

**MINUTES OF THE REGULAR MEETING OF THE ORANGE MEMORIES BOARD
HELD ON THE 9th DAY OF OCTOBER, 2019
AT ORANGE MEMORIES AT 12:00 NOON**

PRESENT: Chairman Ryan Wickett, members Trevor Hay, Rick Bell, Blair Wingert and Gerald Clark. Orange Memories Manager Nadine Olson, Orange Memories Program Co-ordinator Morgan Dinsmore and Orange Memories Administrator Michele A. Schmidt.

ABSENT: Member Subhas Maharaj.

VACANCY: 1-member at large seats vacant.

CALL TO ORDER:

Chairman Wickett called the meeting to order at 12:08 p.m.

AGENDA:

092/19 **Hay:** That the agenda be accepted as presented and circulated.
Carried.

MINUTES:

093/19 **Wingert:** That the minutes of the regular meeting of the Orange Memories Board held on September 11, 2019 be accepted as presented and circulated.
Carried.

CORRESPONDENCE: No correspondence at this time.

FINANCIAL REPORTS:

094/19 **Wingert:** That the Orange Memories Statement of Financial Activities for the month ending September 2019 be accepted as presented and circulated.
Carried.

095/19 **Hay:** That the Orange Memories Bank Reconciliation for the month ending September 2019 be accepted as presented and circulated.
Carried.

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ACCOUNTS:

- 096/19 **Bell:** That the general accounts from cheque #069 to #091 in the amount of \$19,392.72 are hereby approved, as attached to these minutes.
Carried.
- 097/19 **Wingert:** That payroll accounts regarding pay period #19 and #20 in the amount of \$43,128.21 are hereby approved, as attached to these minutes.
Carried.
- 098/19 **Hay:** That the online payments for September 3 - 27, 2019 in the amount of \$5,796.43 are hereby approved, as attached to these minutes.
Carried.

MANAGER REPORT:

- 099/19 **Wingert:** That we hereby acknowledge receipt of Nadine Olson, Orange Memories Manager September 2019 Manager's report and that this report shall be filed.
Carried.

DELEGATIONS:

Norm and Ian Collins joined the meeting at 12:30 p.m.

Discussion was held regarding the Admission Agreement and rental rate regarding room 114.

Norm and Ian Collins left the meeting at 1:20 p.m.

NEW BUSINESS:

ORANGE MEMORIES – Tangible Capital Asset Policy:

- 100/19 **Wingert:** That we hereby agree that Orange Memories Personal Care Home hereby adopted and agree to following the Town of Rosetown Tangible Capital Asset Policy, as attached to these minutes.
Carried.

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ORANGE MEMORIES – HR Manual – Carry Over of Holidays:

- 101/19 **Hay:** That we hereby approve that the Orange Memories employees will be allowed to carry over forty-eight (48) hours of vacation at the end of each year. If an employee wishes to carry over more than forty-eight (48) hours, a Vacation Carry-over Request Form must be completed no later than November 1 and it must be approved by the Manager;
and;
Furthermore; that all carry over holidays must be used by June 30 of the following year;
and;
Furthermore; that the Orange Memories HR Manual shall be updated to include the carry over of forty-eight hours vacation as outlined.
- Carried.

ORANGE MEMORIES – 2020 BUDGET:

- 102/19 **Wingert:** That we hereby approve the attached Orange Memories Personal Care Home Inc. 2020 Budget and that this budget shall be forwarded to the Town of Rosetown for final approval.
- Carried.

ADJOURNMENT:

- 103/19 **Hay:** That we hereby adjourn. Time of adjournment 1:34 p.m.
- Carried.

Chairman

Secretary/Administrator