

December 3, 2018 Residents Association Council Minutes

Regular Meeting, December 3, 2018, in the Training Room

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

What we value and are grateful for: Madrona Grove Sadie Hawkins dance, Open Mic performances

Minutes from previous meeting: approved with corrections

Reports

Rose Villa Management: Tina Moullet reported that the last two Phase 2a/b homes have been sold. Future residents were given notice that their homes will be finished in February.

Monthly informational meetings are being held for RV residents by the staff.

Jennifer Werdel will be the new Director of Marketing.

Health Services Report: Erin Cornell reported that Madrona Grove is full so currently, RV residents must go off-site for care. Rose Villa will pay costs above normal MG rates to residents who must go off-site because of lack of space in MG.

Foundation: Judie Hansen reported that the Foundation's 2019 Benefit Auction will be held on May 10, 2019, right here at Rose Villa. See Attachment #1

Archivist: Jean Coberly reported that in the 1960's, the fee for a garage was \$7 per month.

Treasurer: (Marilee Wetten) See Attachment #2

Campus Renovation Project Report: See Attachment #3

Facilities Report: See Attachment #4

Agenda Items

Process for Scheduling Events at Rose Villa

Justus Phelps, RV's Event Specialist in Courtesy Services, explained the process for scheduling events. First, decide what you want to schedule and check for meeting space availability at the Resident Services Counter. Second, fill out an Event Form 5 weeks prior to the event (2 weeks would be the minimum). The Event Form is available on Touchtown under the Forms icon or may be obtained at the Resident Services Counter. Third, return the completed form to Justus in person or by email. He will contact staff, as needed, for items such as catering, room set-up, and flyers.

A Gathering Place for Rose Villans has been moved to the January 2019 agenda.

Procedures Manual: Employee Christmas Fund – An eligibility clause was added to support the 11/5/2018 Council decision regarding a long-term RV employee. See Attachment #5 for the text. Consensus was achieved. The proposal was accepted.

Post a List of Resident Names & Cubby Numbers Adjacent to the Cubbies – After discussion by the Council and input from guests, the item was referred back to the Executive Committee. The Committee is to gather additional input from the community on this subject before the January meeting. See Attachment #6

Announcements and Updates

- 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
- Thank you to Rose Smith who is completing her term on the Council this month.
- John Gillock has resigned as Councilor for Group III because of his and his wife's health problems. Ron Slusarenko will be the new Group III Councilor.
- If you would like to serve on the Council's Communications Advisory Committee or know someone who should serve, please email the name(s) to LyonsHelen7@gmail.com
- There will be an Orientation Meeting for all Resident Council members on December 14th at 10:00 am in the Training Room

Suggestion Box

- Develop an RV Flag. Response - A flag can be listed as a possible marketing material for use as needed. Recommendation: use the Rose Villa logo, either red on white or white on red, on the flag
- On Sundays serve only a "holiday type" meal in the Heirloom. Response – This would provide a small cost savings, but the Brunch Menu has been quite popular with residents. This doesn't seem like a good time for a change.
- (Nov) Could chicken strips be added to the Sunday Brunch menu? My grandkids visit on Sundays and they love chicken strips. Response -- yes
- (Nov) Could we get more slots for flyers on the wall by the mail room? Response -- yes
- (Nov) Add a list of commonly called phone numbers at the beginning of the "staff directory" list on Touchtown. Response – Beth said that's a great idea! She'll take care of it.

- (Nov) Considering the cost, should RV hire a new chef? Response—Vassar reported at the November forum that the position of Chef Manager has been in the budget for years, so it's not a new expense. Norine has been serving as both Chef Manager and Director of F&B but long-term, it's not fair to expect her to do both jobs.

Open Forum

- Campus Communication is a growing problem Response: appoint a Communications Committee and a Social Media Committee to investigate issues and make recommendations
- Problems with internet access Response: New equipment is being installed across campus
- Report on status of Free Money project Response: A total of \$2250 has been allocated and \$1250 of that has been funded. A total of \$710.15 has not yet been allocated. See Attachment #7

Next Forum: December 11th at 11:00 am

Council speaker: M.A. Malone

Group speaker: Judie Hansen

Next Council Meeting: January 7, 2019 at 9:45 am in the PAC

Next Executive Committee Meeting: December 8, 2018

Meeting adjourned 10:55 am

Respectfully submitted,
Darlene Larson and Evelyn Cole, Secretaries

ATTENDANCE

Number of Guests Who Signed-In: 13

Staff Members: Tina Moullet, Katie Morales, Justus Phelps

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

The Education Committee is planning programs for 2019. Is there any program you appreciated this year that you would like to see offered again? Are there any educational workshops you would like to see offered? Our last workshop of the year is Wednesday, December 5th, with tips and tricks about getting your paperwork organized from 11-12 in the PAC.

The Fall Campaign is heading into its final month and has raised a little over \$18K. The goal is \$23,500. If you appreciated any workshops sponsored by the Foundation this year, you still have time to make a donation and support the Foundation that supports us.

The pinball in the Club Room has been a big hit and we hope you and your family will take advantage of it. The team has set up a pinball tournament for residents and staff next month. Information is available in the Club Room next to the pinball machine.

Don't forget to attend the final baseball movie "A League of Their Own" on Thursday, December 6th. If you wear anything that is baseball related, you will get a free hotdog and beer, while supplies last. Doors open at 6:30

The Foundation's 2019 Benefit Auction will be held on Friday, May 10 right here at Rose Villa on Main Street. Some of you might not know that the auction used to be held on our campus years ago.

A few reasons we are bringing it home are:

- This is our 10th anniversary of 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 expressed their concern that a BIG part of the ticket cost from last year was going to the venue and not to 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, it is not a program event.** 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. Over the holidays, if you receive gift cards or bottles of wine that you won't use, please share those with the Foundation.

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

Most importantly, thank you all for your support and thank you Helen, like the Resident Council President before her, for sponsoring a table at the auction. That act speaks volumes.

In December, Stan Jackson will be stepping down as President of the Foundation and will remain involved as “Past President”. Stan has had such a positive impact on the Foundation’s growth and has been a fantastic President.

If you would like to thank him for his contributions, please feel free to drop a note in the Foundation box and we will make sure he gets it.

In January, Bill Cunitz will assume the role of President, Elliot McIntire will be Vice President and Joan Clark will serve as Secretary.

Rose Villa Foundation Resident Council Report
November 27th, 2018
Judie Hansen, Past Foundation President

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	\$ -	\$ -

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

Campus Renovation Project Report for Resident Council, December 2018

Classic cottage renovations:

- 97: renovation is in process and is on schedule to complete by 12-10-18
- 228: renovation planning is in process; no start date is confirmed but the aim is to begin work by mid-December.
- 325: renovation to begin ASAP

Other sites:

- Temporary clinic location (East of employee parking): Will begin by mid-December.
- Temporary Treasure House location (East of employee parking): Will begin by mid-December.
- New Woodshop: currently on hold due to PGE schedule. Once powered up, an additional week's worth of electrical work will be required. This project remains a "Wild Card" and could start back up at any time.
- Art Wall in Harvest Grill: Painting. This is a "Wild Card" project and could be done at any time based on staff availability.

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; November 27, 2018

Campus Facilities Report

Grounds Dept:

One of our sustainability goals was to slowly migrate from gas powered to electric blowers when the quality became available. That happened this month with the purchase of a commercial battery powered blower by RV Grounds Dept. We have been using it for 3 weeks and have had excellent results with power and battery life. Several residents have commented how quiet it is and been very appreciative.

EVS Dept:

Kristina has successfully calendarized and automated resident housekeeping schedules and we are working on leveraging technology with mobile devices for staff, similar to Building Operations, so tasks and communication can be streamlined with less paper and confusion.

Schedule:

Lawn mowing, blowing, and trimming takes place on Wednesdays. Other work is scheduled according to workload and season.

ATTACHMENT #5 Clause Added to the Employee Christmas Fund Procedure: Eligibility Section

❖ Recognizing the unusual dedication of long-serving employees, any employee who, as of June 1, 2018, is employed at Rose Villa and has been employed at Rose Villa for more than 30 years, is eligible for the 2018 Christmas Fund, whether employed at the end of the year or not. This policy will be in effect whenever such an employee has passed their 30-year Rose Villa work anniversary, in the year in which they may leave employment with Rose Villa.

ATTACHMENT #6 Alphabetical List of Resident Names & Cubby Numbers Near Cubbies: Pros and Cons

Pros	Cons
Convenience: check the list for resident cubby numbers instead of scanning each row of cubbies	Security Issue: anyone walking through the lobby could grab a list of resident names & addresses

ATTACHMENT #7

Status Report: Free Money Project

November 26, 2018

Free Money – beginning balance: \$2960.15

The Council has approved the following

- \$1,000 Ready Force: Emergency Medical Supplies Status: funded
- \$500 Trees on Campus Status: funds committed
- \$500 The Wood Shop Status: funds committed
- \$250 Art/Activity Supplies for Madrona Grove Status: funded

Free Money -- remaining balance: \$710.15

The Free Money project started with a balance of \$2960.15 from two defunct resident groups: The Saturday Night Movie and The Computer Center. A cubby stuffer asking for ideas for use of the money brought in 37 different suggestions from 52 residents. The Executive Committee sorted the suggestions according to the following criteria:

- Number of residents who would benefit with consideration to
 - resident groups
 - cost of the suggested project or item
 - items not the exclusive responsibility of the Rose Villa Administration

The top 6 items from the resulting list are as follows:

- Ready Force Emergency Medical Supplies
- Playground equipment for the English Meadow (will require approval from the Administration)
- A blender for the Harvest Grill to make smoothies (will require approval from the Administration)
- Art and activity supplies that Madrona Grove residents can use for projects with Oak Grove Elementary students
- Money to plant more trees on campus. Green Committee representatives will work with RV staff to select tree varieties and planting locations.
- A gift or gift certificate for the Wood Shop when they move to their new location

After primary projects are funded, consider donating any remaining cash to one or more of the following:

- Oregon Coats for Kids
- UNHCR, Mercy Corps, Doctors Without Borders, or the Red Cross
- UNICEF

Respectfully submitted,
Helen Lyons, Council Chair

Councilor Reports, December 2018

Group 1 Dori Jones

Health, Wellness and Safety

Wellness - Rene Swar: A presentation on beating the winter blues is scheduled for Friday, December 14, at 1:00 p.m. Details later via flyer.

Ready Force - Mary Eusterman: No report this month

UNA-USA – Kay Schmerber: The Rose Villa Chapter of UNA-USA would like to express appreciation to residents for their generous support of UNICEF during the month of October – donations totaled \$3,105! Tax Deduction letters will be sent to residents at the end of December. Our next chapter event will be our annual meeting and election of officers in late January 2019 at which time our 2018 annual report will be submitted to the national office of UNA-USA.

Group 2 Bill Rector

Service

Friendship Corps - Lois Weathers: Since the inaugural visit on April 3rd, Friendship Corps volunteers have been bringing a well-stocked Bookmobile into Madrona Grove every two weeks. An average of four books and five magazines are chosen by residents each visit. MG staff also enjoys perusing the books and have taken a few to read as well.

Opening Minds Through Art (OMA) is in progress- just two more sessions to go until the Gala Art Auction after the first of the year.

The RV Quilters completed their second memory quilt designed specifically for a MG resident. This one (with a tool and outdoor theme, plus a favorite hymn) went to long-time beloved resident Johnny Richardson.

November has been a busy month with volunteers visiting residents and also helping with numerous activities such as Scrabble, watching Saturday NFL football, outings to New Season's Market and Purrington's Cafe, plus the Fall Art and Food Festival, and the much-enjoyed Sadie Hawkins Dance.

Volunteers are ALWAYS needed and wanted. Contact Jacque Binder at x3276, or Lois Weathers, at x3240. For OMA, contact Marianna Jones at x3276.

Volunteer Recognition - Bill Rector: No report this month

Employee Christmas Fund – Marilee Wetten:

Checking account balance as of Oct 31, 2018	\$39,862.05
Deposits for November	77,475.03
Balance as of Nov 30, 2018	<u>\$117,337.08</u>
Total Distributed to Employees	\$117,000.00

Group 3 Ron Slusarenko Sustainable Living

Bringing Nature Home - Wes Brown: No report this month

Green Committee – [open]: No report this month

Treasure House - Judie Hansen: On Friday, December 7, the Treasure House will be presenting \$9,500 each to RVI and the RV Foundation. This is the largest donation to date and we expect 2018 sales to bypass \$53,000.

The December Attic Treasures Boutique featured ceramics by Kathiann Brown and baskets by James Carthel. We appreciate their generous donation of these beautiful items to the Treasure House.

During the month of December, all clothes and accessories will be 50% off. A holiday house is set up in the Furniture Showroom. We ask that no furniture item be dropped off without first calling Ed Egging to make sure we have room in the showroom.

Thanks to all those who have donated items and shopped this year.

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

Community Garden - Jan and Dave Dobak: It's late autumn, and the Garden is going to sleep for the winter. We have 36 gardeners enrolled, including several future residents who have already claimed plots. There are still garden plots available for anyone who wants one. We continue to meet on the first Thursday each month. New Shed 5 is completed; electric work was finished Tuesday before Thanksgiving.

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

Bird Houses – Walt Schaffer and Walt Garvin: No report this month

Group 6 M.A. Malone Communication

RV News - Lori Carter: Residents should be sure to use the correct email address for the News when sending in items. It is rvm@rosevilla.org. There have been some instances lately of not receiving articles for publication, so I'd like to stress using the correct destination.

Library - Jean Coberly: No report this month

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

Group 7 Suzanne Townsen Hospitality

Welcoming Committee - John & Marilee Wetten: No new residents in November

Potluck - Stephen Weislogel: The December Potluck has been cancelled. Potlucks will resume in January.

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

Group 8 Julia Layden Off-Campus Activities

Out to Lunch Bunch - No report this month

Off Campus Entertainment - Byron Windhorst: More than 20 residents traveled to Lakewood Theater on November 14th and enjoyed a first-rate performance of *Inherit the Wind*. On January 24th, we plan to see *Dial M for Murder*. Watch for the announcement and sign up to ride the Rose Villa bus to Lakewood!

Let's Talk – Marilyn Gottschall and Andrea Drury: No report this month

Group 9 Suzanne Dillard-Burke Leisure Activities

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

Wood Shop - Ed Egging: The Woodshop is slow at this time as we wait for PGE to connect the power to the new location. We are identifying small hand tools that need replacing and making small purchases to upgrade 'well used' tools. Eric Shawn donated a \$100 gift certificate so at this time we have not needed to dip into our funds here at RV.

Readers' Theater - Byron Windhorst: Readers Theatre presented the annual Employee Appreciation program on Wednesday, December 5, to a packed PAC. Following the program, residents and employees enjoyed refreshments in the Lobby.

Book Club - Evelyn Cole: The Club meets the 2nd Tuesday of each month in the Vista Lounge. We will discuss *A Long Way from Home* by Peter Carey in December and *Anything is Possible* by Elizabeth Trout in January.

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