

CASTLE ARMS NON-PROFIT SENIORS APARTMENTS BOARD OF MANAGEMENT MEETING

Thursday, June 25, 2020

CASTLE ARMS

MINUTES

Date: June 25, 2020

Location: ZOOM Meeting

Present: Chris Mayne
Mark King
Terry Kelly
Dean Backer
Sherry Culling

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

Regrets: Tanya Vrebosch

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 5:00 p.m.</i></p> <p>Res. #25-20 <u>Carried</u></p>	
	1. Welcome Back to the Board of Management – Sherry Culling	
	<p>The Board of Management welcomed Sherry Culling back to the Board of Management for Castle Arms. Sherry's Public Appointment term is effective June 11, 2020 for one(1) year.</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. #26-20 <u>Carried</u></p>	
	3. 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. #27-20 <u>Carried</u></p>	
	4. Approval of Minutes	
	<p>4.1 Approval of Minutes of the Meeting held on May 28, 2020</p> <p><i>"Moved by Terry Kelly and seconded by Dean Backer that the minutes for the Regular Meeting held on May 28, 2020, be adopted as presented."</i></p> <p>Res. #28-20 <u>Carried</u></p>	

	5. Business Arising	
	<p>5.1 St. Thomas Jamie is still waiting for the Government to approve/register the Castle Arms Management Services Inc. A separate Board Meeting will be scheduled with Chris, Mark and Terry to discuss the Terms of Reference, Bylaws, etc.</p> <p>5.2 Charitable Number for Castle Arms <i>(suggested from the annual financial statement, at the AGM, May 28/20)</i> The Directors Listing needs to be updated for CRA Charitable Registration, addresses, etc. Billy and Julie to follow-up.</p> <p>5.3 Security for Bus Stops in front of Castle Arms <i>(transferred from Cassellholme minutes, May 28/20)</i> Jamie will write a letter and forward to Chris and Mark to submit.</p>	<p>Billy / Julie</p> <p>Jamie / Chris / Mark</p>
	6. Castle Arms Operations	
	<p>6.1 COVID-19 Ongoing daily cleaning, 7 days a week, is completed in all common areas. Alzheimer's Society is providing respite services</p> <p>Purchases – 2 new gazebos were purchased for CA2 and CA4. Each is 10x10</p> <p>6.2 Financial Update Billy provided a power point presentation to review the budget. No concerns. Summer students have started for Castle Arms, Cassellholme, and CSS clients.</p>	
	7. New Business	
	No new business noted	
B.	CORRESPONDENCE	
	Delete item on agenda <i>(move to Cassellholme agenda)</i> No items noted for Castle Arms.	
C.	REQUEST FOR FUTURE AGENDA ITEMS	
	No items noted	
D.	DATE OF NEXT MEETING	
	Thursday September 24, 2020 @ 5:00 p.m. – or at the call of the Chair.	
E.	ADJOURNMENT	
	<p><i>“Moved by Mark King and seconded by Sherry Culling that the meeting be adjourned at 5:16 p.m.”</i></p> <p>Res. #29-20 <u>Carried</u></p>	

Secretary

Chairman