

VICTORIA VILLAGE MANOR

MEETING: Family Council
DATE: Wednesday, October 12, 2016 @ 6:30pm
PLACE: Gathering Room, VVM
RECORDER: Lorraine O'Halloran

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

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 2 deaths since our last meeting on September 14, 2016.	Wendy	Ongoing

<p>b) VVM Report</p>	<p>Victoria Village Report & Resident Survey – This survey was presented at September meeting and approved. The survey has been sent out to residents and their families with the due date being October 24. Since this survey has been created “in house” this year, staff will be looking for areas which need to be modified for subsequent years.</p> <p>Sharpe Hearing Clinic will be at VVM checking hearing aids and wax build up for residents. Depending on what the area of need is, changes may be made for the residents.</p> <p>Professional Carpet Cleaners will be on Windsor (October 17) and Kensington (October 18) after 9 p.m. cleaning carpets.</p> <p>Christmas “Come and Go Tea” will be held on each floor of VVM from 1-3 p.m. on Saturday, December 3. Drinks, finger foods and entertainment will be provided. Information will be sent out via E-blast to inform families. People will be asked to RSVP in order to plan for the food.</p>	<p>Wendy</p>	
<p>c) Bradford Greenhouse Program Reminder</p>	<p>Bradford Greenhouse purchases must be made by October 15 in order for them to be included in our total for 2016. It is expected that Tracey will have actual amounts at our November meeting.</p>	<p>John (for Tracey)</p>	<p>November</p>
<p>9. Old Business</p>			
<p>a) Fall Educational Seminar</p>	<p>Dr. McConvey will speak on dementia related issues at the educational session on Wednesday, November 2 at 5:30 p.m. in the Gathering Room. Tracey will prepare an E-blast to be sent out reminding families of the event. Dr. McConvey has asked that his honorarium be given to the Alzheimer’s Society of Simcoe County. Tea and</p>	<p>John & all</p>	

	coffee will be made available.		
b) Door Art	Jackie shared a picture of a set of double doors which had been airbrushed. Wendy advised that this would not be appropriate on resident doors. After much discussion, it was concluded that some “peel and stick” stickers would be appropriate; items which are framed and covered with glass are acceptable as are non-combustible 2 sided plastic covered pictures, etc. Prior to any decorations going on doors, family members are to check their suitability with either Wendy or Olivia.	Jackie	
c) Changes to Terms of Reference	No changes were suggested in terms of Terms of Reference. Therefore, Terms of Reference will not be reviewed again until September 2017 as outlined in our monthly planning calendar.	John	
10. New Business			
a) Quality Indicators Quarterly Report	see above – 8a	Elpidia Khan	
b) Donation of Raffle Item	Kathleen and her mother have donated a Cuddle Quilt for Dare to Dream to raffle off. The quilt was started by Barbara Morrow (resident on Buckingham) and then continued by Kathleen when her mother became a resident at VVM. The quilting is all done by hand. The quilt is on display in the reception area at VVM and tickets will be on sale from Friday, October 14 – Sunday, December 18. The draw will be made on December 19. Tickets are \$2.00 each or 3 for \$5.00. John and Lorraine will create the posters/tickets, E-blast and will set up the display ASAP. (Added note - the display was set up on October 13/16.)	Kathleen	
c) Resident Christmas Gifts	Kristina Bueschleb is prepared to make 130 snowmen cookies for residents for Christmas. They will be individually wrapped and delivered to VVM 1-2 days before Christmas. Motion: that FC would reimburse Kristina \$100 for the cookies . Motion made by Barb and seconded by Robin. Carried Note: Kristina will be required to submit an invoice to VVM Family Council. Thanks were also expressed to Mike and Robin for arranging to have cupcakes made and delivered to VVM in the past.	Anne	
d) Staff	Staff will be invited to indicate which gift card they would like – PC, Walmart or	John (for	

Appreciation Update	<p>Tim Horton's. Joanne will prepare an E-blast and an elevator poster regarding this initiative. All donations received by noon on December 9 will go toward the 2016 gift cards. Funds donated over \$20.00 will receive a receipt and will be eligible for tax deduction. Based on the amount of donations received and the carry forward from last year, as well as the number of staff at VVM, John, Joanne and Wendy will determine the card value. Donations received after that date will go toward Staff Appreciation 2017. December 12, stuffing of envelopes will take place in the library at 9 a.m. 5-6 volunteers are required. Joanne will prepare the letter to be stuffed in the envelopes. Olivia will have a cheque payable to VVM Family Council for the donations received by December 9. A subsequent cheque will be given in later December/early January for the donations collected after December 9. John and Joanne will create the announcement for the newsletter.</p>	Joanne)	
e) Board of Directors Presentation	<p>John will make a presentation to the Board of Directors on Tuesday morning, November 8 in the Terrace Room at 9 a.m. If anyone has anything that you would like to have shared, please send them to John ASAP.</p>	John	November
	<p>There being no further business, the meeting was adjourned at 7:43 pm. <i>Moved :Brenda Seconded: Barb CARRIED</i></p> <p>Next meeting - Wednesday, November 9, 2016 at 6:30 PM in the Gathering Room.</p>		