

To: Orchard Manor – Farm Committee

Date: January 31, 2012

Subject: Agenda for February 8, 2012 meeting.
(Please note change in time)

The Orchard Manor – Farm Committee will hold a meeting on **Wednesday, February 8, 2012 at 1:00 p.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 1:00 p.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 HVAC project.
 8. Update on Taylor Bros. contract.
 9. Orchard Manor operations.
 - A. Chairperson's report.
 - B. Maintenance supervisor's report.
 - C. Administrator's report.
 - Update on facility issues.
 - D. Equipment purchases/repairs.
 - Security system update.
 - Keane and CeleriTime software updates.
 - E. Staffing issues.
 - Future training costs.
 - Update on staffing changes.
 - F. Orchard Manor vouchers and financial report.
 10. Public comment.
 11. Set next meeting date.
 12. Adjournment.