

## VICTORIA VILLAGE MANOR

<b>MEETING: Family Council</b>
<b>DATE: Wednesday, January 13, 2016 @ 6:30pm</b>
<b>PLACE: Gathering Room, VVM</b>
<b>RECORDER: Tracey Baker</b>

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

<b>Issue</b>	<b>ACTION</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>
<b>1. Welcome</b>	The Chair welcomed everyone and asked Council members to introduce themselves to new member Jackie Hardy-Corrigan.	John	Ongoing
<b>2. Sign-in sheet and confidentiality</b>	All Family Council members signed the meeting sign-in/confidentiality sheet.	Tracey	Ongoing
<b>3. Declarations of any items to be added to the agenda</b>	Laundry  Presentation to VVM Board	Joanne  John	
<b>4. Condolences</b>	Wendy reported 5 deaths since our last meeting on November 11, 2016.	Wendy	Ongoing

<b>5. Approval of Minutes from the Nov. 11, 2016</b>	<i>Motion to approve the Minutes - Joanne                      Seconded - Sharon                      CARRIED</i>	All	Ongoing
<b>6. Treasurer's Report</b>	Account Balance \$3109.44      Includes Staff Appreciation \$ 254.03. Note – A cheque from VVM just received of \$445.00 in SA donations received after cut-off will be added to account for use at Christmas 2016 ). Canadian Tire: \$49.60 includes \$35.05 in cards and \$14.55 in CTC cash.	Lorraine	Ongoing
<b>7. Secretary's Report</b>	None	Tracey	Ongoing
<b>8. Standing Items</b>			
<b>a) VVM Report</b>	<p><b><u>Cupcakes -</u></b> The Christmas program was a great success again this year. Less icing was appreciated by staff and photos were shared. They will be posted on our website.</p> <p><b><u>Website visits (traffic):</u></b> Deferred to next meeting.</p> <p><b><u>United Church</u></b> – Wendy confirmed that Victoria Village Projects has purchased the United Church property.</p> <p><b><u>Bradford Greenhouse Program-</u></b> The proceeds (gift card) from the 2015 BGH loyalty points program will be used in the Spring for the gardens or perhaps an herb garden.</p> <p><b><u>Winter Dinner</u></b> – Ticket sales have closed and were strong for the resident and family dinner on February 22.</p> <p><b><u>Quarterly Program Evaluation Results</u></b> – Elpidia shared that there are approximately 20 quality programs evaluated including Staffing, Behaviour, Wounds, Restraints, Pain, etc. VVM results are solid, meeting the benchmarks for all except Continence and Falls. The focus for 2016 will be the “Falls” program where 5 fractures were reported in 2015 resulting in a metric of 18.1 versus the target of 9.</p>	Wendy	February

	<p>The process for monitoring and improvement is a weekly meeting of Physio, Restorative Care, nursing and other specialists to review the falls and discuss what actions/improvements can be taken. For further information about the Quality Improvement Plan indicators, click on the website link below or check our website page for Resources.</p> <p><a href="http://www.health.gov.on.ca/en/pro/programs/ecfa/legislation/qualityimprove/qip_tech.pdf">http://www.health.gov.on.ca/en/pro/programs/ecfa/legislation/qualityimprove/qip_tech.pdf</a></p>		
<b>9. Old Business</b>			
<b>a) Proposed changes to TOR/Code of Conduct</b>	Gary presented the revised version of the Terms of Reference up to item 4.iii. The discussion will continue at February's meeting. Gary will continue with edits based on this meeting and distribute the next version for review prior to February's meeting.	Gary	February
<b>b) Staff Appreciation</b>	<p>Joanne reported a very successful program:  Total donations for 2015 (prior to cut-off): \$5395  Carry over from 2014: \$330  <b>Total available for 2015: \$5725</b></p> <p>Decision was made to cut off the gifts at \$35/person (155 staff in 2015): <b>\$5425 used</b></p> <p><b>Balance remaining: \$300</b>  Expenses for 2015 program: \$45.97  Donations received after 2015 cut-off: \$445  <b>Carry over for 2016: \$699</b></p> <p><b>The gift card breakdown was:</b>  Zehrs – 11  Walmart – 48  Tim Horton's - 96</p>	Joanne	
<b>e) Christmas gifts for residents</b>	<p>John proposed that we consider an alternative to the cupcake program for Christmas. We may consider something more directly related to the holidays, for example Gingerbread cookies, Christmas cake, etc. The discussion will continue later in the year.</p> <p>Mike and Robin were thanked (in their absence) for arranging and delivering the gifts again</p>	John	September

