

COUNCIL MEETING NOTES

January 6, 2020 Regular Meeting

Call to Order Eric Shawn called the meeting to order at 9:00 a.m.

What we value and are grateful for: new car, new decade, rain, no rain, for baking ability

Consent Agenda December meeting notes approved

Reports (oral reports were omitted today due to limited meeting time)

Treasurer's Report (Marilee Wetten) See Attachment #1

Council Safety Committee (Janet Strickland) See Attachment #2

Madrona Grove Liaison (Lois Weathers)

Employee Christmas Fund (Suzanne Townsen) See Attachment #3

Council Communications Committee (Julia Layden)

Council Pet Committee (Suzanne Townsen)

Archivist (Jean Coberly)

Food Think Tank (Suzanne Townsen) See Attachment #4

Rose Villa Management (Tina Moullet) Tina announced that new tables have been order for the Club Room. The new tables are a gift from Treasure House and the existing tables will go to them.

The Foundation (Elliot McIntire) See Attachment #5

Group Reports Send to RVRACouncil@gmail.com by the 25th of the month.

Agenda – Continued Business

Wayfinding Map: The Executive Committee forwarded the following note to Tina Moullet and John Schallberger on 12/16/2019:

On December 2, the Council approved the Safety Committee recommendation for an exterior, well-lit campus map near the main entrance with a water resistant display box for map copies. The Council directed the Executive Committee to work out and forward details to the appropriate Rose Villa department. The Executive Committee met on

Saturday, 14 December, and forwards the recommendation along with two suggestions: 1) consider locating the map on the West side of the Main Street Circle, and 2) consider developing a new map that combines the Ready Force map with the building identification map (attached) drafted by Tom Wilcox.

Agenda – New Business

Change Council Meeting Time to 1:00 – 2:30 p.m. (Eric Shawn)

Decision Item

Staff need more time to set up for the 11:00 AM Functional Fitness class. Proposal: That the Council meeting start time be changed from 9:00 AM to 1:00 PM on Mondays beginning with the February meeting. Consensus was achieved. The proposal was approved.

Major Themes for 2020 (Eric Shawn)

- Employee Christmas Fund Criteria (January/February) See Bill Rector's comments below.
- Infrastructure (pending committee work) Philip Reidel will lead this committee.
- Communication (pending committee work) Jerry Corn and Julia Layden will lead this committee.
- Sustainability (March/April: pending committee work)

Employee Christmas Fund Procedure (Bill Rector)

Discussion Item

Bill described the Christmas Fund issues reviewed in early 2019 including the name of the fund, employee eligibility, and allocation of the funds collected. He noted that there was considerable discussion about eligibility: should funds only go to hourly workers, should the administration be included or excluded, should funds only go to non-exempt workers, etc. In 2019, all employees were eligible for the Christmas gift except for contractors and leased employees. The amount of an employee's gift was determined by length of employment at RV and number of straight-time hours worked in 2019. Position at RV and salary were not factors.

Bill led a discussion that covered a number of points. Discussion will continue in February.

Announcements and Updates

- Campus Renovation Update See Attachment #6
- Facilities Operations Update no report this month
- Council Committee Appointments 2020 (Eric Shawn) See Attachment #8
- 2019 BottleDrop Donations to the Foundation \$3,334,05
- Great Good Places Update (Eric Shawn) Club Room tables on order

Suggestion Box

Suggestions & responses are published each month in the meeting notes. A digital suggestion box has been added under the Residents' Association icon as an alternative to the suggestion box in the mailroom.

- (Aug 2019) Could buddies assist new residents for a longer time
Response: There's no limit on the length of time that a buddy will assist a new resident. Your buddy may be one of your first Rose Villa friends but won't be the only one. If you have a question or just want some company, feel free to ask one of your neighbors or someone you've met through one of the many RV activities. We are all in this together!
- (Sep 2019) Have you thought about a vending machine for snacks and drinks in the Club Room? Would be good when Harvest Grill is closed.
Update:
- (Oct 2019) Install the equipment necessary to watch and hear/listen to videotape recordings.
Response: Equipment to play CD's, DVD's, and Blu-Ray discs is available in the Club Room. Check with Resident Services if you need setup info. If you are inquiring about VHS tapes and have a VHS player, RV staff can help you connect your player.
- (Dec 2019) Too many hours are spent putting up Christmas decorations at resident expense. Why not leave lights on Main Street up all year?
Response: There are a couple of reasons for not leaving lights up year-round. First, the Christmas lights we use are not intended for year-round exposure to sun, rain, and wind. Second, any labor savings from leaving the lights up year-round would be more than offset by additional labor costs due to the Grounds people having to work around the lights throughout the year and the Maintenance people having to replace damaged wiring and bulbs before the lights are turned on next December.
- (Dec 2019) RV Employee Gift Fund should not be shared with management.

Response: The Employee Christmas Fund is managed by the Rose Villa Residents Association through the Council. The Council revised the distribution plan in 2019 and plans to review the program again in February 2020. This suggestion can certainly be part of that review.

- (Dec 2019) At the beginning of each Forum and Council meeting, the leader should request that ALL attendees silence cell phones during the meeting.

Response:

Open Forum

- (Dec 2019) Not all Rose Villa emails reach my inbox. What can be done?
Response: To make certain you receive ALL Rose Villa emails, set your spam filter to ignore anything from rosevilla.org Some staff members send emails from a department account such as pbx@rosevilla.org or events@rosevilla.org and some use their personal RV email addresses. If you need help, issue a work order. Our new IT Coordinator, Brian Ray, can set it up for you.

Upcoming Meetings

Next Forum: Tuesday, January 21 at 2:30 p.m. in the PAC

- Council speaker
- Group speaker Kay Schmerber from UNA-USA

Next Council Meeting: February 3, 2020 at 1:00 PM in the PAC

Next Executive Committee Meeting: Saturday, January 11, 2020

Next Intro to the Council: Saturday, January 25, 2020

Meeting Adjourned 10:00 a.m.

ATTENDANCE

Number of Guests Who Signed In: 12

Staff Members in Attendance: Tina Moullet

P Eric Shawn, Chair	P Vivian Scheans, MG Rep	AB M.A. Malone (G#6)
P Helen Lyons, Past Chair	P Elliot McIntire, Foundation	P Suzanne Townsend (G#7)
P Philip Riedel, Vice Chair	P Dori Jones (G#1)	P Julia Layden (Group #8)
AB Marilee Wetten, Treasurer	P Bill Rector (G#2)	P Jerry Cory (Group #9)
P Jean Coberly, Archivist	P Byron Windhorst (G#3)	P Darlene Larson, Secretary
AB Lois Weathers, Liaison MG	AB Judie Hansen (G#4)	P Evelyn Cole, Secretary
	P Doug Walker (G#5)	

Councilor Reports, January 2020

Group 1 Dori Jones

Health, Wellness and Safety

Wellness - Rene Swar: New things are happening in the Wellness Department. Marianna Jones, will be joining me as our Mind and Body Specialist. She will be assisting me with programming and teaching classes. I look forward to working with her as we build our culture of wellness across campus.

Another slight change is the wellness schedule, is that on Mondays there will be a lifeguard on duty and the lazy river on from 7:30 a.m. – 9:00 a.m. Due to low attendance we will not be having the lazy river running on Monday afternoons. The rest of the lazy river schedule will stay the same.

The rescheduled myofascial clinic will be held on Friday, January 31 at 11:00 a.m. in the fitness studio. Learn some easy myofascial release exercises using tennis balls. Myofascial release is an alternative therapy that is useful for treating skeletal muscle immobility and pain by releasing contracted muscles, improving blood and lymphatic circulation, and stimulating the stretch reflex in muscles.

Ready Force – Steve Morris:

UNA-USA – Kay Schmerber: UNA-USA is delighted to report that the final donation total for UNICEF was \$3,535.00! The generosity of residents and staff is a testament to the shared value of caring outreach.

We recently had a membership drive and are happy to welcome eleven new members and nine renewals!

On Tuesday evening at 7pm on January 28 we're hosting Mr. Duke Castle as presenter for our Annual Meeting. His topic for the evening is "Climate Mobilization as Seen through the Eyes of the Lake Oswego Sustainability Network." Mr. Castle is a founding member of that network and has worked for many years as a leader in finding local solutions that advance global change in sustainability, one of the Development Goals of the United Nations. Please come and bring a friend. On behalf of the membership, I wish each of you a year of good health and well-being.

Council Safety Committee – Janet Strickland: Discussion in regards to medical Alert systems was held. Mary Helen Clausing has always been the "go to" person for help and should continue to be for anyone seeking help or information. Medical alert devices need to be set up correctly.

In the event of a resident accident, please gather far enough away to give responders room to work.

Street light on Schroeder by the Oaks is planned to be installed by PGE.

Next Safety meeting is January 20 at 10:00 AM in the Board Room.

Group 2 Bill Rector Service

Friendship Corps - Lois Weathers:

Volunteer Recognition - Bill Rector: We look forward to the 2020 Volunteer Recognition Program!

Employee Christmas Fund – Marilee Wetten & Suzanne Townsen:

Checking account balance as of 11 / 30 / 2019	\$132,210.33
Deposits for December 2019	\$ 8,908.44
Total Donations to Christmas Fund in 2019	\$141,118.77
Balance as of 12 / 31 / 2019	<u>\$ 7,778.99</u>

Group 3 Byron Windhorst Off-Campus Entertainment

Off Campus Entertainment - Byron Windhorst: For the Rose Villa trip to Lakewood Theatre on January 30, the play will be Wait Until Dark. Written by Frederick Knott, it was first performed on Broadway in 1966 and often revived since then. A film version was released in 1967, and the play was published in the same year.

The other two plays left in the season are:

March 26, The Odd Couple

May 21, Funny Girl

Tickets are available at the Lakewood Theater box office 503-635-3901. Please remember, important: After you have purchased tickets, please contact Resident Services to reserve your spot(s) on the RV bus. The bus loads at 6:15 pm.

In other news, on Dec 11, the RV bus took several residents to view the Christmas Ships Parade in downtown Milwaukee.

On Dec 20, an interesting trip was made to OMSI to view exhibits.

Keep watching the announcements on Touchtown and the flyers for quick day trips off campus. The Rose Villa News also lists them.

Rose Villa Choir – Miranda Manners, Andrea Drury: The choir had a busy month in December. On Dec. 13, we were joined by the MelodicasPlus! and Chimes Choir to sing and play for a “sold out” crowd. On the 22nd we participated in a special UCF Vespers Service. Nancy Barrett-Dennehy directed and Ruth Scharback played the piano.

Readers Theatre reads short plays with each person reading a part of one of the actors. No memorization or acting experience is required. You get to take the part of a character. Just come and enjoy reading short plays together within our own group. There's no need to be a performer in a public performance. Your ideas and participation are very valuable. Come see what it's about. New residents?

Book Club - Evelyn Cole: Our book for February is MASTER AND COMMANDER by Patrick O'Brian. Join us on the second Tuesday of each month at 2:00 PM in the Vista Lounge for a lively discussion.

Weavers' Group – [open]: inactive

ATTACHMENT #1 Treasurer's Report Jan 2020—page 1 of 3

Residents' Association Council
2019 Report

<u>Committee Name</u>	<u>Oct-19</u>	<u>Nov-19</u>	<u>Dec-19</u>
RAC General	\$ 2,389.43	\$ 2,336.43	\$ -
Garden Committee	\$ 841.31	\$ 939.96	\$ -
Restricted Funds	\$ 961.70	\$ 373.30	\$ -
P.O.S.T.	\$ 83.62	\$ 83.62	\$ -
Choir	\$ 2,446.72	\$ 1,931.72	\$ -
Wood Shop	\$ 2,493.71	\$ 2,889.96	\$ -
Treasure House	\$ 13,679.78	\$ 16,630.48	\$ -
Education Committee	\$ 7,783.04	\$ 7,503.04	\$ -
Sewing & Craft	\$ 1,705.66	\$ 1,823.66	\$ -
Library Committee	\$ 4,697.19	\$ 4,697.19	\$ -
Totals Balance:	\$ 37,082.16	\$ 39,209.36	\$ -
GC Bottle Drop - Month	\$ 287.85	\$ 470.95	\$ 200.25
GC Bottle Drop -Total	\$ 187.85	\$ 183.10	\$ 487.95

ATTACHMENT #1 Treasurer's Report Jan 2020—page 2 of 3

General Council
2019 Report

<u>Date</u>	<u>Activity</u>	<u>Income</u>	<u>Expense</u>	<u>Balance</u>
1/1/2019	Transfer from Movie Comm	975.83		
1/1/2019	Transfer from Computer	734.32		
1/31/2019	New Comer's Lunch		15.00	
1/3/2019	New Comer's Lunch		20.00	
1/25/2019	RAC Tree Allocation		58.00	
1/31/2019	RAC Tree Allocation		45.00	
		1,710.15	138.00	
	Balance as of January 2019			\$ 1,758.76
2/8/2019	Reimb Supplies	-	19.00	
		-	19.00	
	Balance as of February 2019			\$ 1,739.76
3/31/2019	RAC Tree Allocation		75.00	
		-	75.00	
	Balance as of March 2019			\$ 1,664.76
4/30/2019	New Comer's Lunch	-	18.00	
		-	18.00	
	Balance as of April 2019			\$ 1,646.76
5/6/2019	Transfer to Restricted Funds		1,710.15	
5/6/2019	Reclass Tree Alloc	178.00		
	Balance as of April 2019	178.00	1,710.15	
				\$ 114.61
5/7/2019	RVI transfer to RAC	3,000.00		
3/31/2019	New Comer's Lunch	-	66.01	
5/31/2019	New Comer's Lunch	-	145.00	
		3,000.00	211.01	
	Balance as of May 2019			\$ 2,903.60
6/30/2019	New Comer's Lunch	-	203.49	
		-	203.49	
	Balance as of June 2019			\$ 2,700.11
7/31/2019	New Comer's Lunch	-	58.01	
		-	58.01	
	Balance as of July 2019			\$ 2,642.10
8/31/2019	New Comer's Lunch	-	135.00	
		-	135.00	
	Balance as of August 2019			\$ 2,507.10
9/30/2019	New Comer's Lunch		44.99	
9/30/2019	Laser Xmas Check Order	-	32.18	
		-	77.17	
	Balance as of September 2019			\$ 2,429.93
10/31/2019	New Comer's Lunch	-	40.50	
		-	40.50	
	Balance as of October 2019			\$ 2,389.43
11/30/2019	Printing at Resident Services	-	53.00	
		-	53.00	
	Balance as of November 2019			\$ 2,336.43

ATTACHMENT #1 Treasurer's Report Jan 2020—page 3 of 3

Restricted Funds 2019 Report

Date	Activity	Income	Expense	Balance
	Balance as of May 2017			\$ 2,960.15
6/30/2017	Allocated Ready Force		\$ 1,000.00	\$ 1,960.15
10/31/2017	Madrona Grove		250.00	\$ 1,710.15
1/25/2019	RAC Tree Allocation		58.00	
1/31/2019	RAC Tree Allocation		45.00	
3/31/2019	RAC Tree Allocation		75.00	
	Balance as of April 2019			1,532.15
	Balance as of May 2019			1,532.15
	Balance as of June 2019			1,532.15
	Balance as of July 2019			1,532.15
	Balance as of August 2019			1,532.15
	Balance as of September 2019			1,532.15
10/10/2019	Ready Force Supplies	-	351.45	
10/22/2019	Evans Farms - Tree Alloc.		54.00	
10/22/2019	Loen Nursery- Tree Alloc.		165.00	
		-	570.45	
	Balance as of October 2019			\$ 961.70
11/25/2019	Ready Force Supplies	-	88.40	
11/25/2019	Transfer To Wood Shop		500.00	
		-	588.40	
	Balance as of November 2019			\$ 373.30

Club Room Coffee

		Expenses	Income	Balance
4/19/2019	Beginning Balance			\$8.20
5/1/2019	Deposit		\$10.70	\$18.90
6/1/2019	Deposit		\$23.06	\$41.96
6/16/2019	Purchase coffee, creamer	\$83.47		(\$41.51)
7/1/2019	Deposit		\$23.60	(\$17.91)
8/1/2019	Deposit		\$20.04	\$2.13
8/18/2019	Purchase creamer	\$9.49		(\$7.36)
8/25/2019	Purchase coffee, creamer	\$25.39		(\$32.75)
9/1/2019	Deposit		\$37.05	\$4.30
10/1/2019	Deposit		\$39.05	\$43.35
10/22/2019	Purchase coffee, creamer	\$83.47		(\$40.12)
11/1/2019	Deposit		\$45.21	\$5.09
12/1/2019	Deposit		\$37.30	\$42.39
1/1/2020	Deposit		\$31.56	\$73.95

ATTACHMENT #2 Council Safety Committee Report January 2020

One of the Safety Committee's roles is to listen to resident questions and concerns about safety and then work with staff to address those questions and concerns. A current issue involves lack of lighting on Schroeder Avenue between the Oaks and the classic cottage duplexes. John Schallberger is working with PGE on streetlights. We are looking for a temporary solution as well.

ATTACHMENT #3 Employee Christmas Fund Report January 2020

Employees received their checks on December 6th following the Christmas Program in the PAC. Cookies and treats were enjoyed by all in the Lobby.

Helen Lyons and Suzanne Townsen met the next week with Beth Knowles, Alice Jones and Samantha Kocher for a debriefing. It was decided that next year the Christmas Program should run twice with treats and checks available during a time overlapping both programs.

ATTACHMENT #4 Food Think Tank Report January 2020

The food think tank met December 5, 2019. There was some confusion as to what things were on the Christmas Menu. Norine will send out an additional explanation to clarify. Culinary Dinners will now be called Chef Dinners giving Marty more flexibility. These will be held on the second Thursday of the month.

New Year's Dinner will be buffet style prime rib. An announcement will be out soon.

We discussed the staggered dining credit. Each person A-L (last name) will have their dining credit from the 15th to the 15th of each month. Each person M-Z (last name) will see no change.

Wine purchased by the bottle will no longer come out of a person's dining credit unless the bottle is fully consumed at a meal. It will be billed separately as other

charges are. The cost of wine by the bottle will be decreased from current prices. Wine by the glass will be charged to an individual's food credit.

Discussed the possibility of increasing grocery items residents can purchase.

Discussed requests for low sugar items being available. If artificial sweeteners are used, there is a need to show them as ingredients. Could also be sweetened with apple sauce, fig jam, etc.

Suzanne Townsen

ATTACHMENT #5 Rose Villa Foundation Report January 2020

This fall has been a busy one for the foundation. We just wrapped up our fall fund raising activity, the Rose Villa Grand Prix, and raised a total of over \$43,000, which exceeded our goal of. \$32,600 by more than \$10,000. Thanks to all who put money down on their favorite racers. Plans for the spring are already well underway. In late April we will hold a Casablanca night, recreating Rick's Cafe Americain, complete with a buffet, and featuring roulette, poker, blackjack, and craps tables with professional dealers. This is going to be a lot of fun. Tickets are \$75 per person. In preparation we will be showing the film classic Casablanca in the PAC on January 25th. More activities are planned for later in the spring. Watch for them!

Elliot McIntire

ATTACHMENT #6 CAMPUS RENOVATION PROJECTS January 2020 Report

Classic Cottage renovations:

Apartment 61-completes, and resident voyager move in on or around January 6, 2020

Apartment 319- In process now and will complete at the end of January.

Temporary laundry- In process now and the construction will complete at the end of January. After that, equipment will be moved from current laundry and start up will begin in February (further details from John S.)

Sewers & Quilters temporary space- will complete first week in January.

Phase III-

As the buildings within the project site close down and vacate, some selective salvaging of usable materials may begin.

Early electrical cutover of apartments 332-337 is pending awaiting PGE design. This work will be imminent at the end of January.

Note: This list contains the known large projects that are currently being tracked; 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.

ATTACHMENT #7 FACILITIES OPERATIONS REPORT No report this month

ATTACHMENT #8

Council Committee List - draft January 2020

Council Committees for 2020 (Draft revised 12/29/19)

Council Executive Committee (Standing)

- Eric Shawn, Chair
- Philip Riedel, Vice-Chair
- Helen Lyons, Past Chair
- Suzanne Townsen, Councilor
- Julia Leyden, Councilor

Council Procedures Manual Committee (Ad Hoc - formed July 2017 - active)

- Helen Lyons, Chair
- Bill Rector, Councilor
- Suzanne Townsen, Councilor

Council Bylaws Committee (Ad Hoc – formed January 2019 – active)

- Helen Lyons, Chair
- Bill Rector, Councilor
- Suzanne Townsen, Councilor

Council Communications Committee (Ad Hoc – formed January 2019 – active)

- Jerry Corn, Chair (tentative)
- Julia Layden, Councilor
- Cindy Brown
- Susan Hyne
- Joncile Martin
- Ann Martin

Council Safety Committee (Ad Hoc – formed January 2019 – active)

- Janet Strickland, Chair
- Helen Lyons, Past Chair (ex officio)
- Doug Walker
- Tom Wilcox
- Mayo Marsh

Council Education Committee

- Julia Layden, Chair
- **This committee needs clarification of its charge.**
- Barbara Hads leads the Functional Fitness resident group within this Council Committee.
- **There is need for an Education Committee to more broadly cover education and assist with funding for Life Long Learning documentaries.**

Employee Appreciation Committee (Ad Hoc – formed January 2019 – active)

- Suzanne Townsen, Chair
- Judy Hansen, Councilor
- Dori Jones, Councilor
- Marilee Wetten
- Jack Duren
- Byron Windhorst

Council Pets Committee

- Suzanne Townsen, Chair
- Nancy Rorden
- Carol Richie

Council Infrastructure Committee

- Philip Riedel, Chair
- Classic Cottage Resident TBD
- North or South Main Resident TBD
- The Oaks Resident TBD
- Garden Grove Resident TBD
- Pocket Neighborhoods Resident TBD