

VICTORIA VILLAGE MANOR

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| MEETING: Family Council |
| DATE: Wednesday, January 8, 2014 @ 7pm |
| PLACE: Gathering Room, VVM |
| RECORDER: John O'Halloran |

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| PRESENT: Joanne Baker-Forth (Chair); John O'Halloran (Secretary); Lorraine O'Halloran (Treasurer), Mike O'Halloran, Robin O'Halloran, Yvonne Parr, Tracey Baker, Wendy Massarotto (DRFS), Sharon Bate, Gary Norton, Cheryl Norton, |
| REGRETS: Kathy Beatty |

| Issue | ACTION | PERSON RESPONSIBLE | TARGET DATE |
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| 1. Welcome | John O'Halloran sat in for Chair Joanne Baker-Forth who was delayed arriving at the meeting. The Chair welcomed everyone. It was noted that with the attendance of new members Cheryl and Gary Norton, Family Council had representation from each floor of Victoria Village. | John | Nil |
| 2. Sign-in sheet and confidentiality | All Family Council members signed the meeting sign-in/confidentiality sheet. | John | Nil |
| 3. Declarations of any items to be added to the agenda | None | John | |
| 4. Condolences | Nine deaths and two discharges since our last meeting of November 13, 2013 | Wendy | Nil |
| 5. Review/ Approval of Minutes from the | Motion to approve - Robin Seconded- Lorraine <p style="text-align: right;">CARRIED</p> | All | Ongoing |

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| November 13/13 meeting | Follow-up to the Minutes - Nil. | | |
| 6. Treasurer's Report | <p>General Account: \$ 482.92 Zehrs/ Dare to Dream: \$2488.25 Total - \$2981.17</p> <p>Staff Appreciation - Some funds have very recently been received (after the cut-off date) so at meeting time the exact total is thought to be about \$250 to be used for Christmas 2014. An accurate amount will be provided next meeting. Canadian Tire: \$154.21 in cards and \$ 42.95 in CTC cash, total \$197.16.</p> | Lorraine | Ongoing |
| 7. Secretary's Report | None | John | Ongoing |
| 8 VV Report from Wendy M. | <p>1.) The Quality Improvement Project Staff have asked to make their quarterly presentation to Family Council. They will do so at the February meeting.</p> <p>2.) The Palliative Care Network has offered to provide workshop(s) for resident families through Family Council and were looking for input on seminar topics. After referring to the Palliative Care Study which Tracey conducted with resident families last year it was decided that Wendy would ask the PCN staff if they could present a seminar on "Coping".</p> <p>3.) Wendy advised the fifth floor dining room's dishwasher is broken and is awaiting a part from Italy. It is expected to arrive soon.</p> <p>4.) Wendy advised that Victoria Village (a non-profit facility) is required to develop a fund raising plan and asked for input from Family Council. She noted that the plan had to include the whole complex, not just the Long Term Care part of the complex. Wendy advised these suggestions should be for Capital Expense Items only. There was some discussion on this and it was agreed that members should give it some thought and provide suggestions at the next meeting.</p> | Wendy | FC members should provide input on item #4 at the February mtg. |
| 9. Standing Items | | | |
| a) Web-Site Committee | Tracey had hoped that Sheri would be present to provide an update on the development of the new web-site but she was not. No further information was available. | Tracey | Ongoing |
| b) Family Council Presentation Series | See item 8 (2) above. Wendy will ask the Palliative Care Network Staff to provide a seminar on "coping" and report at the next meeting. | John | February Mtg. |
| 10. OLD | | | |

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| BUSINESS | Action items from last meeting | | |
| a) Christmas report: | | | |
| Staff Appreciation | On behalf of the Staff, Wendy thanked Family Council for their support of staff appreciation (in the form of Tim Horton coffee cards) which were given to each staff member before Christmas. Family Council thanks ALL resident family members who donated to this staff appreciation. The small group of FC members who "stuffed envelopes" with the cards were also acknowledged and thanked. Wendy suggested that FC might consider some other form of staff appreciation next year since some staff members are experiencing challenges. Members had a discussion on "gift cards" from stores other than Tim Hortons such as Walmart, Zehrs, Sobeys or No Frills. This will be considered in preparation for the next staff appreciation. | John | Fall 2014 |
| Resident Christmas Gift from Family Council | Mike and Robin were thanked for making arrangements on behalf of Family Council to provide each resident with a small gift (decorated cupcake) for Christmas. Mike advised that due to the recent ice storm (which knocked out power to the Sobeys store where the cupcakes were being made), that the Christmas project almost became a New Year's Cupcake project. However, the store was able to acquire generating capability and the cupcakes were made "just in time" for Christmas delivery. Our thanks to Mike and Robin - and Sobeys. | Mike & Robin | Nil |
| b) Board meeting report | Joanne attended a recent VV Board meeting (at their request) and gave an update on current Family Council initiatives and plans for 2014. On behalf of FC members (at the time these decisions were being made), Joanne thanked the Board members for deciding to independently manage the facility vs. other options which were available at the time. The Board indicated they were pleased to receive input from Family Council on the matter. | Joanne | Nil |

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| c) Bradford Greenhouse fundraising report | <p>In view of the cancellation of the Zehr's tapes program, VV Family Council has been looking of other ways to help us assist our residents. Joanne enquired about the Bradford Greenhouse "point" system. When an individual makes a purchase at Bradford Greenhouse they can ask that "points' accumulated as a result of that purchase be designated to an organization (acceptable by BG) such as Victoria Village. The points could then be put towards purchases Victoria Village makes at BG. This program does not generate cash like the Zehr's project did. Wendy noted that VV annual purchases soil, spring flowers for the garden and seasonal decorations at Bradford Greenhouses. However, at this time it is not known whether Bradford Greenhouse will accept Victoria Village as a potential partner in this endeavour. Tracey is going to prepare a letter to BG asking that they do accept VV FC.</p> | <p>Joanne</p> | <p>Tracey Feb mtg. follow-up on letter to BG.</p> |
| d) Other | | | |
| 11. New Business | | | |
| a) FC fund distribution in case of disbandment | <p>It is recognized that VV FC is made up of a small group of resident families. Although we heartily welcomed new members this meeting and welcome ALL resident family members to join our group - it is also recognized that when our loved ones pass on, we typically stop coming to VV Family Council. At this time our VV FC bank account has the most money it has had in it at least in the recent past. We are therefore wondering if it would be in Family Council's best interests to put our intent "in writing" as to what would be the disposition of those funds in the event that at some point in the future there were not sufficient FC members to sustain a Family Council. There was a discussion on this matter with members offering a number of great thoughts and suggestions. While there is no immediate rush to come to a decision on this matter, members are asked to give it some thought and come with your input to the February meeting.</p> | <p>John & All</p> | <p>February Mtg.</p> |
| b) Other | <p>Stemming from the discussion of item 11 (a) above, it was noted that the other two Palliative Care rooms in the building could use similar equipment which was purchased for one Palliative Care room by Family Council in 2013 (new kettle, toaster and CD player). MOTION - That Family Council purchase two sets of the following (toaster, kettle and CD player) for the exclusive use of families in the Victoria Village Palliative Care rooms. MOTION to purchase - Tracey Baker</p> | <p>John</p> | <p>February Mtg.</p> |

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| | SECONDED - Mike O'Halloran CARRIED | | |
| | There being no further business, the meeting was adjourned at 8:30 PM. Next meeting - Wednesday, February 12, 2014 at 7:00PM in the Gathering Room. | | |