

VICTORIA VILLAGE MANOR

MEETING: Family Council
DATE: Wednesday, November 11, 2015 @ 6:30pm
PLACE: Gathering Room, VVM
RECORDER: Tracey Baker

PRESENT: John O'Halloran (Chair), Yvonne Parr (Vice-Chair), Lorraine O'Halloran (Treasurer), Tracey Baker (Co Secretary); Joanne Baker-Forth, Wendy Massarotto (DRFS), Sharon Bate, Brenda Duquette, Barb Legault, Peter Ferraro
REGRETS: Cheryl Norton (Co-Secretaries); Mike O'Halloran, Robin O'Halloran, Gary Norton,

Issue	ACTION	PERSON RESPONSIBLE	TARGET DATE
1. Welcome	The Chair welcomed everyone and asked Council members to introduce themselves to new member Peter Ferarro.	John	Ongoing
2. Sign-in sheet and confidentiality	All Family Council members signed the meeting sign-in/confidentiality sheet.	Tracey	Ongoing
3. Declarations of any items to be added to the agenda	Remembrance Day service	Sharon	Immediate
	Family Councils of Ontario	John	
4. Condolences	Wendy reported 4 deaths since our last meeting on October 14, 2015.	Wendy	Ongoing

5. Approval of Minutes from the October 14, 2015 meeting	Clarification provided by Wendy regarding Item 8 a) Program Evaluation: This is not a Ministry program rather an internal evaluation done by VVM. <i>Motion to approve the Minutes - Yvonne Seconded - Joanne</i> <i>CARRIED</i>	All	Ongoing
6. Treasurer's Report	Account Balance \$3,244.09 Includes Staff Appreciation \$ 313.68 (\$18.03 used since the last meeting for stationary for the newsletter) Canadian Tire: \$37.80 includes \$35.05 in cards and \$2.75 in CTC cash Wendy contributed \$0.05 at the meeting.	Lorraine	Ongoing
7. Secretary's Report	Tracey thanked Cheryl (in her absence) for managing the minutes at the October meeting.	Tracey	Ongoing
8. Standing Items			
a) VVM Report	<u>Staffing update:</u> Prema is on leave for 2 years in Singapore. Christie Abraham is covering for the period after which Prema is expected back. Charlene is on medical leave until the end of November. <u>Website visits (traffic):</u> There is a problem gathering the information. IT people are in shortly and will assist and Wendy will report at the next meeting <u>Program Evaluation:</u> Elpidia will like to come to the January meeting to review the VVM program evaluation results. <u>Family Survey:</u> The results from the family survey were reported. 127 surveys went out; 70 were completed; 55% response rate, the lowest seen in recent times. One suggestion for the rate is that more surveys were mailed this year than in previous years (versus completed in-house). Overall, based on those homes who participated in the survey (ie. those who use the same consulting firm), VVM results are above the overall average. Key concerns continue to be meals, laundry and staffing.	Wendy	January January
b) Web-site	Updates were made to the Executive page (photos), the Initiatives page (education	Tracey	

	<p>session and BGH) and Meeting Minutes – please check it if you have not already at Victoriavillage.ca and Long Term Care.</p> <p>It was agreed that Website Updates no longer needs to be a standing item in the agenda.</p>		
9. Old Business			
a) Bradford Greenhouses	<p>Final result for this year’s campaign (April 15 to October 15) is 23,786 points representing a \$237.86 gift card. The letter has been sent to confirm participation in 2016.</p> <p><i>Motion tabled by Sharon: The DRFS will report back to Family Council regarding how the funds were used. Seconded by Joanne. CARRIED</i></p>	Tracey	Ongoing
b) Fall Educational Session	<p>All agreed that the session was interesting and very educational. Joanne noted that Sheri was left out of the discussion following her presentation and we should endeavor to keep all presenters engaged throughout future sessions. John commented that it was a wonderful opportunity to connect with Dr. McConvey outside of a family medical situation. Lorraine noted that the booklets handed out by Pharmacy are excellent and suggested we should get additional copies. She also recommended that food is not necessary for future sessions as it is not generally eaten. Coffee and tea are sufficient. All agreed.</p> <p><i>Motion by Lorraine: Give Dr. McConvey and Sheri Kidson an honorarium in the form of a \$50 donation to a charity of their choice. Seconded by Barb. CARRIED.</i></p> <p>Tracey asked Wendy to follow-up on the selected charity.</p> <p>Next Education Session: Invite Dr. McConvey as the speaker again (he offered) and consider a topic centred around Dementia from the medical practitioner’s perspective. To be discussed further at future meetings.</p>	Wendy and Tracey	Spring or Fall 2016

c) Proposed changes to TOR/Code of Conduct	Gary to present at the next meeting	John (for Gary)	January
d) Staff Appreciation Planning Update	<p>Wendy reported that a receipting process is in place for donations of \$20 and up. Reception desk logs all donations in an excel spreadsheet and receipts are issued on the spot. Those that are mailed in are also logged and receipts are issued and mailed within a few days.</p> <p>Current donation level is \$1700 plus funds remaining from 2014.</p> <p>Joanne requested that another sign be posted at reception (in addition to the elevator). John requested permission to place a larger sign on the easel by the Montessori tree. Joanne will produce both and give to Wendy.</p> <p>2015 Schedule: Letters have gone out to families requesting donations. Nov 30: Staff surveys due to identify gift card choices (Walmart, Zehrs or Tim Horton's). Results will be provided to Joanne. Dec 11: Deadline for donations for the 2015 program and results provided to Joanne. Dec 16: Envelope stuffing at 9 am in the Library. All welcome. Wendy to distribute to staff.</p>	John	November
e) Christmas gifts for residents	<p><i>Motion tabled by Yvonne: To pay for cupcakes up to \$125 for 2015. Seconded by Tracey. CARRIED</i></p> <p>Wendy confirmed that there are no special dietary needs at the moment. She requested that icing on cupcakes be reduced to control the amount of housekeeping required due to the dye.</p>	John	December
10. New Business			
a) Christmas	Wendy confirmed that there will be no December Christmas dinner but a tentative plan	Wendy	January

Dinner for residents and family/friends	is under discussion for a January winter themed event. Tracey inquired about the Christmas Craft Sale – it will be a much smaller event. Charlene is managing it – stay tuned for more details.		
b) Remembrance Day service	Sharon commented Steve and the Rec staff did an excellent job on the service. There was a full house and residents enjoyed it immensely. John commented that there was no display this year and Wendy advised that Charlene manages it and in her absence it did not happen.	Sharon	
c) Family Councils of Ontario Webinar	A free webinar will be hosted by FCO on Thursday November 26 from 1:30pm to 3:00pm on Long-Term Care Homes Funding. The link to information about the webinar is http://www.fco.ngo/updates-and-events/events/long-term-care-homes-funding-information-session-family-councils-free You will be asked to register through another link and you will receive an email with the information to access the event on the date.	John	November
d) Board meeting	John asked about an invitation to the next Board meeting (as is the usual practice this time of year). Wendy will confirm the date. Discussion followed regarding topics to present and the following were identified: FC goals for 2016 – no change Accomplishments of 2015 – New Council and Executive members; Staff Appreciation results from 2014; Bradford Greenhouses program results for 2015, 2015 Dare to Dream recipients and Education session; Website development; Bus repair and use. Questions – West Event Centre and the development of Life Lease – what will the impact be during the construction? What are our options for entertainment and event space for residents? What is the future planning?	John	November
	There being no further business, the meeting was adjourned at 8:05pm. Moved: Sharon Seconded: John CARRIED Next meeting - Wednesday, January 13, 2016 at 6:30 PM in the Gathering Room.		

Have a wonderful Christmas!!