

**MINUTES OF THE REGULAR MEETING OF THE ORANGE MEMORIES BOARD
HELD ON THE 11th DAY OF MAY, 2022
AT ORANGE MEMORIES CARE HOME INC. AT 12:00 NOON.**

PRESENT: Chairman Jadwiga Dolega-Cieszkowski, Members Trevor Hay, Robert Gardner, Gerald Clark and Marilyn Brown. Orange Memories Manager Morgan Dinsmore, Orange Memories Treasurer Amanda Bors.

ABSENT:

VACANT SEAT: 2 seats.

CALL TO ORDER:

Chairman Jadwiga Dolega-Cieszkowski called the meeting to order at 11:57 a.m.

AGENDA:

045/22 **Hay:** That the agenda be accepted as amended and circulated.
Carried.

MINUTES:

046/22 **Brown:** That the minutes of the regular meeting of the Orange Memories Board held on April 13, 2022 be accepted as presented and circulated.
Carried.

FINANCIAL REPORTS:

047/22 **Gardner:** That the Orange Memories Statement of Financial Activities for the month ending April 2022 be accepted as presented and circulated.
Carried.

048/22 **Hay:** That the Orange Memories Bank Reconciliation for the month ending April 2022 be accepted as presented and circulated.
Carried.

ACCOUNTS:

049/22 **Brown:** That the general accounts from cheque #614 to #627 and the online payment, in the amount of \$21,930.53 are hereby approved, as attached to these minutes.
Carried.

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050/22 **Dolega-Cieszkowski:** That payroll accounts regarding pay period #07 and #08 (2022) in the amount of \$42,024.83 are hereby approved, as attached to these minutes.

Carried.

MANAGER REPORT:

051/22 **Clark:** That we hereby acknowledge receipt of Morgan Dinsmore, Orange Memories Manager April 2022 Manager's report and that this report shall be filed.

Carried.

UNFINISHED BUSINESS:

NEW BUSINESS:

ORANGE MEMORIES – SIGNING AUTHORITIES:

052/22 **Clark:** That the Orange Memories Care Home Inc. signing authority shall require two (2) signatures as follows:
the Chairman or Vice Chairman or any Orange Memories Board members, with the Orange Memories Manager, Morgan Dinsmore or the Orange Memories Administrator, Michele Schmidt or the Orange Memories Treasurer, Amanda Bors.

Carried.

053/22 **Brown:** That the Orange Memories Manager, Morgan Dinsmore, the Orange Memories Administrator, Michele Schmidt, the Orange Memories Treasurer, Amanda Bors, Town of Rosetown Administrative Assistant Karen Welter hereby be authorized to complete those duties necessary to provide for electronic funds transfer for the Orange Memories payroll, direct deposits, online payments and CAFT Accounts.

Carried.

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ORANGE MEMORIES – HR MANUAL:

- 054/22 **Hay:** That we hereby authorize the following changes to the Orange Memories HR Manual:
- 3.3 Sick Leave:**
 Remove: “Permanent part-time employees shall receive eight (8) hours per calendar year of sick leave upon commencement of employment. Sick Leave benefits will not accumulate or be carried forward from year to year.”
- 6.1 Benefits:**
 Remove: “and permanent part-time”
 Remove: “Permanent part time employees are eligible for group benefits following the completion of six (6) months (approx. 700 hours) of employment. Permanent part time employees must maintain a minimum of twenty hours/week to maintain group benefits.”
 Remove: “Employees are defined as permanent part time employees that are scheduled and work a minimum of twenty (20) hours per week.”
 Remove: “Employees are defined as casual employees that are scheduled and work less than twenty (20) hours per week.”
- Carried.

ORANGE MEMORIES – MEAL PRICES:

- 055/22 **Dolega-Cieszkowski:** That we hereby establish the following meal prices at Orange Memories, effective June 1, 2022:
- | | |
|-----------|-------------------|
| Breakfast | \$8.00 per meal |
| Lunch | \$10.00 per meal |
| Supper | \$12.50 per meal; |
- and;
Furthermore; that the meal prices shall be reviewed annual with the Orange Memories Budget.
- Carried.

LETTER OF CREDIT:

- 056/22 **Gardner:** That we hereby authorize Orange Memories Manager to renew the Orange Memories annual letter of credit with the Prairie Centre Credit Union Ltd.
- Carried.

