

VICTORIA VILLAGE MANOR

MEETING: Family Council
DATE: Wednesday, September 14, 2016 @ 6:30pm
PLACE: Gathering Room, VVM
RECORDER: Tracey Baker

PRESENT: Kathleen Bacher, Brenda Duquette, John O'Halloran (Chair), Lorraine O'Halloran (Treasurer), Mike O'Halloran, Robin O'Halloran, Olivia Schmitz, Wendy Massarotto (DRFS), Joanne Forth (Co-Secretary), Tracey Baker (Co-Secretary), Anne Bueschleb, Barbara Legault, Ali Bucknell, Mike McCallum, Kathy McCallum
REGRETS: Jackie Hardy-Corrigan,

Issue	ACTION	PERSON RESPONSIBLE	TARGET DATE
1. Welcome	The Chair welcomed everyone including new members Mike and Kathy McCallum.	John	Ongoing
2. Sign-in sheet and confidentiality	All Family Council members signed the meeting sign-in/confidentiality sheet. Members were also requested to sign the 2016-2017 Code of Conduct form. New members were asked to review it and return for the next meeting.	Tracey	Ongoing
3. Director of Dietary & Laundry	<p>Ali Bucknell was introduced to the Family Council as the new Director of Dietary and Laundry Services. Ali is from Stayner, has been in the industry for 10 years and looks forward to helping us all improve the quality of life for the residents. "It's all about them".</p> <p>She shared her plan to create a "Resident's Choice Dish" on a regular basis where a favourite recipe is offered on the menu for one meal (depending on cost). Implementation is targeted for four weeks and all are welcome to provide a recipe to Ali at a.bucknell@victoriavillage.ca</p>	Olivia	

10. Old Business			
a) Election of Officers	<p><u>2016/2017 Officers</u> – <i>MOTION to approve the appointment of Barb Legault as Vice Chair of the 2016-2017 Family Council. Moved - Brenda Duquette Second – Mike O’Halloran CARRIED</i></p>	John	
b) Fall Educational Seminar Planning Session	<p>Dr. Mike McConvey has accepted our invitation to speak at the next seminar and has requested a date of Wednesday November 2 at 5:30pm.</p> <p>Topic suggestion:</p> <ul style="list-style-type: none"> • Stages of Dementia – what to expect as our loved one travels through the journey • Treatments including medications • Role of pneumonia • How can families support their loved ones <p><i>MOTION to provide a \$50.00 honorarium to Mike McConvey’s charity of choice. Moved – Joanne Second – Brenda Duquette CARRIED</i></p> <p>ACTION: Please send any other topic ideas to Wendy for the October 12 meeting – All</p> <p>ACTION: John to post a notice in the next newsletter</p> <p>ACTION: Tracey to provide an e-blast/poster to Wendy and post on the website</p> <p>ACTION: Wendy to confirm the charity for next meeting</p>	John/All	Oct meeting
11. New Business			
a) Fire Department Request	<p><u>Removal of décor items</u> - As noted in the August Newsletter, the Fire Dep’t has ordered that all door decorations be removed due to combustibility. Members acknowledged that “décor items” on doors often play an important role in helping residents identify their rooms. Alternatives suggested included painting the doors (paint is flammable and there is a cost to change it), applying Peel ‘n Stick items (some leave residue, are difficult to remove or remove the paint).</p> <p>It was agreed that non-combustible décor items need to be researched – Olivia will report back at the next meeting</p>	Olivia	

b) Planning Calendar item	It was agreed that the annual review of the Terms of Reference and annual Goals and Objectives will be deferred to October's meeting. The current version was provided to new members for their review.	John	Oct meeting
c) Review of Financial Statements	<p>Review of Financial Statements – In August, Sharon Bate reviewed the Financial/Bank Statements and provided the following report as presented by Lorraine:</p> <ol style="list-style-type: none"> 1. May/June showed \$348.00 generated from the gift basket raffle however \$100 of that amount was from a donation. \$248.00 was raised from ticket sales. 2. Canadian Tire fund raising continues to fall due to changes in the chain's plans. This is a concern for the Dare to Dream program 	Lorraine	
d) Planning Calendar item	<p>Resident Christmas Gifts – suggestions were tabled as alternatives to the annual cupcake gift provided to residents on Christmas Day. A decorated Christmas cookie was of interest.</p> <p>ACTION: Brenda will ask her granddaughter if she is interested in making the cookies and if so, what the cost will be. She will report back at the next meeting.</p>	John/All	
e) Planning Calendar item	<p>Staff Appreciation – The process will repeat this year, offering staff the same three choices for their gift card – Zehrs, Walmart, Tim Horton's.</p> <p>Donations will be requested from family members to be provided at Reception where charitable receipts will be issued for donations of \$20 or more. Olivia will oversee transferring funds to Family Council in a timely fashion.</p> <p>ACTION: John to post in newsletter and provide Wendy with a mailer and e-blast ACTION: Wendy to send e-blast and include a mailer in the billing statements ACTION: Wendy to provide Joanne with payroll dates to determine the cut-off ACTION: Joanne will organize the purchase of gift cards ACTION: Barb to organize the envelope stuffing (see Joanne for details)</p>	John/All	
d) Additional Items	<p>Family Council Assistant - <i>Motion to reappoint the Victoria Village Manor Director of Resident and Family Services (DRFS) as the 2016/2017 Family Council Assistant.</i> Moved – John Second – Barb CARRIED</p> <p>Victoria Village CEO – Olivia reported that there is a short list of candidates for this new position that will be presented to the Board of Directors on September 19</p> <p>Website – Tracey requested the following items for the next update to the FC website pages:</p>	John/All Tracey Tracey	John

