



Meeting: Terrace Lodge Redevelopment Fundraising Committee

Date: July 11th, 2019

Time: 3:00 pm

Location: Terrace Lodge Long Term Care Home, Chapel

Attendees: Susan Chilcott, Municipality of Bayham
Dominique Giguère, Township of Malahide
Kay Haines, Terrace Lodge Auxiliary
Muriel Carrel, Community Member
Ruth Anne Perrin, Community Member

Staff: Julie Gonyou, Elgin County Chief Administrative Officer
Michele Harris, Director of Homes and Seniors Services
Lisa Penner, Administrator
Tanya Noble, Manager of Program and Therapy Services
Jenna Fentie, Legislative Services Coordinator

Regrets: Fiona Roberts, Municipality of Central Elgin
Pete Barbour, Town of Aylmer

MINUTES

1. Call to Order

The Terrace Lodge Redevelopment Fundraising Committee met this 11th day of July, 2019 at Terrace Lodge, in the Chapel. The meeting was called to order at 3:02 p.m.

2. Welcome and Introductions

Each member introduced themselves and provided their background on fundraising. All members received a binder of relevant background information for reference.

3. Review of Minutes (Tab 10)

Moved by: Ruth Anne Perrin

Seconded by: Muriel Carrel

Resolved that the minutes from the meeting held on April 30, 2018 be approved.

- Motion Carried.



4. Review of Terms of Reference (Tab 1)

The CAO provided an overview of the Terms of Reference for the Terrace Lodge Redevelopment Fundraising Committee. The Terms of Reference describe the scope of the committee's responsibilities, the limits of authority, the results it is expected to achieve and the reporting that is required. The Terrace Lodge Redevelopment Fundraising Committee is a subcommittee of the Terrace Lodge Redevelopment Steering Committee. All reports from the Fundraising Committee will be provided to the TL Redevelopment Steering Committee.

The CAO clarified that the Fundraising Committee will be ongoing depending on the goals/campaign determined by the Committee.

5. Appointment of Chair

The Committee unanimously agreed to have the CAO Chair the July 11, 2019 meeting, and will appoint a Chair at the next meeting when all members are present.

6. Terrace Lodge Redevelopment Presentation

The Director of Homes and Seniors Services provided an overview of the presentation prepared by MMMC Architects from the Terrace Lodge Redevelopment Public Consultation Session on June 20, 2019. The Director highlighted the floor plan and noted that since the June 20th presentation, there have been significant changes to the floor plan (e.g. relocation of second elevator, private room floor plans) as a result of feedback received from front line staff. The Director will be working on an Operational Plan and Phase 1 of the redevelopment project is expected to start summer 2020.

7. Review Public Consultation (June 20th) Items of Interest

The Director of Homes and Seniors Services discussed the results from the public surveys, and highlighted the following:

- residents do not want to share 4 people to a washroom;
- there were questions regarding room rate changes (room rates will not change);
- residents wondered if they were going to stay in the same areas – every effort will be made for residents to stay in or near the same area and with the same roommates if desired;
- tuck shop will be moving closer to the dining area;
- lack of support for child care at the Home;
- concerns regarding amount of outdoor living space;
- conversations with emergency services regarding access are ongoing;
- the doors to the resident rooms and resident bathrooms are will be larger.



Muriel asked if there was an opportunity for a visitor's entrance on the north end for ease of access. Michele Harris will bring this point to the architect for discussion and review.

8. Fundraising Orientation (Tab 5)

a. Review of Committee Accomplishments

The CAO noted that Committee Accomplishments can be found on tabs 6 and 9.

9. Action Plan and Review of Goals

The CAO provided an overview of the possible considerations and next steps:

1. Redevelopment Plan
 - o Michele will provide updates at each meeting regarding changes/updates to redevelopment schedule as decided by the Steering Committee. This will help the Committee to answer questions from the community and potential donors.
2. Fundraising Goal – for the next meeting, determine what the Committee would like to fundraise for, and what the community can support. A clear vision that the Committee can sell will drive the campaign.
3. Draft Communication Plan and Timeline will be presented at the next meeting for the Committee's review, comment, and consent (e.g. promotional materials, case for support etc.)
 - o Work that the committee is doing needs to dovetail the work of the Auxiliary.
4. Prospect List (tab 6)
 - o Committee can add prospective donors to list – a master list will be created at a follow-up meeting.
5. A Joint Meeting with Steering Committee and Working Group will be scheduled for Fall 2019.
6. Campaign Launch
 - o Start thinking about what the launch might look like

10. Additional Items/Future agenda Items

- a. Butterfly Home Project – Michele is booking a tour for Committee Members, Steering Committee etc., to visit a Home that implements this project. A video will be sent to Committee Members via email.
- b. **Next Meeting Date/Regular Schedule for Meetings**
 - i. Tuesday, Beginning of September
- c. **Pre-Work Required for Next Meeting**
 - i. Review Donation and Gift Policy (tab 4 – green paper)
 - ii. Prospective Donor Sheet
 - iii. Confidentiality Agreement



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11. Adjournment

The meeting adjourned at 4:28 p.m.

Chair.