

George Derby Family Council Minutes – September 10, 2019

Tuesday, September 10, 2019 @ 14:05

Meeting Room #2339

Attending: John Knapp, Sandy Moreno, Lynda Copp, Rita Graham, Janet Brown, Pat Weger

Regrets: Joe Sadowski, Sue Clement, Mary Rossi

Guests: Ava Turner, Tracy Campbell

1) Approval of minutes from August 13, 2019

- Approved by Rita Graham and seconded by Lynda Copp

2) Item (4) from the agenda – Autumn Festival: Presented by Tracy Campbell on behalf of the Recreation Team

- a) Tracy was excited to announce the First Annual Autumn Festival will take place on Wednesday, October 16, 2019 from 1:00pm to 4:00pm in the Town Hall, in the Atrium and surrounding areas. Gabby and Tracy are the lead planners of the Recreation Team, under the leadership of Mallory, to produce a fun and exciting event to celebrate the season change with all the residents, and their families and loved ones, from George Derby Centre.

Some of the planned activities are:

- i) A table for the sale of the art created by the residents that are developed in the Art Studio with the help of the Recreational Staff.
- ii) A table for the sale of baking and Okanagan fruit (brought in by Andrew, the RMT, from his orchard). Issues regarding the repackaging of baked goods to agree with the GD Licensing needs to be finalized.

ACTION: Tracy will have a conversation with the residents at Derby Manor to help out with this part of the event.

- iii) A photo booth near the mantel staged with hay bales, a saddle, corn, etc. for props is being investigated.
- iv) A seating area for refreshments (hot apple cider) will be arranged. John stated that a wandering minstrel walking around this area might be entertaining. Tracy will look into this option.
- v) A cake walk (with small pies and cakes in order for the residents to handle them) is being developed.
- vi) Other activities are a corn husking contest, apple tasting (both fresh and pureed to invite all residents to participate), pumpkin painting, cotton candy, a fun wheel, etc.

- b) Council's contribution: John suggested a Family Council Booth to invite other family members and loved ones to consider joining the Family Council. John asked Tracy to schedule about 30 minutes for a presentation about the Family Council

and have the GD Family Council AGM at this time. Hopefully family members will be encouraged to join the group for the next year. John contributed \$20 from Elva to begin the monetary contributions for a successful Autumn Festival. Rita asked if she could sell her hot packs which are stuffed with Bulgar wheat at the Festival, and if others that wish to sell their product could have this opportunity.

ACTION: Tracy will look into this idea and communicate with John.

3) Item (2) from the agenda - **RED ACTION** items from August:

- a) John has handed the Tax Benefits issues to Lisa Ye and she will produce a year end document which will be sent to all residents and families. Ava stated that Susan Lockhart of FHA will establish what can be claimed or not claimed regarding the Tax Credits for residents. **Item closed.**
- b) Sandy concluded that after the final CRA tax submission following the death of a loved one, it is important to contact CRA (via telephone or online) to request a CLEARANCE CERTIFICATE in order to take their SIN number out of service – thus stopping identity theft. The forms are TX19 for personal clearance or GST352 for business clearance. **Item closed.**

ACTION: Lynda will submit this information for the next Derby Digest submission.

- c) Ava has met with Suzanne regarding increasing her general visibility to the units at GD and, also, regarding following through with resident's diet changes not being done when requested. **Item closed.**

4) Item (3) from the agenda – Report from GD Management by Ava:

- a) Ava has produced a 'Confirmation of Residency' document/letter for the purpose of confirming that a resident is alive and resides in care at George Derby Centre. When Ava receives a request from a family member, she will visit the resident and sign the confirmation document/letter.
- b) Dentistry: This is still ongoing for Ava, but John reported the dentist now has a procedural reference regarding the need for residents to have dental work done under total anaesthetic at a local hospital. Also, the dentist issues receipts now regardless if you are paying directly, through insurance or from the comfort fund. Janet stated that this was a great advancement and reminded everyone that if they require a receipt for foot care, you still have to ask for one.
- c) Carl Rowan was unable to attend this meeting, but will come to meet the Family Council at the next one. He was tied up with the renovations in BSTN.

5) Family Council AGM: John

- a) Terms of Reference – all Family Council members are required to step down at the AGM and then give acceptance to stand for another year in order to be re-elected. John handed out a document regarding the Terms of Reference to each present member.
- b) Once a member is elected they must sign a confidentiality agreement and submit it to Ava.
- c) A notice to residents and families regarding the AGM and the elections will be posted around the complex and a notice to encourage family members to join the future council. John will speak to the receptionist and will pick up any requests that come in.

ACTION: Ava/Mallory will arrange the notices to be posted in strategic locations around GD

- d) New commitment: John, Pat, Janet, Lynda, Rita and Sandy have agreed to stand for re-election.

ACTION: John will contact Joe, Mary and Sue regarding the same.

- e) John will speak at the Autumn Festival regarding the Family Council and at the included AGM will invite new members to join at that time.

Ava stated that the ongoing, positive collaboration between the Administration and Family Council has proven to be successful. Adding more councillors at the AGM, thus giving more presence on units throughout GD, can only be positive.

6) New Business:

- a) John stated that on the CRA website there was a mention of the possibility of hosting a FREE Tax Clinic and was wondering if this would be beneficial for the residents at GD.

ACTION: Ava will follow up this idea.

- b) John stated that following the AGM and elections the new councillors will vote among themselves for the position of President, Vice President and Secretary. John would like to include a representative to liaise with Mallory for the Derby Digest submissions.
- c) It is not clear if the patio doors in BSTN are locked appropriately following an outing to these areas with family members.

ACTION: Ava will follow up this issue.

- d) A long thoughtful conversation regarding the long-time resident of 33 years, Henry, took place. Many cherished stories were shared and it was announced that on the next pub day, a send-off of balloons and a beer can will take place to celebrate his life at George Derby Centre.

7) The AGM will take place on Wednesday, October 16, 2019 linked with the Autumn Festival and the next Family Council meeting will take place on Tuesday, November 12, 2019 in meeting room 2339 at 14:00.

8) Adjournment was at 15:30.