

VICTORIA VILLAGE MANOR

MEETING: Family Council
DATE: Wednesday, October 14, 2015 @ 6:30pm
PLACE: Gathering Room, VVM
RECORDER: Cheryl Norton

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

Issue	ACTION	PERSON RESPONSIBLE	TARGET DATE
1. Welcome	The Chair welcomed everyone and asked Council members to introduce themselves to new members, Brenda Duquette and Barb Legault. Brenda and Barb were warmly welcomed to Council.	John	
2. Sign-in sheet and confidentiality	All Family Council members signed the meeting sign-in/confidentiality sheet.	Cheryl	
3. Declarations of any items to be added to the agenda	None	All	
4. Condolences	Wendy reported 6 deaths since our last meeting on September 9, 2015.	Wendy	

5. Approval of Minutes from the September 9, 2015 meeting	Motion - Gary Norton Seconded - Cheryl Norton CARRIED	All	
6 . Treasurer's Report	Account Balance \$3,244.62 Includes Staff Appreciation \$ 331.71 Canadian Tire: \$37.60 includes \$35.05 in cards and \$2.55 in CTC cash	Lorraine	
7. Secretary's Report	None	Cheryl	
8. Standing Items			
a) VVM Report	<p><u>Federal Election:</u></p> <p>Procedures are in place, in accordance with Elections Canada rules and regulations, for residents to vote on October 19th. If the resident does not have 2 pieces of photo ID, a form can be filled out and verified by staff so the resident can vote with 1 piece of photo ID.</p> <p><u>Website visits:</u></p> <p>Wendy has obtained some stats on site visits but needs to analyze more data before presenting specific numbers.</p> <p><u>Fire Drills:</u></p> <p>The fire department visit on September 21st found some difficulties with the fire drill that was conducted that night. They returned on October 5th and this drill met all requirements.</p> <p><u>Program Evaluation:</u></p> <p>Elpidia would like to come to the November meeting to review the program evaluation</p>	<p>Wendy</p> <p>Wendy</p> <p>Wendy</p> <p>Wendy</p>	<p>October 19th</p> <p>November</p> <p>November</p>

	<p>results from the Ministry.</p> <p><u>Family Survey:</u></p> <p>The results from the family survey will be reported at the next meeting.</p>	Wendy	November
b) Web-site	No report	Tracey	
9. Old Business			
a) Bradford Greenhouses	This program runs from April 15 – October 15 and has earned at least \$100 more this year over last year.	Joanne for Tracey	Ongoing
b) Fall Educational Session	<p>“Managing Medications” will be the subject of the fall educational session to be conducted by Dr. McConvey and the pharmacist on Monday, November 2nd, in the Gathering Room. Tracey will confirm the time and ensure the event is publicized.</p> <p>Moved: Sharon Bate Seconded: Gary Norton That up to \$50 be approved for refreshments for this educational session. CARRIED</p>	Wendy and Tracey	Immediate
c) Proposed changes to Terms of Reference/Code of Conduct	<p>At earlier meetings, questions had been raised and discussed concerning the need to clarify 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. Gary Norton had agreed to draft proposed revisions to the Terms of Reference to address the Council's concerns.</p> <p>Gary presented draft proposed changes. Following discussion, it was agreed that the Family Council should have one comprehensive document that includes information which the Council should a) review annually, and b) share with every new Council member.</p>	John and Gary	

