

SUNNYSIDE RESIDENT COUNCIL

DRAFT

MEETING MINUTES

August 21, 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 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 AM by President Tom Harkins.

**Minutes** The minutes of the May 15, 2020 meeting were approved as presented.

**Financial Report** Treasurer Sally Meeth reported a balance of \$13,738.51 in the Employee Christmas fund.

**Old Business**

a. Charlie Scott reported on effort for a Sunnyside staff appreciation by residents. Charlie suggests putting the special fund on hold for now and instead ask for

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extra donations for Christmas fund. Ralph Notes that the Christmas Fund Committee is meeting on Sept. 3<sup>rd</sup> and he will bring this up with them.

**New Business**

- a. Gini Reese will be stepping down as the Assisted Living Representative due to health issues. Tom thanked Gini for her excellent work for the Resident Council. He will work with Anita Landes to locate a new Representative.
- b. Frances Sale has stepped down from chairing the Neighbors Committee which she started and has served on for five years. Tom expressed the gratitude for her outstanding efforts for Sunnyside. Frances recruited Karen Allen and Gayle Tofferi to be the new Co-Chairs of the Committee. The Resident Council voted unanimously to accept the new chairs.
- c. Bill Dent asked about meals that residents contributed for Sunnyside employees which were to be sent via Massanutten Springs. Charlotte Sibold followed up that the staff did receive a meal early in August and also coffee and donuts this week.
- d. Tom reported the pneumatic cannon on the Meyer's farm was back, firing from between 7pm to 7am. Tom has discussion options with Charlotte and Josh Lyons. Josh approached Rick Chandler of the Rockingham County Board of Supervisors and also the Rockingham County Sheriff, Bryan Hutcheson, on ways to ban the cannon. There was an issue with a cannon in Augusta County last year and it was banned in that location. If the Rockingham County Board of Supervisors does not stop the cannon, the Resident Council and Sunnyside will consider going to court.
- e. James Souter has been appointed as the new Executive director of King's Grant in Martinsville as of August 3<sup>rd</sup>.
- f. Emergency Response Meeting
  - a. Tom met with Charlotte to discuss emergency preparations for power outages, such as meals or powering up electronic equipment. Past efforts, such as buddy lights, were presented. There was discussion on issues of dealing with power outages under COVID-19. In long term power outages, the Allegheny and Blue Ridge rooms will be available to independent residents, with possible meals. Charlotte is awaiting approval of a budget item to add a generator to the Sunnyside Room building that would provide power to that room and the apartments above it. Tom is confident a 20,000 watt generator could be used and this is not very expensive.
  - b. Electronic communications need to be updated, especially under COVID-19 restrictions. Chris Showalter and Josh are working with Tom to improve the Comcast system in Sunnyside, looking at putting in high definition cable boxes in houses and rooms and also running new cabling. Improvements to the Internet are also being reviewed. The

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- placement of a high definition camera in the chapel is being encouraged, as that would improve Channel 971.
- c. Further discussions on dealing with hurricanes and other storm events are ongoing and will be discussed more in the future.
- d. Tom urged that neighbors need to check on neighbors, especially those who are single residents.
- g. The JMU Students are returning to the area. Tom asks all residents practice proper precautions, such as masks, gloves, social distancing and avoiding crowds.
- h. Ralph Allen will be meeting with the Sunnyside Leadership Team, with Tom backing him up as needed. Tom reported Virginia has released COVIDWISE, a smart phone app that will use Bluetooth technology to notify users if they may have been exposed to someone with COVID-19. The app uses anonymous tokens and is not a tracking system. Tom also spoke about new COVID-19 saliva tests that hope promise and could provide results in 15 minutes.
- i. Tom talked about the use of Channel 971 by residents for programs. Tom noted that the Technology Forum, Travel Club and the Sunnyside Times have all used Channel 971 to reach more residents. Tom also mentioned the concert and cookies event at the Highlands that happened in June of this year. Shirley McCue asked about options to improve the quality of the content of programs on commercial television; Don Oxley and Colleen Cahill-Landis will discuss option in the Technology Forum.
- j. Tom presented two programs on Channel 971 on absentee voting for Sunnyside Times Presents, providing information on absentee ballots, registration and other issues. He will be doing another session on September 11<sup>th</sup>, just before the absentee ballots are sent out on September 18<sup>th</sup>. Tom will also investigate how curbside assistance at the Rockingham County Board of Elections will work, as residents must show up in person if they want to turn in their absentee ballots at 20 East Gay Street, the location of the Board of Elections. Any absentee ballots post marked up to November 3<sup>rd</sup> and arriving before noon, November 6<sup>th</sup> will be counted. Jackie Gerrard asked about drop boxes for ballots; Tom will provide more information on that as it is available. He will also be doing a Sunnyside Times Presents in October with more up-to-date information on voting. Shirley noted Sunnyside has sent shuttles to the voting location and that polling staff will come on the bus to get the votes if needed. Charlotte stated Sunnyside will look into the shuttle for absentee voting.
- k. Tom asked if any of the Associations need help with running a Zoom meeting to please contact Tom or the Tech Group (Don Oxley). Zoom allows for virtually face to face meetings. Colleen mentioned there are Friday Zoom Try and Train sessions.
- l. The next Sisters Sessions of Sunnyside campuses on October 23<sup>rd</sup> has been canceled and will be rescheduled in 2021.

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- m. Charlotte addressed telephone and computers scams at her last Zoom session. Some residents have lost money to these scams. Tom will be working with Charlotte on how to address scam issues for phones, tablets and computers.
- n. Tom would like to have a Town Hall meeting on Zoom, Channel 971 or both. He would like to do this regularly and will be working with the Executive Council on this possibility.
- o. Tom reports Josh will be giving a mid-year report soon and to watch for an email.

**Committee Reports**

**Communications** – Jim Kellett was not able to be present.

**Sunny Treasures** – Gina Holden reports Sunny Treasures has been closed since mid-March, but furniture sales have continued. Those sales have amounted to over \$7,000. That amount, combined with a surplus, has allowed them to meet their budget for 2020. The Committee is looking into the possibility of having a Christmas sale, probably for staff and residents only.

**Employee Christmas Fund** – Jim and Kay Stilwell reported that the Committee will meet on September 3<sup>rd</sup> to schedule fund raising activities. Notices will be sent to all residents about the fund and encouraging them to increase their giving this year to thank staff for their work in keep residents safe during COVID-19. There will be 3-4 reminders sent by early December. The Committee will be working with the Sunnyside Human Resources on the staff December luncheon.

**Green** – Bill Dent reported the Committee will meet via Zoom on August 24<sup>th</sup>. There is still concern about tripping hazards on sidewalks and around campus, as well as discussions with Green Earth on how to resume recycling continue. The removal of the oval garden by the pavilion has some resident objections and Bill is not sure how that will be resolved. There are plans for the first part of the trail from Woodside Drive to the old water tower to make it more inviting to residents. The Committee is working with Sunnyside for a growing commitment to maximal efficiency in building, including investigations into solar and green materials for building.

**Neighbors** –Karen Allen thanked Frances for her past five years of service and noted it took two people to replace her. There have been two resident move-ins in August with another in a week. The Committee has been phoning new residents and making sure they get a welcome bag, offering to answer questions and make them feel at home. The Committee will resume other activities as COVID-19 allows.

**Technology Forum** – Don Oxley reported the Forum is working on the Communication Survey and will be presenting results on Channel 971 in September. Don, Colleen and Linda Bradley are discussing a paper issue of Sunnyside Times, proving highlights from the website. They are looking for an

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editor for this project. The Forum is also investigating ways to train residents on various technologies.

**Association Reports**

**Highlands** – Sue Barranco is grateful that Highlands residents can now have breakfast and lunch in the food service areas again. Residents are required to sit one to a table unless they are living together. There have been resident changes in the Highlands, with some residents leaving and she hopes new people will be able to move in soon. The Highlands Executive Committee has been approved for a meeting with social distancing.

**Village** – Charlie Scott will be producing a newsletter for Village residents in place of a meeting. Because of the need to vote for officers, this will be a paper ballot. Sue Barranco will also be contributing on the newsletter for the Highlands Association members. A condensed version of the minutes and absentee voting will be provided for the newsletter by Tom and Colleen.

**Eiland** - Anita Landes sent a report via email due to Zoom issues. Assisted Living is helping small group activities, taking scenic drives on the bus, using social distancing and with masks. Residents are also wearing masks as they enjoy the balconies and patios. Everyone is very happy about haircuts being possible again.

**Pannill** – Richard Williams had a quarterly meeting on Zoom and reported this worked well. There is no COVID-19 in Health Care currently, so limited dining with one person at a table is now available. Richard credits the staffs work during a vigorous lockdown for allowing HC to move to COVID-19 Phase 1. The ability for small groups of 5 to meet with face covering and social distancing has raised the resident's morale. He also is glad a staff member who is a licensed beautician can now provide haircuts.

**Executive Report** - Charlotte reported that announcements in various methods about COVID-19 testing for independent living residents are being sent out: sign up will be between August 22<sup>nd</sup> and August 27<sup>th</sup>; testing will be Sept. 21<sup>st</sup> for Highlands residents and Sept. 22<sup>nd</sup> for the Villages. Gina asked if there will be a make-up day for those out of town: Charlotte will look into that question. Details on hours and exact location will be sent later.

Some residents were invited to join the Leadership Team: please send questions to them or directly to the Team. The generator for the Sunnyside Room building is in the budget and under consideration. There is a review of the disaster plan with an eye to COVID-19. Options for shuttles to the Registers Office and polling site for voting are being discussed.

On scams, Sunnyside staff have reached out to the FTC but has not gotten helpful answers.

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With Green Earth not willing to come on campus, Sunnyside is looking at other recycle options, such as placing a large bin for recycle drop offs. There are questions on this, such as the location of the bin and safety of residents placing items in the bin.

There is a new Sunnyside committee, the Plans and Development Committee : Charlotte will work with them to explore how this will impact on Sunnyside.

Joanne Bell asked if there was a recording of Charlotte's Zoom session and Charlotte said it is on Community Apps and will be repeated on Channel 971 on August 25<sup>th</sup>, 4pm. Next month Charlotte's talk will be on Channel 971.

Sue B asked about getting all residents to wear masks when out: Charlotte said staff are doing what they can to remind those without masks. Sue suggests larger signage in Highlands and Charlotte will have that looked into.

**Member Concerns** Sue asked when the next Resident Council elects would take place: Tom stated that will happen in February, 2021.

**Adjournment** The meeting was adjourned at 11:47 a.m.

**Future Meeting Dates**

**Executive Committee –**

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

November 6, 2020, 10:00 A.M.

**Resident Council –**

**BETHESDA THEATER or Zoom Meeting**

November 20, 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:
- 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.



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- 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:

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*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.

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

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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 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**

- 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