

FAIR HAVEN

FREE REFORMED RETIREMENT VILLAGE

Brief Report of the Board meeting held on Thursday 11th July 2009

- 1. Opening** – The meeting was opened by the chairman, who read Psalm 104 and led in prayer. Apologies were received from D Pot and D van der Wal.
Hostel Management report
 - a. Residents** – The number of permanent residents has remained unchanged.
 - b. Staff** – Two new carers have been hired. One of these carers has also taken on the role of on-call RN, so the immediate pressure for registered nurses has been relieved.
- 2. Finance** – Positive results were again received this month. The Board accepted a proposal regarding staff wages.
- 3. Minutes**
 - a.** The minutes #240 were confirmed with some amendments. They will be signed at the next meeting.
- 4. Matters arising from the minutes**
 - a. Building Extension** – The gazebo near the new extension, the last project in the building extension, has been built.
 - b. Development of 12 Pine Tree Close** – Building is progressing on the 3 new units.
- 5. Village Matters**
 - a. Maintenance** – regular maintenance of eaves, gutters and painting will continue.
- 6. Correspondence in**
 - a.** Letter from Have-a-Cuppa.
- 7. General Business**
 - a. Annual Staff and Salary Reviews of the Care Manager and Administrator** have been completed. The Board notes with thankfulness that both Care Manager and Administrator are capably carrying out their duties.
 - b. Web site** – The Fair Haven web site has been updated. It can be accessed through a link from the FRSA web site.
 - c. Review of Policy and Procedures Manual** – a new schedule for this has been established.
Annual General Meeting – (Thursday 27th August 2009) A list of potential nominees was established.
 - d. Waiting List for Village Units** – Some questions regarding the order of names on the list for units in the Fair Haven Village were raised. All those who are potentially interested in a unit in the Village are asked to contact the Administrator (sooner rather than later as there is a waiting list).
 - e. Next Board meeting** – Thursday 9th July 2009
- 8. Closing** – J Versluis closed the meeting with a word of prayer.