

November 2018 Residents Association Council Minutes

Regular Meeting, 11/5/2018

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

What we value and are grateful for: the Ducks won, Avencia, Treasure House sales for the week totaled \$3,000

Minutes from previous meeting: approved after reports were added

Reports

Residents Life Team: Eric Shawn reported on the Team's first meeting. Team members are Eric, Bill Cunitz, Jackie West, Penny Ramos, Andrea Drury
See Attachment #1

Rose Villa Management: Katie Morales reported that Kristina Watkins will head the Environmental Services Dept., Katherine Cellerini Moore and Jenna Miller will report to Beth Knoll, and a person may be hired to head Sales and Marketing.

Foundation: Judie Hansen thanked residents for donating raffle prizes for the Fall Festival. See Attachment #2 for Bill Cunitz' report

Archivist: Jean Coberly reported on buy-in costs for RV apartments in the 80's.

Treasurer: (Marilee Wetten) The \$170.80 charge to the Council in September is the result of a change in banks by Rose Villa Inc. See Attachment #3

Campus Renovation Project Report: See Attachment #4

Agenda Items

Process for Handling Work Orders – Mike Prinkki, RV's Operations Manager for Facility Services, explained the work order process and answered questions from residents. His presentation will be posted on Touchtown under the Residents Association icon.

Rose Villa's Gathering Place – Two chairs from the Fireside Room are now in the Club Room for resident evaluation. Are they more comfortable than the current Club Room chairs? Please email your opinion to RVRACouncil@gmail.com

An evaluation of a Keurig coffee maker for the Club Room was discussed. Meeting attendees, including Council members, indicated they were willing to pay 50¢ per cup for coffee. The logistics of handling coffee in the Club Room was discussed at length. The issue was referred back to the Executive Committee.

Procedure for Handling the Employee Christmas Fund – Eric Shawn presented a basic procedure for handling the Employee Christmas Fund. Consensus was achieved, and the procedure approved. See Attachment #5 Part 1 Introduction

Part 2 of the Procedure, Employee Eligibility, was referred back to the Executive Committee for review and clarification, as was Part 3, Calculation.

Include Christie Morris in the 2018 Employee Christmas Fund – Proposal: That Christie Morris receive a full share of the 2018 Employee Christmas Fund. After discussion of the pros and cons, consensus was achieved, and the Proposal was approved.

RVI Board of Directors Meetings, Summary Reports for the Council -- Reports are posted on Touchtown under the Residents Association icon.

Announcements and Updates

- The December Council Meeting will be held in the TRAINING ROOM.
- 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 Procedures Manual has been posted on Touchtown under the Residents Association Icon

Suggestion Box

- Develop an RV Flag. Response: A flag can be listed as a possible marketing material for use as needed. Community artists are welcome to design the flag.
- On Sundays serve only a “holiday type” meal between 10 and 2 in the Heirloom.
- Could a list of residents, alphabetical by last name, and their cubby numbers be posted above the current “cubby map”? Reponse: this item has been added to the December Council Agenda
- Could we have chicken strips for Sunday brunch? My grandkids visit on Sundays & they love chicken strips.
- Could we get more slots for flyers on the wall by the mail room? And please, no doubling up in slots!

Open Forum

- Campus Communication is a growing problem Response: As one step, social media options including Ning and a private Facebook page are to be investigated. Ning charges based on bandwidth so if photos are posted, charges can go up quickly.
- Problems with internet access Response: New equipment is being installed across campus!

- Report on the Holladay Park meeting of CCRC residents Response: The report is included in the Nov. Council Meeting minutes. See Attachment #6

Next Forum: November 16, 2018 at 3:30 PM

Council speaker: Helen Lyons Group speaker: M.A. Malone

Next Council Meeting: December 3, 2018 at 9:45 AM in the TRAINING ROOM

Next Executive Committee Meeting: November 10, 2018

Meeting adjourned 11:05 AM

Respectfully submitted,
Darlene Larson and Evelyn Cole, Secretaries

ATTENDANCE

Number of Guests: 17

Staff Members: Tina Moullet, Mike Prinkki

---	Helen Lyons, Chair	---	Norrene Thompson, MG Rep	---	M.A. Malone (Group #6)
---	[open] (Past Chair)	---	Judie Hansen, Foundation Rep	---	Suzanne Townsen (Group #7)
---	Eric Shawn, Vice Chair	---	Dori Jones (Group #1)	AB	Julia Layden (Group #8)
---	Marilee Wetten, Treasurer	---	Bill Rector (Group #2)	AB	Suzanne Dillard-Burke (Group #9)
---	Jean Coberly, Archivist	---	[open] (Group #3)	---	Darlene Larson, Secty
AB	Lois Weathers, Liaison to MG	---	Rose Smith (Group #4)	---	Evelyn Cole, Secty
---		---	Doug Walker (Group #5)	---	

Bill Cunitz, Eric Shawn, Jackie West, Penny Ramos & Andrea Drury

The Residents Life Team held its first meeting in the Pavilion on Friday, 11/2/18. We will meet again in January to develop our process for listening to and learning about the experiences residents have of life at Rose Villa.
(By Eric Shawn)

Purpose

- Listen to experiences of life at Rose Villa. (We are not driving a personal agenda.)
- Listen to all voices, the soft as well as the loud. (Be sure to include residents who did not participate in “Let’s Talk.”)
- Listen to role, sense of place, and sets of relationships and responsibilities to other human beings.

Provide a brief report at each monthly Council meeting.

- Summarize the range of roles, places, relationships and responsibilities.
- Report how many residents we have listened to.
- Summarize how residents describe Rose Villa life.

A) The Education Committee has started planning programs for 2019. Are there any programs you appreciated this year that you would like to see offered again or are there any educational workshops you would like to see us offer?

There is a workshop tomorrow, Tuesday, with tips and tricks about getting your paperwork organized 11:00 – 12:00 in the PAC.

The last in a series of 4 workshops about death—called “Making the Death Plan” will be on Friday, November 16 from 1:00 – 3:00. No sign-up just come.

B) The Fall Campaign has started and the Foundation has raised a little over \$10K. If you have enjoyed anything sponsored by the Foundation this year, you still have time to make a donation and support the Foundation that supports us.

The pinball machine is now in the Club Room and we hope you and your family will take advantage of it. You get 5 plays for a quarter which is a great deal.

C) Part of the Fall Festival is the Foundation Raffle and I am very proud to say the entire Foundation Board and Linda chipped in this year and if you have not seen all the goodies in the lobby, you really need to check them out.

Finally, as many of you know, the Foundation’s 2019 Benefit Auction will be held on Friday, May 10, right here at Rose Villa on Main Street. One thing I learned as a new member to Rose Villa is that the auction used to be held on our campus years ago.

A few reasons we are bringing it home this year are

- This is our 10th year having a fundraising auction and we thought bringing it back home was a perfect way to celebrate.
- We have outgrown all the affordable venues around town and if you have been to any wedding recently, you know the catering costs are through the roof.
- A few residents were concerned that a BIG part of the ticket cost was going to the venue and not the Foundation.
- We all are very proud of Rose Villa and bringing the auction home is a nice way to show off and keep our community healthy. But...most importantly... we really like the commute for residents.

The committee is working on the theme and asked me to remind everyone **the auction is a fundraiser for the Foundation.**

If you have a condo or time share or get-a-way cabin or experience you would like to create with Linda’s help, please let her know.

We really want to make the 10th auction a very special celebration.

Attachment #3

Treasurer's Report

Residents' Association Council
2018 Report

<u>Committee Name</u>	<u>Oct-18</u>	<u>Nov-18</u>	<u>Dec-18</u>
RAC General	\$ 270.83	\$ -	\$ -
Garden Committee	\$ 599.62	\$ -	\$ -
P.O.S.T.	\$ 83.62	\$ -	\$ -
Movie Committee	\$ 975.83	\$ -	\$ -
Wood Shop	\$ 5,432.95	\$ -	\$ -
Treasure House	\$ 12,065.66	\$ -	\$ -
Education Committee	\$ 6,141.05	\$ -	\$ -
Sewing & Craft	\$ 1,162.66	\$ -	\$ -
Computer Center	\$ 734.32	\$ -	\$ -
Library Committee	\$ 6,124.71	\$ -	\$ -
Totals Balance:	\$ 33,591.25	\$ -	\$ -
GC Bottle Drop - Month	\$ 40.15	\$ -	\$ -
GC Bottle Drop -Total	\$ 238.70	\$ -	\$ -

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General Council
2018 Report

<u>Date</u>	<u>Activity</u>	<u>Income</u>	<u>Expense</u>	<u>Balance</u>
1/9/2018	Donation VB Xmas Gift	100.00		
		100.00	-	
	Balance as of January 2018			\$ 1,241.24
2/15/2018	Lyons - Reimb	-	151.62	
2/15/2018	Xmas Gift for CEO		500.00	
		-	651.62	
	Balance as of February 2018			\$ 589.62
	Balance as of March 2018			\$ 589.62
	Balance as of April 2018			\$ 589.62
	Balance as of May 2018			\$ 589.62
6/21/2018	General Supplies	-	105.90	
		-	105.90	
	Balance as of June 2018			\$ 483.72
7/31/2018	General Supplies	-	27.09	
		-	27.09	
	Balance as of July 2018			\$ 456.63
	Balance as of August 2018			\$ 456.63
9/30/2018	Bank Fees	-	1.60	
9/30/2018	Check & Deposit Slip Orders		169.20	
		-	170.80	
	Balance as of September 2018			\$ 285.83
10/31/2018	New Comer's Lunch	-	15.00	
		-	15.00	
	Balance as of October 2018			\$ 270.83

Classic cottage renovations:

- 97: Currently in progress; scheduled for completion in mid-December.
- 218: Completed last week; resident moving in at the end of this week.
- 213: Currently in the design process; a tentative start date has been scheduled for December 1.
- 95: Currently in progress; renovation completion expected November 16.

Phase one Cottages/Apartments:

- 3028: Currently in progress; renovation completion expected November 20.
- 4201: Finishes to be selected this week; no start date solidified but expect to begin work in the next few weeks.

Other sites:

- New woodshop at Torbank parking lot: Progress held up waiting for PGE; our work could be finished within a couple weeks after PGE completes their work.
- New Clinic & Treasure house locations: Both locations are still in design phase; no work has been scheduled at this time.

Note: This list contains the known large projects that are currently being tracked for November; the number and scope of projects taking place at Rose Villa are subject to change from day to day, and this list should not be viewed as comprehensive.

Submitted by Bob Judd, Director of Campus Development; October 30, 2018

ATTACHMENT #5

Employee Christmas Fund Procedure

Part 1 Introduction

This Christmas Fund accumulates donations voluntarily contributed by Rose Villa residents during the year. The Treasurer collects, deposits, and otherwise manages, in a dedicated account separate from Rose Villa Inc., all Employee Christmas Fund donations that accrue throughout the year. The Treasurer reports all Employee Christmas Fund activity at each monthly Council meeting. The Council determines how funds will be allocated.

Part 2
Eligibility

Employee Christmas Bonus Calculation Methodology

Checks to be Distributed: December XXth

- ❖ Employees must be employed on December XXth to receive a check. (The pay period ending immediately before check distribution date)
- ❖ Employees hired after the date we pull the payroll data and run the calculations will receive a flat \$10 check.
- ❖ \$10 will be the minimum dollar amount distributed.

Amounts will be calculated as follows:

Points will be assigned in accord with the number of years of service to Rose Villa. The points will be multiplied by the number of hours worked in 2018 to date. (Total hours cannot exceed 40 hours/week)

Part 3
Calculation

<u>Total Christmas Fund</u>	=	\$ per unit
Total Units		
$\$ \text{ per unit} \times \text{units for employee} = \$ \text{ amount of check}$		
<u>Years of Service</u>	<u>Points Assigned</u>	
Less than 1	5	
1 - 2.99	15	
3 - 4.99	18	
5 - 6.99	21	
7 or more	24	

THIS policy was last updated 2011. As always, this is resident money and can be allocated any way you wish. The Business Office does not determine how money is allocated. *Wage*

EXAMPLE =

employee works 1200 hours, employee has worked at Rose Villa for 3 years and 9 months =

$1200 \text{ hrs} \times 18 = 21,600 \text{ units}$

ATTACHMENT #6

Oregon Continuing Care Retirement Communities Resident Conference Report to the RV Resident Council

The first Oregon CCRC resident-only conference was held in Portland on September 13, 2018. Some 80 representatives from 9 CCRC's, including Rose Villa, met to discuss topics of interest to CCRC residents. Those topics included Governance, Resident Associations, Livability, Health & Wellness, Finance & Budget, Administration/Resident Relations, Building & Grounds, Communication, and Dining. Conference participants included residents from the following CCRC's:

Capitol Manor, Salem	Cascade Manor, Eugene	Holladay Park Plaza, Portland
Hillside Retirement, McMinnville	Mary's Woods, Portland	Mennonite Village, Albany
Mirabella Portland, Portland	Rose Villa, Milwaukie	Terwilliger Plaza, Portland

Ruth Benfield from Mirabella Seattle was the first of two, key-note speakers. She spoke about how residents must address difficult issues with management and the importance of resident / board of directors communication. She stressed the need for strong, resident association bylaws, the importance of recruiting talented people for resident councils—not just “volunteers”, and the importance of multiple resident voices on the board of directors. She stated that the number of resident voices on the board was more important than the number of resident voting members on the board.

She used steep fee increases (6% for two years in a row) at Mirabella Seattle as an example of how residents can influence decision-making. When talks with local management were unsuccessful, residents appealed to corporate management. The fee increase for the second year was reduced to 5.5% but at a cost: dining services were reduced. During the lunch break, I asked the speaker if cost control had been part of the discussion with management and she replied that it had not.

The second speaker, Fred Herb who is the author of Holistic Living in Life Plan Communities, began his talk by asking, “When you moved to a CCRC, was your new home exactly as you expected?” The question generated a lot of laughter. He proceeded to talk about the different ways management conveys information to residents (intranet, hard copies, in-house TV, Google Groups, phone system, etc.) He also stressed the importance of financial transparency.

Attendees then broke into small groups to discuss specific topics. My conclusion from the small group discussions was that all CCRC's have pretty much the same concerns and many

of the same processes. Two particular areas where CCRC's differ is in dining plans and site management. Many of the CCRC's at the Conference are run by management companies.

- Attendees were generally happy with their CCRC and liked their fellow residents
- Communication and dining are top concerns
- CCRC's are doing pretty much the same things when it comes to welcoming new residents, work order systems, etc.
- CCRC's are asking what level of health service for residents in independent living is realistic
- Addressing dietary preferences is a growing concern

Participant response to the Conference seemed quite positive.

Respectfully submitted,

Helen Lyons

10/30/2018

Volunteer Recognition - Bill Rector: No report this month

Employee Christmas Fund – Marilee Wetten:

Checking account balance as of Sep 28, 2018	\$22,567.62
Deposits for October	<u>17,294.43</u>
Balance as of Oct 31, 2018	\$39,862.05

Group 3 John Gillock Sustainable Living

Bringing Nature Home - Wes Brown: No report this month

Green Committee – John Gillock: The last month or so, we have seen local leaders reaching out to different communities to promote goals and practices of sustainability. Mayor Mark Gamba of Milwaukie convened the first of many annual symposia to decide which tasks to tackle and how. Congratulations on taking the initiative.

Rose Villa resident, Bob Zimmer, conducted a voter education seminar for folks who wanted to better understand the Oregon statewide ballot measures. Walt Schaffer did the most basic of citizen duties: he registered voters.

Treasure House - Judie Hansen: The Treasure House has had incredible sales during the last month thanks to attic treasure boutiques and sneak peek sales and the generous donation of beautiful jewelry and collectible watches. Our customer base has expanded with the help of notices on Next Door. The November special in the Treasure House is everything blue, clear glass, and all framed art – 50% off the marked price. The Treasure House Team is holding a training session for all volunteers on Tuesday, November 20 at 10 AM in the PAC. The purpose of the meeting is to prepare for our move across River Road and to update bookkeeping and operation policies. The meeting will last one hour.

Group 4 Rose Smith Spiritual Well-Being

Solarium Worship - Bud Robinson: No report this month

United Christian Fellowship – Jackie West: No report this month

Group 5 Doug Walker Outdoor Activities

Pet Owners Support Team - Kathy Phelan: No report this month

Community Garden - Jan and Dave Dobak: Garden Committee meetings are *first Thursday each month* at 10 am; Training Room in North Main. Everyone who uses the garden is welcome to come to the meetings.

The Saturday morning work day on October 27 had 7 participants: Joncile Martin, Ron Rombalski, Ron Slusarenko, Sally Sherrard, Tom Wilcox, and Jan & Dave Dobak.

No more Saturday work days until spring – perhaps February 23, 2019.

A small, lightweight string trimmer has been purchased and is in Shed 5.

Shed 5 has been painted. Work on electric connection to New Shed 5 has been slow-going; we hope it will be done soon. While New Shed 5 electricity is being worked on, there will be no power in Shed 2. Until electric installation in New Shed 5 is done, the battery electric lawnmower will be stored in Shed 3. Outlets at Shed 3, the outlets on Plot 77, and the outlet in the Picnic Area by the barbeque will be the only electric service in the Garden.

Demolition of Old Shed 5 is finished, and the hole is being filled. Hauling dirt to the hole is a slow process. There will be more dirt.

Does anyone want to adopt the row of 5 grapevines in the Orchard area? If there is no interest, they will be removed.

We are watching the forecasts for freezing weather, and plan to be keeping water turned on until then.

Susan Hyne talked about the Tuesday Market experience this past summer. She asked if some of the gardeners could be present occasionally to talk about the produce that's being offered. An interest was expressed in knowing "who grew this?" and perhaps a few gardener profile writeups – "who I am and what I grow" – would help address that.

Renewal notices will be sent out in early January. If anyone knows sooner that he/she won't be renewing, please let us know, as several Future Residents are requesting plots.

Tuesday Market - Susan Hyne and Dee Saunders: No report this month

Group 6 M.A. Malone Communication

RV News - Lori Carter: No report this month

Library - Jean Coberly: Two incoming residents donated several boxes of books in October. We were able to add some to the Library and others were shared with the Treasure House to sell. Our limited space requires us to be very selective about what we add. In order to add a new book, it's often necessary to remove an older title to make shelf space.

Magazine Exchange - Barbara Tuck & Julia Layden: No report this month

Group 7 Suzanne Townsen Hospitality

Welcoming Committee – John & Marilee Wetten: No new residents for October.

Potluck – Stephen Weislogel: We had only 19 at the October potluck, probably because there were two other major events scheduled for the same evening. Normally 30+ residents come to the potluck. Apparently all those missing were the salad makers since there were no salads on the table. Selections otherwise were varied and delicious. We're hoping for a better turnout in November.

Group 8 Julia Layden Off-Campus Activities

Out to Lunch Bunch - No report

Off Campus Entertainment - Byron Windhorst: No report this month

TriMet trips - Jean Coberly: I completed my last TriMet trip, to the Westmoreland neighborhood, on October 30th. I have discontinued my volunteer work with Ride Share, the group that provides the free HOP passes. I've informed Helen that I will no longer be the TriMet rep for Rose Villa. I don't know that there needs to be a replacement for me. TriMet information can be shared with residents on an as-needed basis by those of us who use it frequently.

Group 9 Suzanne Dillard-Burke Leisure Activities

Sewing & Quilting Studio – Jan Rogers: No report this month

Woodshop - Ed Egging: No report this month

Readers' Theater - Byron Windhorst: No report this month

Book Club - Evelyn Cole: No report this month.

Weavers' Group - Vivian Scheans: No report this month.