RESIDENTS ADVISORY COUNCIL MINUTES
JULY 9, 2018 - 9:00 a.m.

In the absence of President Jim Tacchini, Vice President Barbara Overholser called the meeting to order. The June minutes were approved as printed.

BOARD OF DIRECTORS: Keith Weathers, President of the Board of Directors, met with the Council and brought greetings from the Board. He reported that three things have been on the Board members’ minds this month: Appreciation of the recent Ice Cream Social hosted by the Capital Manor Foundation; details of the Long Range Plan and the building projects, beginning with the parking construction now taking place plus the many city permits involved; and now focusing on the financial arrangements for the total construction project, which we can anticipate will be the main topic of the next Town Hall.

REPORTS FROM EXECUTIVE DIRECTOR, DAVID LEWIS, AND ADMINISTRATOR OF RESIDENT HEALTH SERVICES, PATTY KIDD: In the absence of David and Patty who, along with the Marketing Team, are attending a Life Care Services conference in Kansas City, Mark Fineran, Director of Human Resources, shared their written reports to RAC. These reports are printed on the next page.

Included in David’s report was the announcement that Mark Fineran will be retiring at the end of this year. This news was received by the Council with expressions of regret that Mark will be leaving and appreciative applause for his service here.

There being no new business, Vice-Chair Barbara Overholser called for reports from the Floor Chairs and RAC Committee Chairs present.

The meeting was adjourned at 9:40 a.m.

WRITTEN REPORTS SUBMITTED FROM THE FOLLOWING COMMITTEES & FLOOR GROUPS ARE ATTACHED:

Marketing
Program
RIF
Building & Grounds
Foundation
Floors 1/10, 2, 6, 8, Villas I, III, Terrace, Town Homes, Manor/ Memory Care

Library
Computer
Gallery Art
Garden

Liaison
Video Library
Education
Lapidary/Wood Shop/Ceramics
Vespers/Spiritual Care

Barbara Overholser, Vice-President

Ruth Walton, Secretary

1a.
RAC Report 7/9/18

- Census 83

I'm sorry I am not there to give my report. I am in Kansas City at a conference.

We are happy to announce that we have hired our Director of Home Care. He is starting his orientation today. His name is Cody Pierce. After we give him a chance to get through his first week or two, we will start hiring caregivers so that we can put our license application in.

My staff and I would like to start offering tours of Manor Care and Memory Care. It was suggested to me that floor chair's might like to schedule a tour during a regular floor meeting. If you are interested in doing that, please contact me.

Respectfully submitted,

Patty Kidd
Administrator of Resident Health Services

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Executive Director Report

I give my apologies for not being able to be at the RAC Meeting today. The Marketing Team: Nikki, Maria, Tom, and Cindy, are with me and Patty Kidd in Kansas City, Missouri for a Life Care Services combination Operations and Sales Conference.

Regarding my trip to China, I will give a presentation about my trip and what I learned on Tuesday, August 7, 2018 at 6:30PM in the Auditorium. This will include my tour of the only nursing home in the entire province of Guangxi.

There will be a City of Salem Public Hearing on July 17, 2018 at 5:30PM regarding the design plan and site review for the Westside Villas.

I have a last announcement that is both celebratory as well as sad. Celebratory for Mark Fineran personally as he is retiring (for the second time) at the end of this year. Sad for Capital Manor, as he has grown the role of Human Resources Director to be some large shoes to fill. As I write this I wonder how awkward it must be for Mark to read this about himself in the third person. We have begun a search for a new HR Director and hope to have some time for Mark’s time at Capital Manor and the new Director’s time to overlap. We will be conducting a search that is internal, local, and region-wide.

Respectfully,
Amenities and Multiple Dining Venues Survey: Phase 4
In the Fall of 2017, an Envision Committee was formed to begin dreaming and planning for Phase 4: Amenities and Multiple Dining Venues. The members of this committee are myself (chair), Nancy Dunton, Joe Burks, Cleve Knabe, Shelby Prichard, Gillie Gurnie, and Linda Burks. Our committee has toured several communities in Portland, Lake Oswego, Dallas, and Arizona. We are studying industry trends and learning from experts in the fields of design and architecture. In May of 2018, we surveyed Capital Manor residents and we are currently in the process of surveying our future residents of the Westside Villas. All of the information collected through surveys and on community visits will be useful and informative as we plan for Phase 4.

At the July Town Hall, I presented the results of the Amenities and Multiple Dining Venues Survey that was collected in May. 171 residents returned the survey. It was requested by several residents that I include these results in the RAC report.

DINING
Usage of Current Dining Offerings (Other than the Magnolia Dining Room)
- Red Door Bistro 85.4%
- Morning Continental 41.5%
- Afternoon Continental 32.2%
- Wine Bar 28.7%
- Cocktail Monday 17.5%

Buffet vs. Seated
- Buffet 86.0%
- Seated Service 19.9%

Special Diets
- Vegan/Vegetarian 24.0%
- Dairy Free 7.0%
- Gluten Free 4.7%

Outdoor Seating, would you use it?
- Yes 59.6%

New Venue Ideas
- Expanded Bistro 56.1%
- Casual Bar and Grill 49.1%
- Coffee Shop 35.1%
- Pizza Oven 29.7%
- Wine Bar 24.6%
- Formal Dining 13.5%

AMENITIES USAGE
50% and Above
- Walking Paths 73.7%
- General Store 70.2%
- Mall Library 66.1%
- Thrift Shop 66.1%
- 10th Floor Library 56.7%
- US Bank 54.4%
- Guest Rooms 54.4%
- Beauty Salon 52.6%
AMENITIES USAGE (Cont.)
25-50%
- DVD Library 48.0%
- Group Exercise 42.1%
- Computer Lab 39.2%
- Pool 39.2%
- Cardio/Weights 38.6%
- Good Buy Shop 38.0%
- Mani/Pedi 36.8%
- Garden 32.2%
- Hot Tub 28.1%
- Locker Rooms 26.3%

0-25%
- Chapel 22.8%
- Card/Game Room 22.2%
- Fiber Arts 21.6%
- Woodshop 14.0%
- Puzzles 13.5%
- Ceramic Studio 11.7%
- Art Studio 8.2%
- Lapidary Shop 8.2%
- Pickle Ball 6.4%
- Ping Pong 4.7%
- Massage 4.7%

Overall Summary

<table>
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<th>June 2018</th>
<th>Fiscal Year to Date</th>
<th>2017-18 Budget</th>
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<tr>
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<tr>
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<td>0</td>
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<tr>
<td>Attrition</td>
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<td>25</td>
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</table>

Total Closed: 98.2%
Total Sold: 98.2%

June New Resident Move-Ins:
- Bob and Mary Bontrager, Villa 2059, June 22

Non-resident Wait List Additions:
- 6 New Wait List Depositors were added to our non-resident wait list.
- 71 Total Prospects are on the wait list.
To be on the wait list, an applicant must financially qualify and deposit a $5,000 partially refundable deposit.

Independent Living Attrition:
- Transition from IL to Manor Care: 0
- Move Out of Capital Manor: 1
- Death directly from Independent Living: 0
- Units back into inventory due to attrition: 1
Unoccupied Unit Status:
OUT OF INVENTORY:
• 2 remain out of inventory: Flower room, IT room
ON THE MARKET:
• 124, Tower, 1 bedroom
SOLD, NOT CLOSED
• None
CLOSED, UNDER RENOVATION
• 720, Tower, 1 bedroom
• 917, Tower, Expanded Studio
• 2004, Villa, 1 bedroom
INTERNAL TRANSFER
• 303, Tower, 2 bedroom
• 3002, Terrace, 1 bedroom
• 3007, Terrace, 2 bedroom
• 2011, Villa, 1 bedroom
• 2079, Villa, 2 bedroom
• 2041, Villa, 2 bedroom with great room

News and Events:
• 23 of 34 Westside Villas are sold.
• On July 31, we will host an off site event at Creekside Golf Club featuring a resident panel. We will also be promoting the Westside Villas.

Definitions
Close: Entrance Fee is paid in full
Sale: A 15% down payment of the Entrance Fee is paid to hold the residence
Cancellation: A sale was made but the prospect backed out for one reason or another
Attrition: A unit became available due to death, move out or move to Manor Care

Nikki Lacy 7/5/2018
Coming Programs & Special Events (in the Auditorium unless otherwise specified)

- Please note: Most programs are in the auditorium at 6:30 or 7:00 pm, but at times they may be in the afternoon or in a different venue.

JULY

- July 24th at 6:30 pm - The Children’s Educational Theatre returns to perform at CM
- July 31st – A new musician takes the stage at Birthday Night – Diane Hawkins on piano with a touch of classical music.

AUGUST

- August 1st at 6:30 pm – The Oregon Symphony Association in Salem hosts a Summer program that will include a guest lecture by Dr. Crystal Zimmerman from Willamette University, wine-tasting and information about the Oregon Symphony in Salem
- August 7th at 6:30 pm – Capital Manor Executive Director David Lewis, presents a PowerPoint slideshow on his recent Travels to China in June.
- August 21st at 6:30 pm – Lee Kersh presents The Ukulele Craze – Through the Years. Enjoy a delightful summer program featuring an instrument that brings to mind images of Hawaii with waving palm trees! Learn about the Ukulele, see various instruments Lee has in his collections and hear him play demonstration pieces. The program will close with Q&A and a chance to experience the instruments up close.
- August 28th – Rob McGee returns to play for Birthday Night with the mellow and smooth sound of his trombone playing favorite melodies and timeless classics.
RIF - Residents' Improvement Fund

June, 2018

Balance RIF APRIL 30, 2018 $54400.38

Receipts:

**Thrift Shop**

6/4 $139.50
6/11 $164.00
6/25 $197.50
Total +501.00 =

$54901.38

Expenses

6/6 $85.00 Green Thumb Flowers
6/13 $80.00
6/29 $448.96 Project 414
6/30 $18.37 correction
Total June 30, 2018 - $632.33 = $54269.05

NOTE: **Buy Shop profits year to date $10858.13**

**General Store:**

Balance May 31, 2018 $4747.86

Income: +$1605.25

Total $6353.80

Expenses: Supplies for store - $2200.02

Total June 30, 2018 $4153.78
Liaison Committee Report of July 2, 2018 meeting.

There was a discussion about location of Good Buy Shoppe when its current location is demolished. Strong possibility that the sales portion of shoppe will be moved into the back room of the Thrift Shop with additional storage in a convex storage van.

Also a discussion was held about pets being allowed in the SunRoom in contradiction of the pet policy.

Respectfully submitted,

Bob George
Chairperson
9 July 2018

RAAC report from Buildings and Grounds Committee meeting 20 June

REMINDER: ALL GARAGES MUST BE EMPTY BY 31 JULY.

Polishing of stainless steel in elevators will start in July.

Emergency procedures have been updated. You will receive a copy to place in your resident handbook.

If you have recently moved into a renovated unit, make certain an emergency light is present.

If not, please submit a work order to replace the light.

Bill Pippenger, Chairman
Listen to the sounds of berries, cherry tomatoes, beans, and peas falling into the collecting bowls.

Smell the sweet fragrance of the sweet peas, roses, and huge lilies.

See the sunflowers reaching for the sky.

This is the summer season of our Community Garden, the reward for all our earlier work.

Why do we do this? Many of us do it for the wonder of starting with little seeds or plants and watching them, like our children, grow, mature, and take their beautiful place in our world.

Please come to visit the Garden.

Marsha McPheeters, Community Garden Chairman

The Art Gallery Committee invites you to come to

A Reception for the Artists

In the NEW show with dual themes

"Happiness is..." & "Patterns"

Monday, July 9th in the Terrace Lounge & Gallery

We will begin at 6:15 pm in the Terrace Lounge with ice cream including drum sticks, milk chocolate almond bars and ice cream sandwiches. We will follow with an introduction of the artists and their work via a PowerPoint slide show.

Then we move to the Gallery to view the art, sip wine & sparkling cider and mingle with the artists.

Live flute music will set a lovely backdrop at both venues.

The Capital Manor Terrace Art Gallery offers all resident artists the opportunity to share their original artwork with the greater community. Each exhibit lasts for 3-4 months and kicks off with a Reception for the Artists.
New Videos for July 2018

12 Strong - 2018
15:17 To Paris, The - 2018
Annihilation - 2018
Bachelor in Paradise - 1961
Bones - (ssns 10-12) - 2014-2017
Call the Midwife - (ssn 7) - 2018
Discover Tai Chi - 2010
Endeavour - (ssn 1) - 2013
Firm, The - 1993
Guadalcanal Diary - 1943
House of Cards - (3 discs) 1990,94,95
Final Cut, The-1995/ House of Cards
To Play the King-1994/ House of Cards
Line of Duty (series 1) - 2012
London Has Fallen - 2016
Moonlight - 2016
Paul, Apostle of Christ - 2018
Sea Gull, The - 1968
Secret in Their Eyes - 2013
Smokey and the Bandit - 1977
To the Manor Born - 2007
Winds of War, The - (6 discs) - 1983

"Babette's Feast" and "All Saints" were shown on 2 Saturday nights in June.

170 movies were checked out in May and 164 in June.
$235.68 was spent for new movies but we also received several donations for a total of 22 videos being added to our inventory.

Venita Wilson, chair
There is not a great deal to report for this month.

- Tech Tuesday on July 10 will feature Richard Halliday. Richard is a relatively new resident, but he comes to Capital Manor with over 60 years of experience working with genealogical records. Over this period of time he has both developed and taught courses on tracing ancestry records using computer data bases. In this talk he will give background information and demonstrate some of the techniques which can be used to trace you ancestors.

- Tech Tuesday will enter a “pause” mode after the July 10 program. We will resume in the fall. All support operations (M-F 9:00-11:00) will continue.

- The computer room now has a computer with a Linux operating system. If you are tired of Windows and IOS and would like a new learning experience, you may want to give it a try. Ask the computer committee member on duty to get the machine out of the equipment cabinet and have fun. There are thousands of no-cost programs and games available for download.

A excellent illustration for the importance of the foundation is the amount of support provided to residents that have needed financial assistance. Twenty five residents have received more than $1.1 million since 2005. The current assets are $924,000. Also, four scholarship recipients have received $5,000 plus another $6000 committed.

Marilyn Grenz and Barbara Overholser reported on the donations for the Silent Auction which will be held on October 9th.

The Foundation Newsletter will be published in August.

Jim White
President, Capital Manor Foundation
July 9, 2018

Vespers/Spiritual Care Committee

RAC Written Report:

Chairperson, Ralph Schwartz

Committee continues to provide speakers and special music for Vespers services. Attendance and expressed appreciation for this ministry coming from various attendees.

We are continuing to seek replacements as committee members complete their service.

Mimi Selden has volunteered to help our Committee do its work of arranging speakers.

Statistical report for June 2018:

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<tr>
<th>Date</th>
<th>Attendance</th>
<th>Collections</th>
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<td>June 3</td>
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<td>55</td>
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<td>24</td>
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<td>80.00</td>
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</tbody>
</table>

Balance in Vespers Fund as of June 30: $5,713.38

Ralph Schwartz, Chairman

Chairperson,

Ralph Schwartz
CAPITAL MANOR LIBRARY COMMITTEE

REPORT TO RAC
July 8, 2018

On behalf of the Library Executive Committee, I want to recognize those who worked incredibly hard to make the Library renovation such a success. Many hands made this possible. Hours and hours of work were done by the Capital Manor crew and subcontractors. To them we say “Thank you.”

Additionally, the following people put forth a great deal of effort to make the details work smoothly. Thank you to Joe Burks, Cleve Knabe, and Carl, Dan, Ed, Jeff and the entire crew. They did everything we asked and did it well, quickly, and cheerfully.

The Library Executive Committee has worked countless hours to make the move work well and restructure the space to best serve our community. Many thanks to all who have made it happen: Mary Sexton, Nancy Henderlite, Charlene Robbins, Linda Nelson, Patricia Roberts, Judy Peterson, Ruth Holme, Nancy Henckel and [typist’s addition] especially Virginia Adams who led the whole effort with exceptional grace and dedication.

The reopening celebration on June 22, made possible with the help of Linda Burks, Nancy Dutton, and our talented chef Terry and his great crew, was enjoyed by everyone. Of course, the celebration happened at the recommendation of David Lewis, and we thank him and the Board for their support of the whole renovation process.

Additionally, the renovation of the Mall Library happened during this time. Special thanks go to Frank Silkey for sharing his talent and working with our own woodshop to accomplish this.

We are delighted by all of the positive comments we hear from our fellow residents. We continue to finalize the finishing touches to the 10th Floor Library. Thank you for your patience and enthusiastic support of your Libraries.

The Mall Library had 388 books circulated in June.

Virginia Adams, Library Committee Chair
RAC Education Committee Report for July, 2018
Submitted on Monday, 9 July, 2018

The Education Committee will continue programs throughout the summer with broadly diverse subjects to encourage residents' "Curiosity" for new ideas and dinner time conversation! The Monday, Thursday and Friday schedules are always posted on the Yellow Sheet and on fliers at the kiosk by the Reception Desk.

With many thanks to Deirdre Miller, we are also expanding program information and special features online on the Capital Manor Resident Portal / Resident Publications / Educational Programs.

For example, this month we conclude the Greenberg lecture series on Great Solo Piano Works, and on Friday, July 27 we will feature the oldest surviving piano in the world by the inventor, Bartolomeo Cristofori in 1720, now in the Metropolitan Museum of Art. It has just been restrung and is in playing condition! You can see and hear a brief introduction to this instrument right now on the Resident Portal at: capitalmanor.com Do tell everyone to listen, enjoy and be delighted!

Bill Monical, Chair

RAC REPORT July 9, 2018 – Lapidary, Wood Shop, Ceramics Studio

Wood Shop – Toy project for Head Start kids is behind schedule and Marv Schirman (503 378-1736 has requested help in the Yellow Sheet. Give him a call and help the kids.

Ceramic Studio – Rex Fuller, President of Western University, has provided educational assistance to our program. We have met with Mary Harden, Ceramics Professor at Western, to develop an ongoing education program.

Lapidary – no report

Lee Graves
July 9, 2018

1st & 10th Floor Meeting Minutes

We met on Thursday, June 28th, in the 10th Floor Lounge.

Audrey Kagey, Wellness Coordinator, was our guest speaker and everyone enjoyed getting to know Audrey and learning her background. She is a great asset to Capital Manor.

During our business meeting ANN LAU was elected Floor Chair for July 2018 thru June of 2019. Her willingness to serve is much appreciated.

We also discussed some laundry room and recycle issues. Part of the problem is the use of the 10th Floor by many different groups.

We will meet again on Thursday, August 23rd.

Shirley Scofield, Floor Chair

Tower 8th Floor
7-9-2018

No Report

Respectfully submitted,
Jan Castle for Floor Chair Tom Canaga
2\textsuperscript{nd} Floor RAC Report

Residents of the second floor met Tuesday, June 26\textsuperscript{th} in the Private Dining Room. Dr. Paul Carr was speaker. He shared information about his past volunteer opportunities as well as his current responsibilities as resident board member of Capital Manor.

He answered several questions and clarified some issues regarding the expansion and future parking for tower residents.

The group welcomed Marie Glascock as the new floor chair.

The group enjoyed time to visit with neighbors. The next meeting will be in August.

Glenda Melton, Retiring floor chair

THIRD FLOOR REPORT

The Third Floor Residents met Monday, June 11 at 5:00 P.M. for dinner in the Small Magnolia Dining Room. Chaplain Denise Mosher was our speaker and talked to us about “The Guidelines for Coping With Change”. Both big and small changes are inevitable and we all need to be able to adjust. Denise gave us ideas to make the process easier. This was an excellent presentation.
Town home neighborhood meeting

Thursday, June 14, 2018
4:00 p.m.
Private Dining Room
Capital Manor

Town home residents met to hear Joe Burks, Capital Manor Maintenance Supervisor, who officially becomes Director of Facility Services in August 2018. Joe gave a brief overview of his professional history and time at Capital Manor, then answered resident questions. He clarified new recycling guidelines, talked about the new security staff and their duties, and new security staffing and routines. Construction questions, as always, centered on parking issues.

After Joe's talk we briefly discussed a potential summer neighborhood social gathering as we will not have meetings again until September. We then adjourned to gather food and enjoy a shared dinner.

Valerie Kaminski
J. Gladstien

Town Home Neighborhood Representatives

6th Floor Meeting
June 18, 2018

Nine members of the 6th floor gathered for lunch in the private dining room. Marcia Lantz took over from Dottie Haag-Cupp as Floor Chairman. There was discussion on topics that we would like to explore at our Floor Meetings. Notes under the doors work best for passing along information. The July meeting will be at Continental Breakfast.
Villa Group 1

RAC Minutes for Thursday, June 21, 2018

Villa Group One was called to order by Co-Chair Darrel Dixon. 16 were present.

We decided to dispense with our July meeting as many will be away on summer breaks etc. Our next scheduled meeting will be on Thursday, August 16. Linda Burk will be our guest speaker.

Paul Carr again provided our members with updates from the board and the building committee, including the following areas:

   Emphasizing emergency plans occasionally during town hall for newcomers.

   Hiring of additional staff for Manor and Memory care and Home care.

   Remodeling of exteriors plus windows for Villas.

   CM sundae and goodies for residents on the Green next week.

   Following plan for entering and exiting Manor drives during building.

Harriet led a brief discussion in preparation for our August meeting with Linda Burks. We will be hearing about what Linda is observing in senior communities regarding volunteerism and the differences between todays seniors and new residents as they begin to come in. What can we do to maintain our high volunteer ethic and maintain the “good” things our volunteers bless us with? Bring your thoughts!

Respectfully submitted:

Darrel Dixon, Co-Chairman, Villa 1 Group
The Terrace Apartment Floor Meeting was held on June 20. We had mostly a social meeting, with refreshments and chatting with almost all residents in attendance.

Highlights of the June 11 RAC meeting were reviewed, followed by a general discussion of our life at Capital Manor. Surprisingly, there were no complaints, but mostly gratitude for our quality of life here. A few minor points were raised:

It would be appreciated if new residents could be added to the directory on the Portal as soon as they move in, with biographies added as soon as possible.

Residents would appreciate having pictures of the staff and dining room servers in the directory and on the Portal.

If we are going to call the basement the mall, the buttons on the elevators and the Braille signage should be changed to M, not B. Similarly, in the tower elevators the Braille should be 10, not PH.

The phone in the south hallway of the Terrace Apartments has disappeared. Some residents would appreciate having a phone there in case of emergencies or forgotten keys.

The next meeting will be on Wednesday, July 18, at 4:00 p.m.

Greg & Linda Nelson, Floor Co-Chairs
REPORT TO 'RAC' OF MANOR / MEMORY CARE COUNCIL MEETING; JUNE 10, 2018

TUESDAY 12 JUNE 2018 MANOR / MEMORY CARE CONCIL MEETING WAS HELD IN THE MC-2 COMMON AREA WITH 22 RESIDENTS AND 14 STAFF AND GUESTS PRESENT. TOTALING 38 ATTENDIES. LYN SEARS, SUPPORT SERVICES COORDINATOR OPENED THE MEETING FOR KRISTINA McNUTT, LIFE-ENRICHMENT COORDINATOR WHO LATER CONDUCTED THE MEETING. ROUTINE COUNCIL BUSINESS AND ACTIVITIES WERE PRESENTED AND DISCUSSED FOLLOWED WITH PRESENTATIONS BY NANCY DUNTON AND GILLIE GURNEE OF DINING AND CULINARY WHO EXPLAINED SOME SHORT STAFF SITUATIONS PERIODICALLY ON WEEKENDS, AND OTHER TOPICS AND APPRECIATED THE RESIDENTS AWARENESS AND UNDERSTANDING. MANY ACCULADES WERE EXPRESSED TO ALL OF THE STAFF BY RESIDENTS. A FATHERS DAY BARBQUE WILL BE HELD LATER IN THE WEEK. THE JULY COUNCIL WILL MEET ON TUESDAY 10 JUNE.

ROBERT W. (BOB) KUENZLI, MANOR/MEMORY CARE RESIDENT REPRESENTATIVE

Villa III Report to RAC-Residents Advisory Council
July 9, 2018

Villa III June 19th Meeting opened in the Magnolia Private Dining Room.

The highlights from the June 11th RAC minutes were reviewed.

Discussion of Villa III summer potluck with the following decisions confirmed:
- Date: Tuesday August 7th, which is Neighborhood National Night-Out.
- Time: 5:30 to 7:30 PM
- Location: Community Center Patio - If weather is good. If not then inside.

Food sources for the potluck are being researched and the final decision made at the July meeting.

Next meeting July 17th at 11AM in the Magnolia Private Dining Room.

Submitted to RAC July 9th 2018
Chairman Villa III

20