

VICTORIA VILLAGE MANOR

MEETING: Family Council
DATE: Wednesday, June 10, 2015 @ 6:30pm
PLACE: Library, VVM
RECORDER: John O'Halloran

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

Issue	ACTION	PERSON RESPONSIBLE	TARGET DATE
1. Welcome	The Chair welcomed everyone. Note: The meeting was held in the library since there were no lights operating in the Gathering Room, possibly due to an electrical storm earlier.	Joanne	Ongoing
2. Sign-in sheet and confidentiality	All Family Council members signed the meeting sign-in/confidentiality sheet.	John	Ongoing
3. Declarations of any items to be added to the agenda	None	All	Ongoing
4. Condolences	Wendy reported 1 death since our last meeting of May 13, 2015	Wendy	Ongoing
5. Approval of Minutes from the May 13, 2015 meeting	Motion - Cheryl Norton Seconded - Sharon Bate CARRIED	All	Ongoing

6. Treasurer's Report	Account Balance 2762.81 Includes Staff Appreciation \$ 331.71 received after the "cut-off" date/time. These funds will be held for the 2015 Staff Appreciation campaign. Canadian Tire: \$29.85 includes \$21.05 in card and \$8.80 in CTC cash	John for Lorraine	Ongoing
7. Secretary's Report	None	John	Ongoing
8. Standing Items			
a) VVM Report	<p><u>Dare to Dream:</u></p> <p>One planned dream for a recipient had to be cancelled last week since the bus was in for repair. The bus is now back and this trip will occur in the near future.</p> <p>Wendy spoke of a potential new recipient. This person is confined to an electric wheelchair but has significant vision problems. If her vision is not soon corrected, she will no longer be able to operate her wheelchair and thus be that much less mobile. Wendy asked if FC would consider contributing to an eye examination and the purchase of glasses for this person. There was a discussion and many felt this was a wish very worthy of our Dare to Dream program. Several ideas were expressed by members with the goal of keeping our costs of the purchase of glasses to a minimum while still providing the recipient with the correct lens prescription to meet her needs.</p> <p>Motion: Sharon Bate Seconded: Tracey Baker CARRIED</p> <p>"That Family Council fund up to a limit of \$300.00 towards an eye examination and the purchase of glasses for this recipient."</p> <p><u>Ministry of Health visit to VVM:</u></p> <p>Wendy advised that the Ministry Inspectors are currently in their second week of their inspection of VV. Joanne confirmed that they had contacted her by phone and asked a number of questions. Wendy advised that they have interviewed staff and they plan to interview up to 40 residents to conduct their survey. There are three inspectors, two with nursing backgrounds and one is a dietician. Wendy feels the process is moving along well. A written report on the findings will be forthcoming at some future point.</p>	Wendy	Ongoing

	<p><u>Power Interruption:</u></p> <p>The local electricity provider (Power Stream) has advised Victoria Village of a brief upcoming power outage which will affect our building. This will occur on June 17th between 4:00pm and 10:00pm although they advise it may not take that long. This is to facilitate the replacement of a utility pole at Toronto and Wellington Streets adjacent to the building. Wendy advised that contingency plans are in place to facilitate meals on that date and other services such as baths/showers will be re-scheduled around the times of the power loss. A notice has been sent advising all resident families of this event and the notice has been posted in the building. Anyone with questions or concerns is asked to contact Wendy or Olivia at VV.</p>		
b) Bradford Greenhouses	Tracey has not had a recent opportunity to check with Bradford Greenhouse to see how our points program is going to date. We have had plenty of anecdotal evidence that FC members as well as some staff members have been donating their purchase points to Family Council. Please keep us in mind as you continue with your summer gardening purchases at Bradford Greenhouse's two locations. Don't forget to tell the cashier BEFORE he/she starts to ring in your purchases that you want to donate your points to VV Family Council. This program runs right through the summer months and into the early fall.	Tracey	Ongoing
c) Web-site update	There had been some questions last month as to how many site visits the Family Council portion of the web site has been receiving. Since Olivia was not present at this meeting, no further information was received.	Tracey and Olivia	September
9. OLD BUSINESS			
a) Fall Seminar – summer planning	Wendy advised that Dr. McConvey has agreed to provide a seminar with the pharmacist as part of our Fall Seminar - educational series. He wanted to know some potential dates so after some discussion, October 5, October 26 and November 2nd were suggested. Any of these dates will give us an opportunity to make more plans during our September meeting. Once Dr. McConvey picks a date, that information will be recorded and put in the August/ September Newsletter.	Joanne	September

	Previously it was noted that Monday is the preferred date to hold these educational seminars. October 12th is Thanksgiving and October 19th will be the Federal election.		
b) Family Council Week (June 6- 12)	Our chocolate basket of "kisses" has a prominent place on the reception counter. Staff advise that people have been helping themselves which was our hope. The package contains a beautiful card with a "thank-you" from Family Council to resident family members. Joanne advised that the cards were printed by Shawn Palmer of Simcoe North Visual Printing who did so without charging us so a very special thank-you for doing that. Just over 200 cards were printed to go with our chocolate "kisses". Signage was posted at the start of Family Council week in the lobby and the elevator advising of our "thank-you kisses" at the reception desk.	Joanne	Nil
c) Other	None		
10. New Business			
a) Resident and Family Survey	Wendy reminded us of the upcoming Fall resident survey which is conducted by Rice and Associates for all of the Ontario Long Term Care facilities. This standardized survey is a way of gauging where the province's LTC facilities stand in all facets of their service. Wendy also noted that if we have additional questions to ask that are not on the standardized survey, they can be added on a separate page from the Rice and Associates survey. Answers to those (separate) questions would then be received and compiled by VV and would not be part of the standardized survey. So if anyone has a question(s) they would like to have added, you may provide that information to Wendy.	Wendy	September
b) Summer Review of Bank Account	It was agreed that over the summer, Sharon and Lorraine would review the current year's bank statements and treasurer's accounting and report their findings during the September meeting.	John (for Lorraine)	September
c) Reflecting on Year – Effectiveness of FC in meeting	John advised that per the Evaluation section of our Terms of Reference (top of pg. 6), we are obligated to "evaluate the effectiveness in meeting its goals and objectives and designated responsibilities". Also noted in the same section of the T of R is that during our September meeting we would make any updates deemed necessary to the T of R.	John	September

<p>goals and objectives</p>	<p>During a discussion, Sharon suggested we use the Stop, Start or Continue approach to carrying out this process. If anyone has any thoughts on processes contained within our Terms of Reference that we should either Stop doing, Continue doing or Start doing, they can pass this information onto our Chairperson or Secretary who would note them for discussion during our first Fall meeting. If nothing is received, it may be deemed that no changes are necessary.</p> <p>One item which may need to be addressed is the clarification of Family Council membership, in view of the April 30/15 Ministry document from Nancy Lytle (filed with our May 2015 minutes) and a follow-up document dated June 3/15 from Lorraine Purdon, Executive Director from the Family Council's of Ontario. If you have thoughts and ideas on this issue you may contact Joanne or John over the summer or bring your ideas to the September meeting.</p>		
<p>d) Other</p>	<p>A thank you was expressed to Joanne for steering FC as Chairperson for the past 3 years. It was noted that there has been a noticeable change in tone and willingness of members to work together since she assumed leadership. Joanne will continue to be a FC member and she expressed her best wishes to the new executive, John, Yvonne, Tracey and Lorraine for future success.</p> <p>Following the meeting (okay, we started during the meeting) members present enjoyed a number of finger foods and treats provided by Joanne and Tracey. Thank-you for those treats.</p> <p>Have a great, safe summer and we will see you all (hopefully some new members) at our first meeting in September, 2015.</p>	<p>John</p>	<p>Nil</p>
	<p>There being no further business, the meeting was adjourned at 7:30 PM.</p> <p>Next meeting - Wednesday, September 9, 2015 at 6:30 PM in the Gathering Room.</p>		