

VICTORIA VILLAGE MANOR

MEETING: Family Council
DATE: Wednesday, October 9, 2013 @ 7pm
PLACE: Gathering Room, VVM
RECORDER: John O'Halloran

PRESENT: Joanne Baker-Forth (Chair); John O'Halloran (Secretary); Lorraine O'Halloran (Treasurer), Mike O'Halloran, Tom Riley, Yvonne Parr, Wendy Massarotto (DRFS), Tracey Baker, Kathy Beatty (by telephone), John Hunt, Kathy Hunt.
REGRETS: Sharon Bate, Robin O'Halloran

Issue	ACTION	PERSON RESPONSIBLE	TARGET DATE
1. Welcome	Chair welcomed everyone, including new member John Hunt. Kathy Hunt joined the meeting in progress.	Joanne	Nil
2. Sign-in sheet and confidentiality	All Family Council members signed the meeting sign-in/confidentiality sheet.	Joanne	Nil
3. Declarations of any items to be added to the agenda	None.	Joanne	
4. Condolences	One (1) death and one (1) discharge since our last meeting of September 11, 2013.	Wendy	Nil
5. Review/ Approval of Minutes from the September 11/13 meeting	Motion to approve - Tracey Baker Seconded- Yvonne Parr CARRIED Follow-up to the Minutes - Nil.	All	Ongoing

6. Treasurer's Report	<p>General Account: \$ 482.85 Zehrs/ Dare to Dream: \$1998.99 Staff Appreciation - \$ 80.00 Total - \$2561.84</p> <p>Canadian Tire: \$154.21 in cards and \$ 37.10 in CTC cash, total \$191.31. 4 bundles of tapes outstanding from Zehrs, totaling \$284,665.33 in purchases with a return dollar value to VVFC of \$ 632.58</p>	Lorraine	Ongoing
7. Secretary's Report	None	John	Ongoing
8 VV Report from Wendy M.	<ul style="list-style-type: none"> • The company delivering physiotherapy services to residents will change (with the ownership transition) on November 1/13 to a company called ARVAN. • The residents' Christmas dinner will take place on Friday December 6/13 and will be catered. Further information will follow at our next meeting. • If you still have a resident survey in your possession you are asked to complete it ASAP with your family member and return it to VVM. The turn-around date for those surveys to go back to the company tabulating them is October 18/13. 	Wendy	Ongoing
9. Standing Items			
a) Report on the transition from Specialty Care to and independently run facility	The management transition from Specialty Care to self-management is still on schedule to occur on November 1/13. Shortly, staff members will be given new email addresses which will be communicated to resident families/caregivers.	Wendy (for Olivia)	Ongoing
b) Web-Site Committee	Tracey has met with Administrator Olivia Schmitz to discuss the new VV website. FC will be able to post meeting minutes on the website and will have the capability to connect to links. Tracey asked if any had suggested links to let her know. It is now expected that the "new" website will be up and running by mid-November 2013.	Tracey	Ongoing
c) Family Council Presentation Series	On Monday, November 4/13 Rev. Steve Boros who is the Victoria Village Coordinator of Spiritual Care will speak at 12 noon and 6:30pm on the topic of Palliative and End-of-Life Care: A Caregiver's Perspective. Rev. Boros is known to be an expert on these topics. These sessions were those most sought in the survey which was recently sent to	Tracey	Nil

	<p>resident families. Refreshments and some light food will be provided by Family Council at each session. A poster for this event will soon be posted for resident families. Those attending will be asked to RSVP by October 31/13 so that appropriate food/beverages can be purchased.</p> <p>Motion: (Tracey Baker) That Family Council provide up to \$100.00 to cover the cost of food/beverage for both of Rev. Boros' presentations.</p> <p>Seconded: (Joanne Baker-Forth) CARRIED.</p>		
10. OLD BUSINESS	Action items from last meeting		
<p>a) Christmas Preparations:</p> <p>Staff Appreciation</p> <p>Resident Christmas Gift from Family Council</p>	<p>It was agreed that funds would be solicited from resident families to provide staff members with Tim Horton's gift cards at Christmas time. This has been done for the past 4-5 years and the staff members look forward to this. A notice will be sent out to families by VVM shortly. The cut-off date for donations will be mid-December so that the funds can be tabulated, gift cards purchased and packaged for staff by December 17/13. Family Council members have volunteered to help package the gift cards.</p> <p>It was agreed that Family Council would provide a small Christmas gift to each resident as it did last year in the form of a decorated cup cake. Mike and Robin O'Halloran will look after the logistics.</p> <p>Motion: Yvonne Parr Seconded: Tom Riley That Family Council pay for the cupcakes for VV residents at Christmas to a value of \$175.00. CARRIED.</p>	<p>Joanne</p> <p>Mike & Robin</p>	<p>November Mtg.</p>
b) Approval of Terms of Reference	<p>The proposed changes to the Terms of Reference (drafted at the September 11/13 meeting) were read and reviewed by those present. Those changes are as follows:</p> <ol style="list-style-type: none"> 1. On Page 3 of the current T of R, under the heading of Right to be a member, the 	Joanne & All	Nil

	<p>following sentence was ADDED: "Family members and friends of former residents who are deceased may be invited to continue their participation in Family Council if it is deemed to potentially enhance the quality of life of current residents."</p> <ol style="list-style-type: none"> 2. On Page 5 of the current T of R, under the heading of Treasurer, the two sentence paragraph under this heading now reads: The treasurer reports financial position of Family Council to the Committee. On an annual basis (August), the financial statements will be reviewed by a Family Council member (non-executive) agreed upon by the membership. 3. Also on Page 5 of the current T of R, under the heading of General Meeting Information, Family Council Assistant, the first sentence of this paragraph is deleted. The remainder of the paragraph now reads, "An open invitation is extended to a staff member from Victoria Village, preferably the Director of Resident and Family Services to assist and facilitate the work of the Family Council. There is an expectation of Family Council that he/she will attend meetings and maintain confidentiality, as required by the Council". In addition, the following sentence is added, "A standing invitation is also extended to the Administrator to attend Family Council meetings whenever he/she is able to or needs to do so." <p>Motion : To accept the changes to the Terms of Reference as read and discussed - Mike O'Halloran Seconded: Tracey Baker CARRIED.</p>		
<p>c) Request of Terms of Reference from another Nursing Home</p>	<p>A request was received by Wendy M. from a nursing home in Guelph for a copy of our Terms of Reference. Since we were in the process of making changes to them, they have not yet been sent out.</p> <p>Motion: That Victoria Village Family Council Terms of Reference be provided to those other nursing homes/family councils who may request them and specifically to the Guelph nursing home which has requested them - Lorraine O'Halloran Seconded: Tom Riley</p>	<p>Wendy</p>	<p>Nil</p>

	CARRIED.		
d) Other	None.		
11. New Business			
a.) Cancellation of Zehrs Tapes Program and Dare to Dream	For the benefit of our new members, a brief explanation was given of how the Zehrs Tape Program has served as our fund raising effort for the Dare to Dream program. Lorraine explained that the program has now been terminated (on short notice) by Zehrs. Although a new program is planned, as yet we do not know (nor did Zehrs staff know) what the new program consists of,	Lorraine	Nil
b.) Family Councils Program: Aviva Community Fund Challenge	Tracey gave a brief overview of the Aviva Community Fund Challenge program. This insurance company challenges communities each year to do something to improve their local community through a program or project. People are then invited to vote via social media for their favourite community program which if approved, would be funded by Aviva. The Family Councils of Ontario has developed a program and submitted it to Aviva and they are asking for the support of all Family Councils. You can vote for the program at www.avivacommunityfund.org You are encouraged to do so.	Tracey	Nil
e.) Board Meeting	The Victoria Village Board of Directors meeting is on November 25/13. Joanne has been asked to make a presentation to them on our Family Council, our goals, successes, future plans, etc. She is inviting our input on speaking points for that meeting. Please give this some thought and bring your ideas to the November meeting.	Joanne	November mtg.
f.) Other	The following are the monthly meeting dates for the 2013-2014 Victoria Village Family Council: November 13, 2013 December 11/2013 - To be determined whether we will meet in December January 8, 2014 February 12, 2014 March 12, 2014		

April 9, 2014 May 14, 2014 June 11, 2014 No meeting in July or August 2014.		
There being no further business, the meeting was adjourned at 8:27PM. Next meeting - Wednesday, November 13, 2013 7:00PM in the Gathering Room.		