Res. #04-20</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	

<b>4. Business Arising</b>		
	<p><b>4.1 Entrance Door Project</b>          Jamie &amp; Billy discussed the project and proposals, noting Jim’s Locksmithing as the recommended choice. They have been our lock/door repair company for many years and have knowledge of the buildings.</p> <p><i>Moved by Mark King and seconded by Dean Backer that the Board approve the proposal from Jim’s Locksmithing for the Ontario Renovates – Fire Door replacement of 107 doors in Castle Arms I &amp; II, including new locks, handles, and painting, as per DNSSAB conditions. The quoted amount is \$60,122.95 plus HST (Castle Arms receives the bulk of HST paid as a rebate). The entire project will be funded through the grant funding, approved in the amount of approximately \$100,000, at no expected additional expense to Castle Arms.”</i></p> <p><b>Res. #05-20</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>5. Castle Arms Operations</b>		
	<p><b>5.1 Year End Financials</b> <i>(Subject to Audit and Adjustments)</i>          Billy reviewed the Financials (handout) and noted the figures are subject to the Annual Audit and Adjustments. Audit will begin on March 9, 2020.</p> <p><b>5.2 Seniors Villas of East Ferris</b>          East Ferris Villa is has 30 units (3 locations)          Jamie noted their staff are happy with the services provided from Castle Arms. Currently in a trial period with their accounting software, hoping to change to mirror Castle Arms (as a Castle Arms 6) and use the same contractors.</p>	
<b>6. New Business</b>		
	<p><b>6.1 St. Thomas</b>          St. Thomas is a Retirement Home with 30 employees.          Jamie noted a draft agreement is in progress.</p> <p><b>6.2 Trout Creek</b>          Trout Creek is a Long-Term Care Home          Jamie noted they are waiting for an agreement.</p> <p><b>6.3 Muslim Welfare Council (MWC)</b>          The MWC is a 192 bed home in Durham with their own employees.          Jamie noted a letter has been drafted for their consideration.          Possibly 2 weeks away from signing. A Board meeting will be called, if needed prior to signing.          Services are for a 5-year projection until they are able to manage on their own.</p> <p>NOTE: A fee-for-service contract agreement will be needed for all of the above services, as well as insurance coverage. All 3 locations could be ready to start by the end of March 2020.</p>	
<b>B.</b>	<b>CORRESPONDENCE</b>	
	No items noted	

<b>C.</b>	<b>REQUEST FOR FUTURE AGENDA ITEMS</b>	
	Request to hear from John D'Agostino and Greg Lloyd on the potential risks involved with providing services to St. Thomas, Trout Creek and Muslim Welfare Council.	Add to next agenda
<b>D.</b>	<b>DATE OF NEXT MEETING</b>	
	Thursday March 26, 2019 @ 5:00 p.m. – Cassellholme Garden Room or at the call of the Chair.	
<b>E.</b>	<b>ADJOURNMENT</b>	
	<p><i>“Moved by Mark King and seconded by Terry Kelly that the meeting be adjourned at 5:23 p.m.”</i></p> <p><b>Res. 06-20</b></p> <p style="text-align: right;"><b><u>Carried</u></b></p>	

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Secretary

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Chairman