

## VICTORIA VILLAGE MANOR

<b>MEETING: Family Council</b>
<b>DATE: Wednesday, May 13, 2015 @ 6:30pm</b>
<b>PLACE: Gathering Room, VVM</b>
<b>RECORDER: John O'Halloran</b>

<b>PRESENT:</b> Joanne Baker-Forth (Chair), John O'Halloran (Secretary), Lorraine O'Halloran (Treasurer), , Tracey Baker, Sharon Bate, Cheryl Norton, Mike O'Halloran, Robin O'Halloran, Olivia Schmitz (Administrator), Wendy Massarotto (DRFS), Bryn Styles (VV Bd. of Directors).
<b>REGRETS:</b> Yvonne Parr (Vice-Chair), Gary 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>	None.	All	Ongoing
<b>4. Condolences</b>	Wendy reported 3 deaths since our last meeting of April 8, 2015	Wendy	Ongoing
<b>5. Approval of Minutes from the April 8, 2015 meeting</b>	Motion - Sharon Bate Seconded - Lorraine O'Halloran  CARRIED	All	Ongoing

<b>6. Treasurer's Report</b>	<p>Account Balance \$2799.50 Includes Staff Appreciation \$ 331.71 received after the "cut-off" date/time. These funds will be held for the 2015 Staff Appreciation campaign.</p> <p>Canadian Tire: \$21.05 in cards. CTC cash \$5.75 Total - \$26.80</p>	<p>Lorraine</p>	<p>Ongoing</p>
<b>7. Secretary's Report</b>	<p>Nil</p>	<p>John</p>	<p>Ongoing</p>
<b>8. Bryn Styles</b>	<p>Board VP Bryn Styles was invited to this meeting to provide an overview of the Board of Directors and to discuss topics that Family Council have addressed in the past:</p> <p>1.) Who are the members of the Board, their positions, and what is the process to be elected/appointed to the board of directors.</p> <p>Gord Knox Bruce Wills Bryn Styles Frank Broley Lynn Stevenson John Alousis Dennis Tuck Stewart McBoyle</p> <p>The Board is currently looking for a couple more members, preferably with a background in human resources and/or accounting. Bryn noted that board members sit in a voluntary capacity and (as we also know) it is difficult to find volunteers, especially young people willing to volunteer.</p> <p>2.) Family Council interest in some fundraising and the initiatives/challenges we have had in this area.</p> <p>Joanne noted that we have limited resources since the Zehrs sales tape program was terminated. Those funds are primarily used to grant dreams in our Dare to Dream</p>		

	<p>program. We receive a very small amount of Canadian Tire money in our lobby collection box. In the past, these funds have been used to buy some small appliances for the palliative care rooms within Victoria Village. At this point Family Council is not sure what if any program will secure funds, once our current bank account is emptied over time.</p> <p>3.) Information about our website and the progress we are making.</p> <p>Further information on the current status of the web page is included in section 9(b). It was pointed out to Bryn that there is no governance information (including the VV Board of Directors names) on the VV webpage so he undertook to see that this is corrected. Bryn provided the names of the Board members (indicated above).</p> <p>4.) The unreliability of the VVM bus and are their plans for a future bus?</p> <p>The Board has been made aware of the problems with keeping the VV bus operational. Since our current repair facilities have not been totally successful in solving the problem, Olivia has asked Wendy to check with local repair facilities such as the one that maintains the BACS buses to see if they can help with our bus maintenance.</p> <p>5.) Contract services for The West. Resident family Christmas and Mother's Day dinners</p> <p>These concerns (previously discussed at our meetings) were brought forward at the last Board meeting. The Board will discuss these concerns with Marco, the current contract holder. The current contract does have a five year term.</p>		
<b>9. Standing Items</b>			
<b>a) VVM Report</b>	1.) Dare to Dream:	Wendy	Ongoing

Our current recipient received her "tattoo" on May 6th. Wendy reports the recipient was thrilled. The recipient received a "henna" tattoo on her arm and was treated to a pizza lunch and a manicure. Wendy has provided several photos of the event to Tracey for future posting on the VV FC website.

## 2.) Accreditation:

The accreditation process took place at VV on May 4th and 5th. As part of that process, some Family Council members were able to participate in an interview with the surveyor.

At the conclusion of the survey, the surveyor verbally advised that VV has exceeded in 1,072 of the 1,074 standards included in the survey. The two standards which were not "exceeded" did not involve direct care to residents but were more administrative standards. A written report is expected within 6-8 weeks. Congratulations to VV for (pending) receiving re-certification, congratulations to staff who did a lot of work to prepare for the process and special thanks to Family Council members for participating in the process.

## 3.) Ministry of Health Clarification of Family Council Membership

Wendy provided a copy of a Ministry document which is also available on the Family Councils of Ontario website. The document can be viewed via the following website: [www.familycouncilmembers.net](http://www.familycouncilmembers.net).

The document indicates, "To be a member of a Family Council, a person must be a family member of a resident or a person of importance to a resident. A person can no longer be a member of the Family Council after the death or transfer of the resident, unless the person is a person of importance to another resident in the Home." A "person of importance" may include a friend or a significant other".

	<p>The Ministry letter further notes, "Each Family Council is unique and may determine its own role and responsibilities of its members consistent with the requirements in the LTHCA. The Ministry would like to clarify that Family Councils can individually determine the appropriateness of the continued membership and participation of Family Council members after the death or transfer of a resident, as long as there is no conflict with the requirements in the LTCHA. For example, an individual Family Council could determine that the Family Member of a deceased resident can continue to be a member, even if the family member does not have a relationship with another resident in the home."</p> <p>4.) Fourth floor (Kensington) Painting</p> <p>Last year, some of the common area furniture on the fourth floor was replaced. Now, some painting will take place on some parts of the floor. Wendy provided paint chip samples and asked members to chose their preference from several colours previously selected. Family Council members provided their choices to Wendy for further consideration.</p>		
<p><b>b) Bradford Greenhouse Update</b></p>	<p>Tracey advised that several members have already made purchases this spring so VV has already received points towards this year's campaign. When you do make a purchase, please remember to notify the cashier that you wants your points to go to VV BEFORE the staff ring in your order.</p> <p>Tracey and members discussed the possibility of using our Bradford Greenhouse points to purchase a Christmas gift for each resident. This idea will be further discussed at a future meeting.</p> <p>Sharon noted the beautiful display that The Waterford has each Christmas and wondered if we could possibly use our VV points to provide some type of display for our residents. This too will be further discussed at a future meeting.</p>	<p>Tracey</p>	<p>Ongoing</p>

	<p>Members also discussed developing a type of thermometer or "growing flower" to be included on the common area televisions (that currently indicate upcoming functions, meal choices, etc.). The idea is to advertise our Bradford Greenhouse points program and our goal of achieving \$1,000.00 worth of points this growing season. Tracey and Olivia will check and see if either of these could be added to the programming of the televisions.</p>		
<b>c.) Website Update</b>	<p>Some of the following was discussed as part of our conversation with Bryn Styles from the Board of Directors:</p> <p>Tracey advised that recently the website technician ("Mike") has re-sized the text size on our portion of the website to make it easier to read. Improvements have been made to drop down lists and FC related photographs and documents have been added to the site. Information on our Dare to Dream, Bradford Greenhouse and Christmas gifts for staff program now exists on the website. An inquiry was made as to the number of site "visits" we have had. Olivia will look into this and report.</p>	Tracey	Ongoing
<b>10). OLD BUSINESS</b>			
<b>a) Possible Fall Seminar</b>	<p>As a result of last month's discussion, Olivia has spoken to a pharmacist and dietitian to see if they would be able to provide an information seminar in the fall, for resident families. They indicated this was possible. A possible topic of UTI's (urinary tract infections) and their management and treatment with antibiotics was discussed. While this was of concern, it was generally thought that a more general type of topic may be of interest to resident families. Sharon suggested a topic such as "managing medication" would be of interest to a larger group of people. Possibly a demonstration of the medication cart and how it is used on the floors would be included. An overview of on-site medical care by the various staff members directly involved could also be included. It was generally felt that a 30-45 minute presentation with time for questions/answers would be appropriate. At this time it was felt that one evening session could be provided. Tracey and Joanne noted that previously when resident families were surveyed on educational sessions, they indicated that Monday night was their first choice for a</p>	Olivia	June mtg.

	seminar. This matter will be further discussed at the June meeting.		
<b>b) Family Council Week Planning</b>	<p>Wendy has received posters announcing Family Council week (June 6-12, 2015) from Family Councils of Ontario. These will be posted. Previously the group had discussed doing something different than what we had done in previous years to celebrate Family Council week. The group discussed acknowledging the support of families to our residents by providing them with a small token of Family Council's appreciation. This would likely take the form of a wrapped chocolate attached to a small informational note from Family Council. Members had previously found that the most inexpensive wrapped chocolate at a bulk candy store would cost about 12 cents each. Based on an estimate of 50 signed in VV visitors per day, we would need to purchase approximately \$50.00 in chocolate candy kisses. There was discussion on packaging and information to be included on the attached note. There was also discussion as to availability and use of any discount coupons at this particular candy store.</p> <p>Joanne undertook to manage this project while others will check on other chocolate costing. Since this event will occur before our next meeting a motion was made at this meeting and Joanne undertook to advise members by email of her findings.</p> <p>MOTION - Sharon Bate SECONDED - Cheryl Norton</p> <p>That Family Council cover the cost of chocolate/candies to a maximum amount of \$65.00 for use as our token gift of appreciation to resident family members as part of our Family Council Week display. CARRIED</p>	Joanne & All	
<b>c.) Other</b>			
<b>11. New Business</b>			
<b>a) Election 2015-2016</b>	<p>Wendy confirmed that no advance nominations had been received.</p> <p>Following that, those present nominated the following FC members for the noted positions for the 2015-2016 year:</p>	Joanne & All	June 2016

	<p>Chairperson - John O'Halloran</p> <p>Secretary - Tracey Baker &amp; Cheryl Norton has agreed to serve as a back-up to Tracey.</p> <p>Treasurer - Lorraine O'Halloran</p> <p>Although Yvonne Parr was absent from the meeting, her name was put forward for the position of FC Vice-Chair. Since the meeting, Yvonne has kindly confirmed that she is willing to let her name stand for that position.</p> <p>Vice-Chair - Yvonne Parr.</p>		
<b>b) Other</b>	None		
	<p>There being no further business, the meeting was adjourned at 8:34 PM.</p> <p>Next meeting - Wednesday, June 10, 2015 at 6:30 PM in the Gathering Room. The June meeting is our FINAL MEETING before the summer break.</p>		