

Call to Order: Bill Rector called the meeting to order at 1 PM on Zoom.

Seven elected Council members are needed for a quorum; eleven were present, along with about 4 other people in person and 50 on zoom.

The meeting began with what we value and are grateful for. Bill is grateful to the election committee and to the nominees who have agreed to serve. The Carthels expressed gratitude for being here at Rose Villa and thanks to the staff for their efforts to control the COVID outbreak and keep us safe. John Watson is happy he will be getting together with his five children and 10 grandchildren.

Consent Agenda The November 2021 meeting minutes were accepted as published.

## Reports

**NOTE:** Oral reports are summarized here. Short written reports are also included in this section; longer ones are summarized in the Attachments.

### Rose Villa Management Report (Tina Moullet)

The written report is in Attachment 1 to these minutes. Topics covered include Resident and Staff collaboration (with a list of the active collaborative groups, and how to start a group); and phone system migration. It is expected that all phones will be migrated in early January.

There was a question about a committee to coordinate events. Answer, there is an events team led by Rene with two resident members, plus representatives from very department at Rose Villa. The whole calendar will be up on the Viibrant site when it goes live. Gretchen Holden, who is on the committee, said the committee is working hard and collaborates well. She is working on how to get information about what residents want to do to the committee.

In past years there have been collection points for items for the homeless. Tina said that will happen this year; they are waiting for the barrels for donations. She will follow up on it.

### Health Services and Vaccination Update (Erin Cornell)

Erin was not present. Tina said there was not much new to report; the task force is meeting on Dec. 4.

### **Treasurer's Report (Janet Britton)**

Janet reported that at the end of October, they had about \$61K in the holiday gift fund, and at the end of November it was \$121K. (The final total was around \$150K, a new record!) Checks were to be distributed on Dec. 8, along with cookies the residents baked.

**Council Community Health Committee (Jerry Corn)** Not much new to report from this committee. Jerry is attending the task force meetings; they will decide on Dec. 4 whether to keep meeting on a regular schedule. Since the county is no longer in the most extreme outbreak status, they will revisit the Madrona Grove visitation rules.

### **Ready Force (Steve Morris)**

Ready Force is updating the communication and activation plan, and will discuss it with Tina. Jerry and Steve will also meet with Erin Cornell to discuss problems arising from COVID leading to depression resulting from loneliness and isolation. They are looking at programs to address this issue, which, given the current outlook, will probably be long-term.

Gretchen asked about the defibrillators and learning to use them. Four new ones have been installed. Jerry will circulate information on websites that explain how to use them; he will also look for a person to do training for residents and staff who would like to learn how to use them. All the lifeguards (7 people) already have this training.

### **Council Communications Committee (Cindy Brown)**

The Committee approved M. A. Malone's application to join. We had a lengthy discussion about improving communication between independent living residents and residents of Madrona Grove. We felt that there was a larger mental health issue resulting from the last two years of isolation and stress due to COVID. This has impacted all of us and many residents are feeling isolated, depressed, and stressed. Steve Morris suggested that RV Administration form a task force of residents and staff to look at related issues. Jerry Corn and Steve Morris will contact RV administration to discuss possible collaboration on this issue.

Beth Knoll reported that the new Viibrant site will not roll out until after January 1. She hopes to finalize the new name by the time of the January Forum. She also reported that the Zoom contract has been upgraded to "Large Meeting" so we can accommodate up to 500 people in a meeting. Also, there are plans for the December meeting (this one!) to be hybrid.

We also discussed the Master Distribution List (for emails) put together by Committee members in conjunction management; this list will not be made public, to respect the wishes of residents who don't wish to receive email.

A group of 8 people, including Susan Hyne, are working on a Let's Talk program for early next year, with the goal of discussing how to incorporate the new residents into our community.

There are plans for new episodes of RVToday; the committee made several suggestions for topics.

Three outstanding accomplishments for the year:

1. The resident website, rvillagers.org, featuring resident profiles, interviews, community events, and news stories, helped keep us in touch during the pandemic. Resident-generated video content on RVToday and Village Voices was an important feature, as were the interviews with Resident Council candidates.
2. We suggested a technology kit for hybrid meetings that administration adopted
3. We did a thorough survey of how residents actually communicate, and shared the results with the administration

### **Council Safety Committee (Mayo Marsh)**

The written report is inserted below this paragraph. Mayo commented that they got a lot done with John Schallberger before he left. The electrical feed for South Main has been moved to River Road and should be more stable. The stone pillar that keeps being hit by vehicles will be removed. They are working on an emergency icon for the Viibrant site, and are happy to hear about the AED training plan. They will miss John.

- RV EMERGENCY PHONE NUMBERS DURING EVENING HOURS John Schallberger
  - Tina and Beth are working on a plan to make emergency information for Independent Living residents readily available and keep it current.
- PGE has moved the electrical power for South Main Rose Villa to a primary feed on River Road. This will not take care of those residences tied into PGE hubs on SE Laurie Ave. Some of those are tied into the original electrical supply underground in Rose Villa. When they fail then a PGE hub will be supplied.
- Some surrey drivers are speeding down the surrey ramp and onto Wild Rose without watching for cars.

- John Schalberger has spoken to the staff.
- No further complaints
- Hot handrails trial remediation being addressed
  - Blue wrap as a trial was accepted and will be used as needed next summer.
- Residents continue to stumble over the speed humps on Schroeder.
  - Yellow paint was used around the humps
- Emergency Information Icon for Touchtown/Vibrant
  - Some residents cannot find the Emergency numbers on Touchtown when needed
  - The specific numbers and items are being developed as this process matures.
- Stone pillars that have been hit by guest and residents continue
  - John Schallberger proposed to eliminate the pillar, light the crosswalks (both ?).
    - Ongoing
- 4 additional AEDs have been purchased and mounted
  - Garden Grove, The Oaks, Garages near apt 238 and near Apt 22
  - Locations are being verified
  - Resident Suggestion: Needs to understand how and when to use these AEDs
    - Referred to the Jerry Corn for the Health Committee

### **Council iDream Committee (Joan Clark)**

They met in November and discussed the year so far, and will brainstorm plans for 2022 in December. The next meeting is December 13. She thanked the members for their work.

### **Food Think Tank (Bonny Groshong)**

There was not much to report this month, but another meeting is coming up soon. People miss having the chance to eat in the restaurant with servers, but there are not enough staff for this right now.

### **Events Committee (Gretchen Holden)**

The team is working on planning out events for the year. She is afraid the planned trips are not filling or attracting enough residents to make it worthwhile; she will ask Grey about that. He is wearing a lot of hats but really getting things done.

### **Madrona Grove Liaison (Lois Weathers, M. A. Malone)**

Lois reported that Marianna Jones has a lot planned for December. They hope to do some recruiting and training early next year so they can have volunteers again. M. A. reported that there will be a hard cider tasting, a pianist, and a

Christmas lights event. They had a great Thanksgiving dinner, and another one is planned for Christmas eve.

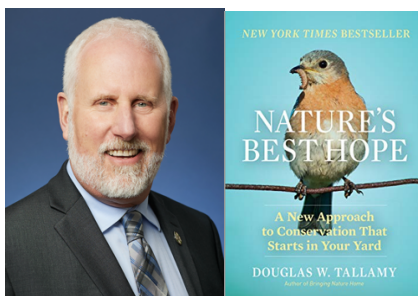
### **The Foundation (Elliot McIntire)**

They met earlier today (Dec. 6) and elected new members to the board. Leaving the board at the end of December: Betty Hosokawa, Bill Cunitz, Kate Dins, Joan Clark. Joining the board: Nancy Barrett-Dennehy, Jeanne Cozine, Louise Williams, Cathy Schar. Officers for 2022: President: Jennifer Allen, Vice-President, Don Lehman, Secretary, Cathy Schar, Treasurer, Vassar Byrd  
Next year Jennifer Allen will probably be giving the report.

### **Green Team (Jean Lofy)**

The Green Team will be hosting Milwaukie Mayor Mark Gamba on Zoom on Friday, December 10th at 4pm. Watch for the flyer and zoom link. All of Rose Villa is invited to attend. Mayor Gamba will speak on Milwaukie's sustainability efforts. There should be some time for Q and A.

In January, Wes Brown will be leading a book study on "Nature's Best Hope". If interested, contact Wes. A few extra books are available.



If you don't want to get ad circulars in the mail you can call and cancel your subscription; the information is there if you look carefully. The December film will be Forks over Knives (about vegan diet). We are still waiting for more information about the Clean Wind program, which PGE is revising.

### **Announcements:**

Next Forum December 21

Next Council January 3

Executive Committee December 18

### **Agenda – Continued Business**

- New Councilors Gretchen Holden and Felicia Kongable have been appointed to fill the seats of Cindy Brown and Sydney Herbert. Three new Councilors

were elected: Steve Morris, Jackie West, and Louise Williams. There will be a training session for the new Councilors in two weeks.

## **Agenda – New Business**

- Council expenses for the resident website and for video hosting are going up. The Zoom budget will be increased to allow for meetings of up to 500 people, in anticipation of additional residents and staff. The cost was an additional \$450 so the total is now \$750. No one was opposed to this. For the website, the cost is roughly \$160 per year. There is a lot of activity on the website, which is a goldmine of activity for new people. Vimeo, the video storage tool, is a benefit to the archiving function and will make it easy to share historic videos.

## **Announcements and Updates**

- An Employee Holiday Gift Fund Survey will be held Dec 8-15 by absentee ballot. This will determine the distribution method for 2022. There is a plan for a campus conversation in 2022 to plan for 2023 and beyond, and hopefully find a solution everyone can live with.
- At the November Board meeting, there was an update on Phase 3; more updates are coming early next year. The 2022 budget was presented there and also at the budget forum for residents.

## **Suggestion Box**

The suggestion box was empty.

## **Open Forum**

No activity to report. Bill thanked the Council for all they have done this year.

## **Upcoming Meetings**

- Resident Forum: Tuesday, December 21, 2021 at 2:30 pm on Zoom
- Council Meeting: Monday, January 3, 2021 at 1:00 pm on Zoom
- Executive Committee meeting: Saturday, December 18, 2021, at 10:30 am

**Meeting Adjourned** 2:00 PM

## **ATTENDANCE**

Staff Members in Attendance: Tina Moullet  
Guests in Attendance: about 50, mostly on Zoom

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 Janet Britton, Treasurer
P Jerry Corn, Vice Chair	P M.A. Malone (G#6)	p Elliot McIntire, Foundation Rep
P John Watson (G#1)	P Suzanne Townsen (G#7)	P M.A. Malone (MG Rep)
A Felicia Kongable (G#2)	P Julia Layden (G #8)	P Lois Weathers, MG Liaison
P Cindy Brown (G#3)	A Bonny Groshong (G#9)	P Jean Coberly, Archivist

Group Reports follow. Send to RVRACouncil@gmail.com by the end of the month.

## **Councilor Reports on Resident Groups**

### **Group 1: John Watson** **Health, Wellness, and Safety**

Wellness: Rene Swar

Ready Force: Steve Morris

UNA-USA: Kay Schmerber

Council Safety Committee: Mayo Marsh (See Reports section above)

### **Group 2: Felicia Kongable** **Spiritual Well-Being**

Friendship Corps: Lois Weathers

Solarium Worship: Bud Robinson

Group activities resumed in Madrona Grove following a lockdown due to a COVID case in the facility. Marianna Iverson, activities and volunteer coordinator, has been filling in as worship leader during the pandemic. The three services a week consist of the Vesper service on screen, a service especially prepared for elderly people shown on a screen, and a sing-along conducted by Marianna. United Christian Fellowship subscribes to Upper Room devotions. Some residents read them and some are read to them. We are very thankful for the dedication and leadership of Marianna.

United Christian Fellowship: Jackie West

### **Group 3: Cindy Brown** **Communication**

Library: Jean Coberly

November saw 245 CDs and books taken out of our library, a library which now has more user-friendly, less crowded shelves. The Large Print shelves are emptied and these books filed throughout the library, making additional space for the fiction

collection. The “LP” books remain easy to locate within our collection because of a large red LP label on the spine.

Hearing Support Group: Mary Deane Smith and Dorothy Quinn

## **Group 4: Judie Hansen**

## **Service**

Volunteer Recognition: Bill Rector

Employee Christmas Fund: Dori Jones

Forty six reminder emails were sent to RV-Chat with human interest stories about the Rose Villa staff, encouraging and reminding residents to donate to this Fund prepared daily by Judie Hansen. Unfortunately, with no newsletter, those not on Chat didn't get reminders until just before the deadline. Next year the publicity team should keep that in mind and broadcast reminders every couple of weeks starting in October. The final amount raised was not available at the time of this report.— Judie Hansen, member of the committee

Treasure House: Judie Hansen and Jennifer Allen

November and December have been busy months at the Treasure House, with sneak peek, attic treasure, and book sales in addition to the store being open from 1-4 Monday thru Saturday. Sales have been brisk, and on December 3, we distributed \$8,000 each to the Rose Villa Foundatin and Rose Villa, Inc. RVI money will be spent on upgrading technical equipment in the Wellness Center to improve broadcast of Zoom classes, etc. We expect total sales for 2021 to exceed \$37,000. Due to increased resident population, the store managers have been overwhelmed with donations and are seeking additional help in the sorting room. The charitable organization, Dignity and Peace, had a feature article in their December newsletter praising the Treasure House volunteers and Rose Villa residents for the enormous amount of usable clothes, shoes, personal caire items and blankets donated to aid the unhoused in the Portland area.

## **Group 5: Doug Walker**

## **Outdoor Activities**

Community Garden: Dave and Jan Dobak

Tuesday Market: Marie Jenkins, Cathy Schar, and Carolyn Bailey

Tuesday Market is discontinued until next Summer.

## **Group 6: M.A. Malone**

## **Off-Campus Entertainment**

Off-Campus Entertainment: Byron Windhorst Activities suspended due to COVID.



Rose Villa Choir: Miranda Manners and Andrea Drury Not meeting due to COVID.

## **Group 7: Sue Townsen**

## **Hospitality**

### Welcoming Committee: Susan Hyne

One-on-One Customized Support Action Team

- A Connection Introduction for Shirley Smalley was held November 2<sup>nd</sup>.

Group Support for New Residents Action Team

- No update.

Resources Action Team

- No update.

Steering Team

- New Steering Team members are Jan Wainscott and Susie Wilkins.
- Focus is setting timeline for support of Phase 3 neighbors moving to RV in 2022.

New/Future Residents

Four residents (plus a dog) are scheduled to move in December, and one more in January.

### Potluck: [open]

No meeting this month (on Hold due to Covid). We will also need a new leader.

### Council Pet Committee: Sue Townsen

Norma Martin and Helen Lyons joined the committee. We had a meeting early in the month with Tina Moulet.

### Food Think Tank: Bonny Groshong

## **Group 8: Julia Layden**

## **Sustainable Living**

Green Team: Wes Brown, Marilyn Gottschall, Jean Lofy, Karen Morris, and Bill Scheible.

## **Group 9: Leisure Activities**

## **Bonny Groshong**

### Sewing and Quilting Studio: Pam Duren

The sewing and Quilting Group is still providing little wraps for the new born babies at Providence Milwaukie Hospital. They are also doing Strip Quilting. There is a sample quilt hanging in the Art Room.

Woodshop: Tom Wilcox

In November we had an open house for the third phase future residents moving in next year. We told them about the Woodshop, explaining the Woodshop doesn't charge those using it any fees, even though we are responsible for the maintenance and replacement of all the equipment. We are financed by the donations residents make for work done by the Woodshop personnel. We had eight future residents there and they seemed very interested. We hope they will join us.

Readers Theater: Byron Windhorst

We performed a short video segment which will be shown on a loop in the Club Room when the employees pick up their checks. Also on the loop are Wes Brown singing a familiar song with new words as many residents have known him to comically perform. The loop should be available after the holidays for all to watch courtesy of Steve Morris.

Plans for next year revolve around having a permanent location as several residents have expressed interest in joining the group. A permanent location would include a file cabinet to store the plays nearby.

At the moment, the leadership of the group is a general effort with members volunteering for small tasks. We hope to have a new official leader of the group soon.

---

The Residents Association Constitution & Bylaws, along with the Council Procedures Manual, are posted under the Residents Association Icon on Touchtown and are published in the Council's mailroom binder.

## **Attachments to Council Minutes, December 2021**

### **Attachment 1: Management Report (Tina Moullet)**

#### **TOPIC: RESIDENT AND STAFF COLLABORATION**

#### **Goals of collaboration (from the staff perspective)**

- Residents bring information
- Staff bring information
- Collective analysis, exploration, problem solving, and solutions together
- Implementation plan & feedback after implementation

#### **Process**

- Groups form and dissolve with the shifting needs of the community and its members. All it takes to get a group started is to create interest and a conversation to get the ball rolling on a new collaboration effort.
- Who should you contact about starting or join a group?
  - o Resident led group: Group leaders or Resident Council member
  - o Staff-led group: Existing group leader or Tina Moullet, Executive

Director (if it is a new group or you are unsure)

#### **Groups**

**Below are lists of groups that are currently active and meet often; meet only when necessary; or are inactive now. The lists are as complete as possible, but a group may have been missed. This is not intentional.**

*The staff member who either leads or is a member of each group is listed:*

- Infectious Disease Task Force- Erin Cornell, Director of Health Services
- DEIA Coordinating Committee- John Eaglin, Community Culture Program

Coordinator

- Food & Beverage Think Tank- Norine Mulry, Director of Food & Beverage
- Marketing Advisory Group- Jen Werdel, Director of Marketing and Communications

- Interiors Advisory Group- Tina Moullet, Executive Director
- Visual Arts & Crafts Team- Beth Knoll, Operations Support Manager
- Wellness Advisory Committee- René Swar, Wellness Director
- Events Forecasting Team – René Swar, Wellness Director
- Resident Finance Liaison Group- Diane Gibson, CFO
- Remembrance Committee- MaryHelen Clausing, Director of Social Services

and Avencia In-Home Care Administrator

- Social Work Group- MaryHelen Clausing, Director of Social Services and Avencia In-Home Care Administrator

- Rose Villa Grounds Stewards- Josh Pease, Grounds Manager
- Parking Advisory Group- Beth Knoll, Operations Support Manager
- Foundation’s Education & Enrichment Committee – Cheryl Franceschi,

Foundation Director/René Swar, Wellness Director

- Friendship Corps – Marianna Iverson
- RV Lifeguard Corps – René Swar
- Comfort Companions – MaryHelen Clausing

**Resident Council has numerous groups with a staff liaison. Here are some (not all) that are active right now with the staff liaison member listed:**

- RAC/RV Leadership Group- Tina Moullet, Executive Director
- iDREAM- John Eaglin, Community Culture Program Coordinator
- Green Team- German Sanchez, EVS Manager
- Ready Force- Interim: Tina Moullet, Executive Director
- Communications Committee- Beth Knoll, Operations Support Manager
- Safety Committee- In process of filling the staff liaison role
- Community Health Committee- Erin Cornell, Director of Health Services

### **TOPIC: Phone System Migration**

Resident landline phones:

- All **resident** phones have been transitioned to the new system.
  - You do NOT have to dial “8” to access an outside line from **resident phones**. Just dial the 10-digit number directly.
  - Until all phones, including staff phones, have been migrated, four-digit **resident** extensions will not work. To call a resident from a staff phone, you must dial an “8” and the full 10-digit number (area code + 7-digit number).
  - Once all phones have been migrated, you can return to dialing 4-digit extensions.
  - It is expected all phones will be migrated in early January.

## **Attachment 2: Treasurer’s Reports**

Employee Christmas Fund Report (updated monthly)  
 For December 2021 Council Meeting  
 [need report!]

2021 Christmas Fund

ECF Checks Cleared in November	\$0
Fund Balance as of 11/30/2021	\$127,145
Final total distributed	\$152,000

(Balance as of November 30, 2020 was \$135, 862)

## General Council Funds Report (Updated Quarterly)

### General Council 2021 Report

<u>Date</u>	<u>Activity</u>	<u>Income</u>	<u>Expense</u>	<u>Balance</u>
	Balance as of December 31, 2020			\$ 2,217.23
1/31/2021	No Activity			
	Balance as of January 31, 2021			\$ 2,217.23
2/9/2021	Printing		7.00	
2/23/2021	Office Depot		11.46	
3/31/2021	Zoom Account 2021		149.90	
	<i>RVI Budgeted expense</i>	168.36		
		168.36	168.36	
	Balance as of March 31, 2021			\$ 2,217.23
6/30/2021	Printing Exp - new checks		32.18	
	<i>RVI Budgeted expense</i>	32.18		
		32.18	32.18	
	Balance as of June 30, 2021			\$ 2,217.23
9 - 09/30/2021	No Activity			
	Balance as of September 30, 2021			\$ 2,217.23

## Residents' Association Council Report (updated quarterly)

<u>Committee Name</u>	Jan-21	Mar-21	Jun-21	Sep-21
RAC General	\$ 2,217.23	\$ 2,217.23	\$ 2,217.23	\$ 2,217.23
Garden Committee	\$ 1,620.52	\$ 1,620.52	\$ 1,625.52	\$ 1,606.75
Restricted Funds (Free Money)	\$ 710.15	\$ 710.15	\$ 710.15	\$ 710.15
P.O.S.T.	\$ 83.62	\$ 83.62	\$ 83.62	\$ 83.62
Choir	\$ 2,204.18	\$ 2,054.18	\$ 2,054.18	\$ 2,054.18
Wood Shop	\$ 3,009.15	\$ 2,344.03	\$ 2,612.43	\$ 3,012.74
Treasure House	\$ 6,891.27	\$ 9,558.75	\$ 5,437.70	\$ 7,487.93
Functional Fitness	\$ 7,263.04	\$ 7,263.04	\$ 7,263.04	\$ 7,263.04
Sewing & Craft	\$ 2,461.66	\$ 2,461.66	\$ 2,633.66	\$ 2,773.66
Library Committee	\$ 2,575.72	\$ 2,192.68	\$ 1,937.61	\$ 1,840.06
ECF Party Fund	\$ 45.00	\$ 45.00	\$ 45.00	\$ 129.11
Green Team				\$ 150.00
<b>Totals Balance:</b>	<b>\$ 29,081.54</b>	<b>\$ 30,550.86</b>	<b>\$ 26,620.14</b>	<b>\$ 29,328.47</b>