Staff meeting minutes - October 31, 2018

**Darren opens with prayer.**

**Projects**- Staff and residents are asking questions about the activity that has been going on outside. The two elevators, that are being built side by side, are starting to take shape. On the corners are the stairways which are being worked on now. On Saturday, more concrete will be poured to finish off the first floor.

**Echo-** The fall Echo was sent out this week with new information about the new building. As of January 2019 the waitlist will change in order to give more opportunity to pre select a suite for anyone that is on the waitlist. Next August or September we will know more of who and when is moving into the new building. The Echo was put in staff mailboxes; take a look when you have a chance.

Outside Plugs are being put in this week. There will be 28 of them for residents to use this winter. Some will be right by the Centre wing doors and along the fence by the construction. We should have enough plugs for residents but not for all staff. We can help Trinity Church by parking on the far side of the church.

**Fire drill-** Talk to your supervisor if you are unsure of your role during a fire. Department heads will debrief tomorrow regarding the policy and procedures. Thank you to all the staff that helped during the evacuation last Monday.

**Operations Manager-** An email was sent out to all staff about a new role at Emmanuel Home. We need this person to help us prepare for the new building. This person can help with volunteers, board meeting and help our current staff during the busy times. We are looking at more growth with Neerlandia as they are thinking of building as well as continuing to work for on the West End site. If anyone is interested in this position send your resume to Darren.

**Craft Sale-** the Bazaar (craft sale) will be held on December 8 here in Emmanuel Home. We will be using the East Wing parkade for the vendors, and the dining room for the food. Every year each department makes a gift basket to use in the silent auction. Talk to your supervisor if you are able to contribute or have ideas on what kind of basket to make. If anyone wants to donate some new or used items for the craft sale, please give them to Aria.

**Staff Christmas Party-** We are going to have our Christmas party at Jubilations Dinner Theatre on Friday January 11, 2019. There will be sign-up sheets later this month. If anyone is interested we will have a gift exchange in December.

**Vacation planning-** Check with your supervisor if you are unsure of how many vacation days you have left. You are allowed to carry over five days. December 17 is the last pay period of this year for anyone that wants to use up some of your vacation time.

**New Staff-** We have three new staff this month. **Nancy Boutin** is in Housekeeping; **Tammy Grumley** is in Home care. **Elsen Sugut** is our new LPN. Let’s make them feel welcome.

**Long Term Service Award-** Marina Badger has worked here for 15 years; Racheal Molenkamp has been working here for 5 years. We want to thank you both for all the hard work you do here at Emmanuel Home.