**Shoreham Village**

**Board of Directors Annual General Meeting – Minutes**

**June 15, 2022**

**Present (via teams):** Alice Leverman, Patsy Brown, Joseph Green, Andrew Snyder, Janet Simm, and Reinhard Jerabek.

**Guests (via teams):** Josie Ryan, and Cathy McNaughton, SP Dumaresq Architect Ltd.

**Regrets:** Liz Finney and Alison Kelland

1. **Call to Order and Welcome**

Meeting was called to order at 4:00 pm. Cathy McNaughton, SP Dumaresq Architect Ltd; and Josie Ryan were introduced and welcomed to the meeting.

1. ***Approval of Agenda***

***Motion to approve agenda. Brian Webb/Joseph Green. Motion Carried.***

1. **Approval of Minutes of Annual General Meeting – June 16, 2021**

***Motion to approve minutes of the June 16, 2021 Annual General Meeting. Andrew Snyder and seconded by Joseph Green. Motion carried.***

1. **Guest Cathy McNaughton, SP Dumaresq Architect Ltd. and Josie Ryan: Shoreham Village Building Design**

Josie Ryan and Cathy McNaughton provided the following updates:

* The Department of Seniors in Long Term Care (DSLTC) requires that the new building design meet three criteria.
* We continue to meet our current census
* The building design is sustainable for at least 25 years
* The building is built on our current site
* There are space design requirements that must be met. If there is something outside the requirements, then a business case needs to be submitted to DSLTC for approval.

There is a lot of prep work involved in developing the new building design.

* The project will take a phased approach, which will make it a lengthy project. Once each phase of the new buildings is built, then the old will be destroyed.
* There were a number of site constraints that needed to be considered with the building design. The new facility design consists of 3 buildings – Buildings A, B, and C. Building A and B will consist of resident areas, and building C will be the building core.
* Building A and B will wrap around the core building C. Lots of garden areas will surround the buildings.
* Phase 1 will consist of constructing building A. Some core demolition will be required during this phase.

Phase 2 will consist of constructing building B.

Each of the buildings will be 2 storey, consisting of 40 resident rooms and 24 residents on each level. This will provide us with the 96 resident occupancy.

* A pedway will be constructed joining Building A and Building B.
* After phase 1 and phase 2 are complete; C, D, E wing will be demolished and residents will be moved to Building A, and A and B wing will be demolished and residents will be moved to Building B.
* Phase 3 will consist of constructing the core, building C. The main entrance area will remain until staff and the public get familiar with the new core.
* Phase 4 will be demolition of the main entrance and creating a new main entrance which includes a covered canopy.
* Balconies will be on the top floor and garden area will be on the lower area.
* 2 elevators to get between floors
* Worked within guidelines for wet land protected areas.
* It will take approximately 2 years to complete each building. We expect it will take over 5 years to complete the full project.

It was mentioned by the Board, how important it is to preserve some of the history of SV. There is a door with a beautiful stained glass window currently at SV. It would be so nice to have it preserved in the new building.

The CEO noted that this door will be preserved.

There is a door between rooms, so that married couples can have their rooms joining. They could share the one room if they wish and have the other for a sitting room or for whatever they should choose.

It has been a significant amount of work involved in developing the new building plan, and there is still work to do, but we are getting closer. DSLTC gave initial approval on the resident areas.

The Chair thanked Josie and Cathy for the wonderful work that they have been putting into this design and for providing an update on the progress.

1. **2021-22 Auditors’ Report**
* Baker Tilly had provided us with a comprehensive report at the last meeting.
* Reinhard mentioned that in the Independent Auditors Report, Baker Tilly provided us with a qualified opinion on our March 31, 2022 Financial Statements. This is not negative opinion and is the best that we could hope for. Where SV receives money from donations and fundraising activities, there is no way that they can gather enough evidence to give anything beyond a qualified opinion.
* In the past Fixed Assets and Employee Future Benefits were included in the independent auditors report, but this has been removed over the years as it is no longer relevant to the auditing.

***Motion to accept the 2021-22 audited Financial Statements to March 31, 2022. Brian Webb and Andrew Snyder. Motion Carried.***

1. **Appointment of the Auditors**
* Reinhard had discussions with Baker Tilly about extending the contract with them for a 3 year term. There was not enough time since the last meeting to have this contract developed. Baker Tilly did note that they could provide the same level of auditing as this year in the future, at a reasonable price.
* In the next few months a formal proposal will be developed. Plan to have it ready for the September meeting.
* The Chair thanked Reinhard for all his and his teams work.
1. **Presentation of Annual Community Report and Scorecard**
* The Chair thanked the CEO and the team for all the support and for going above and beyond. She acknowledged that Patsy Brown, Vice-Chair and herself will be resigning from the Board. Nancy Timbrell-Muckle also resigned a while ago. The Chair gave a huge thank you for all the work and support that they provided to the Board over the years, and what a privilege it was to work with all the Board.
* The Chair was thanked for the amazing leadership that she has provided to the Board over the years.

The CEO noted that the Annual Community Report and Scorecard would be published after the meeting.

* It was a challenging year with staffing challenges, dealing with the pandemic and building planning.
* Dr. Lesley Whynot resigned. We wish her the best of luck in her future endeavours.
* Shoreham Village Foundation provided a gift of cash to staff to show their appreciation for all the great work that they have been doing, especially during some challenging times during the pandemic. Staff were very appreciative of this gift.
* There has been numerous grants that have been awarded to SV, which is exciting news. We continue to apply for additional grants.
* Accreditation – Fall of 2023 will be the survey visit.
* Covid 19 section is included in the report. Hopefully in the future this section will not be needed.

**Scorecard – Jennifer Tucker**

Annual comparisons:

* 565 incidents, which increased from last year. Stabilized improvement over the past years, so we are on a good trend.

4th Quarter 2021/22”:

* 37 incidents. 59% of incidents were from 4 residents. The gentle persuasive approach was used and the behaviour support team were consulted.
* Med errors significantly improved. Education was provided to staff that were having difficulties using the EMar system and this dramatically reduced the med errors.
* Occupancy rate is 93.4%. Consistent with last year. Past quarter was significantly lower due to admissions being on hold and beds being held for the resident room renovations. Some of the beds have been released.
* Respiratory cases – 61 as a result of covid cases. Without these cases included, the infection trending is good.
* Hand hygiene rates are excellent. The auditing has increased
* In the 4th quarter, 463 hand hygiene audits occurred. 97% compliance rate. 63 missed opportunities. Staff were made aware on the spot and provided with immediate education. Communication was sent out to all staff.
* Mask/PPE – 149 mask audits. 95% compliance.
* PPE/Infection Control – 21 signage audits occurred. Missing signage was addressed at the time of the audit.

The Chair thanked Jennifer and her team for all the great work. It is comforting to the community to see this level of reporting.

1. **Nominating Committee Report**
* Two names were put forth by the nominating committee:

Charlie Teal

Dr. Alison Kelland

**Joseph Green made a motion to accept Charlie Teal and Alison Kelland as a Director for a 3 year term. Brian Webb seconded. Motion Carried.**

 The Chair thanked Joe and Andrew for all their work on the nominating committee.

1. **Questions/Comments**
* The CEO thanked Alice, Patsy, and Nancy for their dedicated time and talents that they provided to the Board. In their roles and responsibilities, they have shown care and compassion and we thank them for their service and wish them all the best. A thank you was given to all Board members for their continued commitment to Shoreham and the Board.
1. **Adjournment**

***Meeting adjourned at 5:20 pm.***

***Recording Secretary,***

***Tammy Conrad***