

To: Orchard Manor – Farm Committee

Date: October 4, 2011

Subject: Agenda for October 12, 2011 meeting.

The Orchard Manor – Farm Committee will hold a meeting on **Wednesday, October 12, 2011 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 vouchers and financial report.
 7. Update on roofing project.
 8. Update on HVAC project.
 9. Orchard Manor operations:
 - A. Chairperson's report.
 - B. Maintenance supervisor's report.
 - C. Administrator's report.
 - Update on facility issues.
 - Personal laundry update.
 - Budget update.
 - D. Equipment purchases/repairs.
 - E. Staffing issues.
 - Staff request for leave of absence between 10 and 30 work days.
 - Future training costs.
 - Update on staffing changes.
 - F. Orchard Manor vouchers and financial report.
 10. Public comment.
 11. Set next meeting date.
 12. Adjournment.