

# RFCC Advisory Team Minutes



<b>Meeting Date:</b>	October 28, 2024	<b>Meeting Time:</b>	1:30pm
<b>Chair:</b>	Kathleen MacDonald	<b>Meeting Location:</b>	Chapel
<b>Recorder:</b>	Kathleen MacDonald	<b>Next Meeting Date:</b>	November 25 <sup>th</sup> , 2024
<b>Attendees:</b>	Debbie, Joanna, Judy, Amy P, Debbie M, James, 2 residents, 2 family members.		

- 1.0 Welcome and introductions-
- 2.0 Additions to the Agenda: will add as the meeting progresses

### 3.0 Business arising from the minutes

3.1 Agenda Item: COVID response (Joanna)	
Discussion:	
Influenza and COVID vaccines have been given, and then the one time RSV vaccine will be given in November/December.	
Action items:	
Person Responsible:	Deadline:

3.2 Agenda Item: Capital Project update To be included in Financial Update.	
Person Responsible:	Deadline:

3.3 Agenda Item: Recreation/Pastoral Care Updates (Amy P)	
Discussion: The November calendar will be going up shortly, some of the special activities are music with Andy and Vinnie’s Café. The Fall Fair/Bake Sale will be November 22 from 9:00 – 1:00pm. If anyone would like to donate baked goods for the sale please see Recreation.	
As for Pastoral Care, we will continue to have a variety of denominations come in to provide services to the residents. There will be a Remembrance Day Ceremony on November 11 <sup>th</sup> at 10:45am. We are fortunate enough to have a trumpet player this year. There will be a Christmas Choir Concert on December 3 at 1:30pm. Tickets will be sold for \$2.00 for a toy drive in support of the Salvation Army.	
Person Responsible: Recreation Staff	Deadline:

# RFCC Advisory Team Minutes



## 4.0 New Business

4.1 Agenda Item: Resident Belongings.	
Discussion: Kathy mentioned that as the seasons are changing, families might like to bring in winter clothes and take the summer clothes home as there is limited space in the closets and drawers.	
It was also discussed that when a resident passes away, the family are asked to take all their personal belongings from the room. We are unable to accept any donations such as clothing and televisions.	
Person Responsible:	Deadline:

4.2 Agenda Item: Safety.	
Discussion: Safety was deferred due to the illness of staff member.	
Person Responsible:	Deadline:

4.3 Agenda Item: Financial Update	
Discussion: James talked about the fiscal budget, and he is waiting to receive it for this year. He also spoke of the Capital Projects going on in the building.	
<ol style="list-style-type: none"><li>1. The 6<sup>th</sup> Floor corridor flooring is complete.</li><li>2. The flooring in Nutrition Services will be completed this week.</li><li>3. The new blinds in the residents' rooms are almost complete. All floors are competed except for some rooms on the 2<sup>nd</sup> Floor. This will resume the week of November 11<sup>th</sup>.</li><li>4. A start date is to be scheduled for the 2nd floor corridor and dining room.</li><li>5. The Chiller B project which will take place on the roof and penthouse mechanical room will start sometime in November.</li></ol>	
Person Responsible:	Deadline:

4.5 Agenda Item: Strategic Plan	
Person Responsible:	Deadline:

# RFCC Advisory Team Minutes



4.6 Agenda Item:	
Person Responsible:	Deadline:

4.7 Agenda Item:	
Person Responsible:	Deadline:

**5.0 Roundtable:**

**6.0 Adjournment: Meeting adjourned at 2:10pm.**