

General Residents Meeting Notes
Wednesday, August 5, 2026, at 10:00 a.m. in the Odeon

President's Report (C. Roberts): no report.

Executive Director's Report (L. Dohanian):

- **Sales and Marketing Report:**
 - There are 10 apartments available.
 - Inventory: 1 two-bedroom with den; 4 one-bedroom with den; 4 one-bedroom; and 1 studio.
 - Closings: There was one closing in June; one closing in July; one closing in August; and four closing in September. Out of the four September closings, three of them are couples.
 - The topic of new resident receptions was brought up. Management will be scheduling a "Welcome New Residents" reception soon. In the meantime, K. Lisle and M. Howland are scheduling the September resident mixer dinner.
 - A new Sales and Marketing Administrative Assistant was hired. His name is Graham Carter. Please stop by the Sales and Marketing office to welcome him.
- **IT Upgrade Update:**
 - The business Wi-Fi equipment upgrade is almost complete.
 - A new software program to replace the Micros system for the kitchen, dining room, and café was selected. The name of the program is Meal Suite. The first training for management is scheduled for today.
- **Retirement Update:**
 - After 28 years, Pam Blackinton is retiring. Her last day is August 14. An ice cream social to celebrate her retirement and wish her well is scheduled for Thursday, August 13 at 2:30 p.m. in the great room.
 - Emily Halo was hired for this position. Her first official day is August 10.

Board Standing Committee Reports:

- **Activities:** no report.
- **Budget and Finance** (J. Winkleman): The committee is busy developing the 2027 fiscal-year budget.
- **Finance Report** (M. Holland):
 - June Financial Report:
 - Next Excess: \$8,398. Fiscal Year-to-date \$93,667.
 - Favorable to the budget year-to-date by 12,343.
 - There was one closing in June which contributed \$39,000 to the capital reserve. There were 15 closings year-to-date which contributed \$468,740 to the capital reserve.
 - Capital reserve balance is \$4,542,041.

- **Building and Grounds** (T. Stapleton):
 - The committee did not meet in July; however, if you have suggestions or thoughts related to building and grounds, please contact T. Stapleton or attend a committee meeting.
 - The walkway was extended across from the gazebo towards the end of the driveway.
 - Joel Becker's memorial bench will be permanently secured with concrete.
- **Facilities Report** (D. St. Amand):
 - The maintenance department completed 130 request slips in July.
 - The fire alarm is being tested today. The fire alarm system is tested quarterly.
 - The hot water system is currently in the process of being replaced.
 - The garage is being cleaned out.
 - If everything goes as planned, the pool will reopen next week. The painters are scheduled to be done this week, and the chemical injection system is scheduled to be installed today. If there are any delays, the community will be made aware via email.
- **Dining Services:** no report.
- **Kitchen Report** (P. Marcello):
 - While we wish Pam all the best in her retirement, she will be greatly missed. Looking forward to the opportunity to work with Emily Halo.
 - Crystal Beauchemin has returned from medical leave.
 - Extending the brunch hours and discontinuing the evening meal on Sundays is a three-month trial. Feedback will be welcomed and this change will be assessed before anything permanent is discussed.
 - Pick up times for takeout orders will be clarified and communicated to the community before this begins on Sunday, August 9.
- **Health and Fitness** (J. Twelves):
 - There are two important forms that the community was reminded of:
 - MOLST Form – Medial Order for Life Sustaining Treatment. This form should be filled out with your primary care physician. This is a legally binding document that explains your life sustaining instructions in case of an emergency. This form should be submitted to the front desk for your emergency medical file.
 - Emergency Medical Information Form: This form should be kept in a red envelope on your refrigerators in case of an emergency. This form contains important information such as your emergency contact information, hospital of choice, medications, medical history, etc.
 - To access the form, please visit this link:
 - https://www.medicalcarealert.com/content/v/vspfiles/pdf/EMT_Emergency_Medical_Information_Form.pdf
 - Limited hard copies are available in the mail room.
 - The next Fall Prevention Workshop is scheduled for Tuesday, September 8 from 2:00 – 4:00 p.m. in the great room. There will be various vendors, demonstrations on how to fall safely, and a clinical pharmacist to review your current medications.

- **Sales and Marketing (J. Shapin):**
 - One of the goals established by the committee was to have an inventory of less than 10 apartments by the end of the fiscal year. The Sales and Marketing department is on track to meet this goal.
 - Advertising Efforts: Television commercials are currently being aired on broadcast and cable television. There will also be a print advertisement in PPAC'S 2026/2027 season publications.

Old Business: none.

New Business:

- **LEEF 20TH Anniversary Oktoberfest Fundraiser:**
 - LEEF is a nonprofit 501(c)(3) organization separate from Laurelmead Cooperative. This fund provides financial assistance to employees and their children for post-secondary education.
 - There are two annual fundraisers: a summer cocktail party and holiday raffle baskets.
 - This year is the 20th anniversary of LEEF. A special fundraiser, Oktoberfest themed, is scheduled for Saturday, September 26 from 2:00 – 4:00 p.m.
 - Admission: \$20 per person
 - Please sign up with Brianna by September 10.
- A discussion regarding the three funds was held:
 - Employee Education Fund: Founded by Laurelmead residents, this fund is supported through an annual appeal. Residents will receive an invitation to contribute near the beginning of November. Funds collected are distributed in December to all employees (excluding the Executive Director). Each employee receives an equal share based on the number of hours worked during the calendar year. This fund is one of the community's primary ways of expressing thanks to the staff for their dedication and service.
 - Sunshine Fund: The Sunshine Fund supports staff events and recognition activities such as group outings, special luncheons, and acknowledgments of life events including weddings, births, illnesses, or losses. The fund was created by employees and is largely supported through staff contributions, furniture auctions, a holiday bake sale, and an annual "cash and carry" sale. Resident contributions are also welcomed and appreciated.
 - Employee Appreciation Holiday Fund: Founded by Laurelmead residents, this fund is supported through an annual appeal. Residents will receive an invitation to contribute near the beginning of November. Funds collected are distributed in December to all employees (excluding the Executive Director). Each employee receives an equal share based on the number of hours worked during the calendar year. This fund is one of the community's primary ways of expressing thanks to the staff for their dedication and service.

The meeting ended at 11:00 a.m.