

MEETING MINUTES

February 19, 2021

- ATTENDEES: Officers:** Tom Harkins, *President*
 Ralph Allen, *Vice President*
 Colleen Cahill-Landis, *Secretary*
 Sally Meeth, *Treasurer*
- Highlands:** Sue Barranco, *Chairman*
 Frank Lambert, *Vice Chairman*
 Ann Foltz, *Secretary*
 Shirley McCue, *Representative**
 Steve Barranco, *Representative**
- Village:** Charlie Scott, *Chairman*
 Bill Marlowe, *Vice Chairman**
 Barbara Mancini, *Secretary*
 Jackie Gerrard, *Treasurer*
 Joanne Bell, *Representative*
- Eiland:** Vacant, *Representative*
 Valerie Jackson, *Staff Representative**
- Pannill:** Richard Williams, *Representative*
 Tiffany Hewitt, *Staff Representative*
- Committees:** Bill Dent, *Green***
 Jim and Kay Stilwell, *Christmas Fund***
 Karen Allen & Gayle Tofferi, *Neighbors** (Gayle absent)
 Gina Holden, *Sunny Treasures*
 Jim Kellett, *Communications**
 Don Oxley, *Technology Forum*
- Administration:** Charlotte Sibold, *Executive Director*

*Absent

**Report on File

- Call to Order** The meeting was called to order at 10:30 AM by President Tom Harkins.
- Minutes** The minutes of the November 20, 2020 meeting were approved.
- Financial Report** Treasurer Sally Meeth reported a balance of \$8999.19 in the Employee Christmas fund. There is an review of the books currently underway by Bill Ingham.
- Old Business**
- a. Continuation of ZOOM/Channel 971 EC “Town Hall” Meetings - Tom reported the next Town Hall is Feb. 23rd. The past ones have been well attended and good questions and feedback from residents. The Council meetings will also be broadcast this way from today and forward. There will be a question and answer session at the end of the broadcast for residents to call in, as time permits.

- b. “Sunnyside Times – Unplugged,” a success! - The 6th edition will go out in March. Tom congratulates Tech Forum as many residents, Assisted Living and Health Care especially, really enjoy it.
- c. Resident Council attendance at Sunnyside Leadership Team Meetings - Tom and Ralph continue to attend and this has increased communication and understanding for residents.

New Business

- a. Sunnyside COVID Vaccination Clinics - Tom stated many residents have had their 2nd vaccines, more will in March. All resident groups above 90 percent and this will bring the campus close to herd immunity. Ralph expressed gratitude for resident volunteers who helped with clinics; Sunnyside needed that support with registration and signing in at the clinic. Teams of residents very helpful; Robin, Cathy Shifflett and Charlotte worked hard, too and CVS very impressed with organization on the campus. One more on campus will take place on March 6th for staff and residents who need a 2nd dose.
- b. Sunnyside Times – “Behind the Scenes” programs - Tom reported the success of Day in the life of the Food Service Staff; it is archived on Resident Apps/Sunnyside Times. A second edition will be delayed because of the ice storm but will show on March fifth. Tom will use drone footage to show outside the Center.
- c. Update on AV improvements to the Sunnyside Campus - Tom requested this be held to Tech Forum report.
- d. Proposal to merge the Ad hoc “Communications Liaison Committee” with the existing “Communications Information Committee” (Discussion, Vote) - Tom reported a decision was made to join these groups together into the Strategy Working Committee. Edits have been made to the Bylaws to reflect this: see [Appendix A](#), Article IV: Sec. 3 and Article VI, Sec. 1-2. Tom explained the role of the Regional Council Sunnyside and sister facilities: see [Appendix A](#), Article IV, Sec. 4i. Margaret Thompson was proposed as the Chair of this group as she was previously a Board of Trustees member and a Regional Council representative for Sunnyside residents. Motion to make Margaret Thompson chair was approved. Karen Allen, Charlie Scott, Bill Stoner, Pat Harkins will continue on the group for now; new members are being sought. Ralph stated the focus needs to be on resident communication. The Strategy Working Group will need to report by April Council Meeting.
- e. Proposal to update the Resident Council Bylaws (Discussion, Vote) - Tom showed and explained bylaw needing changes ([Appendix A](#)). Tom explained the history of the Resident Council and how the current nominating process came about. The Resident Council is not a governing body and does not make policy. Previous Resident leaders did not want to turn this into a competition between neighbors but look for volunteers to serve; it was felt this would prevent people from wanting to serve if there were winners and losers. He also presented idea of term limits on the Council. This is to allow a regular change of new members from the residents. Joanne Bell made two points: should use “appointed” not

“elect” to as there is no election. Ralph stated a change of “nominated” to “recruited”. These were added to the edits. Joanne asked to consider President elect instead of Vice President, who would follow the President’s term, to allow for greater continuity on the Council; Tom replied that was considered but decided not deal with this during an election for a President. Tom would like to revisit this in May or other future meeting. Changes were approved.

- f. Resident Council Officers Nominations (Discussion, Vote) - Ralph stated Bill Ingham was nominated (recruited) as Treasurer and this was approved. Tom was asked to be President for a second term, especially as all the changes going on at Sunnyside. This was approved.
- g. Village Association Disestablishment – *“Plan to Execute”* - Tom said this would wait for a future meeting and the Executive Committee would be to formulate a plan.

Association Reports

Village – Charlie Scott reported the board of the Village Association provided recommendations to the Council on how to structure and merge of the Association into the Council. The Association met on Feb. 18th and will meet next week. The Association recommend joint committee with the Council to work on the change. Tom responded this will likely be taken up by the Executive Committee next week.

Highlands – Sue Barranco reported the Highlands Association officers are working in progress for a plan how residents feel about keeping or disbanding the Association. A letter will go out to all Highlands residents. The Highlands has four or five COVID-19 positive residents and hoping to keep this restricted to those numbers

Eiland - Valerie Jackson was not present.

Pannill – Richard Williams/Tiffany Hewett – Richard stated things were quiet. There is a monthly Zoom meeting, which is helpful for residents and staff. Annual reporting cycle is coming up; he is amazed at the amount of paperwork needed. Visitation still restricted but he sees hope when Rockingham County has less numbers. A question from Sue: does Health Care taken in non-residents and do they have to test COVID negative? Richard says SS residents have 1st priority, but empty rooms can be used and outsiders must be tested for COVID. Charlotte added that decisions are made to keep the facilities paying and some COVID positives are accepted as it is not legally allowed to refuse someone because they positive. Tiffany reports Blue Ridge Community College nursing students who are tested COVID negative working again at Health Care.

Committee Reports

Communications – Jim Kellett was not present.

Tech Forum –Don Oxley reported the Geek Squad still assisting residents, averaging 40 hours monthly. The Forum has established a closer connection with Chris Showalter and resident Mike Bollen is working on

several issues, including a faster network connection. Sunnyside Times efforts are going strong, with Unplugged, and Sunnyside Times Presents. Tom is exploring if our programs can be shared to other Sunnyside campuses. Don also reported on the Sunnyside Woodworking shop: Don White leading effort to rebuild the woodshop, including painting, electrical, lighting, a dust collection system, new tables, and some new equipment. This upgrade will be good for marketing and for resident woodworkers. Tom reported the request by the Council for an AV system be added to the new Vitality Center has been accepted; Tom and Mike Bollen will be working with Annie Shaffer on the equipment and system setup. Don is also trying to see if the Tech Zone also be set up as an AV location, including being able to broadcast on Channel 971. Ralph asked about High Definition (HD) from Comcast: Tom replied that next week Assisted Living and Health Care will get new HD tv boxes and Independent Living will be in the following week; a scheduled for installation will be sent out soon from Sunnyside. Once the HD video boxes are installed in the resident home and the Chapel equipment upgraded, this will allow HD feed from Chapel and Vitality Center for Channel 971 to your homes. You will need the HD box after March to see Channel 971.

Sunny Treasures – Gina Holden submitted the Proposed Budget Allocations for Sunny Treasures: see [Appendix B](#). She is hopefully of being able to open Sunny Treasures in Spring, at least to residents. Sub-Bistro furniture sales performed well over the last few months, earning about \$1000 a month. She is working on a possible Spring Sale, like Christmas Sale, is being looked at. The Budget Allocations proposal was approved.

Employee Christmas Fund – Jim and Kay Stilwell reported a 30% increase this year to the fund: a total of \$132565.00 raised. This was divided between over 300 employees, starting with the 18th Dec. distributed in Bistro; Katheryn Bennett saw the 90 gift envelopes not picked up were delivered by Jan. Tom mentioned that the distribution of the funds led to Behinds the Scenes, as some staff had never been to Bistro.

Neighbors – Karen Allen reported 14 people moved into Sunnyside or are schedule to move in to the end of April. She gave appreciate the Highlands reps for taking over new people during COVID to make them welcome. Thanks to Madison setting up introductions via Charlotte's 971 session. A lot of visiting during the COVID clinics and looks forward to being able to do this again when weather is better. Revising some of the stuff in the welcome bags. Sue B. asked if interviewing new people on Channel 971; Karen said that was a good idea. Don said Sunnyside Times is also looking at interviewing residents and would be willing to work with them. Karen suggested a group meeting. Don will send Karen information about the on Sunnyside Times Writers Group.

Green – Bill Dent reported the Walking Trails areas to be make safer and more inviting. See [Appendix C](#). The Green Committee is receiving comments on word changes to the document. There are questions about residents whose homes adjoin the trails areas, with issues of privacy and use. This will be a marketing plus to have these trails. The Committee is looking for questions and concerns from Council before meeting on March 1st with the Sunnyside Administration. Once completed by the Green

Committee, the documents will then be passed on to Council for their consideration at the next meeting. Trying to preserve the gift of our natural world as stewards. Tom asked Council to send comments to Bill before March 1st.

Executive Director's Comments

Charlotte Sibold, Sunnyside Executive Director said the schedule for Comcast should be out early this afternoon. No other news; please check her weekly update for current information. Sue gave thanks to the Ground people; Charlotte got them pizza as a thank you for all they work and good attitudes.

Other Business and Concerns

Tom gave great thanks to Sally Meeth for her many years of service as Treasurer to the Council; thanks for her work on Council and to all the residents.

Tom thanks for the vote of confidence when he is approved for a 2nd term of President.

Tom asked for phone calls from residents: None.

Adjournment The meeting was adjourned at 12:16 a.m.

Future Meeting Dates

Executive Committee –

First Floor Administrative Conference Room Or Zoom Meeting –

May 7, 10:00 A.M.

Resident Council –

BETHESDA THEATER or Zoom Meeting

May 21, 10:00 A.M.

Appendix A
BY-LAWS
SUNNYSIDE RESIDENT COUNCIL

PREAMBLE

We, the residents of Sunnyside Community, believing that this is the sum total of all its parts, accept the premise that the attitude, words, and actions of any one of its residents affects the entire community. Therefore, we agree to consider carefully and prayerfully our relationships with each other and with those whom we have entrusted with our well-being. We further agree to follow the guidelines incorporated in these by-laws to the best of our ability, and to exemplify the “Spirit of Sunnyside” at all times, in all places and under all circumstances.

ARTICLE I

Name

Section 1. The name of the organization shall be the **SUNNYSIDE RESIDENT COUNCIL** (herein referred to as the Council).

ARTICLE II

Purpose

Section 1. To develop and promote the “Spirit of Sunnyside” as a loving, caring community.

Section 2. To serve as an integrating agent for all residents.

Section 3. To serve as a liaison between the residents, the Executive Director, the Corporate Office, and the governing board.

ARTICLE III

Council Membership

Section 1. The membership of the Council shall consist of the following positions:

- President
- Vice President
- Past President
- Secretary
- Treasurer

Five members from each of the independent living Associations (Chair, Vice-Chair, Secretary, and two representatives)

Two representatives from the Eiland Center (the Assisted Living Life Enrichment Coordinator {or a staff designee}, and a resident nominated by the Assisted Living Director).

Two representatives from the Pannill Health Center (the Health Care Life Enrichment Coordinator {or a staff designee}, and a resident nominated by the Administrator of Health Services).

Chairs from the Council's Standing Committees.

Executive Director of Sunnyside as a non-voting member.

ARTICLE IV

Council Officers

- Section 1. The officers of the Sunnyside Resident Council are the following:
- President
 - Vice President
 - Past President
 - Secretary
 - Treasurer
- Section 2. The council officers will be recruited by a Council ad-hoc committee and approved by the council. To be eligible to serve, officers shall have been in residence at Sunnyside for at least two years. Officers of the Council shall serve for a period of at least one, two-year term following the February meeting, but no more than two, two-year consecutive terms. Unplanned vacancies of a council officer's term will be filled by Executive Committee appointment for the remainder of the term. Additionally, whenever possible, the position of Council President shall alternate between being a member of the Village Association and the Highlands Association.
- Section 3. The Executive Committee shall consist of:
- Council President
 - Council Vice President
 - Council Past President
 - Council Secretary
 - Council Treasurer
 - Chair of the Highlands Association
 - Chair of the Village Association

One staff and one resident representative from Eiland Center Assisted Living

One staff and one resident representative from Pannill Health Center
Chair of the Strategic Working Committee
Executive Director, as a non-voting member
Other persons as directed by the Council President

- Section 4. The functions of the Executive Committee are:
- a. Set the agenda for Council meetings.
 - b. Determine the need for special meetings.
 - c. Nominate Council standing committees and ad-hoc committee Chairs.
 - d. Nominate residents to administration committees, when requested.
 - e. Hold monthly "Town Hall" meetings.
 - f. Monitor the activities of the Standing Committees.
 - g. Respond to concerns and suggestions from resident Associations and from individual residents.
 - h. Assist in the support of campus-wide communications and information flow.
 - i. Plan for participation in all "Tri-Community Meetings" with Bridgewater Retirement Community (BRC) and Virginia Mennonite Retirement Community (VMRC); as well as the "Sunnyside Communities Sister Gatherings" with Kings Grant and Summit Square.

- Section 5. The Council Treasurer shall be responsible for accounting to the Council for all funds generated by the Council, including the Employee Christmas Fund, sales from Sunny Treasures and any other monies generated by the residents. The Council Treasurer, as well as the Sunny Treasures Treasurer, shall have the authority to sign checks for the disbursement of funds from the Sunny Treasures Account

The Executive Committee shall appoint an independent two-person committee to conduct an annual review of the books of the Resident Council Treasurer and the Sunny Treasures Treasurer by February 15th. This committee shall report to the Council at its February meeting.

- Section 6. The Secretary shall record the minutes of each meeting of the Council and Executive Committee. Minutes of the Council will be distributed to Council members within 15 days of the meeting. The secretary is responsible for all Council correspondence.

- Section 7. New officers will be approved at the February council meeting, and take up their duties at the conclusion of the meeting.

ARTICLE V **Meetings**

- Section 1. Meetings of the Council shall be held quarterly on the 3rd Friday of February, May, August and November.
- Section 2. Special Meetings: On the order of the President or at the request of three (3) members of the Council, the Council shall call a special meeting. The president shall inform the members of its purpose. Meetings may be held without a member of the Administration present.
- Section 3. The Executive Committee shall meet at least two (2) weeks before the regular meeting of the Council to primarily set the agenda for the full Council meeting. The President may call special meetings of the Executive Committee, as required.

ARTICLE VI **Committees**

- Section 1. The Standing Committees of the Council shall be:
- Strategy Working Committee, Employee Christmas Fund, Green Development Committee, Sunny Treasures Committee, Neighbors Committee, and the Technology Forum.*
- All chairs shall be recommended by the Executive Committee and elected by the Council. Committee members shall be selected by the existing Standing Committee Chairs after advertising their needs to the residents. Each committee shall determine the number of persons needed to carry out the assigned work. Each committee shall have a secretary. When a committee needs special expertise to deal with matters with which that committee is concerned, it may select a qualified person from the local area to be added to the committee. This person will be a full non-voting member of the committee. The Council shall approve the charge, objectives and/or purposes of each standing committee.
- Section 2. Strategy Working Committee: The purpose of this committee is to provide a strategic and proactive focus on areas of concern or interest as communicated by Sunnyside residents through the Resident Council and Executive Director. These areas of concern/interest will be distilled into a concise report to the Corporate Board through our Regional Council representative on a quarterly basis, satisfying a requirement of the State

Corporation Council for Life Plan Communities. Our goal is to reflect the views of Sunnyside residents in a transparent format and provide the missing link of establishing an open discourse between the Resident Council and the Corporate Board in coordination with the Executive Director of the Sunnyside campus.

To ensure the full integration of the committee's important mission, the Strategy Working Committee Chair will sit as a member of the Resident Council's Executive Committee and accompany the Council president to Regional Council quarterly meetings.

Section 3.

Employee Christmas Fund: The purpose of this fund is to provide an opportunity for Sunnyside residents to express their appreciation to the Sunnyside Staff for their dedicated service throughout the year. The fund shall be administered by a committee consisting of the Vice-President and Treasurer of the Council and one individual appointed at the last Council meeting of the year to serve as chair of the committee. The duties of this committee shall be to publicize the Fund, motivate residents, determine allocations of the funds and distribute the funds to the employees. Contributions for the Fund shall be received throughout the year at several locations on campus; boxes will be provided at these locations and so marked. The committee may determine additional means of collecting funds. The contributions will be deposited periodically by the Treasurer. The treasurer will also report at each Council meeting the status of the account. All checks written from this fund will require two signatures: the Treasurer and the Chair of the Employee Christmas Fund Committee.

Gifts will be given to all employees based on hours worked. The amount received by each employee will be based on the number of hours worked.

| | |
|--------------------------------|------------|
| Level 1-0 to 666 hours | = 1 share |
| Level II – 667 to 1332 hours | = 2 shares |
| Level III – 1333 to 1999 hours | = 3 shares |
| Level IV – 2000 + hours | = 4 shares |

Contracted Service Providers will be placed on Level III (Beauticians, Physical Therapy and Security).

The share amount is determined by the total amount collected divided by the total shares needed.

Eligible employees must be hired prior to October 1 of the year in which the gift is given. Modest gift may be given to employees hired after October 1. Any funds remaining after the share amount has been determined may be used for the modest gifts.

Distribution of gifts will be made at the Employee Christmas Lunch/Dinner in December.

Section 4. *Green Development Committee*: The purpose of this committee is to advocate for the responsible preservation, sustainability and enhancement of the natural beauty, environment and natural resources of the Sunnyside Campus habitat.

Section 5. *Sunny Treasures Committee*: This committee shall be composed of a Chair, Secretary, Sunny Treasures Treasurer, and chairs and co-chairs of sub-committees named by the Sunny Treasures Committee as needed. This committee shall determine policies for operation of Sunny Treasures Gift Shop, furniture sales, and other sales. Allocation of funds are recommended by the Committee to the Resident Council for approval.

Checks drawn on the Sunny Treasures account shall be signed by the Sunny Treasures Treasurer; checks in amounts of \$500 and greater shall be approved by the Sunny Treasures Chairman.

Section 6. *Neighbors Committee*: The purpose of the Neighbors Committee is to develop a mentoring system for independent Sunnyside residents that encourages an intentional caring community. Established residents will be paired with new residents and encouraged to share community information and create friendships in order to build a caring community at Sunnyside. The Neighbors Committee will be led by a coordinator and team who will identify neighbors, pair them with new residents and provide support to the neighbors with quarterly meetings. The coordinator will serve on the Council.

Section 7. *Technology Forum*: The purpose of the Technology Forum is to support the development and use of appropriate technology in and for the benefit of all Sunnyside residents. It seeks to encourage participation in technical activities such as the resident website, support of resident technical needs (e.g., computers, video equipment, voice assistants, virtual reality, etc.), seminars and discussions, resident training, cooperation and coordination

with Sunnyside management and staff, and other activities that may arise as a result of a broad technical focus.

ARTICLE VII

Amendment of Bylaws

Resident Council Minutes February 19, 2021 - Continued

Section 1. Amendments to these bylaws may be proposed by the Executive Committee to the Resident Council at any regular or special meeting, provided that the members have been notified a week before as to the intent and purpose of the amendments. The amendment must be ratified by a two-thirds vote of the members present.

Section 2. Questions of interpretation or clarification of these Bylaws will be answered by the Executive Committee. Questions or requests for clarification of Bylaws will be submitted to a member of the Executive Committee for resolutions at the next meeting of the Executive Committee.

Adopted 5/31/1989

Revised: July 2008, May 2010, August 2010, February 2011, May 2016, August 2018, February 2019, May 2020, February 2021

Appendix B

Sunny Treasures Proposed Budget 2021

| | |
|-------------------------|----------|
| Eiland Center Library | \$800 |
| Highlands Library | \$800 |
| Technology Forum | \$500 |
| IL Events | \$2,000 |
| Life Enrichment AL | \$2,000 |
| Life Enrichment HC | \$2,000 |
| Employee Christmas Fund | \$8,000 |
| Fellowship Fund | \$5,000 |
| Buildings & Grounds | \$1,000 |
| TOTAL | \$22,100 |

Appendix C

Green Committee - Proposed Trails

SUNNYSIDE CAMPUS NATURE TRAILS

Policies for Use and Maintenance:

Definitions:

1. Nature Trails are planned and maintained pathways set aside on the Sunnyside Campus for the residents and staff to walk and appreciate the natural habitat, flora and fauna, distinct from the normal sidewalks, gardens, parking lots and roadways of the campus.
2. Natural Habitat are the natural elements of water, native trees, flowers, bushes, grasses, animal abodes and amenities, which make up the defined area of a Nature Trail.
3. Amenities are elements added to the natural habitat which provide comfort and access to the Nature Trails.
4. Boundaries are the natural areas around the trails maintained to preserve the integrity of forests and habitats.
5. Sunnyside Nature Trails are the following:
 - A. The Trustee Nature Trail: From Sunnyside Drive near the North Guard House, including a Gazebo and the Entrance Pond, to/from Sunnyside Drive near the South Guard House. (Asphalt Surface)
 - B. The Hickory Cove Nature Trail: From Hickory Cove to/from Highland Place. (Asphalt Surface)
 - C. The Glen Nature Trail: From Glenside Drive at the Trail sign, going behind and including Pavilion Pond, across bridges to/from the Lyon Pavilion. (Grass and Wooden Bridge Surface)

D. The Upper Woods Nature Trail: From Signed entrances at Grattan Price Circle and Woodside Drive with a 3rd entrance at asphalt strip off Woodside Drive to The Peak Water Tank Nature Trail. (Wood chips Surface)

E. The Peaks Water Tank Nature Trail: From the Upper Woods Nature Trail to the Water Tank on the peak of the Sunnyside Property (Wood chips Surface).

F. The Golf Course Trails: From Vista Glen Drive, paved trails (former golf cart routes) traverse the Sunnyside acquired 54 acres. (Asphalt and gravel Surface)

Policies:

- 1. Access:** The Nature Trail system of Sunnyside Campus shall be maintained by the Sunnyside Building and Grounds Department. to provide safe and comfortable passage by the variety of walking capabilities of the residents.
- 2. Signage:** Signage shall be provided by Sunnyside at the beginning and end of each Nature Trail, describing its name, its length, its surface and its elevation shift.
- 3. Usage:** The Nature Trails of Sunnyside shall be available to Residents walking, using assistive devices or golf carts to the safe limits of the width and surface of the trails.
- 4. Privacy and Respect:** Those using the trails shall respect the privacy of Residents who live along the trails. Residents who live along the trails shall respect amenities and use and boundaries of the forest and natural habitat.
- 5. Boundaries:** The boundaries of the forest shall be respected and preserved by the residents and staff and shall not be encroached upon by residents living adjacent to the forest for their personal use.
- 6. Amenities:** There may be added such items as benches, railings, bridges, trees and flower identifications, and trail borders for the enjoyment and safety of the resident. Such amenities may be recommended and provided

by the Green Committee to the Sunnyside Building and Grounds Department. Donations to provide amenities shall be reviewed and approved by the Green Committee.

7. Maintenance: The Sunnyside Nature Trails shall be maintained and financially overseen by Sunnyside Building and Grounds Department. The Green Committee shall provide feedback about maintenance needs and may host maintenance events.

8. Promotion: The Wellness staff shall promote use of the trails. The Green Committee shall provide maps, brochures, and education about use of the trails, plants and other natural features, as well as encourage use.

9. Management: The Sunnyside Nature Trails shall be managed by the Sunnyside Building and Grounds Department with recommendations coming from the Green Committee approved by the Sunnyside Residents' Council.

10. Policies: Additions or amendment to these polices may be recommended by the Green Committee or the Sunnyside Building and Grounds Department with the approval of the Sunnyside Residents' Council.



