



### **Brief report of the Board Meeting held on 7 February 2008**

The Chairman G Spyker opened the meeting with the reading of Galatians 2:11-21 and prayer. He welcomed all present including the Administrator J Versluis. Apologies were received from J Numan and the Care Manager D VanderWal

### **Fair Haven Management Reports for December and January**

- **Residents** - The month of December began with 15 permanent residents. With the admission of Mrs Goodall there are now 16. Mr J VanKeule, Mrs D Bruning and Mrs A Bergsma were admitted for short periods of respite care.
- **Staff** - Although there were some staff shortages during December the Hostel was able to cope. Two new staff members commenced in January on a part time basis.
- **Quality Standard Committee** - The meeting of the minutes of the committee held on the 23 January were tabled. It was noted that the renovations to rooms 1-5 is still in progress with 2 rooms still to be completed.
- **Financials** - The results for Dec-Jan were again a healthy surplus due in part to a catch up of contributions and the increase in residents. Thankfulness is expressed for the continuing support for the Hostel. The Board also expresses its appreciation for the work that is done by the Administrator.

### **Minutes**

The minutes of the Board meeting #226 held 6 December 2007, and the minutes of the extraordinary Board meeting held 29 January 2008 were approved and signed.

### **Matters arising from the Minutes of the Board meeting #226**

1. The update and membership drive newsletter should be ready within the next 2 weeks. It is also decided to send a welcome and introductory letter to all new members of the Association.
2. Currently the Hostel does not have a Second in Charge. At present there is no urgency to appoint someone to this position, as it is only needed if the Care Manager would be absent for an extended period of time. A number of alternative options will also be considered.

### **Village Matters**

Painting on the units is nearly completed.

### **Correspondence In**

1. From GJ DeVos editor of the year book for the metropolitan Churches advising that the surplus from publishing the yearbook will be donated to Fair Haven. The Board gratefully acknowledges this donation and resolves that the funds will be used for the furnishings of the new lounge.
2. A letter from the *Aged Care Standards and Accreditation Agency Ltd* advising of available information and assistance for the accreditation process. The secretary E VandenBos will investigate and report to a future meeting

### **Correspondence Out - None**

### **General Business**

1. The recommendations by the two board members appointed to review the salary of the Care Manager are approved.
2. The chairman and secretary will conduct a staff review with the Care Manager and report back to the next meeting.

**Calender of Events**

The “In Appreciation Dinner” for the staff at Fair Haven will be held 29 March 2008. The Administrator will liaise with the secretary re suitable venue and the necessary arrangements.

**Next Meeting** 6 March 2008.

**Brief Report** to be emailed to all board members for approval.

**Close** A VanLeeuwen closed the meeting with prayer.

*On behalf of the Board J VanDongen*