

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



Thursday, April 23, 2020

MINUTES

Date: April 23, 2020

Location: ZOOM Meeting

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

Staff: Jamie Lowery, Chief Executive Officer
Billy Brooks, Finance Manager
Angie Punnett, Director of Operations
Julie Pilkey, Recording Secretary

Regrets:

Guests:

ITEM		ACTION
A.	CALL TO ORDER	
	<p><i>“Moved by Terry Kelly and seconded by Mark King that the meeting be called to order at 5:05 p.m.</i></p> <p>Res. #13-20 <u>Carried</u></p>	
	1. Request to Postpone the AGM	
	<p><i>“Moved by Tanya Vrebosch and seconded by Mark King that the Board approve to postpone the Annual General Meeting until the May 28, 2020 Board Meeting.”</i></p> <p>Res. #14-20 <u>Carried</u></p>	
	2. 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. #15-20 <u>Carried</u></p>	
	3. Conflict of Interest	
	<p><i>“Moved by Mark King and seconded by Tanya Vrebosch that no member present has declared a conflict of interest.”</i></p> <p>Res. #16-20 <u>Carried</u></p>	
	4. Approval of Minutes	
	<p>4.1 Approval of Minutes of the Meeting held on March 26, 2020</p> <p><i>“Moved by Mark King and seconded by Terry Kelly that the minutes for the Regular Meeting held on March 26, 2020, be adopted as presented.”</i></p> <p>Res. #17-20 <u>Carried</u></p>	

	5. Business Arising	
	No business arising.	
	6. Castle Arms Operations	
	<p>6.1 COVID-19 Castle Arms continues to meet daily with Cassellholme Management and implement new protective measures as they arise. The locks to all Common Rooms in all buildings have been changed to avoid tenants gathering together. CSS and Castle Arms staff are providing shopping and security checks. Jamie noted tenants are nervous. Staff suggested to screen visitors but it would not work with the various buildings and not enough staff to monitor. Decided to use education and signage to inform tenants and keep them updated. Cleaning continues throughout all common areas, 7 days a week.</p> <p>6.2 Financial Update Billy discussed the current Financials. He noted we haven't received our financial statements from BDO and that they will be presented at the May 2020 meeting. Billy also noted the increased costs with Pandemic supplies and staffing as well as funding we will receive to cover some of the costs.</p>	
	7. New Business	
	<p>7.1 Capital Project - Doors Jamie noted, due to the COVID-19 Pandemic, the door replacement project has been postponed.</p>	
B.	CORRESPONDENCE	
	No items noted	
C.	REQUEST FOR FUTURE AGENDA ITEMS	
	No items noted	
D.	DATE OF NEXT MEETING	
	Thursday May 28, 2020 @ 5:00 p.m. – via ZOOM or at the call of the Chair.	
E.	ADJOURNMENT	
	<p><i>“Moved by Mark King and seconded by Terry Kelly that the meeting be adjourned at 5:30 p.m.”</i></p> <p>Res. #18-20 <u>Carried</u></p>	

Secretary

Chairman