

**CASTLE ARMS  
BOARD OF MANAGEMENT MEETING**



**THURSDAY, NOVEMBER 26, 2020**

**MINUTES**

**Date:** Thursday November 26, 2020

**Location:** ZOOM Meeting

**Present:** Chris Mayne  
Mark King  
Terry Kelly  
Tanya Vrebosch  
Sherry Culling

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

**Regrets:** Dean Backer

**Guests:** Dean Decaire, BDO  
Greg Lloyd, BDO  
Claire Campbell (potential new Board Member)

ITEM		ACTION
<b>A.</b>	<b>CALL TO ORDER</b>	
	<i>"Moved by Mark King and seconded by Terry Kelly that the meeting be called to order at 4:04 p.m."</i> Res. #48-20 <div>Carried</div>	
	<b>1. Approval of Agenda</b>	
	<i>"Moved by Sherry Culling and seconded by Tanya Vrebosch that the agenda for this meeting be adopted, as presented."</i> Res. #49-20 <div>Carried</div>	
	<b>2. Conflict of Interest</b>	
	<i>"Moved by Tanya Vrebosch and seconded by Terry Kelly that no member present has declared a conflict of interest."</i> Res. #50-20 <div>Carried</div>	
	<b>3. Approval of Minutes</b>	
	<b>3.1 Approval of Minutes of the Meeting held on October 22, 2020</b> <i>"Moved by Sherry Culling and seconded by Mark King that the minutes for the Regular Meeting held on October 22, 2020, be adopted as presented."</i> Res. #51-20 <div>Carried</div>	

	<b>4. Business Arising</b>	
	<b>4.1 COVID-19 Update / Hairdresser Location</b> Cleaning and security checks are still ongoing. New restrictions have made it mandatory that all staff are tested every 2 weeks. Staff not tested will not be allowed to work. Further enquiries for the hairdresser location to be created in the Castle Arms 2 Common room resulted in increased costs up to \$20,000.00. Jamie noted this is not feasible for a temporary salon. The Health Unit was contacted. Going door to door was not an option due to infection control.	
	<b>5. Castle Arms Operations</b>	
	<b>5.1 Budget to Actuals at October 31, 2020</b>  <u>CONFLICT OF INTEREST</u> – Tanya Vrebosch has declared a Conflict of Interest for the Budget to Actuals – DNSSAB Revenue.  Billy provided a PowerPoint presentation with an update on the financials. No changes noted over the past few months.	
	<b>6. New Business</b>	
	<b>6.1 Trout Creek</b> Jamie noted he should have the licenses in the next 2 weeks. This item to be moved to the Castle Arms Seniors Living Management Services Board meetings.	
<b>B.</b>	<b>CORRESPONDENCE</b>	
	No items noted	
<b>C.</b>	<b>REQUEST FOR FUTURE AGENDA ITEMS</b>	
	No items noted	
<b>D.</b>	<b>DATE OF NEXT MEETING</b>	
	Thursday December 17, 2020 @ 5:00 p.m. – or at the call of the Chair.	
<b>E.</b>	<b>ADJOURNMENT</b>	
	<i>“Moved by Mark King and seconded by Terry Kelly that the meeting be adjourned at 4:20 p.m.”</i>  Res. #52-20 <span style="float: right;"><u>Carried</u></span>	

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Secretary

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Chairman