

VICTORIA VILLAGE MANOR

MEETING: Family Council
DATE: Wednesday, September 11, 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, Sharon Bate, Tom Riley, Yvonne Parr, Wendy Massarotto (DRFS), Tracey Baker, Kathy Beatty.

Issue	ACTION	PERSON RESPONSIBLE	TARGET DATE
1. Welcome	Chair welcomed everyone.	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. Regrets	Robin O'Halloran	All	Nil
5. Condolences	Six (6) deaths since our last meeting of June 8, 2013. One (1) resident was discharged.	Wendy	Nil
6. Review/Approval of Minutes from	Motion to approve - Sharon Bate Seconded- Mike O'Halloran CARRIED	All	Ongoing

the May 8/13 meeting	Follow-up to the Minutes - Nil.		
7. Treasurer's Report	<p> General Account: \$ 482.84 Zehrs/ Dare to Dream: \$1871.65 Staff Appreciation - \$ 80.00 Total - \$2434.39 </p> <p> Canadian Tire: \$154.21 in cards and \$ 32.90 in CTC cash, totals \$187.11. 4 bundles of tapes outstanding from Zehrs, totaling \$280,009.15 with a dollar value to FC of \$ 622.24 </p>	Lorraine	Ongoing
8. Secretary's Report	None	John	Ongoing
9 VV Report from Wendy M.	<ul style="list-style-type: none"> • Wendy thanks all those who donated to the Big Bike Heart & Stroke challenge ride. VVM was the third highest fund raiser with \$3777.57 donated and came seventh (in time) at the race. VVM beat our rival, Woods Park in both those categories. Photos of the event are posted on the bulletin board at the elevator near the hairdresser's shop. Video of the ride (Victoria Secret's theme) is accessible on the Heart and Stroke website. • Two Dare to Dream events took place over the summer. One resident was taken to a baseball game in a Life Skills league and was thrilled when team members acknowledged his presence. Another resident was taken to a former homestead which has since been converted into a golf course. The resident was pleased to see original buildings still standing on the property. The resident also visited a rural cemetery in the area where family members have been buried. • On Sunday September 22/13, from 11am to 4pm there is a ten (10) year celebration of Victoria Village's existence with numerous events and speeches from local politicians (1pm). All are welcome. You are asked to RSVP to the reception clerk. A flyer is posted in the elevator. • There are a number of recreation events planned in the coming months to which families and residents are welcome. Wendy provided a sheet listing the events. In the interests of brevity, the sheet was scanned and is an attachment to these minutes. (Recreation Appendix) 	Wendy	Ongoing

	<ul style="list-style-type: none"> The 2013 residents information survey will soon be forwarded to residents and families. Wendy advised that some residents can fill out the survey themselves while others are assisted by staff or volunteers. In some cases, the survey will be sent to the resident's family who will be asked to complete it. Wendy reviewed the questions which are the same as last year. Results are tabulated by Rice & Associates who then provide a report to VVM on the findings. VVM uses the results to help develop the coming year's goals and objectives so it is very important - and appreciated- if all residents and/or families provide feedback. 		
10. Standing Items			
a) Report on the transition from Specialty Care to and independently run facility	Wendy provided information on behalf of Olivia Schmitz. The transition is proceeding according to plan and is "on target" for the transition date of November 1, 2013. The majority of the changes will be administrative with some services formerly provided under the Specialty Care umbrella will (or have been) contracted out.	Wendy (for Olivia)	Ongoing
b) Web-Site Committee	Tracey reported no further developments have occurred over the summer of 2013. She requested to be put in contact with the staff member who is developing or managing the new website. Wendy undertook to find out who is responsible for the website.	Tracey	Ongoing
c) Family Council Week- June 8- June 14, 2013	Joanne reported the event was deemed a success and thanked those who participated. The "guess the number of gum" contest was a hit with many guesses received. The winner was a resident. Efforts will be made to ensure the winner receives their "prize" which is free ice cream (Mondays in the reception area). Joanne asked all to think of suggestions for the 2014 Family Council Week campaign.	Joanne	Nil
c) Possible Presentation in the Fall - Update and Survey	Tracey reviewed the survey (and findings) which was sent out following the last Alzheimer's Society presentation. Thirty-two responses were received which provided feedback on future topics as well as the preferred timing of a presentation(s). Tracey is in the process of contacting the Alzheimer's Society to develop a program. She will report on those enquiries. Also discussed was the possibility of Family Council providing a light lunch for a proposed lunchtime session as well as including Rev. Steve Boros as a possible speaker on Palliative Care topics. This will also be researched and reported on.	Tracey	Ongoing

	Tracey asked about the upcoming session which VV is providing (Friday, September 20/13 @ 10am - See the attached Recreation Update attachment - item #3). Wendy advised that presentation was being provided as part of the Alzheimer Coffee Break and Bake Sale which is happening on September 12/13 in the reception area.		
11. OLD BUSINESS	Action items from last meeting		
a) Audit of Family Council Books	Sharon Bate has conducted a review of the financial reports over the past year and provided a report. She reports the accounts are in good order and thanked Lorraine for her organization. Lorraine thanked Sharon for her suggestions which have already been implemented.	Sharon/Lorraine	Nil
b) Update: Montessori Program Initiative on 3rd floor	A Life Skill nursery station has been set up on the third floor and has been well received by residents. Planned in the future are the following themed areas: an office, grocery store and wood working area. Further donations of items for these themes will be sought through the VV Newsletter.	Wendy	Nil
c) Other	None		
12. NEW BUSINESS: a) Christmas Preparations	<p>Staff Appreciation: It was agreed that we would continue to collect funds for the Tim Horton's Gift Cards which have been provided to staff as a token of appreciation from resident families. Information will go out to families on this in October or early November.</p> <p>Resident Christmas Gift from Family Council: A discussion took place on providing Christmas gifts to those residents who have no family visitations and who don't receive anything at Christmas. In the end it was decided to continue as we did last year - providing a small gift to all residents, not just a few. Whether that will be a baked good as was done last year will be discussed at a</p>	All	Oct Mtg.

	future meetings. All members are asked to give this some thought.		
b) Review of Terms of Reference	<p>Pursuant to our current Terms of Reference, a discussion took place regarding proposed changes to those T of R. In the interests of brevity, the changes are summarized below. For the proposed specific changes please refer to the attached Terms of Reference document where those proposed changes are highlighted.</p> <p>Summary of proposed changes:</p> <ul style="list-style-type: none"> • Sharon suggested the review of the Treasurer's financial statements be changed from May to August. • Another suggestion was to change the wording of who participates in a review of the Treasurer's reports to people "agreed upon by the Family Council membership". • It was suggested that the Family Council Assistant (currently Wendy M.) be appointed on a yearly basis during the June meeting of FC. In addition, MOHLTC staff have indicated that VV Family Council should incorporate wording in the T of R to allow for the inclusion of the Family Council Assistant's participation in our meetings. (Note: During our May 8, 2013 meeting, motions were introduced and CARRIED to the effect that the Family Council Assistant be invited to all meetings and that the Administrator attend meetings whenever he/she is able to or needs to.) • A discussion took place regarding who can be a member of Family Council. A "Guide to the Long-Term Care Homes Act, 2007 and Regulation 79/10" document was reviewed which states that a "person can no longer be a member of the FC after the death or transfer of a resident, unless the person is a person of importance to another resident of the home". The phrase person of importance was discussed and members provided their input. In the end, the proposed change in the Terms of Reference would say "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." A similar change on this subject matter would be made in the Family Council pamphlet. 	Joanne & All	Oct. Mtg.

	<p>Once again, a reminder to consult the attached Terms of Reference which is being sent with these Minutes for the PROPOSED wording changes. Further discussion and a vote on these changes will take place during the October 2013 meeting.</p> <p>Sharon Bate advised that she will be soon be heading south for a winter vacation and may not be back until the January 2014 meeting.</p> <p>It was agreed by the membership that Kathy Beatty would continue to have signing authority on cheques (if required) for the current term of Family Council 2013-2014.</p> <p>There is a new doctor who will be looking after Windsor House (3rd floor residents). Wendy will provide her name for the next meeting.</p> <p>Being no further items to discuss, the meeting was adjourned at 9:15PM. Motion to Adjourn - Sharon Bate Seconded - Lorraine O'Halloran CARRIED</p>	<p>Wendy</p>	<p>Oct. Mtg.</p>
	<p>Next meeting - Wednesday, October 9, 2013 7:00PM in the Gathering Room.</p>		