

**Executive Director's Report**  
*December 2016 – January 2017*

**1. Residents**

- a. 2 residents currently in hospital
- b. No suite turnover in December or January

**2. Staff**

- a. Marion Van Berkel (casual HCA) retiring end of January after just over 10 years
- b. Staff Christmas Party was held on January 13<sup>th</sup>. Dinner at Acqua Marina and bowling at Plaza Bowl. 33 staff came to dinner and 27 went bowling. Largest group, by far, we've ever had!
- c. Performance Evaluations were completed with Dept. Heads in December.

**3. Society**

- a. There seems to be a rumour spreading that Emmanuel Home is no longer accepting Wait List applicants. I'm not sure where that comes from, but we are working to stay ahead of it.

**4. Expansion**

- a. We have been working hard on the concept for the Emmanuel Home expansion. The architect will have updated drawings for us on Monday (after our latest meeting on Thursday afternoon, January 19), at which point I will email them out to the Board, for discussion at the meeting on Wednesday.
- b. I am meeting with the CCU on Friday, January 20, to continue discussions about financing options.
- c. Please tentatively book the afternoon of Saturday, February 25<sup>th</sup>, for an open house with our community, to discuss the expansion concept and invite their feedback.

**5. Website**

- a. Please see attached document regarding our (Coby & myself) proposal regarding a new website.

**6. Roof**

- a. Job will finally be completed Friday, January 20<sup>th</sup>, and final payment will be made.
- b. 5 year warranty begins once final payment is made.

**7. Maintenance**

- a. Currently working on a project to convert a room in the West Wing basement into a full laundry room, to begin to offer personal laundry services to residents.
  - i. Interest in the service is growing, and families are also looking for assistance.
  - ii. Cost would be \$12/load.
- b. Once I have a full budget for the project, I will be approaching the Board for approval form Contingency funds.
  - i. Project includes new commercial machines, minor plumbing work, laundry carts, and shelving.

**8. Audit**

- a. Financial Audit is scheduled for mid-February.

**9. Misc.**

- a. Sinterklaas visited on December 5<sup>th</sup>.
- b. Thank you for your help with the Christmas dinners in early December
- c. Staff Gift Exchange and lunch (sponsored by CCU) held on December 22<sup>nd</sup>
- d. Group RRSP meetings held in late November