

VICTORIA VILLAGE MANOR

MEETING: Family Council
DATE: Wednesday November 9, 2016 @ 6:30pm
PLACE: Gathering Room, VVM
RECORDER: Tracey Baker

PRESENT: John O'Halloran (Chair), Barb Legault (Vice-Chair), Lorraine O'Halloran (Treasurer), Joanne Baker-Forth (Co-Secretary), Tracey Baker (Co-Secretary), Kathleen Bacher, Ann Bueschleb, Brenda Duquette, Wendy Massarotto (DRFS),
REGRETS: Yvonne Parr, Kathy McCallum, Mike McCallum, Mike O'Halloran, Robin O'Halloran, Jackie Hardy-Corrigan,

Issue	ACTION	PERSON RESPONSIBLE	TARGET DATE
1. Welcome	The Chair welcomed everyone.	John	Ongoing
2. Sign-in sheet and confidentiality	All Family Council members signed the meeting sign-in sheet. All outstanding Code of Conduct forms were collected.	John	Ongoing
3. Declarations of any items to be added to the agenda	None	John	Ongoing
4. Condolences	Wendy reported 3 deaths since our last meeting on October 12, 2016.	Wendy	Ongoing

b) Bradford Greenhouse Program	Bradford Greenhouse annual program generated 22,832 points valued at a \$228.32 gift card. Tracey will pick up the card and submit the request to continue participation in 2017 (due date is Feb 28, 2017).	Tracey	
9. Old Business			
a) Fall Educational Seminar Update	Dr. McConvey spoke on November 2 to a full house of 38 people in attendance. The discussion, which focused on dementia and the various stages of the disease, was very well received. No topics were suggested by the attendees for the next session. It was discussed that we consider the same presentation year over year as new people are always becoming involved in VVM.	John	
b) Resident Christmas Gift Update	Kristina Bueschleb will make 130 snowmen cookies that are individually wrapped and frozen, to be delivered the week prior to Christmas. The invoice will be sent to Lorraine once it is prepared.	Ann	
c) Staff Appreciation Update	<p>Required information from Joanne to Wendy:</p> <ol style="list-style-type: none"> 1. Insert for staff to choose their gift card 2. Content for e-blast ***Note: please add the phone number for Reception to all newsletters)*** 3. Poster for elevator and other locations <p>Schedule:</p> <ul style="list-style-type: none"> • Cut-off for 2016 donations – December 9 at noon • Joanne to purchase of cards and any stationary – December 12 • Envelope Stuffing – December 12 at 9:00am in the Library (5 to 6 volunteers) 	Joanne	
d) Board of Directors Presentation	John presented to the Board of Directors on Tuesday November 8, providing an overview of the Family Council activities over the past year. Included were such aspects as membership levels, Dare to Dream and Staff Appreciation programs, and fund raising activities (gift basket last year, the current quilt draw, and the ongoing Bradford Greenhouse program). A full summary will be provided under separate cover and posted to the FC website.	John	

10. New Business			
a) Family Council Signing Authority	It was explained that our Terms of Reference document states that a minimum of two signing authorities are required for cheques. Currently John, Lorraine, Joanne and former FC member Kathy are the SAs. It was agreed that Kathy should be removed and Barb offered to replace her.	Lorraine	
b) Denture Care and Maintenance	Lorraine reminded members that a Denturist can be available upon request to assist residents with their denture needs. Based on challenges experienced, Lorraine suggested that the Denturist could meet with staff to educate them on how to work with residents to ensure dentures stay in place. This could help reduce the instances of lost or broken devices. Lorraine was requested to provide Wendy with the information so she can pass it on to the VVM Education person.	Lorraine	
	There being no further business, the meeting was adjourned at 7:23pm. <i>MOVED :Tracey</i> Next meeting - Wednesday, January 12, 2017 at 6:30 PM in the Gathering Room.		

Merry Christmas Everyone!