



MINUTES

The regular meeting of the Resident Advisory Council of Fairhaven was held on Wednesday, Oct 2 at 10 a.m. in the Great Room at Fairhaven.

ATTENDANCE

Members

Alex Clark	Chair	Present
Joe Sullivan		Present
Joyce Campbell		Present
Ruth Quin		Present
Gerald Cole		Present
Helen Train		
Valerie Sullivan		Present
Gladys Cotton		Present
Hilda Warden		Present
Morris Wood		
Fred Carter		Present
Shirley Pilling		Present
Tony Citro		
Pat Leahy		Present
Bill Schofield		Present
Carl Deal		Present
Kenn Grainger		Present
Joy Husak		Present
Wendy Smith		Present
Rhonda Lusic		Present
Marilyn Young	Recorder	Present
Guests		
Sheridan Cardwell		Present
Lori Rowsell		Present

1.0 A Call To Order, Welcome and Lord's Prayer

1.1 Alex Clark called the meeting to order at 10:03 a.m. Gladys Cotton led Council in the Lord's Prayer.

2.0 Approval of Agenda for Meeting

Moved by P. Leahy, seconded by C. Deal that

“The Agenda of Oct 2, 2013 BE APPROVED.”

Carried

3.0 Approval of Minutes for Meeting

Moved by C. Deal, seconded by H. Warden that,

“Motion to APPROVE the September 4, 2013 Minutes”

Carried

4.0 Financial Report

\$2496.28 closing balance

50/50 Raffle Winner – \$108.00 – Yvonne Leahy
Consolation Prize - 20.00 – Ann Lazure

5.0 Executive Report – Joy Husak: Resident Satisfaction Surveys are being completed again this year. Please take the time to complete, that is how we know what to improve on. We are working with a Trent student on a human resource project. Mary-Lynn Koekkoek has retired from the Fairhaven Foundation. We have hired Sue Marinchuk to assist in her absence. Emil Varga is our feature artist for October. Curbs are being painted before the winter.

6.0 Nursing Report – Wendy Smith: We have 4 Trent students doing their community placements. Two working on oral hygiene and two working on infection control projects.

7.0 RAC Chairman Report: Alex Clark had nothing to report.

8.0 Communication/Reports: Fred Carter/Gladys Cotton

Fred Carter reported that Family Council is hosting a Network Meeting for local Family Councils in October.

No report from Gladys Cotton

9.0 Tracking Forms:

1. Temperature of Food – reported that adjustments were made to air conditioning deflectors and to temperatures of steam tables. Temperature tips were shared with all dietary staff at a recent meeting. Members noted that there is still no difference. Soup can vary from cool to very hot. It was agreed that temperatures be monitored all month and will be discussed at November meeting. Karen Lombardo will be invited to the next meeting.

2. Table Service Rotation - Meal service rotation changes each day. Every table is served first every nine days. Dining room service is monitored and reviewed. Manager found that table rotation is followed 100 % of the time. Effective October 2013, all tables will have numbers on them to indicate table service rotation. These numbers will be moved daily. Council will follow up on this in December.

10. **A) Sheridan Cardwell** – Fall/ Winter menu is starting Monday October 21st with week one. It is a three week cycle. There are few changes to this menu. Havarti cheese at breakfast has been changed to cottage cheese; chicken drum sticks have been replaced with chicken wings; a fruit sauce has been added to the pound cake dessert; creamy corn has been added; candied chicken has been replaced with a greek chicken breast. Chicken stew with scones has been replaced with chicken and dumplings, a new product of turkey chilli will be tired and a tuna noodle casserole will be replaced with perogi casserole. Mini subs have been retired from the menu for a while. Snacks have all stayed the same. It was noted that no one likes the salmon loaf; Sheridan will look at the recipe for changes. Yorkshire pudding was to be removed from the menu but Sheridan will keep it on the menu just readjust the numbers. It was requested that noodle casseroles like alfredos be substituted instead of potatoes.

B) Lori Rowsell – Lori noted that we are very much into the flu season. It is not too early to start the flu shot program. There is no flu in the community. By the end of next week all residents will be vaccinated with the flu shot. Two students will be helping Lori with staff vaccinations. Last year at the end of the flu season Fairhaven had 68% of their staff vaccinated; an increase from previous years. This year's vaccine has a h1n1, influence A and influence B strain; quite similar to last year's vaccine.

11. **RAC Terms of Reference Revised** – Copies of the new terms of reference were distributed.

12. Information – Rhonda Lustic

- a) Calendars – They have been distributed and are full. An outing to Hand of Man and a shopping outing are this month. Pie day on October 9th for Family Council. October 17th is the Service of Remembrance.
- b) Sunday Social Tea – Table signs have been made stating that “today's tea is sponsored by Residents Council” These signs will be used at the tea just before the council meeting. For the next year we will not be asking for donations.

- c) Pocket Calendars – It is time to order the pocket calendars for the staff for Christmas so that they are here in time.

Gerald Cole made a motion and seconded by Kenn Grainger that we purchase enough pocket planners for all the staff.

Carried.

13. Health and Safety/Suggestion Box Items/ Concerns/ Tracking Forms/Other

It was noted that not all rooms have deflectors installed – Wendy will follow up with Danny Young.

It was noted that the fire alarm announcements are not very clear. Not all announcements are heard clearly. This will be addressed.

A safety issue with the activity rooms – lights are being shut off too early. This will be addressed at the Resident Programs staff meeting.

Adjournment: Motion made by Gladys Cotton to adjourn at 11:15.

Next Meeting:

The next meeting of the Fairhaven Resident Advisory Council is Wednesday November 6, 2013.

President

Secretary

Approved as Presented

Approved with Corrections