



Meeting Minutes

June 6, 2023

PREPARE, CARE, COLLABORATE

Roll Call (Cindy Brown) All members were present except Alice Hardesty and Jean Coberly.

Statement from the Chair: Meeting process will be Robert's Rules.

Motions to approve Motion to approve the May Minutes were given and approved by the Council. A motion to approve the agenda for this meeting was also given and approved.

Hearing Assistance Options: Don Lehman gave a brief explanation that there are now three systems Rose Villa is providing for hearing assistance! The first is the Otter System which is a "Speech-to-text" aid (funded through an RV Foundation Community Benefit Grant) and folks have been using it for a while now. The second is the new Buddy System which connects to the PAC sound system to deliver clear audio to your headphones, earpiece, or earbuds. The third is the new "Listen Everywhere" app which pipes sound to one's smartphone and then to your hearing aids or headphones/earbuds. Contact Don for further information on this app or help loading it to your phone and using it in the PAC.

Prepare, Care, Collaborate John Chapman led a discussion on the meaning of these three words and how they might help us all in having more productive meetings. He received several good comments from the Councilors and the participants at the meeting.

Thank you to Lois Weathers Cindy Brown led the tribute to Lois Weathers for her two terms (six years!) of service as Madrona Grove Liaison. Marianna Iverson spoke about how valuable and important Lois's work had been and

presented her with a card signed by Madrona Grove residents. Cindy then spoke about all the good work Lois has done and gave her a thank you card from the Council as well as a bouquet of fresh flowers. Norma Martin has graciously stepped up to take Lois's place as our Madrona Grove Liaison. Our sincere thanks to both Lois and Norma for volunteering to help.

Rose Villa Management Report Erin Cornell

Organizational Restructure

- At the May Forum, Vassar shared that we are reviewing our organizational structure in light of the departure of our Executive Director and are making changes to align workflows and create efficiencies.
- As Vassar stated, the following positions will report to Vassar: CFO, Director of Strategic Operations, Director of Health Services, Director of Marketing and Communications, Foundation Director, and Operations Support Manager.
- The Director of Human Resources will now report to the CFO.
- The Director Wellness and the Director of Rosebud Preschool will now report to the Director of Health Services.

Reports to Resident Council

- In order to foster greater connection between residents and members of the staff leadership team, we will be rotating responsibility for presenting this report to the Resident Council.
- On alternating months, either Angela Hansen and Erin Cornell or Vassar Byrd and Jim Willeford will be attending the Resident Council meeting and providing this report. All of us will do our best to report on all relevant issues for our community, but naturally, if the Council would like more information about a specific issue or project, slating that topic for a meeting with the most appropriate duo (Angela and Erin OR Vassar and Jim) would be prudent.

Update on Campus Spaces

- **SEEDS** –SEEDS will be a reservable community space for residents and staff. Betty Hosakawa worked with Sadie Bach on furniture selection and layout, and the resident Décor Committee advised on décor. Half of the

furniture will be indoor/outdoor furniture so that when weather allows, the gathering space can flow out onto the sidewalk. Furniture will be delivered between 6/9 and 6/12, and SEEDS will be available to reserve starting 6/20.

- **Three Sisters Guest Suite** – Former Clinic. We are currently getting quotes to transform this space into a 3-bedroom, pet-friendly guest suite. We anticipate the Three Sisters to be ready for reservations starting this Fall.
- **Maker Space** – Former Treasure House. The resident group consulting on this project met on 5/31, and that group requested some modifications to the plan created by an earlier, smaller resident group. We are working on getting quotes for the work. We anticipate this space will be completed this Fall.
- **Heirloom** - This space will return to its former use as a reservable space for special occasions, meetings, etc. We are working with a designer to create two design options – paint colors and choice of carpeting. We will share the two options with residents when they are ready, and we will have a process for residents to share which option they feel will best suit the space.
- **13614 SE River Road** – Demolition is imminent. The property will then be fenced.
- **Garden Grove Event Space** – This space is in use. We are also working on getting quotes to clean up the space, including finding an arborist to advise on tree health and perform necessary tree maintenance.
- The following spaces will be removed from future reports:
 - Former Sewing & Crafting** space is now Treasure House storage and large item staging.
 - Yellow house on Laurie** is now leased to Golden Bond Rescue.
 - Corner lot on Courtney and Schroeder** Fenced. No specific use is identified at this time.
 - Facilities Operations Center** No changes are being made for the use of the property.

Other

- **Natatorium (pool) dehumidifier installation** – Not quite completed.

- **Massive bamboo removal** – Work continues. One more row of homes to go! There are two kinds of bamboo – clumping and non-clumping. We are removing the non-clumping. You may still see bamboo on campus, and if you do, it is the less evil clumping variety.

- **Metal roof snow/ice fencing** – We received a quote for this work that was outrageously high. We are seeking additional quotes to accomplish the goal in a fiscally responsible manner.

- **Changing Access Control Systems** – The IT Department is nearly complete transitioning all access control systems on campus to the Verkada system (used for Phase III).

- **Campus GIS mapping for Clackamas County** – Thanks to the work of Jim Willeford with Clackamas Fire and Clackamas County 911 dispatch, all emergency responders now have access to an electronic map of our campus. We also completed wayfinding updates (building lettering) to further enable emergency responders to locate specific places on our campus.

- **Performing Arts Center AV System** – Thanks to Rick Hamell and the IT team, our new AV system is up and running!

- **Master schedule of preventative maintenance** – Update will occur next month.

- **Concrete repair** – Update will occur next month.

- **Rosebud Preschool**
 - Five children are enrolled in the toddler classroom (ages 24-36 months). We have room for five additional children in the toddler classroom. We will be opening the preschool classroom (ages 36+ months) in the Fall. Ribbon cutting ceremony on

5/25 with the Clackamas County Chamber of Commerce was well-attended.

Rose Villa Management Report - Angela Hansen

We had a clean audit recently. The audits are posted on Touchtown. Now we start working on the 2024 budget. Despite hiring problems, we are not seeing much turnover in Food & Beverage or Health Services.

RVI Board Meeting (Cindy Brown)

The meeting started with an extensive review of the recent audit report. There was a lot of detail. The auditors reported that the financial statement was accurate, which is what they were supposed to check. They also found two deficiencies in internal control, but agreed that those have been corrected. Angela reported that the financial position of Rose Villa is strong.

The Resident Council asked the Board to consider our motion that Residents have three voting members on the Board instead of the current arrangement of three members, one of whom has a vote. The Board's Governance Committee reported on emerging best practices, both local and national, regarding resident representation on Boards of CCRCs. The Governance Committee Chair, Kirsten Jacobs, noted that there are many residents who could be highly qualified Board member candidates. She suggested that while the committee was not making a specific recommendation yet, the discussion within the committee was leaning toward having the current Council Chair and the Past Chair be voting members, and having the Board consider adding one additional resident for voting-membership on the Board: someone who would be evaluated in the same way they evaluate other candidates. The question was asked if there were specific criteria for Board membership, and there was no clear answer given. Although there was no vote, it was generally agreed that nothing prevents consideration of residents for Board membership. There was no action taken on the specific request that more Council officers have a vote. The committee will continue its work.

Eleanore Hunter reported on her seven sessions of listening with residents. She is working on producing a final report; it is a lot to digest. A report will be available to residents when she finishes.

Vassar Byrd reported that the COO search process is suspended; the current plan is to distribute the responsibilities of that position among the existing senior managers, including Vassar herself.

Management asked the Board to pass a resolution authorizing and supporting an effort by management to develop a mechanism for Risk Management and with a regular reporting process on this topic. The chief responsibility for implementing this plan will be given to the CFO. Angela Hansen is Rose Villa's Risk Manager.

The Board is working on a DEIA (Diversity, Equity, Inclusion, and Accessibility) reporting process. They plan to use the *LeadingAge* process as a starting point. Here is a statement on this from the *LeadingAge* website: "*LeadingAge* recognizes the intersectionality of ageism, racism and other forms of discrimination. We are committed to being a just, inclusive, antiracist and equitable community that values and honors the unique qualities, wisdom and lived experience of all people. We are steadfast in our commitment and will invest in opportunities to foster a diverse, equitable and inclusive community, where all are able to meaningfully contribute and thrive."

The RVI Board is working on a CEO evaluation process.

RV Foundation (Don Lehman)

In the month of May the Foundation received two new Charitable Gift Annuities totaling \$50,000 in donations.

The Foundation supported seven RVI staff members with \$10,000 of funds through the Staff Education Assistance Awards Program.

Through the spring we have gained eight new Pacesetters members! The annual Pacesetters Club celebration is planned for Thursday, September 7, from 6pm-8pm on the Riverview Terrace.

Two successful outreach events were held in May. In collaboration with the Food & Beverage folks we had a Mother's Day Celebration with families event. Then, later in May, the Legacy Society held a Gift Planning Dessert presentation by Julie Nimnicht, an Elder Law Attorney here in the Portland area.

Two new Community Benefits Grants accomplished in May are: 1) Subsidies for Pet Training Classes working with the Pet Committee, and 2) Raised planter beds at wheel chair height for Madrona Grove residents to use for some new gardening areas.

Recent Foundation Presentations, Events, & Collaborations

- End of Life Choices with Sue Porter
- Cinco de Mayo Trivia Night
- Cool Inflammation with Food - Overflow Class (in collaboration with F&B)
- *Wine, Women & Dementia* Documentary - followed by Q&A with Kitty Norton the film's director

Foundation Presentations, Events, & Topics in Planning

- The Community Engagement Team is planning a Golden Ticket Raffle in June/July (more details to follow shortly!)
- The E&E Team is compiling a list of self-paced learning opportunities - as we did last summer
- Money and Ageing
- Pain Management

Madrona Grove (Lois Weathers)

“Volunteers do not necessarily have the time, they just have the heart.”
Elizabeth Andrew

(NOTE: There are upwards of 35 volunteers with compassionate caring hearts working away in Madrona Grove!)

The new, exciting, creative, and ongoing initiative to report this month came about because of the determined work of the RV Décor Committee members: Jo Noble, Patrick Mizelle, Rick Simpson, and Alice Hardesty. The committee is working with MG staff, and family members of MG residents to provide a more visually stimulating environment within the confines of the new MG. They

started by gathering eight donated quilts and 33 fiber art pieces from a total of 14 fiber artists. The committee's goal is to have all of these first inaugural works of art displayed on Fernwood (first floor of MG) by the end of the summer, thereby providing color, texture, and sound capturing in the hallways. Family members are also sitting down with their loved ones, in conjunction with the Décor Committee, to eventually develop individual playlists of music for personal auditory enrichment. Finally, this busy committee is working toward providing well-lighted RV gallery spaces to enable any potential traveling art exhibitions throughout campus to be properly illuminated.

Have you noticed?? Marianna Iverson, the much-loved Activities Coordinator for MG, is now advertising some of her programs to independent residents via the daily Rose Villa Activities Updates. She warmly invites you to attend *and* participate in her *Movin' and Grovin'* exercise sessions. They take place at 11:00 am on Mon/Tues/Fri/Sat in the MG Fernwood Dining Room. Also listed are the visits from the Oak Grove Elementary students to practice their reading skills. Their last visit (before they break for the summer) is June 9, at 10:30 am, in the second floor Larkspur Dining Room. The sweet ratio of child to adult is one-to-one, so please attend!

The highly anticipated yearly Madrona Grove fishing trip is scheduled for Wed., June 21. Marianna needs a minimum of three volunteers to go along. Lunch is provided. Bus leaves at 11am and returns by 3pm. When a fish is caught, photo ops are priceless!

Finally, Marianna says, "I would like to have more music and action happening here." So, if you have a skill, talent, hobby, interest, etc., that you would like to share with fellow MG residents, contact Marianna at x3276 or miverson@rosevilla.org.

Continued Business

Dining workgroup Update Margi Brown and Norine Mulry presented an update on their process and progress in dealing with issues raised by the Holleran survey and in the Dining listening session.

Margi Brown - When I joined the Council earlier this year, I was assigned to the Dining Committee, one of the new Council Committees listed in the Bylaws. Since the Food & Beverage Think Tank was already working on some of the issues raised by the Holleran Report, it was decided to make the Dining Committee the direct link to the Food & Beverage Think Tank. The Food & Beverage Think Tank has since grown from 10 members to 28 interested residents. The committee generally meets every other month unless more frequent meetings are needed.

Food & Beverage Director Norine Mulry, Executive Chef Marty Bracken, and their staff have paid careful attention to the issues raised by the Holleran Survey, as well as additional concerns received from residents. They have been instituting changes this year that they felt could be instituted with current scheduling and staffing. Also, we had a listening session that was held last February. Happy Hour has returned, which is now held on Wednesdays from 4pm-5pm in the Club Room.

This spring has seen the opening of the Madrona Café on weekday mornings from 8am-11am. This has helped with the request for breakfast service. They have also tried to incorporate more healthy items to the menu which include vegetarian, vegan, and dairy free options.

Although they don't have the staff time to reinstate the kitchen garden, the *Green Team* and other resident community gardeners have agreed to grow zucchini and tomatoes for the kitchen and flowers for the Harvest Grill tables. The kitchen also regularly accepts donations of herbs, greens, and rhubarb from resident gardeners. They continue to work with the community garden organizers to see if something might be worked out to donate resident vegetables on a larger volume scale.

There has been a request for a way for residents to safely dispose of filtered cooking oil. We now have a labeled bin available for residents to use on the loading dock. The April issue of *The Scoop* also had an article on how best to dispose of all forms of cooking oil and fats.

Currently preparations are being made for future use of Heirloom. In addition, there is increased attention being given to the acoustic issues in the Harvest Grill, which are complicated. The plan is to hire an acoustical engineer to

help determine what could be done in the short and long term to improve the situation. What can be done will depend on budget priorities.

Norine Mulry - Current staffing in Harvest Grill is stable. Grab & Go has expanded. We are reviewing the acoustics in Harvest Grill. Work is needed. We are also working on Heirloom. Comment from the audience: Please do not prioritize other issues over the acoustics issue in HG.

New Business

Street signs for Classic Cottages (Felicia Kongable) Felicia reviewed her proposal to name the various “streets” in Rose Villa neighborhoods, similar to the existing “Alice Lane.” Lots of discussion followed with some questions. A decision was made to have the three Districts discuss the issue and determine if it was supported by the residents. Plans are to revisit the question at the August Resident Council meeting. Gretchen Holden made a motion relative to this action. Felicia amended Gretchen’s motion and asked that she be allowed to update the proposal with the comments and concerns raised today. Gretchen agreed. Jude Watson seconded the motion and the Council approved. A copy of her proposal is attached for information

Open Forum

Jean Lofy gave us a brief update on the grass removal and replant work going on around campus.

Paul Wathen reminded the group that the budget does have money for refreshments at District meetings.

Treasurer's Reports (Paul Wathen)

**Rose Villa Residents' Association
Treasurer's Report**

For the month ending May 31, 2023

Employee Holiday Gift Fund

Beginning balance		\$17,789.62
Deposits and other credits	\$2,280.00	
Checks and other debits	<u>\$0.00</u>	<u>\$2,280.00</u>
Ending balance		\$20,069.62
Checks outstanding		\$2,673.33



Treasurer

Residents' Association Council

Financial Report

May 2023

	Beginning Balance	Revenues	Expenditure	Ending Balance
Garden Committee	3,521	50	0	3,571
Choir	2,123	0	600	1,523
Wood Shop	6,110	0	388	5,722
Treasure House	10,189	3,359	0	13,547
Sewing & Craft	873	179	0	1,052
Library Committee	3,831	0	0	3,831
EDF Party Fund	(94)	0	0	(94)
Green Team	1,453	900	300	2,053
Sunday Suppers	454	336	558	232
Community Activity Fund	7,189	0	0	7,189
Total	35,648	4,823	1,846	38,625



**Resident Association Council
Budget Report
May 31, 2023**

	ANNUAL BUDGET	FIRST OF MONTH	SPENT THIS MONTH	END OF MONTH
District Meeting Support	600	555		555
RVRA Annual Meeting	400	400		400
Annual Council orientation	300	300		300
IT expense	500	500		500
Administrative expense	500	442	100	342
Contingency	200	180		180
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Total	2,500	2,377	100	2,277

Announcements

The next *Resident Forum* is coming up on Tuesday, June 20. This is a great opportunity to meet and interact with staff and get your questions answered. Questions can be asked from the floor, but it's best to submit them ahead of time. If you would like to have an announcement made or added to the Forum agenda, please let Beth Knoll know by the Thursday before the Forum.

Suggestion Box No suggestions

Upcoming Meetings

- Next Exec Committee meeting: Tuesday, June 13, 2023, 9:30 am
- Next Resident Forum: Tuesday, June 20, 2023, at 2:30 pm
- Next Council Meeting: Tuesday, July 11, 2023, at 1:30 pm

Adjourn 3:00 pm

Joncile Martin

Resident Council Secretary

Attachment

Rose Villa Classic Cottage Neighborhood Street

Name Proposal

Felicia Kongable

4/13/23

Goal:

1. To make it easier for Rose Villa residents to find each other's homes.
2. To create a pleasant sense of neighborhoods.
3. To create an event/process involving close neighbors.
4. To possibly aid employees and emergency personnel to find resident homes.

Rationale:

We grew up learning the names of streets and places. At Rose Villa, there is Main Street, Wild Rose Drive, Schroeder Avenue and Laurie Avenue. The classic cottages are constructed in lines, like streets, but these little streets have no names. The current system of posting house number ranges on the end of the rows is difficult and tedious to process when one is looking for a specific cottage number. In the South neighborhood of classic cottages, Alice Lane has named itself. The next row east has informally named itself "Lois Lane." The perpendicular east west street is informally called Surrey Lane.

Proposal:

1. That the Alice Lane neighborhood finish or finalizes the informal naming of its rows—there is one narrower and parallel to "Surrey" Lane, and two perpendicular. I propose that all the streets in that neighborhood be *Lanes*. Perhaps women's names on one side (Alice, Lois) and men's names on the other even further organizes the neighborhood.
2. That Northwest and Northeast neighborhoods name their rows without using the term "lane." That way, if someone says, I live on X Lane, we know immediately what part of campus they're referring to. Alternatives for rows in the other neighborhoods could be *terrace, ridge, path, alley, row, way, trace, etc.*
3. That the Northwest and Northeast neighborhoods decide, in communication with each other, which two nomenclatures they would like to use between each of their entire small neighborhoods. All the rows within each of those two neighborhoods will use the same designation to help people differentiate between areas of classic cottages on campus.
4. That the neighbors on a particular row come together to choose a name that rolls off the tongue, is easy to remember, and pleasing to all. Then the neighbors come together to share and finalize the names. Perhaps the names have a theme, or are in alphabetical order.

5. That signs for Northeast and Northwest are placed on poles, along Wild Rose Drive, and at the bottom of the stairs that descend between one “street” and the next, so that residents and personnel always know where they are as they maneuver through the neighborhoods.

6. That the signs in all three neighborhoods be of similar/same design. They can be ordered on-line.

7. That funding can be obtained through a Foundation grant or the Treasure House (the Rose Villa half of the quarterly receipts). Rose Villa Inc would install. Would Rose Villa Inc charge for labor if the project benefits us all?

8. That this project be completed before August 1, 2023



South neighborhood of Classic Cottages: Lanes (Do we need to label Laurie Ave row as Laurie Lane? We wouldn't name a Schroeder Lane. Presuming not, 12 signs)



Northeast and Northwest neighborhoods of Classic Cottages: Overview



Northeast neighborhood of Classic Cottages: 4 street signs (and 6 smaller signs? Is there possible confusion going from unlabeled driveway downward?)



Northwest neighborhood of Classic Cottages: 5 street signs and 7 smaller signs. Placement of street signs on far west streets awkward to locate looking at this map.

Signs: Range in price for \$32 to \$9.

This street name sign has room for a logo, which would indicate that this is not an official street. [Custom 'Civic' Street Sign With Logo, White On Green in Lowercase \(roadtrafficsigns.com\)](http://roadtrafficsigns.com)

Here is a more economical sign. [Custom Street Signs & Personalized Street Signs | 20% OFF \(buildasign.com\)](http://buildasign.com)

Poles and brackets:

Decisions would need to be made as to quality of pole material. A 10' quality pole can cost over \$80. Also need to decide on height, amount buried, materials needed for burial, and how to attach the poles to fences at base of stairways.