

To: Orchard Manor – Farm Committee

Date: January 28, 2010

Subject: Agenda for February 10, 2010 meeting.

The Orchard Manor – Farm Committee will hold a meeting on **Wednesday, February 10, 2010 at 1:00 p.m. (please note change in time)** 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. Presentation of plaques to Orchard Manor retirees.
 7. Farm business.
 - A. Farm Building/Lease Issues.
 - B. Farm vouchers and financial report.
 8. 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. 2010 lawn care.
 - G. Facility roof.
 - H. Smoking policies for July 2010.
 9. Public comment.
 10. Set next meeting date.
 11. Adjournment.