

To: Orchard Manor – Farm Committee

Date: October 2, 2012

Subject: Agenda for October 10, 2012 meeting.

The Orchard Manor – Farm Committee will hold a meeting on **Wednesday, October 10, 2012** 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. Forester report.
    - B. Farm vouchers and financial report.
  7. Orchard Manor operations.
    - A. Chairperson's report.
    - B. Maintenance supervisor's report
    - C. Administrator's report.
      - Update on facility issues.
      - In-house personal laundry update.
      - Update on Orchard Manor budget.
    - D. Equipment purchases/sales/repairs.
      - External video equipment.
      - Laundry equipment.
      - Sale of exam table and vibrating table.
    - E. Staffing issues.
      - Future training costs.
      - Update on staffing changes.
    - F. Orchard Manor vouchers and financial report.
  8. Public comment.
  11. Set next meeting date.
  12. Adjournment.