

**Shoreham Village Senior Citizens Association
Board of Directors Annual General Meeting Minutes
June 19, 2019
3:00 pm**

Present: Sue Neilson, Patsy Brown, John Frizzle, Nancy Timbrell-Muckle, Alice Leverman, Liz Finney, Joseph Green, Janet Simm, Reinhard Jerabek and Josie Ryan.

Guests: Peter Wilde, NW Board Chair, Rhonda Church, NW Vice-Chair, Melissa Houghton, Niki Rhodenhizer, and Angela Cain.

Recorder: Tammy Leopold

1. Call to Order and Welcome

Meeting called to order at 3:02 pm.

2. Approval of Minutes of Annual General Meeting – June 26, 2018

Motion to approve minutes of the June 26, 2018 Annual General Meeting. Patsy Brown and seconded by Nancy Timbrell-Muckle. Motion Carried.

3. Business Arising

Nil

4. 2018-19 Audited Financial Statements

- The Audited Financial Statements were previously presented by the Auditors.
- The draft watermark has been removed and signatures are required.
- Chair reminded Board that the Auditors were not being selected at this year's AGM, as it was previously decided that Grant Thornton would be our Auditors for a 3 year term.

Motion to approve the 2018-19 Audited Financial Statements. Alice Leverman and seconded by Joseph Green. Motion Carried.

5. Presentation of Annual Community Report and Scorecard

- On Page 13 there was a printing error and two small edits were noted. Revisions will be made and new copies of the report will be distributed.

Highlights from the Community Report:

- Main Entrance Project will be our big project for the year.
- Ladies Auxiliary has finished their work and were acknowledged for everything they have done for Shoreham Village over the years.
- Niki and her team worked on a video with Shoreham's residents called "Back then". Video was played for Board.

Scorecard:

- Occupancy rate is down due to resident turnover, which has significantly increased since 2016. Approximately 64 admissions per year. It takes 3 to 4 days to fill a bed after a bed becomes vacant.
- Falls went from 9.69 to 11.8. Contributing factor is increased turn over rates. Increase is also related to multiple falls by a small number of residents. We are working on preventative procedures to help decrease resident falls.
- Med errors went down from 2.20 to 1.69.
- Responsive behaviours went from 3.50 to 5.29. There have been many challenging resident behaviours that we have to manage. Mostly has to do with C wing not being properly designated. This wing is not a secured unit, but the DHW were sending us resident's that required a secure unit. Due to risk, we are now refusing residents that are not suitable for this wing.
- No respiratory outbreaks this year.
- Workers compensation rates went down by 90% since we first starting looking at WCB rates. If we can get a demerit, we will save money on our rates. Return to work is really helping.
Staff Attendance is also doing great. Each month we do perfect attendance draws and are seeing 40-50% of staff with perfect attendance.

6. Nominating Committee Report

- Patsy Brown and Joseph Green reported that all directors have agreed to stay on the Board for another term, with the exception of the Board Chair. Sue Neilson will be resigning from the Board Chair position.
- Patsy Brown and Alice Leverman highlighted some of the Board's achievements over the years, under the direction of Sue. Thanked her for her service and dedication to Shoreham Village and it's residents.
- Patsy thanked members for submitting names for recruitment. One recommendation received was Wayne Arnold.

Patsy Brown made a motion to accept Wayne Arnold as a Director on the Board of Directors. Seconded by Joseph Green. Motion Carried.

7. Questions/Comments

Nil

8. Adjournment

Motion to adjourn at 3:40 pm. Patsy Brown. Motion Carried.

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Recorder: Tammy Leopold

1. Call to Order and Welcome

Meeting called to order at 4:03 pm.

2. Approval of Minutes of June 5, 2019 Meeting

- Under #3 – It notes that In-Camera Minutes will be approved at the AGM. It should note that minutes will be approved at the regular meeting following the AGM.

Motion to approve minutes of the June 5, 2019 meeting. Liz Finney and seconded by Nancy Timbrell-Muckle. Motion Carried.

3. Approval of In-Camera Minutes – May 15, 2019

Deferred until next meeting.

4. Board Chair Appointment

Patsy Brown noted that she has one year remaining in her term as Vice-Chair.

Nancy Timbrell-Muckle nominated Alice Leverman to be the next Board Chair. Seconded by Joseph Green.

Alice accepted this nomination and thanked everyone for their confidence in her filling this position.

Nancy Timbrell-Muckle thanked Board members, Shoreham Village and NW staff for all the hard work and dedication to Shoreham Village. There has been so many significant improvements at Shoreham over the years due to this dedication.

5. Board Planning Cycle 2019-2020

- The Chair will have this ready for the September meeting.
- It was asked if meeting the third Wednesday every two months at 3 pm was still good. In agreement that this still works for members.

6. Next meeting September 18, 2019

Motion to adjourn at 4:23 pm. Nancy Timbrell-Muckle. Motion Carried