

To: Orchard Manor – Farm Committee

Date: November 30, 2009

Subject: Agenda for December 9, 2009 meeting.

The Orchard Manor – Farm Committee will hold a meeting on **Wednesday, December 9, 2009** 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. Orchard Manor operations.
 - A. Chairperson's report.
 - B. Administrator's report.
 - Operational topics.
 - Update on facility issues.
 - Update on computer conversion.
 - C. Staffing issues.
 - Future training costs.
 - D. Update on scheduling/timekeeping software.
 - E. Orchard Manor vouchers and financial report.
 - F. Room rates.
 - G. Satellite television.
 - H. Energy audit.
 8. Public comment.
 9. Set next meeting date.
 10. Adjournment.