**Staff meeting minutes from November 28, 2018**

**Darren says a world of prayer.**

**Update:** One of stairwells on the West wing is still being worked on; it should be completed at the end of the month. There is no date on when they will be working on the stairwell by the kitchen. That is a busy stairwell so it will be harder on everyone.

**Outside crew:** They have started on joining the new wing to the East wing on the main floor. Soon we should see some of the walls going up. Construction will stop for two weeks during the Christmas season.

**Christmas updates:**

* The Christmas craft show will be on December 8th. Lots of staff have been working hard to get everything ready. The vendors will be in the East parkade, the silent auction will be in the connector suite, and the coffee and food will be in the dining room.
* Residents will be having their Christmas dinner on December 11 & 13 some staff and board members are volunteering their time to help serve. It’s a great time for the residents.
* All staff are invited to the gift exchange on December 19th. There will be a $15.00 limit this year. Christian Credit Union is buying us lunch, which will be Chinese food. It’s a lot of fun for everyone.
* On December 24th @10:30 residents and staff are welcome to sing Christmas carollers through the halls. Please come and join us.

**Staff Handbooks:** Coby and Darren are working to making the staff handbook available for on line access. This will help staff stay updated on our policies and it will be a good recourse for everyone to have.

**Private Services:** This started this program about a half a year ago and we are slowly getting more residents singed up. If any family members ask about private care have them see Sonja. There are quite a few different options of care that we can provide. Emmanuel Home would rather have our staff providing care to our residents than outside companies bringing in there staff. We appreciate everyone who is working on supporting this program.

**Update:** Laura Pothovenwill be starting her new role as Operations Manager on December 3, 2018. I’m sure everyone has seen our new maintenance man Aaron Groot. These two staff members’ positions will be a big help to the residents and staff.

**Staff Christmas Party:** This year it will be at Jubilations Dinner Theatre in West Edmonton Mall. It’s on Friday January 11, 2019. The play is Mama Meo with music from the 70s. Signup sheets are out, and Brian will be driving us from Emmanuel Home to West Edmonton Mall.

We will not have a meeting in December.

Thank you.