

CASTLE ARMS NON-PROFIT SENIORS APARTMENTS BOARD OF MANAGEMENT MEETING

Thursday, May 28, 2020



MINUTES

Date: May 28, 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
Shani Giroux, Director of Human Resources
Julie Pilkey, Recording Secretary

Regrets:

Guests:

ITEM		ACTION
A.	CALL TO ORDER	
	<p><i>"Moved by Mark King and seconded by Dean Backer that the meeting be called to order at 6:48 p.m.</i></p> <p>Res. #19-20 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p><i>"Moved by Tanya Vrebosch and seconded by Terry Kelly that the agenda for this meeting be adopted as presented."</i></p> <p>Res. #20-20 <u>Carried</u></p>	
	2. Conflict of Interest	
	<p><i>"Moved by Dean Backer and seconded by Mark King that no member present has declared a conflict of interest."</i></p> <p>Res. #21-20 <u>Carried</u></p>	
	3. Approval of Minutes	
	<p>3.1 Approval of Minutes of the Meeting held on April 23, 2020</p> <p><i>"Moved by Mark King and seconded by Tanya Vrebosch that the minutes for the Regular Meeting held on April 23, 2020, be adopted as presented."</i></p> <p>Res. #22-20 <u>Carried</u></p>	

	4. Business Arising	
	4.1 Agreement – St. Thomas A meeting was held (requested at the last Board meeting) with John D’Agastino to discuss risks to Castle Arms. No risks identified.	
	5. Castle Arms Operations	
	5.1 COVID-19 Common Rooms remain locked. Cleaning in all common areas continues 7 days per week. Security checks to ensure tenants are safe. There have been no COVID-19 cases, to date, in all Castle Arms apartments. 5.2 Financial Update Billy provided a power point presentation to review the financials from January – April 2020. Tanya noted concerns with the off-peak hydro rebates during the pandemic and heard they may have to be paid back in 2021. Billy to watch for more information. Hard copies of the presentation are available upon request and will be filed with the original Board minutes.	
	6. New Business	
	6.1 Consent for New Name – Castle Arms Management Services Inc. Filed for the name “Castle Arms Management Services Inc.” Chris, Mark and Terry to sign the consent and application to use new name. <i>“Moved by Tanya Vrebosch and seconded by Dean Backer that the Board of Castle Arms Non-Profit Corporation approve to use the name, Castle Arms Management Services Inc. This will be a non-profit company that will manage senior’s facilities like LTC homes, Retirement homes, Assisted Living settings and senior’s independent living. The 3 Officers (for sake in initiating this) will be: Christ Mayne, Mark King and Terry Kelly.”</i> Res. #23-20 <u>Carried</u>	
B.	CORRESPONDENCE	
	No items noted	
C.	REQUEST FOR FUTURE AGENDA ITEMS	
	Add: Applying for a Castle Arms Charitable Number (this was identified during the review of the Castle Arms Financial Statements, at the AGM meeting today)	
D.	DATE OF NEXT MEETING	
	Thursday June 25, 2020 @ 5:00 p.m. – via ZOOM or at the call of the Chair.	
E.	ADJOURNMENT	
	<i>“Moved by Mark King and seconded by Tanya Vrebosch that the meeting be adjourned at 7:03 p.m.”</i> Res. #24-20 <u>Carried</u>	

Secretary

Chairman