

MEETING MINUTES

May 15, 2020

- 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*  
Don Oxley, *Vice Chairman*  
Bill Marlowe, *Secretary*  
Jackie Gerrard, *Treasurer*  
Joanne Bell, *Representative*
  - Eiland:** Gini Reese, *Representative*  
Anita Landes, *Staff Representative\**
  - Pannill:** Richard Williams, *Representative*  
Tiffany Hewitt, *Representative*
  - Committees:** Bill Dent, *Green\*\**  
Jim Stilwell, *Christmas Fund\*\**  
Frances Sale, *Neighbors\*\**  
Gina Holden, *Sunny Treasures\*\**  
Jim Kellett, *Communications*  
Don Oxley, *Technology Forum\*\**

**Administration:** Nancy Wayland, *Acting-Executive Director\**

*\*Absent*

*\*\*Report on File*

- Call to Order** The meeting was called to order at 10 AM by President Tom Harkins.
- Minutes** The minutes of the February 21, 2020 meeting were approved as presented.
- Financial Report** Treasurer Sally Meeth reported a balance of \$10,393.14 in the Employee Christmas fund.
- Old Business**
  - a. No old business due to the continuing lockdown

**New Business**

- a. Staff search – A decision has been made on new Sunnyside Permanent Executive Director, an offer made and she has accepted. The new Executive Director is from outside Sunnyside staff. A formal announcement will be made on Monday, May 18<sup>th</sup>. Sunnyside residents were on the selection committee: Tom Harkins, Charlie Scott, Sue Barranco, Gini Reese, and Richard Williams
- b. The open Lead Chaplin committee has interviewed candidates. An offer is out and an announcement is expected later next week.
- c. Bylaw changes (see attached document)
  - i. Proposal to change Article VI, Section 1 to add the Sunnyside Technology Forum as a Standing Committee under Resident Council. Article VI has an addition of Section 7 for the Technology Forum; this was approved unanimously. Don Oxley was elected to serve as the Chairman.
  - ii. Proposal to change Article III, Section 1 to have two representatives in both the Eiland Center and Pannill Health Center; one being the Life Enrichment Coordinator of that unit or a designated staff member and the other being a resident nominated by the Coordinator/Director. This passed unanimously.
  - iii. Two edits to Article IV, Section 2: first that newly elected officers would take office in May, not in February and second that the Council President shall alternate between being a member of the Village Association and the Highlands Association whenever possible. The latter is to put in the bylaws what had been a practice for over 18 years. These passed unanimously.
- d. Charlie Scott presented an idea to fund an appreciation of the Sunnyside staff who have worked so hard to protect and care for the residents during this pandemic. This would be a one time fund. Kay and Jim Stilwell were consulted and thought the idea should be investigated. Several ideas were suggested and concerns were raised that this fund raiser should not have a negative impact on the Employee Christmas or Fellowship funds. It was decided Charlie would contact Nancy Wayland and Sunnyside Human Resources for their input and ideas and then send a report to the Resident Council. All agreed that if needed, a special meeting would be called to move the fund forward.
- e. Tom Harkins discussed the [Virginia Governor's Phase One](#) for the pandemic lockdown and how the Sunnyside administration is evaluating any changes to the Sunnyside policies. Josh Lyons is asking for a slow and steady change, with a little opening at a time. If you have suggestions for possible items to reopen on campus, please contact Nancy Wayland ([nwayland@sunnyside.cc](mailto:nwayland@sunnyside.cc)).
- f. Tom Harkins reported that Sunnyside is looking at replacing the 15 year old audiovisual system that is in the Chapel, but want to do this so that the system does not need to be down during the days of heavy presentations. Tom reported that Annie Shaffer (Sunnyside's Wellness Director) will confirm that Sunnyside is looking at putting in an AV system in the new Wellness Center to allow for campus presentations of exercise.

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g. Tom announced the Technology Forum would be running a test on Monday, May 18<sup>th</sup> at 7:30am on Channel 971 to see if Tech Forum presentations could be done from the Chapel and also work in some interactive options. Colleen Cahill-Landis will be presenting on Lord Howe Island, Australia and also taking questions on her cell phone. If you want to see this test, please watch on your TV; feedback would also be welcomed.

**Committee Reports**

**Communications** – Jim Kellett gave support by the Communications Committee for the use of Channel 971 by the Technology Forum.

**Sunny Treasures** – Gina Holden reports Sunny Treasures Gift Shop has been closed since mid-March, but the furniture area has been open by appointment and done well, selling primarily to employees. Members of Sunny Treasures Board made over 70 Easter favors for Assisted Living and Health Care, as well as 50 small silk arrangements for Mother’s Day. The book carts have been moved to the outer area of the Corson Lobby, along with puzzles; these are open to all residents.

**Employee Christmas Fund** – Jim and Kay Stilwell reported there was an announcement on Channel 971 about the Employee Christmas Fund in case they had extra Economic Impact Payment money. This ran for 2 weeks

**Green** – Bill Dent reported the Green Committee was concerned about a safe outdoor environment for walking and hopes that when the pandemic issues recede, uneven sidewalks can be made level and curb cut ramps with ramps can be put in place. The Committee is exploring ways to add trees and shrubs to the campus, especially on steep hillsides. A Spring renovation has been going on the Upper Nature Trail. Thanks to Andy and Frances Sale for the Adopt A Highway cleanup on Massanetta Springs Road.

Michael Caplinger addressed several of the Committee’s concerns at the March 4<sup>th</sup> meeting. Sunnyside has been trimming trees and shrubs and Michael asks that residents submit requests to Kella Cook, Krista Tucker or through the Community App. Fertilizer and broadleaf herbicide is being applied to lawns and common areas. Michael also reported wood chips have been placed on the trail to the water tower and part of the trail that came too close to the back of a cottage on Woodside Drive has been blocked.

He also asked that locations for curb cuts at the Pharmacy/Pannill Healthcare building be more precisely identified. This and other asphalt work, such as the removal of the oval garden near the Pavilion, will begin hopefully this Spring, pandemic allowing.

**Neighbors** – Frances Sale reports the Neighbors Dessert on March 15<sup>th</sup> to match new residents was postponed due to social distancing policies. Jane Lotts, Ric Leobold and Kat Marlowe rotated off the Neighbors Team and Gayle Tofferi, Judy

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Bukauskas and Ruth Poole joined as new members. Twelve new residents have been recently matched in the Neighbors Program since January, 2020.

**Technology Forum** – Don Oxley reported that efforts to build and utilize the Tech Zone are on hold due to the lockdown and hope this will change when conditions are better. Virtual reality also has been interrupted by the pandemic issues. The Technology Club is exploring using Channel 971 for presentations and training. At the same time, Zoom videoconferencing training is ongoing. The Technology Forum purchased a Zoom account to allow for longer meetings. The Club is also looking to train residents on TeamViewer which will allow the Club to provide tech support remotely. Sunnyside Times is developing a new website to increase our capabilities and reduce site maintenance.

**Association Reports**

**Highlands** – Sue Barranco reported Highland residents were using face masks when leave their apartments. Meals were being delivered to the rooms, as well as mail. Residents were also encouraged not to congregate.

**Village** – Charlie Scott had no news.

**Eiland** - Gini Reese reported on the programs, such as the Lillian Thomas video in the Bethel Room. She thanked Katrina Hicks for her assistance with technology.

**Pannill** – Richard Williams reported the Healthcare Center was on lockdown and thanked the staff for their care, preventing any COVID-19 infections in that area even when two staff became infected. With very limited contact with family and friends, the residents are especially happy to have hospitality helpers who assist the CAN in caring for them. The regular cleaning of rooms, door knobs and other areas is greatly appreciated. Tiffany reported that there had been testing of 9 residents and 15 staff in Healthcare for COVID-19 and that tests would continue as needed. A lab is now supporting Sunnyside with COVID-19 testing, to speed results.

**Executive Report**

No report as Nancy Wayland was unable to attend due to a conflicting staff ZOOM coordination meeting.

**Member Concerns**

Charlie Scott asked if audiovisual support in the new Wellness Center was in the plans: Tom Harkins will discuss this with Annie Shaffer.  
Frances Sale asked if there was plans for a retirement gathering for Will Lowrance: Tom Harkins said nothing was set yet, but Pat Spears was working on a card and there were plans for a celebration after pandemic policies were lightened.

**Adjournment**

The meeting was adjourned at 11:25 a.m.

**Future Meeting Dates**

**Executive Committee –**

**First Floor Administrative Conference Room Or Zoom Meeting –**

August 7, 2020, 10:00 A.M.

**Resident Council –**

**BETHESDA THEATER or Zoom Meeting**

August 21, 2020, 10:00 A.M.

## Appendix 1

# **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, 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 nominated by a Council ad-hoc nominating committee and elected 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 May meeting. 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 representative from the Eiland Center  
One representative from Pannill Health Center  
Executive Director, as a non-voting member  
Other persons as directed by the Council President
- Section 4. The functions of the Executive Committee are:

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- 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. Monitor the activities of the Standing Committees.
- f. Respond to concerns and suggestions from resident Associations and from individual residents.
- g. Assist in the support of campus-wide information flow.
- h. Plan for participation in all Tri-Community Meetings.

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 15<sup>th</sup>. 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 correspondence.

Section 7. New officers will be installed at the February meeting.

## **ARTICLE V**

### **Meetings**

Section 1. Meetings of the Council shall be held quarterly at 10:00 a.m. on the 3<sup>rd</sup> 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 two (2) weeks before the regular meeting of the Council. The President may call special meetings of the Executive Committee.

## ARTICLE VI Committees

Section 1. The Standing Committees of the Council shall be:

*Communications & Information 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. Communications & Information Committee: The purpose of the Communications & Information Committee of the Sunnyside Resident Council will be to make recommendations concerning the formal and informal communications within the Sunnyside Retirement Community. The objective will be to further improve communications among and between resident, staff, and the Executive Director in support of the “Spirit of Sunnyside”.

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.

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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, Apple Butter Festival, 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 sup-

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port 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**

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 two (2) weeks 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