

Call to Order: Bill Rector, the new Chair, called the meeting to order at 1:00 PM.

Steve Morris hosted the Zoom meeting.

Seven elected Council members are needed for a quorum; eleven were present.

What we value and are grateful for: New Councilors and all others who are volunteering and helping with the work of the Council, and the Foundation representatives and others who are serving in related roles.

Consent Agenda December Meeting Notes – accepted as published

Reports

COVID update (Erin Cornell). Erin expressed gratitude for the scientists who are bringing us the vaccines. The last known exposure at Rose Villa, as of the Council meeting, was on December 25th. Staff and Madrona Grove residents are being tested twice weekly. If the positivity rate for Clackamas County remains below 10% for a second week, we can drop back to once a week for these groups. Masking and other precautions are working. The next injections will be on January 11, representing the second shot for those already injected and a first shot for others. All staff who choose to be inoculated are receiving the vaccine. Some can't get the shot because of health issues, because of other vaccinations that are underway, or because they are receiving the vaccine at another place of work; others are waiting for more information. We will invite Erin back for the next meeting, but, since she is currently 7 ½ months pregnant, she may not be able to attend.

Treasurer's Report (Helen Umberger) This is only due quarterly, so no new report was presented at this meeting. See Attachment 9 for the most current report.

Council Safety Committee (Janet Strickland) The Safety Committee met on the 21st and has continued to discuss a number of small issues. They thank Steve Morris for developing a new campus map that makes it much clearer where to find house numbers, for resident wayfinding. They hope to have a map dispenser available to people as they come on campus. Tom Wilcox, who worked on the map, hopes that Rose Villa will make it available to first responders. The Committee accepts that Rose Villa does not want to change the building letter designations, so this map should help everyone find their way around what is currently a confusing space.

The map will be ready for distribution as soon as a couple of minor issues are cleared up.

Community Health Committee (Jerry Corn) The committee met with the Ready Force Group and talked about how to reach people who might be depressed, anxious, or isolated due to COVID, on top of the usual winter depression. Jerry Corn, Arlin Brown, Caroline Bailey, and Mary Helen Clausing were prepared to lead small group discussions addressing people's concerns. Steve Morris hosted a series of "Holiday Hangouts" between Christmas and New Year's, where people could get together and discuss these issues or just socialize. Jerry expressed concern about reaching people who are not tech savvy, which is particularly urgent in the current situation. A written report is attached. Marilyn asked if staff who choose not to be vaccinated will be allowed to interact with residents. Tina Moullet replied that the administration is consulting attorneys, but currently no one is excluded from work and they are relying on PPE and hygiene to keep everyone safe. They hope to add more people to the vaccination list at the next session.

Council Communications Committee (Cindy Brown) Rose Villa Today continues to produce weekly episodes every Friday at 3 pm. The last episode was a partly live salute to the yearly New Year's Day potluck, which hopefully will be resuming next year. Steve Morris is continuing to produce and refine the daily events summary on the website, rvillagers.org. It now includes weather, air quality, and birthdays, in addition to live links to Zoom events. We have gotten a lot of positive feedback about this feature. There were two new talks in the Village Voices series, which can be found on the website. A written report is attached.

Council iDREAM Committee (Joan Clark) The group has several new members. It will meet on Monday January 11. Susan Odell is facilitating a book group reading "My Mother's Hands"; a flyer will appear with details.

Madrona Grove Liaison (Lois Weathers) The big news was vaccination of all residents but one with the first shot. A new display of photos showing the potluck in Madrona Grove is up on the wall in South Main. Every resident was involved in the potluck and got a gift, though it had to be done in three shifts to maintain social distancing. If you want to visit someone in Madrona Grove, talk to Kim Morgan to schedule a visit. Madrona Grove residents had their first bus trip since March, going past the homes of several people's relatives, who waved and sang. Madrona Grove now has a wall of photos sent in by family members. And Madrona Grove is now accepting magazines. You can leave them at Resident Services. Right now nine people are completely isolated, in their rooms 24/7 and only visited by masked and gowned staff. After Saturday (9th) the restrictions will be relaxed. The staff have been amazing. You can't send treats right now but send cards and things will hopefully ease up after Saturday.

Food Think Tank (Suzanne Townsen) No report this time.

Rose Villa Management (Tina Moullet) Tina has received feedback on the emergency plan draft and will incorporate it and give it back to the team for further review. The accounting coordinator has resigned (she has four children and a new baby). Kristina DeLisle will be moving back to the business office from Environmental Services, and the administration is recruiting for her Environmental Services position. The second vaccination clinic for staff and Madrona Grove residents will be January 11, and the third one on February 1. The administration is working with CVS pharmacy to provide vaccinations. Rose Villa is currently undergoing an audit, and tax letters to residents will go out when that is done, probably in late February.

The Foundation (Elliot McIntire) A written report is attached.

Renovations Report Rose Court Update is attached.

Facilities Operations Report none

Group Reports Send to RVRACouncil@gmail.com by the 25th of the month.

Agenda – Continued Business

Eric Shawn reported that new councilor orientation was held on December 17, 2020. All incoming councilors participated. It was a positive and constructive meeting and is worth repeating each year. Bill Rector thanked him for putting it together.

There was a mention of the Employee Christmas Fund, which seems to be a perennial topic. People who would like to discuss it are encouraged to submit proposals in writing, preferably coming from a like-minded group, in time for the Council meeting in February. There were none for today's meeting.

The Rose Court construction project is under way. The project is currently in the County's plan review process, which can take some time before permits are issued. We are waiting for materials, as well; for example, materials to replace sewer lines in the garage area. Some construction is in process that does not require permits. Eric agreed to report back on this in February.

Agenda – New Business

Cindy Brown was appointed Council Secretary, and Helen Umberger Treasurer. Jean Coberly will continue as Archivist. The current committee chairs from 2020 will continue for 2021. Bill Rector commented that the biggest accomplishment of 2020

was the great work by the committees. For 2021, Council officers will be Bill Rector as Chair, Jerry Corn as Vice Chair, and Eric Shawn as Immediate Past Chair.

Bill Rector expressed appreciation for Helen Lyons' work as Chair of the Procedures Committee. She will work on digital file storage for Council documents.

There was nothing in the suggestion box.

Eric Shawn has been reviewing COVID case counts over the past 5 months and noticed that daily counts in Clackamas County have sometimes exceeded those in more populous nearby counties, such as Marion or Washington. He encouraged everyone to be careful and vigilant as this is a high-risk county. Bill Rector asked if we know why, and Jerry Corn thinks it's community spread rather than some particular focus outbreak (such as from a sporting event). Jerry pointed out that we have done a very good job of not bringing it into our community. We must continue to be cautious, probably for quite a few months.

Announcements and Updates

Lori Carter, the Editor of Rose Villa News, is leaving campus. If you are interested in this position, please contact Cindy Brown directly.

Suggestion Box

Suggestions & responses are published each month in the meeting notes.

Oct 2020 When the construction is finished could we please not have so many punitive speed bumps installed?

This suggestion has been forwarded to the Safety Committee for follow-up.

Response Speed bumps were installed because of speeding vehicles on campus and they are working. They aren't related to Phase 3 construction. Unless we come up with an alternate speed control device, there are no plans to remove them. If there's a particular speed bump that you believe to be unnecessary, please email John Schallberger with its location so he can investigate.

Dec 2020 Perhaps include staff in the Remembrance Ceremony which is held twice each year. Staff is part of our Community.

Response This suggestion has been forwarded to the Remembrance Committee for a recommendation.

There were no new suggestions.

Open Forum:

There were no contributions from the general attendees.

Upcoming Meetings

The next Executive Council meeting will be January 10.

The next Resident Forum will be January 19.

The next Council meeting is February 1.

Meeting Adjourned 2:00 PM

ATTENDANCE

Staff Members in Attendance: Tina Moullet, Erin Cornell

Guests in Attendance about 20

Council Members in Attendance

P Bill Rector, Chair	P Judie Hansen (G#4)	P Cindy Brown, Secretary
P Eric Shawn, Past Chair	P Doug Walker (G#5)	P Helen Umberger, Treasurer
P Jerry Corn, Vice Chair	P M.A. Malone (G#6)	AB Elliot McIntire, Foundation Rep
AB John Watson (G#1)	P Suzanne Townsen (G#7)	[open] MG Rep
P Sydney Herbert (G#2)	P Julia Layden (Group #8)	P Lois Weathers, MG Liaison
P Cindy Brown (G#3)	P Bonny Groshong (G#9)	P Jean Coberly, Archivist

Councilor Reports on Resident Groups

Group 1: John Watson Health, Wellness, and Safety

Wellness: Rene Swar

No report

Ready Force: Steve Morris

No report

UNA-USA: Kay Schmerber

UNA-USA Monthly Report to the Resident's Council – December 25, 2020 Report

Respectfully Submitted by Kay Schmerber, Co-President UNA-USA

On December 15th, some UNA-USA Rose Villa Chapter members attended a *second virtual* **Statewide UN75 Diamond Jubilee Commemoration** sponsored by Portland UNA Chapter in Partnership with the Oregon Historical Society. Former Governor Barbara Roberts and Senator Ron Wyden gave the opening remarks. Senator Jeff Merkley sent a letter of congratulations and Governor Kate Brown issued an Oregon State Proclamation to honor and celebrate UN75. The scheduled U.N. speakers were Satya Tripathi, Fabrizio Hochschild and Sukehiro Hasegawa. David Austin, Director of Strategic Partnerships for the Nobel Prize Winning World Food Program, presented the inside story of how the W.F.P. works. **Wow!** Two award winning and memorable videos were shown highlighting the UN and the WFP. There were many moments to remember from the evening, but here are two take-away phrases for 2021: **“The U.N. Keeps the Conversation Going,** “and **“It’s Solvable.”**

Our newly nominated **U.S. Ambassador to the U.N. is Linda Thomas Greenfeld**, a veteran diplomat in the service of peace. She will serve on the President’s Cabinet.

Upcoming: Annual Local UNA Membership Meeting in late January or early February 2021. If you’re interested in volunteering in our Chapter, please contact Kay Schmerber X3172. Again, thank you to all who supported the work of the U.N. throughout 2020 with letters, donations, emails and volunteering.

Council Safety Committee: Janet Strickland

Verbal report summarized in minutes above.

Group 2: Sydney Herbert

Spiritual Well-Being

Friendship Corps: Lois Weathers

No report

Solarium Worship: Bud Robinson

No report

United Christian Fellowship: Jackie West

No report

Group 3: Cindy Brown

Communication

Rose Villa News: Lori Carter

Lori Carter is leaving Rose Villa. She has not been able to recruit a replacement. The Communications Committee will discuss what to do about this at our next meeting.

Library: Jean Coberly

The library is a great resource for our community. They will be providing updates on usage and new acquisitions for future reports.

Hearing Support Group: Mary Deane Smith

This group has not been able to meet due to COVID. Mary Deane Smith and Dorothy Quinn are working on a book about dealing with hearing loss.

Group 4: Judie Hansen

Service

Volunteer Recognition: Bill Rector

Employee Christmas Fund: Dori Jones

No meeting this month. Had article in the monthly Newsletter. Judie Hanson put notices on RVChat the last 12 days to donate. We raised \$150,000 to be distributed. We sent out reminders for ECF to residents. Distributed Checks to Employees starting December 9th, 2020.

Christmas & Thank You Funds

January 2021 Council Meeting Report

Christmas Fund

Balance as of 11/30/20	\$135,862
December Deposits	\$16,172
Christmas Checks Issued	\$150,059
Christmas Checks Cleared as of 12/31/20	\$140,155
Balance as of 12/31/20	\$11,879

Thank You Fund

Thank You Fund Balance as of 12/31/20 \$815

Treasure House: Judie Hansen

Group 5: Doug Walker

Outdoor Activities

Community Garden: Dave and Jan Dobak

Community Garden – Monthly Report to Resident Council – January 2021

We have 48 gardeners enrolled. There are still vacant plots available. Our meetings on the first Thursday each month are suspended during the emergency.

Jan & Dave Dobak Community Garden Chairmen

Tuesday Market: [open] and Carolyn Bailey

Tuesday Market is not held during the Winter and Spring months. It still needs a lead organizer.

Group 6: M.A. Malone

Off-Campus Entertainment

Off-Campus Entertainment: Byron Windhorst

Byron pointed out in his report that he does not actually organize the trips; staff people do that. And, given COVID, there most likely won't be much happening till late summer, at least.

Rose Villa Choir: Miranda Manners and Andrea Drury

Group 7: Sue Townsen

Hospitality

Welcoming Committee: Susan Hyne

Team Reorganization

Welcoming Committee has been reorganized into three Action Teams: One-on-One Customized Support: Susan Hyne and Louise Williams Resources: Jean Corn Group Support for New Residents: Suzanne Townsen

Additional team members will be recruited for specific projects.

December Move-ins

Dec-20	Susan Van Voorhis	97	South Central	971-570-1260	svsq2@msn.com	Holly Schmidt
Dec-20	Jo Noble	3050	North Pocket	303-807-6630	noblejo25@gmail.com	Ruth Ross
Dec-15	Doris and Chuck Burkland	5205	North Main	541-521-9149	dorisburkland45@gmail.com	Elliot and Marina McIntire

Three households are set to move in January/February/March time frame.

Potluck: [open] Not meeting due to COVID

Council Pet Committee: Suzanne Townsen

No meeting this month. Sent cartoon to RV News. Sent out a reminder flyer about picking up your dog's waste.

Food Think Tank: Suzanne Townsen

No meeting this month.

Group 8: Julia Layden

Sustainable Living

Green Team: Marilyn Gottschall, Wes Brown, Susan Hyne, Andrea Drury

There was any report this month.

Group 9: Leisure Activities

Bonny Groshong

Sewing and Quilting Studio: Pam Duren

Woodshop: Tom Wilcox

Book Group: Evelyn Cole

Readers Theater: Byron Windhorst

Attachments to Council Minutes, January 2021

Attachment 1: Community Health Committee Minutes

The Community Health Committee did not meet in November.

In December they held a joint Zoom meeting with the Ready Reserve Team to discuss sadness, loneliness and depression in this time of COVID-19. They asked the Ready Reserve team members if they would be interested in contacting their neighbors, especially those who might be more isolated related to a physical condition. It was suggested that a social call would suffice, with attention to mood and other signs of depression or anxiety. Some team members said they personally had some of those problems. A list of resources was distributed and members were encouraged to use them. It was decided that the Community Health Committee should meet with the general RV independent living community to discuss these issues, with smaller breakout sessions led by Carolyn Baily Arlin Brown, Mary Helen Clausing, and Jerry Corn. Materials would be distributed by email and cubby stuffers ahead of time.

Attachment 2: Foundation Report

Our thanks to all who made our fall fund drive so successful! Because of Covid 19 our usual fund raising activities were greatly curtailed during 2020, but Rose Villa residents and friends came through, greatly exceeding our goal for our balloon race, Up,Up, and Away. Exact amount of the total to be reported in next month's report.

For our Pace Setters, our winter Trivia context will be held next Friday, the 8th. If you are a Pace Setter, form a team and join the fun. Popcorn and silliness will be provided. If you are not a Pace Setter it's not too late. Forms are available on the table opposite Resident Services.

Watch for the Foundation's Education and Enrichment Committee programs and workshops, and a Listen and Explore session for those who want to know more about the Foundation will be scheduled soon.

Attachment 3: iDream Committee Report

(Submitted by Joan Clark)

The iDREAM Committee zoomed from 12:30-1:55pm on 12/14/20 with Don Lehman, Kikue Rich, Julia Layden, Pat Matthews, Lois Weathers, Joan Clark and Katie Morales (staff liaison) in attendance

Review of 2020 committee work

Members of the committee named and highlighted the iDREAM activities each had been part of developing, including RV Library Book Displays Book and DVD lists that reflect iDREAM topics iDREAM and UNA-USA Collaboration, specifically featuring the work of UNICEF Establishing the Peace Pole at RV Circle of Generations and mobiles art projects

They expressed their appreciation for the opportunity to participate in the creation of this project, and were encouraged by the broad based interest of residents in sustaining and expanding this work.

Copies of YES Magazine

Lois reminded the committee that there are 75 copies of the Black Lives issue of yes! magazine that have been donated to iDREAM for our distribution to RV residents.

She will check with Tina about setting up a display in the main building lobby with a sign indicating their availability.

She will also work with Samantha to develop a flyer announcing the availability of the publication.

Brainstorming for 2021

Committee members spent the remainder of the meeting brainstorming ideas and suggestions for activities to be sponsored by iDREAM during 2021.

These included:

*Continuing to update and add new fiction and non-fiction titles to the iDREAM book and DVD lists available in the library *Multi-week facilitated group(s) of up to 10 participants organized around reading and discussing together one of the iDREAM recommended non-fiction titles

*Single date facilitated group of up to 10 participants organized around reading or viewing and discussing together one of the iDREAM recommended fiction titles or films

*Tapping into residents' links with their grandchildren to feature UNICEF's education work with women and girls *Continue work on the Circle of Generations project and the mobiles to expand residents' ways of understanding iDREAM.

*Sponsoring a registry of iDREAM recommended DVDs for gifting to the RV Library during the week of Valentines Day, using the theme "Love your Library"

Next meeting date

Monday, January 11, 2021 12:30-2:30pm on Zoom

Agenda

Review IDREAM Committee Charge

Develop committee decision-making processes and planning methods for 2021

Regularly scheduled monthly meeting date:

The IDREAM Committee members agreed to meet each month on the 2nd Monday at 12:30pm

This time will allow for timely communications with Resident Council reports and publicity/newsletter deadlines

Attachment 4: Madrona Grove Liaison Report

After what has been a very challenging and isolating year for both the residents and staff of Madrona Grove, this final month of 2020 brought them, and the entire Rose Villa community, glimmers of hope. Prepare for a long report because there are happily many good things to share!

In the former Seeds Store, the warm and cozy facilitated visits for MG residents with their families and friends continued throughout the month.

Photos taken by Activities Coordinator, Jacque Binder, displaying MG residents enjoying their Thanksgiving dinner (*together* while safely distanced), were collated into a display and placed in a prominent hallway in S. Main. Many happy, pleased comments re. the photos were overheard including from potential residents who have yet to even see glimpses of our very special Madrona Grove and the friends of ours who reside there.

In mid-month, assisted by Jacque, three RV residents, Cathy Schwabe, Rick Simpson, and Patrick Mizelle combined their skills to create a photo display exclusively for a wall inside MG. The photos chosen were sent in from families, some were Rick's, and some came from MG files. Installer, Patrick, reported high anticipation and happy exclamations as the photos went up. Plans include refreshing the display regularly.

December 16th brought a bus trip, the first since the MG Covid-19 lock-down! Songs, lights, and community Christmas decorations were enjoyed as they traveled to outside the home of Rosalind Diamond's daughter. The families of Richie Muckridge and Marion Myers also joined Diamond's family. These families braved the wet and cold to wave and sing Christmas carols to their loved ones and all in the bus. It was deemed a wonderful holiday outing.

Some new reading materials for MG have been Ok'd. Effective immediately, magazines donated by RV residents are returning. Residents can drop off appropriate magazines (see list posted in the mail room) at Resident Services. Once sorted, Resident Services will arrange for the magazines to make it into MG. The wonderful social event for the month was a great holiday party of "love, gratitude, and song." The amazing MG staff spent many hours in planning and prep. Based on some preliminary photos, the party was a huge success! By scheduling three differently timed meals, the residents, adequately distanced, were treated to delicious holiday fare, songs, and shared package openings. The caring dedicated MG staff made sure every resident had a wrapped gift chosen just for them. Watch for a possible video—and new photos of the treasured Christmas event.

Finally, and perhaps the most encouraging news of all, is that December brought Covid-19 vaccine to our campus. All the residents of MG have received their first vaccine immunizations. Many staff has received their initial one as well. There are two more vaccination clinics scheduled in the weeks ahead.

Attachment 5: Renovation Update Report

(Submitted by Mike Prinkki) We apologize for the small type in this update. We were not able to transfer it to the report as text, so we used a screen shot.

Hi Eric,

Please see updates in the copy/paste text from the original email -

No Change > 1) Construction Doc's are in review. The exterior remodel is quite detailed and requires extensive review.

Reviewing Bids > 2) General Contractors have been contacted and asked to submit their proposals based on the review set of CD's.

- * Two GC's (Mid-Sized & specializing in commercial & residential exteriors) have declined or not returned calls & inquiries.
- * One GC (Smaller but specializing in commercial & residential exteriors) has submitted a proposal.
- * One GC (Mid-Sized & specializing in commercial & residential construction) will be submitting soon.

All Complete > 3) We have completed, started, and continued some interior infrastructure updates. These aren't always as visible or "fun" but still critical.

- * Elevator; update and refurbish the mechanical and control components.
- * Elevator; New sump pump and re-pipe to code. The pump now feeds directly into the RC sewage as opposed to the bark dust at the entry.
- * Plumbing; Re-pipe all waste pipes that are visible in the RC garage. The ductile Iron was severely scaling with extensive buildup.
- * Plumbing; Added floor clean-outs to the RC hallway. This will help in two respects.

1) Entering a home will now be a last resort for unclogging. (No mess in the home and less likely to need to pull a toilet or disconnect other plumbing.)

2) Building Operations Team Members will NOT have to work from below the waste plumbing. (No more poo showers.)

See Line items > 4) We are gathering details, in process, or starting some interior and exterior projects. These items aren't dependent on the full project being permitted.

- * RC Doors > Garage, Garage Pedestrian, & Lobby Pedestrian; Finalizing details for new doors. (Doors Ordered > Arrival & Install TBD)
- * Hallway; Lighting updates have been approved and the electrician should start next week. (Complete)
- * Hallway; Painting to follow electrical. (In Process)
- * Hallway; Carpet to follow painting. Dates are pending material arrival. (Material Arrival TBD)
- * Parking Garage; Repaint Elevator lobby, ramp walls, and safety striping. Will start this week or next. (Complete)

No Change > We're hoping for a Jan./Feb. start but it will depend on the county review and materials ordering + arrival. We won't be waiting for the release of full permit set to order materials but we really can't start the project until certain critical materials have arrived. COVID-19 has created extensive slowdowns for materials to be manufactured and delivered. We don't want to be caught in a situation where we have to stop the project midstream while waiting on a shipment of lumber, siding, trim/details, or other.

Best,

Mike Prinkki · Renovations & Project Manager

Rose Villa Senior Living - *Welcome to the Neighborhood.*

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Attachment 6: Communications Committee Report

Report of the Communications Committee For January 2021 (covering activities in December 2020)

Members: Cynthia Brown (chair), Jerry Corn, Andrea Drury, Marilyn Gottschall, Susan Hyne, Mayo Marsh, Joncile Martin, Steve Morris, Al Ringquist, Paul Wathen, Judy Wathen, Byron Windhorst, Katie Morales (administration liaison)

Mission: As an Advisory Committee of the Council, the mission of the Communications Committee is to build community by:

- fostering clear & effective communication among residents,
- facilitating communications between the Council and the residents, and
- working with RV administration to improve communication with residents.

Current Projects:

- **Rose Villa Today:** No changes since the last report. Rose Villa Today is a roughly 30 minute online weekly program dedicated to the **growth and health of resident community life**. An episode has aired each Friday since the last report, and future ones are in the works. This project is led by Marilyn Gottschall and Steve Morris. An innovation this month was the partly live New Year's episode featuring the traditional potluck celebration, which had to be cancelled because of COVID.
- **Daily Events Summary:** Steve Morris continues to produce his extremely useful daily events summary; he has been posting it on the website, rvillagers.org. Steve has added nice new features to the summary over the last couple of months, like birthdays, weather and air quality.
- **Website:** The website (at <https://www.rvillagers.org>) is a home for digital imagery and programming that flows from the lives of residents. We continue to update the navigation and consider new features. For the holiday, we did a holiday lights feature as a photo gallery. Rose Villa Today is shown at <https://www.rvillagers.org/rvtv>. We also developed a new mission statement for the site. This project is led by Andrea Drury.
- **Village Voices:** This is a lecture series, similar to Ted Talks, by residents, on topics they are expert on. The series began last month with a lecture by Paul Wathen, and continued this month with talks by Caroline Lehman and Michael Munk. The project is led by Paul Wathen.
- **Survey.** The team analyzing the results of their survey to determine how we can best help residents communicate. In the coming month we will focus on starting to lend out Echo View 8 devices to help people learn to use Zoom if they don't have a computer. We will have a total of three devices at that point to lend out. Judy Wathen is leading the survey project and Steve Morris is leading the Echo View project.
- **Communication between residents and the Council:** About two weeks prior to each upcoming Council meeting, members of the team, currently Steve Morris and Cindy Brown, set up the Zoom and YouTube links and send a flyer and the

Attachment 7: Management Report to Resident Council

We have received feedback from about a dozen residents or households on the draft Emergency Response Guide that was distributed in December. I am reviewing the feedback, revising the guide, and then the team working on the guide will review the final draft. It is expected that the guide will then be published for ongoing use within the month.

Accounting Coordinator, Magdalena McDowell has resigned her position as Accounting Coordinator. Environmental Services Manager, Kristina DeLisle has made the decision to move back into a Business Office role. She began her employment with Rose Villa, working in the Business Office. While this is a loss for EVS, it is a huge gain for the Business Office. We are recruiting to fill the EVS Manager role. This transition is expected to happen by February 1, 2021.

Our second COVID-19 vaccination clinic is scheduled for January 11, 2021 with the third and final clinic scheduled for February 1, 2021. We are working with CVS Pharmacy to understand our options for vaccinating on an ongoing basis. This is especially important for new hires and Madrona Grove residents.

The beginning of the year kicks-off our annual audit period. The Business Office staff will be fully engaged with this work for a time and as Diane Gibson, CFO noted in her recent Rose Villa News article, you will be receiving your annual tax letters in late February. The audit has to be complete for those letters to be finalized for you.

Attachment 8: Council Orientation Agenda

We are glad you are here. We are grateful. Today we will discuss how the Council works. Please bring your questions to the meeting.

Agenda:

- Welcome to the Rose Villa Residents' Association Council
- What is the Resident Council?

- The Council manages the affairs of the Rose Villa Residents' Association. Rose Villa Residents' Association Constitution, Bylaws and Council Procedures Manual guide Council deliberations. These documents are on Touchtown under the Residents' Association icon.

- The Council is comprised of a Chair, Vice Chair, Immediate Past Chair, Secretary, Treasurer, Archivist, Madrona Grove Liaison, Madrona Grove Representative, Foundation Representative, and nine Councilors.

- An Executive Committee comprised of the Council Chair, Vice Chair, Immediate Past Chair and two Council members plans meeting agendas, appoints committees, and fills any vacancies in Council positions.

- Councilors support resident groups and activities in their theme.
 1. Health Wellness & Safety (John Watson) 2. Spiritual Well-Being (Sydney Herbert)
 3. Communication (Cindy Brown)
 4. Service (Judie Hansen)

 5. Outdoor Activities (Doug Walker)
 6. Off-Campus Entertainment (M.A. Malone) 7. Hospitality (Suzanne Townsen)
 8. Sustainable Living (Julia Layden)
 9. Leisure Activities (Bonny Groshong)

Council decisions are made by consensus

- Working together to find mutually acceptable solutions.
- Hearing all questions and concerns about an issue.
- Considering proposals that meet the needs of the whole community.
- Consensus is achieved when 75% of elected councilors agree.

What is expected of me as a Council member?

- Support resident groups with standing before the Council.
- Assist residents in bringing issues to the Council.
- Learn the community themes my Council position represents

Duties & Responsibilities

- Councilors report to the Council about activities of their designated resident groups.
- Councilors promote two-way dialog with resident group leaders.
- Councilors assist residents in bringing issues to the Council.
- Councilors lead teams that discuss community issues
- Councilors read and become familiar with the Residents' Association Constitution and Bylaws and serve on the Council in accordance with the Bylaws.

Thank you for serving on the Council, <Eric Shawn>

Attachment 9: Most Recent Treasurer's Report (3rd quarter 2020)

Most recent Treasurer's report, page 1

Committee Name	20-Sep
RAC General	\$ 2,217.23
Garden Committee	\$ 1,142.18
Restricted Funds (Free Money)	710.15
P.O.S.T.	\$ 83.62
Choir	\$ 2,204.18
Wood Shop	\$ 3,655.82
Treasure House	\$ 6,964.15
Functional Fitness	\$ 7,263.04
Sewing & Craft	\$ 2,259.66
Library Committee	\$ 3,218.87
ECF Party Fund	0
Totals Balance:	\$ 29,718.90
GC Bottle Drop -Activity	This activity now bypasses the Council and flows directly to Foundation
Total 2020 Donation to Rose Villa Foundation	\$ 1,827.60

Most recent treasurer's report, Page 2.

<u>Date</u>	<u>Activity</u>	<u>Income</u>	<u>Expense</u>	<u>Balance</u>
	Balance as of December 2019			<u>\$ 2,217.23</u>
1/8/2020	Newcomer's Meal		30.00	
1/20/2020	Printing - Welcome packets		4.00	
1/28/2020	Printing- buddy packets		7.00	
1/29/2020	Printing - buddy packets		16.00	
1/30/2020	Printing - various		29.00	
	RVI Budgeted expense	86.00		
		86.00	86.00	
	Balance as of January 2020			<u>\$ 2,217.23</u>
2/29/2020	Newcomer's Meal		17.00	
	RVI Budgeted expense	17.00		
		17.00	17.00	
	Balance as of January 2020			<u>\$ 2,217.23</u>
3/31/2020	Res Council Zoom Subs.		149.90	
	RVI Budgeted expense	149.90		
		149.90	149.90	
	Balance as of March 2020			<u>\$ 2,217.23</u>
5/31/2020	Printing - Res Council Folder		23.00	
	RVI Budgeted expense	23.00		
		23.00	23.00	
	Balance as of May 2020			<u>\$ 2,217.23</u>
6/30/2020	No Activity - June			
	Balance as of June 2020			<u>\$ 2,217.23</u>
7/30/2020	Portland Badge		10.86	
	RVI Budgeted expense	10.86		
		10.86	10.86	
	Balance as of September 2020			<u>\$ 2,217.23</u>

Residents Association Council Zoom Meeting Agenda

Regular Meeting: [January 4, 2021](#) Open the meeting:

Gratefulness

Consent Agenda: December meeting notes. Comments or corrections?

Group Reports: Thank you to group leaders who sent reports to RVRACouncil@gmail.com by the 25th of the month.

Update Reports

- COVID Update (Erin Cornell)
- Council Community Health Committee (Jerry Corn)
- Council Communications Committee (Cindy Brown)
- Council Safety Committee (Janet Strickland)
- Council iDream Committee (Joan Clark)
- Madrona Grove Liaison (Lois Weathers)
- The Foundation (Elliot McIntire)
- Rose Villa Management Report (Tina Moullet)

Agenda – Continued Business

- Councilor Orientation and Portfolios (Eric Shawn)
- Employee Christmas Fund Payout (Bill Rector)
- Rose Court Renovation (Eric Shawn)

Agenda – New Business

- Appointment of Secretary, Treasurer, Council Committee Chair (Bill Rector)

Announcements

- The 2021 Council Chair is Bill Rector
- The 2021 immediate Past Chair is Eric Shawn
- Jerry Corn has been elected Vice Chair for 2021
- The new Secretary is Cindy Brown
- The new Treasurer is Helen Umberger
- The (continuing) Archivist is Jean Coberly

Suggestion Box

Open Forum

Upcoming Meetings

- Next Resident Forum: Tuesday January 19 at 2:30 pm on Zoom
- [Next Council Meeting: February 1, 2021 at 1:00 pm on Zoom](#)
- Next Executive Committee meeting: [January x, 2021, 10:30 am, on Zoom](#)

December Executive Committee topics were:

- Councilor Orientation
- Councilor Portfolios
- Employee Christmas Fund Payout