

To: Orchard Manor – Farm Committee

Date: April 30, 2010

Subject: Agenda for May 12, 2010 meeting **(note special time)**.

The Orchard Manor – Farm Committee will hold a meeting on **Wednesday, May 12, 2010 at 9:00 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 9:00 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. Facility tour.
 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 and software.
 - C. Policy approval.
 - By-laws.
 - Chain of command.
 - Philosophy.
 - Organizational chart.
 - New smoking policy.
 - D. Equipment sales.
 - Authorize stationary exercise bike.
 - E. Roof replacement.
 - F. Private rates – 7/01/2010.
 - G. Staffing issues.
 - Future training costs.
 - H. Orchard Manor vouchers and financial report.
 9. Public comment.
 10. Set next meeting date.
 11. Adjournment.