

**MINUTES OF A MEETING OF SETTLERS RESIDENTS COMMITTEE
HELD ON WEDNESDAY 12 MAY 2021 COMMENCING 1.30 PM**

Meeting held under Covid-19 Level 1 requirements

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|-----|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| 1 | Present: | Committee: | Peter Dowling, Wendy Auger,
Joan Hewlett,
Alan Hamilton, Jenny Lee |
| | | Apologies: | None |
| | | Management: | Gary Jarvis until 2pm |
| 2 | Management | Building Report Tabled
Manager's Report Tabled
Matters Arising | (Attachment 1)
(Attachment 2)
Discussion held over due to limited time. |
| 3 | Confirmation of Previous Minutes | Meeting 14 April;
AGM 4 May;
Meeting 4 May 2021. | MOVED WA , SECONDED JH
MOVED WA , SECONDED JL
MOVED WA , SECONDED PD |
| 3.1 | | Matters Arising | Attachments to AGM have already been circulated. |
| 4 | Treasurer's Report | | (Attachment 3) |
| 4.1 | Gen Acct: Opening Income | =\$16,477.88
+\$902.90 | Raffles
Blokes Shed and Singing group funds now held, to be disbursed on request.
Singing group |
| | Outgoing Closing at 30/04/21 | -\$125.00
=\$17,255.78 | |
| 4.2 | Bar Acct: Opening Income
Outgoing Closing at 30/04/21 | =\$1,616.83
=\$5,929.90
=\$5,819.92
=\$1,726.81 | APPROVED |
| 4.3 | Fund Requests | | Future Payment Total = \$4,915.00 |
| | Rebecca Nelson | \$250.00 | 1 May |
| | Settlers Facility Fee | \$1,500.00 | 20 May |
| | Toucan Band | \$500.00 | 12 June |
| | Mid-winter dinner | \$565.00 | Gerry Lee – 7 July |
| | Jane and Gemma | \$300 | 2pm August 15 |
| | Showstoppers | \$500.00 | 14 November |
| | New Year's Eve | \$1,300.00 | Kane Stevens – 31 Dec |
| | | | APPROVED |
| 5 | Reports from Sub-Committees | | |
| 5.1 | Bar | | |
| | Wendy Auger has been co-opted to the Bar Committee to act as Bar Liaison and to prepare Bar Rosters. | | |
| | Wine glass and bottle prices are to be increased on 1 June to maintain quality standard. | | |
| | Friday Jackpot will increase by \$25 per week if unclaimed to a maximum of \$200. | | |
| 5.2 | Entertainment Activities | | (Attachment 4) |
| | Summary of activities during April. | | |
| 5.3 | Neighbourly Liaison | | |
| | Jenny Lee will take on this role. | | |

6 Correspondence

6.1 Inward:

Correspondence, which is not addressed to the Committee, but which is copied to an individual member will not be Minuted or filed with the Minutes. Writers must also remember that Committee Correspondence will be made available to all residents as the committee can only be involved with items of general village relevance.

6.1.2 Written correspondence addressed to Committee Secretary can be posted in mailbox of H56 opposite Nurses corridor.

6.1.3 Correspondence from Settlersrescommittee@gmail.com. were tabled under the following headings;

6.1.3A Committee to discuss and file only.

C Email from Tony Gyde recommending a nominee for a future awards ceremony.
Filed for future use.

6.1.3B Actionable Correspondence.

A. Email from Abilitytotravelnz.
Tim Stewart wishing to market his portable mobility scooter.
Decision to circulate the email for follow-up by any individually interested resident.

B Email from Ann Tucker offering an on-site shop for giftware as at Fairview.
Decision to forward to Rosalie for the next market day and to circulate the email. Cash handling seemed to be a particular problem.

6.2 Outward:

Correspondence acknowledgements only.

7 General Business

7.1 Name badges for Housekeeping staff were recommended to make for easier conversation.

7.2 Defibrillator training by St John's will be made available for all. A block booking for up to 30 residents will be announced shortly.

Anticipated payment of \$595.

APPROVED

7.3 Invoice for Facility Fee (\$1,500), for use of Bar area was tabled.

APPROVED

7.4 The committee was reminded that under SOP - 011 Financial Management, receipts of up to \$50 can be paid on the Treasurer's authority alone.

8 Meeting Closure There being no further business the meeting was closed at **3.00 pm**.

9 Next Meeting; **Wednesday, 9 June 2021 at 1.30 pm in Board Room**

10 Circulation **All Committee Members; General Manager, CEO,
Residents who have provided email addresses
Meeting Minutes Folder - Desk on 1st Floor**

	Outstanding issues 12 th May 2021 update	Actions	Responsible
1.	B Block Ventilation. <ul style="list-style-type: none"> The fan is roof mounted and therefore access to remove and replace/rebalance is difficult 	Babbage have now just provided two options that may reduce the vibration issue received (07/06). These will be reviewed and discussed as to suitability. The AC company have now provided an alternate solution that Babbage think will work so this will be scoped for feasibility (11/08) Still under review for feasibility 14/12. Now working on the approval of the installation of the new system as proposed by Aircool. Need to consider H&S and access etc	Babbage
2.	Deck Remediation project	Waterproofing methodology now agreed on. Consent documentation now underway	KRT

- Fire & Emergency NZ –Need to review garages in apartment block Lucas due to use of extension leads. **Storage cupboards in townhouses are once again in discussion between council and FENZ with disagreement on suitability of storage still being played out.**
- Electrical assessment of G block lift. Vector have been out and tested the main feed in and tightened a loose neutral, it was subsequently reported back that this has fixed the ceiling Light flickering issue. I met with Vertrans original IQP for the lift. They have provided feedback and we are working with ThyseenKrupp re what filter options are available, for the lift drive. **ThyseenKrupp have advised that there are already filters in place on the lift feed and we are following up further.**
- BWOF – final 12a's have now been collected, advised by agent that BWOF has now been issued, hard copy being sent to the Village.
- New lights installed by noticeboard to improve visibility.
- Trying to arrange meeting with Tiger Turf to start to discuss installation plan for later in the year.
- Ingham block refurbishment is now completed with accessories installed, feedback received both positive and mixed across the 55 occupants.
- Steve Allott has now started with Alan and he is progressing well.
- Wet and Forget spraying completed on the paths and driveways.
- Next project being looked at by the grounds team is the I Block garden opposite the visitor carpark.



**VILLAGE MANAGERS REPORT
FOR RESIDENTS COMMITTEE MEETING:
Wednesday 12th May 2021**

1. Staff Updates:

Steve Allott has now commenced in the position of Maintenance Assistant; Steve will work alongside Alan for the first couple of weeks and then will take up his regular roster which will include 6 hours on a Saturday. Matthew Wagstaff has commenced this week in his maternity cover role for Jucimara in the kitchen. We also have a new housekeeper Jaslyn and Sandy has commenced her dual role in housekeeping and support for nursing.

2. Building and Grounds:

Separate report submitted at meeting. BWOFF has been issued for the year ahead.

3. Food service:

Seven days opening is now up and running and we are monitoring the take up with some good trading days to date. Mother's Day was popular with just under 90 and some positive feedback. The kitchen has started to introduce more items cooked to order and we will continue to review and adjust these to meet the demand.

4. Health and Safety

Permanent fixed ladder is being installed on the roof of Lucas between the two different roof lines. Following up on the extension leads being used in Lucas carpark, these have been highlighted as needing to be removed.

5. General

The policy for the temporary accommodation provision has now been drafted and will be presented at the next committee meeting. The ORA and disclosure statements will be updated as part of the process. The sound system in the lodge now appears to be working well and the recent concert went without any issues. The new bowling green preparation work is about to commence with an initial meeting regarding access, storage and workflow booked in. Phone system was recently upgraded, a couple of minor issues were resolved after but in general it went without any issues.

Croquet Green – discussion re booking process.

**Gary Jarvis
Village Manager**



SRA FINANCIAL REPORT FOR

30-Apr-21

Bank Statement Balance

Westpac Account	Opening	\$	16,477.88
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Bank Cashbook Summary

Income

\$

April Interest		30-Apr	0.00
Donation	Raffle	17-Apr	35.00
Donation	Raffle	17-Apr	242.90
Albany PreSchool	Blokes Shed	9-Apr	125.00
Singing Group		15-Apr	160.000
Singing Group		20-Apr	340.000

902.90

\$

902.90

DC / Expenses

BOL Charge			
Singing Group		16-Apr	125.00

\$- 125.00

\$-

125.00

Balance as per Cashbook

\$

17,255.78

Bank Reconciliation -

Closing Balance

\$

17,255.78

APPROVED PAYMENT REQUESTS

Rebecca Nelson		1-May	250.00
Settlers	Facility Fee	20-May	1500.00
Toucan Band		12-Jun	500.00
Gerry Lee	Mid Winter Dinner	7-Jul	565.00
Jane & Gemma	Sunday Afternoon	15-Aug	300.00
Showstoppers		14-Nov	500.00
Kane Steve	New Years Eve	31-Dec	1300.00
			\$ 4915.00



FUNDS IN ACCOUNT THAT BELONG TO BLOKES SHED & SINGING GROUP

Blokes Shed Funds	24-Mar	1040.00
	9-Apr	125.00
	Balance	1165.00

Singing Group Funds	15-Apr	160.00
Jill Carter Pianist	16-Apr	-125.00
Singing Group Funds	20-Apr	340.00
	Balance	375.00

TOTAL	1540.00
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TOTAL	
SRA FUNDS	<u>15,715.78</u>



ENTERTAINMENT APRIL 2021

April provided 3 entertainment events.

April 4th. Impromptu Sunday. \$10

This was organised by John Carson with various games that could be played in the lounge area. Families were invited to come along and join in. A pub type meal was provided.

April 10th. Chocolate Bingo.

This was organised by Lucy - our nurse - and was well attended. Entry was \$10 plus chocolate. Instead of cash prizes it was chocolate.

There were a number raffles through the evening and \$1300 was raised for breast cancer.

A fun night for all who came along.

April 13th. Awards Night.

This was another of John Carson's ideas to entertain and acknowledge residents for their contribution to the benefit of all residents. These folk assisted to make Settlers what it is today.

Bruce McPhail and Doug Bishop provided much humour when doing the Awards.

Chairman of the Board, John Peebles and his wife, Terry Middlemost, Brett Noonan, and Settlers Management Team attended the evening which totally blew them away as they did not expect the spectacle it was.

No doubt there may have been people missed in this year for an Award, but we will be requesting nominations for next year.

Although many felt this could be a disaster, it was a brilliant evening.





SRC Secretary <settlersrescommittee@gmail.com>

Settlers Albany

3 messages

SRC Secretary <settlersrescommittee@gmail.com>

Mon, Aug 17, 2020 at 8:35 AM

To: abilitytotravelnz@gmail.com

Tim

My name is John Carson, Chairman of the residents committee.

We would love to have you come to the village and talk to our residents.

When this new delay occurs could you get intouch with me so we can organise a time

Regards

John Carson

email : carbeth@xtra.co.nz

0272922696

Tim Stewart <abilitytotravelnz@gmail.com>

Mon, Aug 17, 2020 at 8:39 AM

To: SRC Secretary <settlersrescommittee@gmail.com>

Hello John.

Yes of course, I will contact you once things go back to a level that is safe.

Thank you for your message I look forward to meeting you.

Regards Tim

[Quoted text hidden]

Tim Stewart <abilitytotravelnz@gmail.com>

Mon, May 3, 2021 at 2:01 PM

To: SRC Secretary <settlersrescommittee@gmail.com>

Hi John.

Apologies for the long gap between contact. Things have been a roller coaster for everyone with covid etc.

My father has been very unwell and actually past away in March. So I have focused on family this year.

Everything now is getting back to normal and I do hope we can make a time with you to come and give the

residents a demonstration and some tasty baking samples.

Please if this is possible contact me, and we can sort a date that works for you.

I look forward to hearing from you.

Tim Stewart.

(Director)

Ability to travel Ltd.

Phone: 0272550172.

Free: 0800 87 2886

[Quoted text hidden]

Kind Regards

Tim Stewart

(Director) Ability to Travel (NZ) Limited.

(Phone) +64 0272550172





SRC Secretary <settlersrescommittee@gmail.com>

FW: A2B Giftware On Site Shop

1 message

Glenda Adams <glenda.adams@settlersalbany.co.nz>

Thu, Apr 22, 2021 at 4:53 PM

To: "settlersrescommittee@gmail.com" <settlersrescommittee@gmail.com>

Cc: Ann Tucker home <tannie2u@gmail.com>

Good afternoon Residents Committee

Please see below email from Ann re: her range of giftware. Ann currently takes her gifts into Fairview and a resident manages the pop up shop.

Is this something we would be interested in. Obviously if I was to have anything to do with accepting the money etc Gary would need to be asked. Can I please get you to bring this up at your next committee meeting and to reply to Ann.

Thank you

Glenda Adams

Receptionist

P. 09 4152617

**SETTLERS**
LIFESTYLE VILLAGE

550 Albany Highway, Albany, Auckland 0632

www.settlersalbany.co.nz

From: Ann Tucker home <tannie2u@gmail.com>
Sent: Wednesday, 21 April 2021 6:41 PM
To: Glenda Adams <glenda.adams@settlersalbany.co.nz>
Subject: A2B Giftware On Site Shop

Hello Glenda

Lovely to talk to you today to discuss the possibility of supplying your residents with a range of giftware on an ongoing basis.

The way in which Fairview manage it , is as follows:

I bring in a variety of samples and an order form. They get put in a suitable position (in the lounge for instance), along with envelopes.

Residents fill in the form according to their selection. They put the money in the envelope and hand it to reception.

The resident who manages the giftware, then contacts me at the end of the 2 weeks, and let's me know what has been ordered.

I then return with the orders, collect the money and replace the samples with new ones.

Obviously there is some flexibility in how the resident (who has kindly offered to manage this), and myself administer the process.

This is an example of the product range:

- Toiletries
- Guest towels
- Tea towels
- Books and games
- Stationary
- Key rings
- Jewellery
- Confectionery
- Preserves and pickles
- Tea
- Serviettes
- LED candles

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- Ornaments such as vases etc.

Please find a link to my photo file below. It is an example of the giftware I sold in my pop-up shops at retirement villages before xmas

<https://www.dropbox.com/sh/9a32ikggtbj56fi/AADuqAcTj1AzB79vgivrlYtha?dl=0>

The range will cover different prices, ages, and genders and no more than 10 items left at one time so as to not take up too much space.

As discussed I am happy to drop by a basket with some of my range, to you before your residents meeting and I can pick it up the next day.

I look forward to hearing from you.

Kind regards

Ann Tucker

A2B giftware

Ph 021 1624947

For all things A to B

Regards Ann

021 162 4947

