

## VICTORIA VILLAGE MANOR

<b>MEETING: Family Council</b>
<b>DATE: Wednesday, September 10, 2014 @ 7pm</b>
<b>PLACE: Gathering Room, VVM</b>
<b>RECORDER: John O'Halloran</b>

<b>PRESENT:</b> Joanne Baker-Forth (Chair), Yvonne Parr (Vice-Chair), John O'Halloran (Secretary); Lorraine O'Halloran (Treasurer), Gary Norton, Mike O'Halloran, Robin O'Halloran, Wendy Massarotto (DRFS).
<b>REGRETS:</b> Sharon Bate, Tracey Baker, Cheryl Norton.

Issue	ACTION	PERSON RESPONSIBLE	TARGET DATE
<b>1. Welcome</b>	The Chair welcomed everyone.	Joanne	Ongoing
<b>2. Sign-in sheet and confidentiality</b>	All Family Council members signed the meeting sign-in/confidentiality sheet.	John	Ongoing
<b>3. Declarations of any items to be added to the agenda</b>	Staff Appreciation	Joanne	October Mtg.
<b>4. Condolences</b>	Wendy reported 6 deaths since our last meeting of June 11, 2014	Wendy	Ongoing
<b>5. Approval of Minutes from the June 11 meeting</b>	Motion - Gary Norton Seconded - Lorraine O'Halloran <span style="float: right;">CARRIED</span>	All	Ongoing
<b>6. Treasurer's Report</b>	General Account: \$ 473.04 Zehrs/ Dare to Dream: \$2280.45 Staff Appreciation \$ 415.00	Lorraine	Ongoing

	<b>Total - \$3168.49</b>		
	Canadian Tire: \$11.05 in CTC cash		
<b>7. Secretary's Report</b>	None	John	Ongoing
<b>8 VVM Report (Wendy)</b>	<p>1.) Notice of an increase in room rates (effective September 1, 2014) was received from the Ministry later than usual this year. VVM has sent out notice to resident families on this.</p> <p>2.) There have been a number of staff changes over the summer months. VVM is currently recruiting for a PSW Manager after Monica Krull moved out-of-province when her husband was transferred.</p> <p>3.) The Resident Satisfaction Survey is in the distribution process. In some cases residents can complete them themselves. In other cases a family member may complete them on behalf of their resident family member and in some cases a staff member may assist a resident completing the survey. The surveys are important as a way to see where VVM stands in relation to other Long Term Care Facilities in the Province. Please take the time to complete them or assist in completing them if you are in that position. They are due back September 26/14. Rice and Associates will tabulate the results and VVM will share those results with residents and resident families once they are received.</p>	Wendy	Ongoing
<b>9 Standing Items</b>			
<b>a) Web-Site Committee</b>	<p>No new information has been received. A suggestion was made that when Joanne is asked to make a presentation to the Board of Directors that she include this topic. There has been minimal feedback received by Family Council on the development of the website and what Family Council will be permitted to post on the site.</p> <p>It is hoped that Sheri Maynard (VVM Staff) can attend our October meeting to provide an update.</p>	Joanne for Tracey	Ongoing
<b>b) Family Council Presentation Fall Series 2014</b>	<p>These details have been previously established and advertised about the Fall Series Presentation:</p> <p>Date: Monday October 6, 2014 at 12 noon and 6:30PM for approximately 1 hour.</p> <p>Title Coping with Loss and Grief</p> <p>Presenters: North Simcoe Palliative Care Network</p> <p>Light refreshments will be provided.</p>	Joanne for Tracey and All	October Mtg. (Wrap-up)

	<p>Planning for this presentation is well underway. Posters will be posted and notice will be sent to resident families inviting them to attend. Attendees will be asked to RSVP to Wendy by Wednesday October 1/14 so that the amount of food and refreshments can be determined and ordered. Lorraine and John will take responsibility for providing for refreshments for both session.</p> <p>A motion was made by Lorraine O'Halloran and seconded by Mike O'Halloran that "\$100 may be used to spend on refreshments and that \$50 be committed as a donation to the North Simcoe Palliative Care Network." CARRIED</p> <p>This seminar will occur two days before our October FC meeting. A wrap-up will be given at that meeting.</p>		
<b>10. OLD BUSINESS</b>			
<b>a) Bradford Greenhouse fundraiser</b>	<p>This program will end in October so it is expected that by our November meeting we will know how many "points" we accumulated on behalf of VVM.</p> <p>If you are making purchases at either of the Bradford Greenhouse stores please advise the cashier before he/she rings in your purchase that you want your "points" to go to VVM. The "points" will allow VVM to purchase ornaments/decorations, etc. at a reduced rate.</p>	Joanne for Tracey	November Mtg.
<b>b) Inclusion of Liquidation of Assets in Terms of Reference</b>	<p>After a discussion on this topic the following motion was put on the floor: Motion - Gary Norton Seconded - Joanne Baker-Forth In the event of the dissolution of Victoria Village Family Council, any funds held by FC in account # 3872 8995-585 at the Bank of Montreal will be turned over by the Treasurer to the Director of Resident and Family Services to be placed in the Victoria Village</p>	John/All	Nil

	Fundraising account # 2072-5205609 for the benefit of the residents. CARRIED		
<b>c) Recognition Board</b>	There is no further information on this. In the event that a suitable plaque can be found this item may be re-visited but until that time there will be no further action by Family Council.	Joanne/John for Sharon	Nil
<b>d) Dare to Dream summer recipients</b>	At our June 2014 meeting, FC approved the granting of 3 Dare to Dream wishes for 3 residents.  Recipients have been selected. Two wishes are in the planning stage and one wish has taken place. A resident was taken by staff to a restaurant which features Mexican food. Following that the resident was taken on a cruise by the "ocean", also known as Kempenfelt Bay. It is reported that the resident had a great time and for that person this was a trip of a lifetime. Cost of this Dare to Dream activity was \$68.00.  We will report on the other Dreams when they occur.	Wendy	October Mtg.
<b>e) Annual Review of Books</b>	The 2013-2014 Treasurer's financial documents have been reviewed by Sharon Bate who provided a one page document on her findings. (document attached as part of these minutes).  One comment in the document is as follows: "I found the financial records to be well maintained and very well organized. The suggestions made during the last review had all been implemented".  Sharon made three suggestions this year which are included in her document. As a result, the following motion was made: Motion - Gary Norton Seconded Yvonne Parr  A motion be made to consolidate the Dare to Dream Fund into the General Account for reporting purposes (since all funds are for the benefit of residents). CARRIED	Lorraine for Sharon	Nil
<b>f) Other</b>			

<b>11. New Business</b>			
<b>a) Update of Terms of Reference</b>	<p>1.) As per our Terms of Reference (T of R), the September meeting is a time when the T of R are reviewed any necessary changes be made. As a result of the Motion regarding what to do with any remaining funds in the VV FC account, in the event of the dissolution of FC (item 11 b above) , the following motion was made as an addition to our T of R:</p> <p>In the event of the dissolution of Victoria Village Family Council, any funds held by FC in account # 3872 8995-585 at the Bank of Montreal will be turned over by the Treasurer to the Director of Resident and Family Services to be placed in the Victoria Village Fundraising account # 2072-5205609 for the benefit of the residents.</p> <p>The above change to our Terms of Reference will be voted on at our October meeting.</p> <p>2.) Joanne Baker-Forth expressed some concerns about turn-around time for the posting of a request for meeting agenda items, receiving them and developing an agenda and getting it out to FC members as is currently found in our T of R under the title of Agenda (Pg. 6). Following a discussion the following motion was made:</p> <p>Motion - Mike O'Halloran Seconded - Joanne Baker-Forth</p> <p>Motion that the words "seven days" be deleted from the second sentence of this paragraph. That sentence will now read:</p> <p>"All submissions for the agenda must be submitted to the Chair prior to posting the agenda on the Family Council board, and the agenda is to be posted five days before the assigned meeting date." <b>CARRIED</b></p>	Joanne & All	October Mtg.
<b>b) Presentation of</b>	Family Council Chair is typically asked in the Fall to make a presentation to the Board	Joanne	October Mtg.

<b>FC goals presented to Board of Directors</b>	of Directors outlining our accomplishments for the past year as well as goals and objectives for the upcoming year. Joanne asked for suggestions from members to include in this presentation. Several were received and noted. Our goals and objectives are the same as last year. Members were asked that if they had any further ideas to let her know. At this time, the date for that meeting is not known.		
<b>d) Other</b>	<p>1.) Staff Appreciation: It was agreed that we would continue with this program which provides a small token of our appreciation to the staff during the Christmas season. However, instead of only giving Tim Horton gift cards that staff be given the choice of several options which would include Tim's as well as a number of grocery stores. The staff may be surveyed on their wish or FC may use a list of several fixed choices. Joanne will create a survey which will be used to provide staff with input as to their personal choice.</p> <p>2.) Wendy noted that as well as being the VV FC Assistant, she is now a family member as her mother is now a resident. She asked if FC felt this was in conflict of her position as Family Council Assistant. (Note - for example the Family Council Assistant cannot vote on matters but a family member can vote). After a discussion, opinions were expressed that she was not in conflict of her position as FC Assistant but that for the time being she would not be permitted to vote on matters. Wendy advised that she didn't have a problem with not being permitted to vote and that she would continue to represent all residents as she has been doing for years.</p>	Joanne	October Mtg.
	<p>There being no further business, the meeting was adjourned at 8:20 PM.</p> <p>Next meeting - Wednesday, October 8, 2014 at 7:00 PM in the Gathering Room.</p>		