



ANNUAL GENERAL MEETING
REPORTS

JUNE 11, 2014



Vision: A choice to celebrate living

Mission: Sherwood Park Manor shall provide a culture and environment that supports everyone's potential, autonomy and quality of Life.

Values: Choice; Collaboration; Compassion; Professionalism; Respect and Safety.

Board of Directors Annual General Meeting

Wednesday June 11, 2014
1:00 - 2:00 p.m.
in the SPM Activity Room

Membership:

S. Read – Chair

A. Bickerton

B. Brandow

P. Brooke-Williams

D. Hunter

J. Miller

G. McMullen

G. Phillips

J. Southin

J. VanderBaaren

F. Walker

Recording Secretary:

A. O'Rourke ext. 105
AORourke@sherwoodparkmanor.com

N. Smith

AGM AGENDA

No.	ITEM	MRP	STATUS
1.0	Call to Order	Chair	
2.0	Regrets	Chair	
3.0	Approval of Open Business Agenda for June 11 th 2014	Chair	Enclosed
4.0	Approval of Open Business Minutes of June 12 th , 2013	Chair	Enclosed
5.0	Business Arising from previous Minutes		
6.0	Correspondence		
7.0	Executive Reports		Enclosed
7.1	Report of the Chair	S. Read	
7.2	Report of Sherwood Park Manor Foundation	S. Lawn	
7.3	Report of the Administrator	A. O'Rourke	
7.4	Report of the Resource Committee	J. Miller	
7.5	Report of the Ethics Committee	P. Brook-Williams	
7.6	Report of the Public Relations Committee	J. Southin	
7.7	Report of the Quality Council	D. Hunter	
7.8	Report of the Medical Director	Dr. G Bhatt	
7.9	Report of the Auxiliary	G Woods	
7.10	Report of the Fund Development Committee	G. Phillips / J. VanderBaaren	
7.11	Report of the Auditor	V. Leakey	
8.0	Report of Nominating Committee	F. Walker	
9.0	Election of Directors	S. Read	
10.0	Appointment of Auditors	S. Read	
11.0	Appointment of Legal Counsel		
12.0	New Business		
12.1	By-Law Revisions	F. Walker	Enclosed
12.2	SPM Sustainability Presentation	S. Read	
13.0	Adjournment		



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Record of Motions: 2013 Annual General Meeting		Date/Location: June 12, 2013 1 pm SPM Activity Room
Attendees: F. Walker (Chair); J. Miller; J. VanderBaaren; B. Brandow; J. Southin; P. Brook –Williams; G. Phillips; S. Read; P. Wilkinson Voting: G. Phillips, B. Brandow, J. Southin, P. Wilkinson, F. Walker (Chair); J. Miller; J. VanderBaaren; G. McMullen; D. Gilliland; A. Bickerton; S. Read; P. Brook -Williams Non-Voting: A. O'Rourke, N. Smith, Dr. G Bhatt, S. Lawn Guests: D. Hunter, M.E. Burke Regrets: A. Bickerton;		
	Motion	Record of Vote
3.0	Agenda - To approve the agenda for June 12, 2013 AGM	Moved by: G. McMullen Seconded by: G. Phillips All in Favour: Carried
4.0	Minutes – To approve the 2012 AGM minutes of June 13, 2012	Moved by: Jane VanderBaaren Seconded by: David Gilliland All in Favor: Carried
7.1	To approve the Report of the Chair	Moved by: P. Wilkinson Seconded by: J. Southin All in Favor: Carried
7.2	To approve the Report of the Sherwood Park Manor Foundation	Moved by: G. Phillips Seconded by: J. Miller All in Favor: Carried
7.3	To approve the Administrators Report	Moved by: J. VanderBaaren Seconded by: B. Brandow All in Favor: Carried
7.4	To approve the Report of Resources Committee	Moved by: S. Read Seconded by: G. McMullen All in Favor: Carried
7.5	To approve the Ethics Committee Report –Report from P. Brook- Williams that no meetings held during 2012/13.	Moved by: P. Brook - Williams Seconded by: G. Phillips All in Favor: Carried
7.6	To approve the Public Relations Report	Moved by: J. Southin Seconded by: S. Read All in Favor: Carried
7.7	To approve the Report of Quality Council	Moved by: F. Walker Seconded by: J. Miller All in Favor: Carried

	Motion	Record of Vote
7.8	To approve the Medical Directors Report	Moved by: G. Phillips Seconded by: B. Brandow All in Favor: Carried
7.9	To approve the Auxiliary Report	Moved by: P. Wilkinson Seconded by: S. Read All in Favor: Carried
7.10	To approve the Fund Development Committee Report	Moved by: G. Phillips Seconded by: J. Miller All in Favor: Carried
7.11	To approve the Auditors Report	Moved by: S. Read Seconded by: G. Phillips All in Favor: Carried
8.0	To approve the Nominating Committee Report	Moved by : S. Read Seconded by: G. McMullen All in Favor: Carried
9.0	To approve the Election of Officers	Moved by : F. Walker Seconded by: S. Read All in Favor: Carried
10.0	To approve the appointment of Auditors for 2013/2014	Moved by : S. Read Seconded by: J. Southin All in Favor: Carried
11.0	To approve the appointment of Legal Counsel – no report, in abeyance	Moved by : Seconded by: All in Favor: Carried
12.1	To approve as presented the changes to By- Laws	Moved by : G. Phillips Seconded By: S. Read All in Favor: Carried
13.0	Adjournment – at 2:00 pm.	Moved by: G. McMullen Seconded by: D. Gilliland All in Favor: Carried



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Minutes: Annual General Board Meeting		Date/Location: June 12, 2013 12 noon SPM Board Room
Attendees: F. Walker (Chair); J. Miller; J. VanderBaaren; B. Brandow; J. Southin; G. Phillips; S. Read; P. Wilkinson; P. Brook – Williams; D. Gilliland; G. McMullen Voting: S. Read; D. Gilliland; J. Southin; G. Phillips; P. Brooke- Williams; P. Wilkinson; J. VanderBaaren; F. Walker(Chair); J. Miller; G. McMullen; B. Brandow; A. Bickerton Non-Voting: A. O'Rourke, N. Smith, Dr. G Bhatt, S. Lawn Guests: D. Hunter, M.E. Burke Regrets: A. Bickerton		
Item No.	Discussion	Motion/Action/Status
1.0	Call to Order	The Chair called the AGM meeting to order at 1:00 PM.
2.0	Regrets : A Bickerton	
3.0	Agenda - To approve the agenda for June 12, 2013 AGM	Moved by: J. Southin Seconded by: G. Phillips Carried
4.0	Minutes – To approve the AGM minutes of June 13, 2012	Moved by: J. Miller Seconded by: J. Southin Carried
5.0	Business Arising from 2012 AGM June 13, 2012 meeting - nil	
6.0	Correspondence – nil	
7.0	Executive Reports	
7.1	Report of Chair – F. Walker presented her written report that was enclosed. Motion: To approve the Report of the Chair.	Moved by: P. Wilkinson Seconded by: J. Southin Carried
7.2	Report of Sherwood Park Manor Foundation - G. Phillips presented the written report on behalf of S. Lawn that was enclosed. Motion: To approve the Report of SPM Foundation.	Moved by: G. Phillips Seconded by: J. Miller Carried
7.3	Report of the Administrator - A. O'Rourke presented his written report that was enclosed. Motion: To approve the Report of Administrator.	Moved by: J. VanderBaaren Seconded by: B. Brandow Carried
7.4	Report of the Resource Committee -S. Read presented his written report that was enclosed. Motion: To approve the Report of Resources Committee.	Moved by: S. Read Seconded by: G. McMullen Carried
7.5	Report of the Ethics Committee - P. Brook –Williams reported that the Ethics Committee held no meetings during 2012-2013.	Moved by: P. Brook - Williams Seconded by: G. Phillips Carried

7.6	Report of the Public Relations Committee - J. Southin presented his written report that was enclosed. Motion: To approve the Public Relations Committee report.	Moved by: J. Southin Seconded by: S. Read Carried
7.7	Report of Quality Council - F. Walker presented her written report that was enclosed. Motion: To approve the Quality Council Committee report.	Moved by: F. Walker Seconded by: J. Miller carried
7.8	Report of the Medical Director - Dr. G. Bhatt presented his written report that was enclosed. Motion: To approve the Medical Director report.	Moved by: J. Southin Seconded by: G. Phillips carried
7.9	Report of the Auxiliary - P. Wilkinson presented her written report that was enclosed. Motion: To approve the Auxiliary report.	Moved by : P. Wilkinson Seconded by: B. Brandow carried
7.10	Report of the Fund Development Committee - G. Phillips presented his written report that was enclosed. Motion: To approve the Fund Development Committee report.	Moved by: S. Read Seconded by: J. Southin carried
7.11	Report of the Auditor -V. Leakey presented the Auditors report for 2012. Motion: To approve the Auditors report for 2012.	Moved by: S. Read Seconded by: G. Phillips carried
8.0	Report of the Nominating Committee – S. Read presented his written report on the slate of directors for 2013/2014. Thanked D. Gilliland for his 9 years on the Board and his contribution, and thanked P. Wilkinson for her service 6 years on Board as Auxiliary Rep. G. Phillips starting second 3 year term; Dave Hunter come on to our Board this year, along with M.E. Burke for auxiliary. Motion: To approve the Nominating Committee report.	Moved by: S. Read Seconded by: G. McMullen carried
9.0	Election of Directors/Officers – F. Walker presented the slate of officers for 2013-2014. Mr. S Read, Chair; Mrs. F. Walker, Past Chair; Mrs. J. VanderBaaren, Vice Chair; A. O'Rourke Secretary/Treasurer. Motion: To approve Election of 2013/14 Directors/Officers.	Moved by: F. Walker Seconded by: S. Read J. VanderBaaren carried
10.0	Appointment of Auditors - S. Read presented KPMG as auditors for fiscal year 2013. Motion: To approve KPMG as auditors for fiscal year 2013.	Moved by: S. Read Seconded by: G. Phillips carried
11.0	Appointment of Legal Counsel – Legal Counsel not appointed	
12.0	New Business	Moved by : J. VanderBaaren Seconded by: G. Phillips carried
12:1	By-law revisions - F. Walker presented a number of changes to the by-laws. Motion: To approve the changes to By-laws as presented.	Moved by : G. Phillips Seconded By: S. Read carried
13.0	Adjournment – Moved by: G. McMullen Seconded by: D. Gilliland Carried.	The Chair declared the AGM meeting adjourned at 2:00 pm

SHERWOOD PARK MANOR

Report of the Board Chair 2013 – 2014

Looking back, 2013 was a year of considerable strategic planning and activity for Sherwood Park Manor. Faced with a growing concern about the long-term sustainability of the Manor in the current economic environment, the Board of Directors undertook several important initiatives.

With the results of a third-party Sustainability Report in hand, the Board and staff began with a strategic planning exercise in December, 2013. This exercise produced an updated mission and vision for the Manor, and identified several key priorities for the upcoming 3 years.

At the core of the strategic plan is the urgent requirement to take aggressive steps to improve the Manor's financial position, and to put it in a position to reinvest back into human and physical capital needs.

The Board and Management decided to address the financial pressures in four key ways:

- 1. OPERATING EFFICIENCIES:** Our research confirmed for us that Sherwood Park Manor is indeed a leader in operating efficiency. While it remains a home of choice from a quality-of-care standpoint, operating costs per resident bed are significantly lower at SPM than other not-for-profit long-term care homes in the area, and compares favorably with others across the entire South East LHIN. This is a real testament to the staff at the Manor who have maintained a high level of resident care with very limited resources. The management team has also done a remarkable job managing with limited funding: successful debt restructuring and innovative cost-sharing arrangements with healthcare partners have helped to reduce the size of the annual deficits in recent years. Clearly, it is important for SPM to maintain this leadership going forward, and management has taken steps to ensure that residents are receiving maximum value from the limited funding SPM receives.
- 2. NEW REVENUE GENERATION:** SPM will continue to pursue new sources of operating revenue to support the funding received from the Ministry of Health and Long-term Care. By adopting best practices for charting daily care activities, for example, staff is endeavoring to more accurately reflect the "Case Mix Index", a key determinant of future funding levels.
- 3. COMMUNITY FUNDRAISING:** This past year was a record year in terms of attracting third-party donations, and we have all been overwhelmed by the outpouring of community support. In April 2014, the Rotary Clubs of Brockville announced their intention to donate \$100,000 over three years to allow SPM to purchase over 50 new resident beds. The Sherwood Park Manor Foundation was established to provide a formal fundraising arm for the Manor, and planning for the First Annual SPM Golf Tournament (to be held June 20, 2014) is well underway. Other community activities such as the Celebrity Server night at Boston Pizza have helped to raise both awareness and much-needed funds.

4. MUNICIPAL SUPPORT: A major focus for the Board has been the execution of a public awareness campaign, particularly directed towards the area municipalities, for the purpose of securing municipal funding. On several occasions, Board presentations to councils (both Brockville and United Counties) were delivered to bring visibility to the challenges facing Sherwood Park Manor. Notably, over \$5 Million is provided annually by area municipalities to support operating and capital requirements in local long-term care, yet none of this taxpayer-generated funding is provided to Sherwood Park Manor. This puts the Manor at a significant disadvantage relative to its local counterparts, and the Board will continue to advocate for a more equitable distribution of long-term care funding across all the resident beds in the area. The Board has also been working with the United Counties to explore ways in which a partnership with Maple View Lodge might generate opportunities for both organizations.

These are challenging times, indeed, but we are all united and driven by an unwavering commitment to preserve the outstanding service that Sherwood Park Manor provides to our community. We are equally inspired by the wonderful community support that has emerged following our awareness campaign, and we thank everyone for their encouragement and philanthropy.

My thanks go out to the staff and the leadership team at SPM, who have maintained their professionalism and commitment to resident care, despite the uncertainty that comes with a public appeal for financial support. I am equally proud of our 12-person volunteer Board of Directors – a group of talented and dedicated local citizens who are working hard to provide a bright future for Sherwood Park Manor.

Respectfully submitted,

Steve Read
Chair, Board of Directors

SHERWOOD PARK MANOR

Foundation Annual Report 2013 – 2014

Directors included: Chris Butler, Maurice Gariepy, Dave Hunter, Sandra Lawn (Chair), Terry McDermid (Treasurer), Maureen Laurin and Gord Phillips.

The management of the endowment continues to be the prime occupation of the Board. The legal change of name from the Fulford Board to the Sherwood Park Manor Foundation was accomplished in June 2013 and this is allowing the Foundation to be more helpful in managing additional fundraised dollars.

Administrator Alfred O'Rourke reported thoroughly and regularly from the Manor to the Foundation Board, keeping the Foundation well informed at their quarterly meetings.

Under the management of RBC Wealth Management we now hold \$2,242,702.

Sherwood Park Manor received \$70,000 in 2013 from the Foundation. On March 14, 2014 the Board of the Foundation approved \$70,000.

Respectfully submitted

Sandra S. Lawn
Chair, Sherwood Park Manor Foundation Board of Directors

SHERWOOD PARK MANOR

Administrators Annual Report 2013- 2014

This past year was a very busy one for Sherwood Park Manor.

Planning: New Vision, Mission and Values statements were adopted by the Board of Directors with the assistance of our management team and input from staff.

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Our goal over the next three to five years is to have our vision, mission and values be lived out by our staff, residents and volunteers.

Operations: Financially in 2013 we targeted a balanced budget and came within \$47,000 of achieving that goal. We continued to advise the SE Local Integration Network of our situation as it is expected that we achieve a balanced budget. Organizationally there has been change as we have a new Interim Director of Nursing, Mr. Heath Heffernan who is refocusing our efforts to become more resident-centered. The rest of the management team including Nancy Gillett Office Manager; Nancy Nesbitt-Boucher Resident and Family Services Manager; Joann Dillabough Support Services Manager and Anne Rodger Assistant Director of Nursing I would like to personally thank for all their efforts on a day to day basis to lead their respective staff during very busy times.

Our ongoing building concerns continue to be an ongoing issue. Fortunately we have been able to maintain our services and keep our care to the highest level. Our first annual SPM golf tournament to be held on Friday June 20, 2014 has been a source of increased team work and support from the community. Our goal of \$40,000 is expected and I would like to thank in advance the hard work of the committee including Jane VanderBaaren, Joann Dillabough, Nancy Gillett and the other staff organizing and promoting this event.

New for 2013/14

A new five year partnership with Med Systems pharmacy a division of Shoppers Drug Mart helped establish WIFI throughout the Manor, as well as a new system of distribution of medication to residents. I would like to thank all the RPN's and RN involved for stepping up during this time to learn this new system and work through the "bugs" that come with this type of significant change. In the next few months the next phase of this system will be implemented which will be an electronic medication administration system which will provide better overall service to our residents.

In August 2013 the Ministry of Health and Long Term Care changed the funding model for providing Physiotherapy services from OHIP billings to one that separated Physiotherapy from exercise programs. Each home receives \$750 per resident per year for physiotherapy and \$.27 per diem for exercise. Sherwood Park Manor, Maple View Lodge and St. Lawrence Lodge jointly came together to outsource a new Physiotherapy service which would assist the three homes in maximizing the provision of care to our residents. PT health a division of Bayshore Health Care has taken over services for the three sites effective April 1. This will be a two year commitment.

Sherwood Park Manor had its first Resident Quality Inspection from March 17 – March 28, 2014. There were three inspectors from the Ministry of Health and Long Term Care who reviewed the care and services we provide to our residents. We received an excellent report with only 8 Written notifications and 1 Voluntary Correction Plan. We celebrated this on April 17, 2014 with Pizza and Cake for all staff. Congratulations to all staff!

Our Auxiliary is amazing they came through with \$12,000 to purchase a new tub lift for the resident bath tubs.

I would like to thank all the residents, staff, auxiliary and volunteers and family members for without each one of you we would not be able to have such a wonderful place as Sherwood Park Manor to live and work.

Respectfully submitted,

Alfred O'Rourke
Administrator

SHERWOOD PARK MANOR

Resource Committee Annual Report 2013 – 2014

The Resource Committee comprises the following areas of responsibility; Property, Human Resources and Finance. For the year 2013-2014 committee members are Directors Geoff McMullen, Gord Phillips, John Southin, Fran Walker, Dave Hunter and Administrator Alfred O'Rourke with Jim Miller as the Chair. Also we have as a Resource- David Gilliland and as Finance representative-Nicole Smith.

PROPERTY

Our capital needs have been put aside due to financial constraints but, in fact, capital budgeting is an issue that needs to be resolved. We are currently dealing with events as they arise but we have no long term plan in place. It is hoped that some positive objectives and direction will come from our current efforts with other facilities in the community.

FINANCIAL

The financial information at year end is outlined in detail in the audited financial statements and the accompanying Auditors Report. In summary, Sherwood Park Manor reported a deficit of \$47,140 on revenues of \$7.21 Million. This represents an improvement over the deficit of \$141,682 reported in 2013. The current deficit is a quarter of what it was in 2012. In fact, Sherwood Park Manor could have had a balanced budget had the recent CMI funding been more timely. We continue to reduce or long term commitments and judiciously rely on a line of credit. We strive to maintain the economic viability of the Manor.

We are managing our costs without compromising provincial standards and providing quality service. When we compare ourselves to the other Homes in the area, we are consistently and significantly below cost comparators and are within provincial standards. We continue to operate at a 98% occupancy rate.

Sherwood Park Manor continues to maintain cost control but there is still a growing gap between government funding and the inability to deal with capital issues. The Board of Directors is constantly seeking alternative funding to aid in the shortfall of capital for replacement of equipment and building upgrades. The Fund Development Committee works diligently to find ways of purchasing necessary equipment through donations and fund raising events.

We feel like Sherwood Park Manor is operating in a responsible way and continues to look for opportunities for improvement.

Respectfully submitted,

Jim Miller, Chair

SHERWOOD PARK MANOR

Ethics Committee Annual Report 2013- 2014

The Committee has met once this past year, to discuss recommendations for protocol to be used in the management of residents prescribed marijuana for medical reasons. Marijuana is now licensed for specified reasons including chronic pain and it is expected that long-term care homes will find themselves, from time to time, managing residents receiving it.

Respectfully submitted,

Penelope Brook-Williams, MB. FRCPC

SHERWOOD PARK MANOR

Public Relations Committee Annual Report 2013-14

Following the publication of our News Release that explained our urgent requirement for top-up funding from the City of Brockville and/or the United Counties, we garnered a great deal of publicity for our cause and sparked initiatives that might actually vouchsafe the Manor's future. There have also been a number of short-term benefits for our residents as we plan for the longer term.

The PR activities of the past year can be grouped roughly into the following categories: CMHC Initiatives, Donations & Grants, Discussions with Brockville, Discussions with the United Counties, and General Publicity.

CHMC Initiatives

Fran Walker and others have vigorously lobbied Steve Clarke, MPP, and Gord Brown, MP, to enlist their support in our attempts to renegotiate the terms of our long-term CHMC loan, or to discuss reasonable terms for early pay-out of this mortgage. Despite an investigation by both constituency offices, and inquiries by the local Chamber of Commerce on our behalf, CMHC refuses to discuss either alternative. It remains a possibility, however, that we haven't yet devised the most effective tactic or discovered the key CHMC official to pressure.

These efforts were mentioned in a January 14, 2014, article in the Recorder & Times by Nick Gardiner. They were also the principal subject of an on-line article in the Recorder & Times by Nick Gardiner on February 26, 2014. (MPP pushes province for answers") and under a different title in the print edition, January 25, 2014. ("Push on for answers to Manor's problems").

Donations and Grants

The Manor receives numerous gifts and donations during the year, some of which generate publicity. This year the two most note-worthy were the \$100,000 donation from the Rotary Clubs of Brockville, ear-marked for the purchase of new beds over a three-year period, and a \$20,000 donation from Don and Shirley Green, as a kick-off for our June golf fund-raiser. Several news outlets picked up this story:

- Recorder & Times, 5 April, 2014. ("Rotary, Greens Offer Support")
- St. Lawrence News (EMC) 10 April, 2014. ("Rotary Clubs Donate to Sherwood Park Manor")
- Brockville This Week, 10 April, 2014. ("Rotary and Greens show Manor support")
- Business Today, April, 2014. ("Sherwood Park Manor receives generous donation")
- The Eastern Ontario Networks broadcast the cheque presentation and related event; it can be seen online at <http://www.easternontarionetwork.com/index.php/news/local-news/brockvilleelizabethtown/18993-rotary-clubs-of-brockville-announce-100-000-funding-commitment-to-sherwood-park-manor-video.html>.

In March, 2014, I wrote a grant request to the Brockville and District Community Foundation for \$1500 to purchase a replacement for our antiquated garment labeller. We have been notified that the funds will be granted and publicized at an event in June, 2014.

Discussions with Brockville

To support our short- and long-term viability, we requested a grant on a continuing basis (for 5 years) from the City of Brockville. In furtherance of this objective, delegations from the Manor met with the Council and its relevant sub-committees on several occasions during the fall and winter. These meetings were extensively covered by the local press at the time and in follow-up articles afterward.

- Recorder & Times, 21 January, 2014. (“Sherwood Park decision delayed”)
- Eastern Ontario News, 22 January, 2014. (“Brockville City Council has postponed a decision....”)
- Recorder & Times, 23 January, 2014. (“Manor considers next step”)
- Recorder and Times, 19 September, 2013. (Front page photo and story re our meeting with Finance, Administration and Operations Committee)

Discussions with the United Counties

In the fall of 2013 the United Counties asked the Manor to join with some of their members to form a Steering Committee to examine the future of both Mapleview Lodge and SPM. These deliberations are on-going and details are, of course, still confidential, but the existence of such discussions has been publicly acknowledged.

- Recorder & Times, 9 October, 2013. (“Manor’s woes come to Counties”)
- Recorder & Times, 2 January, 2014. (“Cost savings vital to saving long-term care beds.”)
- Recorder & Times, 7 February, 2014. (“Manor merger?”)
- Recorder & Times, 20 February, 2014. (“Urgency stress on Manor”)
- Recorder & Times, 21 February, 2014. (“Sherwood Steering Committee takes shape”)

General Publicity

Many events have taken place during the past year that served to raise awareness of SPM and its vital role in the community. Although they are not directly connected to specific fund-raising projects, the favorable impression they collectively generate within the community undoubtedly contributes to the success of our fund-raising endeavors. Among these awareness-raising events are the following:

- Tours of the Manor by local politicians and councilors
- Snap (August, 2013) photo and article about “one brick at a time” initiative
- Letter to R&T, 15 August, 2013, by Jean Macintosh
- Brockville This Week (28 September, 2013). (Photo and article “Closure possible....”)
- Recorder & Times, 21 January, 2014. (“Make manor priority: Auxiliary”)
- Letter to R&T, 2 October, 2013 by Lisa McCarthy
- I addressed the BGH Board on two occasions re support for SPM

Respectfully submitted,

John Southin
Chair, Communications and Publicity Committee.

SHERWOOD PARK MANOR

Quality Council Annual Report 2013 - 2014

During 2013/14 the SPM Quality Council held 4 meetings to perform its functions of monitoring, reviewing and promoting the quality and safety of resident care.

There has been ongoing monitoring of, frequency of falls and associated interventions, measures for skin integrity, bladder programs and frequency of restraint usage.

In March 2014 three MOHLTC inspectors undertook an 8 day Resident Quality Inspection, resulting in no issues warranting compliance order. There were 8 items resulting in written notes, which identify potential areas for improvement, but not seen as serious breaches of quality standards. This result is extremely positive when measured against comparator facilities. Staff are commended for their diligence in providing measurable quality of services to our residents.

The success of this committee is dependent on substantial amounts of recording and data collection by front line and management staff, and for this the council extends its appreciation.

The Council is now commencing preparation for the Ministry's new mandatory Quality Improvement Plans initiative, which will require submission of quality targets, measures, and results, with the first formal submission due April 2015. The first training session was presented via video conference by QIP specialists from Health Quality Ontario at the May 2014 QC meeting.

Respectfully submitted,
Dave Hunter

SHERWOOD PARK MANOR

Medical Directors Annual Report 2013- 2014

From my viewpoint, the year has passed quickly and most satisfactorily without any major issues. We had the usual outbreaks of upper respiratory infection and diarrhea. Nothing major happened.

We have had a change of the Director of Nursing and the transition has been very smooth. The acting Director of Nursing, Mr. Heath Heffernan, has filled in very nicely and the morale of the nursing staff and caregivers is at a new high.

There is a shortage of nurses, and there are not enough applicants available; we continue to seek suitable staff on an ongoing basis. The nurses, to their credit, give 110% of their efforts and things are working out smoothly.

We have instituted a special program for mouth care and toileting. This program will help maintain good overall care of the patients. The incidents of falls have become less frequent and the staff from the physiotherapy department have to be congratulated for this. Their guidance is invaluable.

We are working hard with the pharmacy department to try and reduce the number of anti-psychotic medications, along with tranquillizers. We have made progress in this area.

The compliance team visited the home and their reports were complimentary. They had no particular issues in the home.

Respectfully submitted,

G. Bhatt, M.B. Ch.B.
Medical Director

SHERWOOD PARK MANOR

Auxiliary Annual Report 2013 -2014

The 51 active members of the Auxiliary have contributed over 2,195 volunteer hours. We staff the Gift Shop, and Tea Room, assist with the Church Services, serve morning refreshments twice a week, and assist the Life Enrichment Department with their activities. We are still looking for new members to help with the tea room, the Manor Shop and Church services. A Birthday card is delivered to each resident on their special day. Volunteers provide baking and sandwiches for our fund raisers and special celebration's such as Mother's Day and Fathers' Day Lunches. They also keep the shop supplied with crafts and donated articles.

All our revenues come from the Fall Bazaar and Fall Raffle, the Manor Shop, Bridge Tournament, Wilton Cheese sales and the drinks machine.

This year we purchased.

Bariatric Tub Lift for the residents	Cost \$12,000
3 new Transfer Sings	Cost \$ 1,086
Christmas gifts	Cost \$ 750
Cheque to residents council	\$ 685.89

We also purchased new Folding Tables to be used for residents and for fundraisers, and flowers for Mother's and Father's day lunches.

Total amount of donations **\$16,870.62.**

We would like to take this opportunity to remember three very active members who have sadly passed over the last year, Mary Ellen Burke, Shirley Metcalfe, and Nancy Bracken. Each and every one very much appreciated as very active members, all will be sadly missed.

Volunteer Work - the 2014 Volunteer Award this year will see 6 people nominated from our Auxiliary, Gert Buell, Jan Purser, Dorothy Stebes, Karen Kingscott, Margot Greene, and Evelyn Frank.

Recipients will be announced later this summer in Brockville.

Respectfully submitted,

Gail Wood

SHERWOOD PARK MANOR

Fund Development Committee Annual Report 2013 - 2014

2013 is the year that the Fund Development Committee felt a significant increase in their ability to raise money for the Sherwood Park Manor. Because the Manor's financials were out in the media, our fourth quarter mail out for our "Ask Project", initiated a response of \$20,630.00, from our generous donors. Gord Phillips initiated this effort which also included a significant donation for the stamps. We had help from volunteers and a few residents.

In October Sherwood Park Manor was offered the chance to take over a golf tournament from the Brockville General Hospital. This tournament will generate money for necessary items needed at the Manor, and will be included in next year's budget.

Respectfully Submitted,

Gord Phillips & Jane VanderBaaren, Co-chairs

SHERWOOD PARK MANOR

Nominating Committee Annual Report 2013 - 2014

Article 3.1 of the bylaws of Sherwood Park Manor states the Board of Directors shall be compromised of 11 elected members and 1 representative from the Auxiliary.

Each member is elected for a 3 year term with a maximum for 3 consecutive terms (9 years). The current status of the elected members is as follows:

- Angus Bickerton elected 2012
- Belia Brandow elected 2013
- Dr. Penelope Brook-Williams elected 2008
- Dave Hunter elected 2013
- Geoff McMullen elected 2008
- Jim Miller elected 2012
- Gord Phillips elected 2010
- Steve Read elected 2008
- John Southin elected 2011
- Jane VanderBaaren elected 2009
- Fran Walker elected 2008

The Auxiliary representative from June 2013 until September 2014 was Mary Ellen Burke. With her passing we lost a very valuable long term member of our board. Willard Burke took on the responsibilities of this position until the Annual meeting of June 2014. We thank him for his support.

Dr. Penelope Brook-Williams has submitted her resignation as of the annual meeting June 11, 2014. We thank her for her very valuable contributions as a dedicated board member for the last 6 years. She has agreed to continue to participate in the Ethics committee as a non-board member.

The Nominating committee is pleased to present the following directors for election at the 2014 Annual General Meeting:

- Jean Macintosh for her 1st 3 year term
- Geoff McMullen for his 3rd 3 year term
- Steve Read for his 3rd 3 year term
- John Southin for his 2nd 3 year term
- Fran Walker for her 3rd 3 year term

Following is brief curriculum vitae for Jean Macintosh.

Jean Macintosh

- Brockville resident
- Graduate of the Royal Victoria Hospital School of Nursing, Montreal
- Served as the Chairman of Sherwood Park Manor Board while it was being built.
- Past Chair of the Brockville Health Services Planning Committee which was formed to rationalize the services of the two acute care hospitals in Brockville
- Former Board Member of the Brockville General Hospital
- Current member of Brockville General Hospital Community Advisory Committee.
- Was employed by the Lanark Leeds and Grenville District Health Unit as the Director of the Placement Coordination Service and then transferred to the Access Centre when it was established
- Has served on various Provincial and local Boards.
- Has two sons who with their families live on the east and west coasts
- Is a member of St. Paul's Anglican Church.
- Has always enjoyed fishing, bird watching, reading and most recently playing Mah-Jong.

Respectfully submitted,

Fran Walker, chair

Steve Read & Jane VanderBaaren, members

SHERWOOD PARK MANOR

The Election of Officers

June 11, 2014

The Nominating committee is pleased to present the following officers of the corporation at the 2014 Annual General Meeting

Steve Read will serve as Chair of the Board of Directors

Jane VanderBaaren will serve as Vice Chair of the Board of Directors

Fran Walker will serve as Past Chair of the Board of Directors

Alfred O'Rourke will serve as Secretary/Treasurer

Respectively submitted,

Fran Walker, chair

Steve Read & Jane VanderBaaren, members

SHERWOOD PARK MANOR

Bylaw Revisions for the Annual General Meeting

June 11, 2014

The bylaw revisions are noted in bold.

17. THE PUBLIC RELATIONS COMMITTEE:

- (1) The Public Relations Committee shall consist of:
Not fewer than two (2) Directors and **up to two (2) non board members.**

19. QUALITY COUNCIL:

- (1) The Quality Council shall consist of:
 - (a) Not fewer than two (2) Directors.
 - (b) Plus the Administrator, Director of **Care**, Resident & Family Services Manager, Human Resources and Union representative.
 - up to two (2) non-Board members.

20. The Ethics Committee

- (1) The Ethics Committee shall consist of:
 - (a) Not fewer than three (3) Directors.
 - (b) Plus the Administrator and Director of **Care.**
 - (c) up to two (2) non board members**