



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



MONDAY APRIL 25, 2019

MINUTES

Date: April 25, 2019

Location: Cassellholme Garden Room

Present: Chris Mayne
Mark King
Sherry Culling
Terry Kelly
Tamela Price-Fry
Dean Backer
Tanya Vrebosch

Staff: Jamie Lowery, Chief Executive Officer
Richard Campbell, Chief Financial Officer
Julie Pilkey, Recording Secretary

Guest: Dean Decaire, BDO

Regrets:

ITEM		ACTION
A.	CALL TO ORDER	
	<p><i>“Moved by Dean Backer and seconded by Tamela Price-Fry that the meeting be called to order at 5:03 p.m.</i></p> <p>Res. #001-19 <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. #002-19 <u>Carried</u></p>	
	2. Conflict of Interest	
	<p><i>“Moved by Sherry Culling and seconded by Mark King that no member present has declared a conflict of interest.”</i></p> <p>Res. #003-19 <u>Carried</u></p>	

3. Approval of Minutes		
3.1 Approval of Minutes of the Meeting held on April 23, 2018		
<i>“Moved by Sherry Culling and seconded by Terry Kelly that the minutes for the Annual General Meeting held on April 23, 2018, be adopted as presented.”</i>		
Res. #004-19		<u>Carried</u>
4. Election of Officers		
<i>“Moved by Mark King and seconded by Terry Kelly that <u>Chris Mayne</u> be elected Chairperson of the Castle Arms Board of Management.”</i>		
Res. #005-19		<u>Carried</u>
<i>“Moved by Dean Backer and seconded by Terry Kelly that <u>Mark King</u> be elected as Vice Chairperson of the Castle Arms Board of Management.”</i>		
Res. #006-19		<u>Carried</u>
<i>“Moved by Chris Mayne and seconded by Dean Backer that <u>Tamela Price-Fry</u> be elected as Treasurer of the Castle Arms Board of Management.”</i>		
Res. #007-19		<u>Carried</u>
5. Election of 2019 Auditors		
<i>“Moved by Dean Backer and seconded by Tamela Price-Fry that <u>BDO Canada LLP Chartered Accountants</u> be appointed as Castle Arms Auditors for 2019.”</i>		
Res. #008-19		<u>Carried</u>
6. Castle Arms Financial Statements		
Dean Decaire, BDO Chartered Accountant, presented and reviewed the Castle Arms Financial Statements and notes. No outstanding items. Dean explained the reserves. Ric will create a policy for reserves.		Ric
<i>“Moved by Sherry Culling and seconded by Mark King that the 2018 Financial Statements from BDO Canada LLP Chartered Accountants be accepted as presented.”</i>		
Res. #009-19		<u>Carried</u>
B. CORRESPONDENCE		
No items noted		

C.	REQUEST FOR FUTURE AGENDA ITEMS	
	No items noted	
D.	DATE OF NEXT MEETING	
	April 2020 – Annual General Meeting, Cassellholme Garden Room	
E.	ADJOURNMENT	
	<p><i>“Moved by Tanya Vrebosch and seconded by Terry Kelly that the meeting be adjourned at 5:36 p.m.”.</i></p> <p>Res. 010-19 <u>Carried</u></p>	

Secretary

Chairman