

To: Orchard Manor – Farm Committee

Date: September 1, 2010

Subject: Agenda for September 8, 2010 meeting.

The Orchard Manor – Farm Committee will hold a meeting on **Wednesday, September 8, 2010 at 10:00 a.m.** in the Boardroom at Orchard Manor. The committee will give consideration to and/or take action on the following items:

- Agenda:
1. Call to order at 10:00 a.m.
  2. Establish a quorum.
  3. Certification of compliance with the Open Meetings Law.
  4. Approval of agenda.
  5. Approval of the minutes.
  6. Farm business.
    - A. Farm Building/Lease Issues.
    - B. Farm vouchers and financial report.
    - C. 2011 Farm budget.
  7. Audit report – Johnson Block and Company, Inc.
  8. Orchard Manor operations.
    - A. Chairperson's report.
    - B. Maintenance supervisor's report.
    - C. Administrator's report.
      - Operational topics.
      - Update on facility issues.
      - Update on computer conversion and software.
    - D. 2011 Orchard Manor appropriation budget.
    - E. Equipment purchases.
    - F. Focus on Energy update.
    - G. Staffing issues.
      - Future training costs.
    - H. Orchard Manor vouchers and financial report.
  9. Adjourn to closed session per Wisconsin Statute 19.85(1)(c) regarding grievance arbitration.
  10. Reconvene to open session.
  11. Public comment.
  12. Set next meeting date.
  13. Adjournment.