

## March 5, 2018 Resident Association Council Minutes

### Regular Meeting, March 5, 2018

Call to order: Chair Helen Lyons called the meeting to order at 9:45 and welcomed guests.

Those attending: Chair Helen Lyons, Vice-Chair Eric Shawn, Past Chair Norma Martin, Treasurer Nancy Rorden, Secretary Nancy Barrett-Dennehy, Archivist Jean Coberly, Councilors Ed Egging, Fran Hunter, Julia Layden, Bill Rector, Rose Smith, Suzanne Townsen, Foundation representative Judie Hansen, Madrona Grove representative Norrene Thompson, Rose Villa Finance Department Angela Hansen.

Absent: Dori Jones, Evelyn Cole, John Gillock, Lois Weathers, Vassar Byrd

Guests: Katie Morales, Barbara Siddall, Bob Zimmer, Joe and Mary Eusterman, Barbara Tuck, Dave and Jan Dobak, Dee Saunders, Lori Carter.

Minutes from previous meeting: Approved as written.

What we value and are grateful for: neighbors that take us shopping; good friends and family; less ice and snow and more sun this winter; democracy in action in this group; feeling more healthy.

### **Reports:**

Rose Villa Management: Angela Hansen from our finance department gave a presentation on cash handling practices emphasizing the importance for the safety of the organization but also for the protection of volunteers. The main points are as follows:

- Counting cash and receipts needs to be a two-person job. After cash is counted, both people initial the form certifying how much money is being turned in to the treasurer.

- Maintain a paper trail: give paper receipts for cash sales. At the end of the day, check your total cash against the total amount for which you issued receipts. Recount cash if totals don't match.

- Have just one cash point where money is coming in and going out.

- Deposit money from events right away.

- Require reimbursement forms requiring two signatures and require anyone seeking reimbursement to provide all receipts.
- Keep it simple and separate: never take IOU's and never mix group cash with your own.
- Provide monthly reports of account transactions.

Madrona Grove Liaison: No report this month.

Foundation:

Listen and Learn: Our next Listen and Learn neighborhood series is on March 29 in YOUR neighborhoods and we really hope you will attend and encourage the your neighborhood to attend as well. This is a great time to meet new people and enjoy some good snacks!

We have 3 times available: 9:30, 1:30 and 4:30. Sign-ups are through the Resident Services Counter and on a first come-first serve basis. Perfect opportunity to ask all the questions you want about the Foundation and give your input.

Auction: We would love to see the Resident Council have a table at the Foundation Auction. This year would be the first time ever and would send a strong message to the residents and community that you support the Foundation. Resident tickets are the same as last year - \$85 per person or \$700 per table. Transportation will be provided on a first come, first serve basis. All the information is in the hallway across from Resident Services by the Elephant.

Pacesetters: The Pacesetters Club consists of our monthly donors and we will be celebrating the first day of spring with the Sip and Dip thank you event. There will be chocolate and cheese fondue and Lemon Drops (virgin and with alcohol). It was a blast last year and is open to all Pacesetters. If you are interested in joining the Pacesetters Club, this system makes it easy to support the Foundation. You just fill out the form and once you sign up you do not have to worry about it again. It is easy to stop or change whenever you want.

Annual Meeting: The Foundation Annual meeting is March 27 from 3-4 in the PAC. This is a good time to hear what the Foundation has accomplished and ask questions. Everyone who attends will have their name entered to win 2 free tickets for the Auction.

Archivist: Several people have started working on the possibility of doing an oral history project with Rose Villa residents. We've met with an Oregon Historical Society retiree who has done a number of labor history projects. He shared useful guidelines with us, including how to do release forms and the types of questions that get an interview started. We plan to do 2-3 sample interviews to use at a program which we hope will encourage more residents to help conduct interviews.

Treasurer: The balance in the Employees Christmas Fund as of February 28, 2018 is \$6,845.76.

**Continuing Business:**

Procedures Manual: Eric presented the revised Councilor job description for discussion and approval. Unanimous consensus was achieved.  
(available in the Reports and Updates and in Council Minutes & Reports attachment on TouchTown).

Ad Hoc Committee update: Committee members Sue Townsen and Lois Weathers will report at the May meeting on their research into an in-house TV channel to improve communication.

Volunteer Appreciation Event: Mimi Chitty, Rose Smith, and Bob Zimmer have volunteered to assist Bill Rector with planning.

Resident Concerns about Rising Costs on Campus: Executive committee working on this but one suggestion is to use monthly food allotment more evenly throughout the month so as to lessen the effect on Food and Beverage staffing. Another suggestion is to have an open forum to give more residents a chance to express ideas.

Unstructured Social Events: Eric led a general discussion on this. It was a frequent suggestion from the community survey from earlier this year. Several ideas surfaced from defining terminology to hosting more neighborhood gatherings to facilitate interactions with less expense. This topic was referred back to the Executive committee for further development.

Guest and Care-Giver Parking on Campus: Administration is undertaking a survey of residents about how they use their personal vehicles.

### **Announcements and Updates:**

Upcoming semi-annual meeting of the Residents Association: May 7th, 1:30 PM in the PAC.

Need volunteers for :

- Appointment of a nominating committee.
- Employee Christmas Fund planning team.
- Fall Festival planning team.
- The Out to Lunch Bunch needs a team leader to work with Jenna Miller to select restaurants for monthly outings.

The 2018 Annual Agenda for the Council will be added to TouchTown.

The April Council meeting will be held in the PAC on April 2nd at 1:30 PM. It will include a special presentation by Michele LaCroix, Rose Villa's Director of Human Resources. Her topic will be "Workforce Issues Today and Into the Future". She will talk about the challenges Rose Villa faces in attracting good people and the steps being taken to retain them after they are hired.

**Suggestion Box:** Harvest Grill needs a box for comment cards. There is a box on the shelf above the coat rack but should be labeled. Would like to see comments published.

Slow simmered comfort dish needs to be published ahead of time and change the name. Can it be included on the 6000 number?

Don't understand how the election of councilors works - can't we use a democratic process rather than nominating committee? Wouldn't that produce a more representative group?

**Open Forum:** Nothing was brought up for discussion.

**Next Resident Forum:** March 13, 2018 at 4:00 PM

Council speaker: Dori Jones

Group speaker: John Wetten, Welcoming Committee

**Next Council Meeting:** April 2, 2018, 1:30 PM in the PAC

**Next Executive Committee meeting:** March 10, 2018

Meeting adjourned 11:00 AM

Respectfully submitted,

Nancy Barrett-Dennehy, Secretary