

To: Orchard Manor – Farm Committee

Date: November 6, 2012

Subject: Agenda for November 14, 2012 meeting.

The Orchard Manor – Farm Committee will hold a meeting on **Wednesday, November 14, 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. Craig Hollingsworth, forester.
 - 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.
 - D. Equipment purchases/sales/repairs.
 - External video equipment.
 - Laundry equipment.
 - 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.