

To: Orchard Manor – Farm Committee

Date: November 29, 2010

Subject: Agenda for December 8, 2010 meeting.

The Orchard Manor – Farm Committee will hold a meeting on **Wednesday, December 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.
 7. Presentation by Robb Stone, JDR Engineering.
 8. Orchard Manor operations.
 - A. Chairperson's report.
 - B. Maintenance supervisor's report.
 - C. Administrator's report.
 - Update on facility issues.
 - Laundry update.
 - D. Equipment purchases/repairs.
 - E. Private rates and television charges.
 - F. Staffing issues.
 - Future training costs.
 - G. Orchard Manor vouchers and financial report.
 9. Public comment.
 10. Set next meeting date.
 11. Adjournment.