

Executive Director's Report – September 2017

1. Residents

- a. Currently 3 residents in the hospital

2. Staff

- a. Staff BBQ was held on September 8th.
- b. About 35 people (staff & families) attended and has a great time

3. Budget Planning

- a. Budget planning is underway, with draft budget to be presented at the October Board meeting
- b. Biggest change this year will be moving away from blanket Cost of Living Adjustments, and moving into performance based increases
- c. Planning on no parking revenue from the East Wing, anticipating the construction project will begin in the New Year
- d. Reviewing Group Benefit plan renewal next week
- e. Lots of preliminary work to do, and then also bringing in Henry for review in early October

4. West Wing Sprinkler Project

- a. Project is just about complete. Sprinkler system is installed and going through final testing
- b. Final finishing work to be completed in the next week or two

5. East Wing Leaks

- a. We seem to be developing some leaks in the East Wing, particularly in the windows on the west facing walls. Will need to do some investigation into the problem. There isn't an easy solution. Stay tuned.

6. Development (Coby)

- a. The ECHO newsletter was distributed this week
- b. Appeal letter being crafted for a Fall Fundraising drive, set to go out in October.
- c. Continued work on the website messaging
- d. About 100 people haven't renewed their Society membership and are being pursued accordingly.

7. Expansion Update

- a. First big meeting about Building Design drawings happened yesterday. Now that the development and zoning applications are submitted, we will begin work on all of the finer details. Lots of work to do, but we have a great team. Stay tuned for minutes of those meetings, once they are produced.
- b. Henry & I are meeting with the bank on Monday to fire conversations back up about the financing
- c. We need to decide if we want to pursue the Day Care idea further. If so, it will steer the process in certain directions, and require a lot of extra work, so we would need to get going on it ASAP.

8. Miscellaneous

- a. Accommodations Standards Inspection on October 3rd
- b. Flu Shot Clinic – October 17th
- c. Christmas Craft Sale & Bazaar November 25th @ Trinity