



### **Brief report of the Board Meeting held on 9 November 2007**

The acting Chairman A VanLeeuwen opened the meeting with the reading of John 15:1-11 and prayer. He welcomed all present including the Administrator J Versluis. Apologies were received from P Sibum and G Spyker.

### **Hostel Management Report**

During October resident numbers remained stable at 15. Staffing arrangements for the holiday period are mostly in place. An advertisement will be placed in the Una Sancta for a cook and relief carer

### **Quality Standard Committee**

The committee is yet to meet for the month.

### **Finance Report**

Due to the decrease in the number of residents the operating surplus for October is below budget. However, year to date the operating surplus is still above budget.

### **Minutes**

The minutes of the Board meeting of 18 October #224, the minutes of the meeting of the Board with the staff held 1 November and the minutes of the meeting of the Board with the village residents held 8 November were approved and signed.

### **Matters arising from the Minutes of the Board meeting #224**

1. The website is now up and running and can be viewed at <http://frca.org.au/fairhaven> It is intended that there will be regular updates available on the website with regards to the various activities and events scheduled at Fair Haven. Minutes of the AGM and brief reports of board meetings will also be posted.
2. It is reported that Audio/Video link with the Armadale Church has improved.

### **Matters arising from the Minutes of the Board meeting with the Staff**

1. In accordance with a previous decision the wings will be referred to by their formal names. The wings will be referred to as:
  - 1) Protea - newest section from the main entrance on
  - 2) Oleander - from the main hall to the library and
  - 3) Jacaranda - from the library on.
2. A call bell will be installed at the front door. For security reasons a call bell will not be placed at the gate.
3. The window treatments for the new lounge in the Protea wing will be curtains rather than blinds. These may not necessarily be fitted upon completion of the extension due to budget constraints.
4. The property manager will look into fitting a screen door from the lounge to the verandah in the Jacaranda wing.

### **Matters arising from the Minutes of the Board meeting with the village residents.**

1. For added security a timer will be fitted to the front gate so that it will close at 11 pm and open again at 6 am
2. Some of the call bell buttons are faulty and will be replaced.
3. Visitors to the hostel are reminded to drive slowly and not to drive contrary to the one way signs.

### **Village Matters**

Several maintenance items will need to be attended to.

**Correspondence In**

From S Fokkema in response to the Board's letter re his unit. A reply will be sent.

**Correspondence Out**

A letter was sent to a member re the Audio/Video link with the Armadale Church.

**General Business**

1. A Calender of events for 2008 is tabled and adopted after a few minor changes
2. Calender of events 2007
  - a. Thank you BBQ for volunteers at Fair Haven – Saturday 8 December 2007

**Next Meeting** 6 December 2007.

**Brief Report** to be emailed to all board members for approval.

**Close** J Versluis closed the meeting with prayer.

*On behalf of the Board J VanDongen*