

VILLA CATHAY CARE HOME FAMILY COUNCIL

MEETING MINUTES - MAY 28, 2022

Vice Chair: Ilen Toy

Secretary: Grace Wong

Attendees: Amy Li, Sidney Ng, Po Chow, Kimy Chan, Ken Hui, Manda Mok, Ivan Chow, Helen Hui, Lily Cheng, Cathy Shum-Adams, Kam Wong, Edmund Wu, Kang Lam Lee

Staff in attendance: Szuchi Lee – Executive Director Gladys Chung – Social Worker
Joey Cheung – Director of Donor and Community Engagement

Meeting began with a sharing of fond memories and kind words to remember Francisca Ling. Attendees described Francisca to be a loving and selfless individual who dedicated herself to support the vulnerable. She was admired by many for her passion in supporting Residents and family members at Villa Cathay through her role as Chair of the Family Council and for her singing talents, which brought many hours of joy to those around her. Francisca fostered and encouraged a safe/supportive environment for family members to bond, share, and grow together. It is the Family Council's hope to continue to carry on her legacy.

During the sharing, a moment of silence was given to honour and respect Francisca's achievements.

1. Approval of Agenda and Apr. 16/2022 Minutes

- 1.1) Proposed by Sidney and seconded by Helen, minutes of the last meeting on Apr 16, 2022 was approved.
- 1.2) Proposed by Sidney and seconded by Helen, the agenda for May 28, 2022 was approved.

2. Date Selection of the 2022 Villa Cathay Family Council Annual General Meeting

- 2.1) Purpose of today's Family Council meeting is to select the date for the 2022 Villa Cathay Family Council AGM for the Election of new Family Council Executives.
- 2.2) All Family members are invited to attend the AGM
- 2.3) The voting period of the election is between July 6th, 2022-July 16th, 2022 (2 Weeks).

3. Confirm the Annual General Meeting Agenda and Notice

- 3.1) The AGM will be held on Sunday, July 17th, 2022 at 1:00 pm

4. Confirm the Call for Nomination Notice

- 4.1) Ilen:
“One of the key roles that the Family Council can play is to promote improvement of communication and collaboration between family members and the facility, staff, and the management. This may involve working collaboratively with project to enrich the life of the person in care, making recommendation to decision-making, communication to common concerns and idea for improvement.”
- 4.2) Family members will need to complete the nomination application forms and return them to the Social Workers before 5pm on Monday, June 13th, 2022. Forms are also accepted by regular mail and email to: contact@villacathay.ca
- 4.3) Nomination positions: Chair, Vice-Chair, and Secretary.
- 4.4) Villa Cathay Administrative support will mail the voting ballots and AGM Agenda to family members between June 28th, 2022-June 29th, 2022. Family members should expect to receive the ballots in mail before July 4th/5th. Ballots can be returned by mail or in-person to the Social Workers (office is across from receptionist’s desk in the lobby).
- 4.5) An email will be sent to family members to explain the timeline of the nominations and voting periods.
- 4.6) The Administrative team will need two weeks to prepare and send the packages to the election candidates for review (an all-candidates meeting will be held). Any change/adjustments will also be made during this time before the packages are formally mailed out.

Q&A:

- a) Regarding mail, is it snail mail or email?
 - o Joey: Because each Resident can have one vote, we will send out the ballots by mail. We will send it to the first contact of each Resident. The person can have enough time to bring the ballot back in person or by mail back to Villa Cathay. We will control this process. The ballot itself is by mail but other documents including the nomination application, process outline, will be available on the Family Resource Page and also the weekly email. This is how we will be able to control the number of ballots. Each of the ballots will also be barcoded.
 - o Kimy: This process did work last year. There was sufficient time to mail the ballot in or personally drop it off.
- b) What is the function of the Chairman and Vice-Chairman? Is there any way to find out what their function/responsibilities are?
 - o Ken: I found the information on the Family Council Resource information website.
“The information was very informative and well put-together. I encourage everyone to visit the Family Council website resource. I would also like to encourage family members who are eligible to nominate – the more people who participate and share the workload amongst the extended families/all of us, will

help the Family Council in whole, to help everybody achieve what we're all trying to achieve”

“If all of the families can help participate, even a little helps. What we're trying to do as a Family Council is to work together, share in the responsibilities and the benefits to help the Chair, Vice-Chair, Secretary to achieve all that they can.”

- c) Front Entrance of the new building – will it be possible to extend the driveway from the main entrance?

Szuchi: The change will require approval with the city. For the loading area and the current driveway, there was quite a bit of a process. Though this may be a disappointing answer, our team is happy to work with you and assist you in transporting your parents to go through our building to reach our driveway.

- d) Are there any updates to the new building?

- Szuchi: We are still having challenges with hiring nurses. We are currently in the worst nurse shortage since the past 15 years. Unfortunately, this means we have not been able to open the second and first floor due to the lack of nurses.

- e) How many occupants are in the new building?

- Szuchi: 26 Residents.

- f) Does the Family Council need the nominee to specify the position that they are being nominated to?

- Joey: Per last year's voting guidelines, the 3 persons who get the highest number of votes will be the executive members. At their first meeting, they will elect who will be Chair, Vice-Chair, and Secretary. Last year there were not enough candidates, so each candidate just selected which position they wanted to run for. As a result, the ballot was changed accordingly. However, if this year we are able to have enough candidates, we will follow the recommended way of first selecting who are the 3 people we want to be our executives. Then out of those 3, we will select who should be Chair, Vice-Chair, and Secretary. The guidelines are available for everyone to review, if members decide they do not agree with the guidelines, there can be further discussions to have the guidelines changed/adjusted.

- g) Is there a key plan/overall layout plan of the facility?

- Szuchi: Our floor plan is in the Resident and Family Handbook. It is also on the website.
- Joey: The layout plan is also on Villa Cathay's website under Amenities. You will be able to see each floors' floor plan and some photos/3D tour.

5. Next Meeting dates

Saturday, June 18, 2022 – Candidate's meeting to review package.

Sunday, July 17, 2022 - Annual General Meeting, 1:00 pm.

6. Meeting adjourned

Meeting adjourned at approximately 4:08 pm.