

**Minutes**  
**Relatives Meeting**  
**Monday, 2<sup>nd</sup> December 2019**  
**1.00 pm**

**1 Welcome**

**2 Present**

Tina Van Dorresteyn, Anna Whitney and Shelley Whalan.

**3 Apologies**

Nil

**4 Minutes from August meeting** – Passed by Tina Van Dorresteyn. Seconded by Anna Whitney.

**5 Business Arising**

*Nil*

**6 Management Update – Anna Whitney**

**6.1 Staff Changes:** We currently recruiting for another Registered Nurse. Kitchen Manager Santi resigned. We have been using an agency chef for the last couple of weeks but have now hired a new manager, Jacqui Holmes who is currently being orientated by Cathy.

**7 Administration Update – Shelley Whalan**

**7.1 Christmas Holidays:** reminding all families to notify admin if a resident will be going away so we can ensure all medications are ready and for catering purposes.

**8 Maintenance Update – Shelley Whalan**

**8.1 Laundry Update:** The extension is going well, we are hoping for all the work to be completed by Christmas.

**9 Lifestyle Update – Shelley Whalan**

**9.1 Physio Equipment:** Fitzgerald received a grant from Bendigo Bank for \$6,800 which still leaves us approximately \$8,000 short. Discussions will be held with Friends of Fitzgerald to fund part of the shortfall through the sale of Rotary raffle tickets.

**9.2 Christmas Raffle:** Please start returning raffle books and money.

**10 Kitchen Update – Shelley Whalan**

**10.1 Food Authority Inspection:** The Food Safety Audit went, a few minor issues needed to be rectified but we still retained our "A" rating.

**11 General Business**

Nil

**12 Next Meeting**

Monday, 3<sup>rd</sup> February, 2020 at 1.00 pm.

**13 Meeting Closed**

1.50 pm

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