

Richland Place Residents Council Meeting Agenda  
2:00 PM, Monday, February 28, 2022

- President's Remarks — Alene Harris
- Approval of Secretary's Minutes of January, 2022
- Vice President's Report — Bill Meadows
- Treasurer's Report — Barbara Holzman
- RP Marketing Report — Lea Ann Grismore
- Management Report— Hunter Harris
- Floor Representative Reports
  - First Floor:           Ellie Rath                   Bobbie Grubb
  - Second Floor:       EllaMarie Parkison       Penny TeSelle
  - Third Floor:         Sylvia Salanitro         Barbara Holzman
  - Fourth Floor:        Bette Bryant             Peggy Bartine
  - Fifth Floor:         Joann Gannaway         Midge Folger
- Reports of Committee Chairs:
  - Activities             Jack Robinson
  - Building             Tom Potter
  - Communications       Denise Dowell
  - Finance & Management Janis Spivey
  - Flowers             Jo Church
  - Food                 Jane Wert
  - Grounds             Reece Elliot
  - House                Kathy Greene
  - Library              Denise Dowell
- Old Business
- New Business — Nomination of new Board member for 2022 - 2025

Next Meeting: March 28, 2022, 2:00 PM

## President's Report for February

- In response to a concern about outdated information on emergency medical forms, these two forms were reformatted for easier reading and more space for writing. Thus far, 45 residents have requested and received copies of these forms, and the sign-up binder for these will remain through the first week of March. Thereafter, residents can ask for any additional blank forms.
- In response to the request for feedback on our halls and common areas, twenty percent of Richland Place residents contributed 74 feedback comments of Appreciations and Suggestions. All of these have been passed to appropriate committees. Two of the suggestions are being implemented immediately: (1) having a designated space in the Game Room for playing cards and score pads and (2) expanding our weekly Friday social hour into the lobby. Details are found in the newsletter.
- Sternberg Presentation. The brief presentation and extended Q & A session with Dr. Paul Sternberg, coordinator of Vanderbilt Hospital's Covid response program, was well received, and our high attendance at the program reflected our high interest.
- There will be another opportunity for resident feedback of *Appreciations* and *Suggestions* in March, this time for social activities offered at Richland Place. Again, all comments will be passed on to the appropriate person or persons.

## **Secretary's Report February, 2022**

Your secretary is learning the ropes, step by step. If I have slighted you or your committee in any way, please know that it was my stupidity, and not my disdain for you or your valuable labor that caused it.

First confession: I neglected to take attendance at our January meeting. I should have known better—as a mere observer, I often helped Janis in that very activity. If I deserve any excuse, the Zoom arrangement of the board must have erased that duty from my conscious. I think I managed to recall all those who were present, and if I missed you, please let me know so the minutes will be correct.

Second confession: I also apologize for listing two members twice. Weak excuse — some of you are doing double duty and serve more than one function on the board.

Third: I misspelled on board member's name. This was NOT stupidity — it was simply a typo. The final copy will be appropriately corrected.

And finally, I'm sure there were some other errors or omissions, and I will gratefully make corrections if you bring them to my attention.

I'll try to do better!

Judith Hodges

## **2022-1-31 Richland Place Resident Council Meeting**

Attendees: Alene Harris, Bill Meadows, Janis Spivey, Denise Dowell, Lea Ann Grismore, Hunter Harris, Ellie Raths, Bobbie Grubb, EllaMarie Parkison, Penny TeSelle, Sylvia Salanitro, Bette Bryant, Peggy Bartine, Joanne Gannaway, Midge Folger, Jack Robinson, Tom Potter, Denise Dowell, Janis Spivey, Jo Church, Jane Wert, Kathy Greene, Bette Bryant, Midge Folger, Judith Hodges, and guests, Leah Berman and Dee Batey.

### **MINUTES**

Minutes of the November 2022 meeting, and the January 24<sup>th</sup> Residents Town Hall were made available, and are attached to this report.

### **PRESIDENT'S REPORT**

Newly elected **President Alene** held a vote prior to the meeting as to whether we preferred to meet in person or on zoom online. Some voted for online, some abstained, and the greatest number of votes was for zoom, and so our first meeting of the calendar year was on zoom, thanks to the expertise of Communications Chairman, Tom Potter, who set up the meeting.

President Alene gave a brief report, reporting that RP Independent Living had two recent **Covid** cases which are now resolved. Their symptoms were light, they quarantined, and now they are both well, and back in circulation.

She announced that **Dr. Paul Sternberg** of Vanderbilt Medical School faculty, and Vanderbilt coordinator of "all things Covid," will be a guest speaker here in February. His talk will include a Q & A session.

Alene announced that the updated Resident Handbooks had been distributed to those who had requested them, and that others can still obtain them through Theresa. More information in the February newsletter.

She praised the four-person maintenance crew who labored over New Years weekend to restore water to the West wing.

### **VICE PRESIDENT'S REPORT**

Vice-President, Bill Meadows, reported that he had held a quarterly meeting for all the floor reps on Jan. 26<sup>th</sup>, during which they reviewed the floor rep handbook, as well as a report developed by Alene Harris and Midge Folger,

entitled "Seven Steps in Orienting a New Resident to Richland Place." Bill also presented a report on each floor's new residents, empty apartments, anticipated move-ins, floor activities held and/or anticipated. Bill took this opportunity to praise his predecessor, Alene Harris, now President, for her excellent work with the floor reps.

### **TREASURER'S REPORT**

In the absence of Barbara Holzman, who was in California, Denise Dowell presented the Treasurer's Report. Beginning balance was \$11,199.01, and ending balance was \$10,687.74. This including funds for flowers, grounds, house, library, and General. There was an amount listed for Employee/Holiday fund, but this was supposed to be turned in elsewhere.

### **MARKETING REPORT**

Lea Ann Grismore, RP Community Coordinator, presented the marketing report. She listed the four apartments reserved for residents who will be moving in soon, along with anticipated dates of their move, stated that there is one apartment currently available, for which wait listers are being called now; and four apartments which will be made available soon. The waitlist is composed of 127 individuals or couples.

### **MANAGEMENT REPORT**

Executive Director, Hunter Harris, reported that there are no longer any COVID cases in Independent Living, there are 13 patients in Healthcare, and one Healthcare partner who tested positive, and is out.

### **COMMITTEE REPORTS**

#### **ACTIVITIES COMMITTEE**

Jack Robinson, Chair, reported that the twin storage cabinets for the Game Room are near completion. These will contain numerous boxes of jigsaw puzzles and board games.

Activities Director Crystal Harris distributed draft copies of a partial February calendar. This included Blair musical programs, current events session, presentation by a local portrait artist, and lunch and a tour of the Hermitage Hotel. The initial report (i.e., the one which has been filed) includes mention of a coach trip to the Temple to hear a series of three lectures by Amy Jill Levine, but due to COVID, the coach option has been cancelled, and residents were encouraged to tune in to the lectures on Zoom.

Also mentioned were RP Valentine and Superbowl parties to be held in February.

The committee was scheduled to meet next on Feb. 1 at 10 AM.

### **BUILDING COMMITTEE**

Chairman Tom Potter reported on the meeting of November 10<sup>th</sup>, during which discussions included the slowness of the west elevator, the crack in the southwest wing still unrepaired, and the Google fiber service which is not yet available to RP residents.

The Building Committee also met on December 8<sup>th</sup>. It was learned that parts have been ordered to correct the west elevator. Recent plumbing and heating problems in residents' apartments have been corrected by Rich Abell and his staff. Hunter Harris will attempt to get further information on the Google fiber service. The damaged dumpster shed door is on a list of items to be repaired. The December 8<sup>th</sup> minutes were inadvertently omitted from the Committee Reports. They have however been filed with the other reports presented at the January Council meeting.

The committee meeting time has been changed to 11:00 AM, and henceforth will meet on the second Wednesday of each month.

After the meeting adjourned, Hunter reported to Tom that a repair was made to the cracks in the southeast wing.

### **COMMUNICATIONS COMMITTEE**

Chairman Denise Dowell presented statistics on visits to the website [RPBOOKS.WEEBLY.COM](http://RPBOOKS.WEEBLY.COM) by category.

### **FINANCE COMMITTEE**

Chairman Janis Spivey reported on the recent meeting of the committee at which there was a marketing report on apartment turnover, capital expenditures, refurbishing within the building, and elevator upgrades.

### **FLOWER COMMITTEE**

Chairman Jo Church reported that the recent \$500 donation to West End United Methodist Church was most gratefully received, and the congregation is pleased that we so appreciate the flowers the Church gives us after their Sunday services. Resident Nancy Good was cited for the monthly donation of her

flowers. The members of the committee were praised for their good care of all the flowers.

### **FOOD COMMITTEE**

Chairman Jane Wert reported on the January 1r, at which there was discussion of dining room adjustments to the changing COVID scene, recyclable container availability and cost, temperature of the food served, and availability of tissues to prevent residents from using napkins for that purpose.

Subcommittees were formed to review and respond to dining comment cards of residents, and review of menus with dining room manager, Ifa El. Special diets were discussed. The next meeting is Feb. 21 at 1:30. The Food Committee will always meet on the third Monday of each month.

### **GROUNDS COMMITTEE**

Chairman Reese Elliott, from Florida, reported to the Secretary that there was no meeting, and therefore no written report, due to the fact that the grounds are currently dormant. However, Gary Chunn confirmed Reese's statement, but updated it with the news that he had seen three daffodil plants emerging, and some buds on the tulip tree!

### **HOUSE COMMITTEE**

Chairman Kathy Greene reported on a number of accomplishments. She submitted no written report.

### **LIBRARY COMMITTEE REPORT**

Library Committee Chairman, Denise Dowell presented statistics on library acquisitions for the year 2000 through 2021, as well as circulation statistics for the years 2018 through 2021.

## VICE PRESIDENT'S REPORT

Vice president defers to Floor Representatives for specific details of new residents on each floor.



2022 Treasurer Check Register

**Richland Place Residents Council**  
**Treasurer's Report**  
**January 1, 2022 - December 31, 2022**  
**02-25-2022**

Funds	Beginning Balance	Gifts	Expenditures	Ending Balance
	\$11,199.09	\$685.00	\$727.72	\$11,156.37
Flower	\$3,069.93	\$150.00	\$530.58	\$2,689.35
Grounds	\$3,039.21	\$235.00	\$0.00	\$3,274.21
House	\$0.00	\$0.00	\$0.00	\$0.00
Library	\$3,023.78	\$300.00	\$0.00	\$3,323.78
General	\$2,066.17	\$0.00	\$197.14	\$1,869.03
Employee/Holiday		\$0.00	\$0.00	\$0.00

## Marketing Report

### Reserved Apartments

526/Combo Unit — Florence Davis (move-in 3/28)

405/2-Bedroom B — Jim and Lynn Perry (move-in 3/22) 423/1-Bedroom A-  
Betty Stone (move-in 3/11)

107/1-Bedroom A- Pat Hillis (move-in 3/24)

416/ 2-Bedroom B- Sibly and Prudy Thomas (May)

### Available Apartments — Calling Waitlist

420/2-Bedroom A — Yvonne Latham (moved to HC)

### Apartments becoming available soon

403/1-Bedroom Luxury — Elizabeth Collins (moved to AL) 326/1 Bedroom  
Luxury- Anne Johnson (deceased)

216/Combo Unit- Evelyn Richmond deceased)

112/ 1- Bedroom A- Thomas (transfer)

429/2- Bedroom A- Pat Hillis (transfer)

505/ Combo Unit- Mary Freeman (deceased)

# of apartments in Independent Living: 136

# of residents: 167 (male 44: female: 123)

# of couples 30

Average length of stay in IL: approximately 10 years.

People on wait list: 127

Average time from getting on wait list to apartment offered: 2.5–3.5 yrs.

# of apartments in Independent Living: 136

# of residents: 167 (male 44: female: 123)

# of couples 30

Average length of stay in IL: approximately 10 years.

No written report submitted.

FLOOR REPRESENTATIVES' REPORTS

VICE PRESIDENT'S REPORT (Floor Report Summary plus Any Quarterly Meeting Report), February, 2022

From Bobbie Grubb and Ellie Raths

CATEGORY	INFORMATION FOR THE FLOOR
1. Floor Level	First
2. Name(s) and apartment number(s) of any new residents on your floor in past month	None
3. Numbers of currently empty apartments on your floor	Apt. 107 — Promised to Pat Hillis. Trudy and Sibley Thomas will be moving from Apt. 112 to Apt. 416.
4. Anticipated move-ins on your floor in the next month.	Current 4 <sup>th</sup> Floor resident Pat Hillis will be moving into currently vacant Apt. 107.
5. Any floor activities within the past month	None
6. Any anticipated floor activities in the coming month.	Nothing scheduled.

From Penny TeSelle & Ellamarie Parkison

CATEGORY	INFORMATION FOR THE FLOOR
1. Floor Level	Second
2. Name(s) and apartment number(s) of any new residents on your floor in past month	None
3. Numbers of currently empty apartments on your floor	1— Apt. 216 will be available in April.
4. Anticipated move-ins on your floor in the next month	None
5. Any floor activities within the past month	None
6. Any anticipated floor activities in the coming month.	Planning to have a floor party.

From Lavonne Tarleton & Sylvia Salanitro

CATEGORY	INFORMATION FOR THE FLOOR
1. Floor Level	Third
2. Name(s) and apartment number(s) of any new residents on your floor in past month	Dr. Norman Cohen has moved into Apt. 302.
3. Numbers of currently empty apartments on your floor	1— Apt. 326
4. Anticipated move-ins on your floor in the next month	None
5. Any floor activities within the past month	None; however the Floor Reps had lunch and a meeting with Dr. Cohen.
6. Any anticipated floor activities in the coming month.	None

FLOOR REPRESENTATIVES' REPORTS

From Peggy Bartine & Bette Bryant

CATEGORY	INFORMATION FOR THE FLOOR
1. Floor Level	Fourth
2. Name(s) and apartment number(s) of any new residents on your floor in past month	None
3. Numbers of currently empty apartments on your floor	Apt. 403, Apt. 405, Apt. 420, Apt. 423; Apt. 429 will be available soon
4. Anticipated move-ins on your floor in the next month	Trudy and Sibley Thomas will move into Apt. 416. Lynn and Jim Perry will move into Apt. 405. Betty Stone will move into Apt. 423.
5. Any floor activities within the past month	None
6. Any anticipated floor activities in the coming month.	None; will wait until spring to have party with new Fourth Floor residents.

From Joanne Gannaway & Midge Folger

CATEGORY	INFORMATION FOR THE FLOOR
1. Floor Level	Fifth
2. Name(s) and apartment number(s) of any new residents on your floor in past month	None
3. Numbers of currently empty apartments on your floor	Three: Apt. 502 reserved for Bertie Shriver; Apt. 526 reserved for Florence Davis; Apt. 505 to be available.
4. Anticipated move-ins on your floor in the next month	Bertie Shriver into Apt. 502; possibly Florence Davis into Apt. 526.
5. Any floor activities within the past month	Floor party was cancelled. Floor Reps have met with Bertie Shriver and Florence Davis.
6. Any anticipated floor activities in the coming month.	None scheduled.

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Summary report of Quarterly Floor Representatives Meeting, February, 2022.

## Activities Committee Report

The February meeting of the Activities Committee was held on the first in the Private Dining Room with Activities Director Crystal Harris.

In reviewing the current February calendar, it was noted that there are 6 musical performances, two parties (Valentine and Super Bowl), and two lectures among the forthcoming events.

The meeting then turned to suggestions for the March or future calendars. Among those mentioned are the following: Carnton or other historic Franklin buildings, Voodoo restaurant, Chocolate Factory, historic Rock Castle, Marathon Village, Corvette or Spring Hill auto plant. Crystal is to check them out as appropriate.

Next meeting: Tuesday, March 1, at 10a.m. in the private dining room.

Jack Robinson, Chair

Minutes of Building Committee  
Wednesday February 9, 2022, 10 AM

**Present:** Bob Drews, Cardy Davis, Marshall Gaskins, Rich Abel, Alene Harris, Hunter Harris, Lavonne Tarleton, Tom Potter presiding.

**Minutes of the Jan 12, 2022 meeting** were approved.

Repairs to cracks in wall of south-east wing

The committee thanked Hunter and Rich for repairs to cracks in the first-floor wall of the southeast wing of Independent Living. NHC engaged American Constructors for this work, and they finished on January 9 (approximate date). They filled cracks in brick with a hard mortar that closely matches the color of the surrounding bricks. Cracks in the white stonework above the brick were filled with a white rubbery caulk. The repairs preserved the beauty of the wall.

The Building Committee had asked NHC to fill these cracks in the committee's April 2021 meeting. NHC will now make periodic inspections of the filled-in cracks to watch for any sign that those cracks are widening. Future widening of the cracks might signal a need for additional repairs.

Google Fiber

Tom reported information from Google Fiber: they have finished working in our building and on the grounds, but still have some problems along the street. They are planning to work on those outside problems during the week ending Feb 25.

Verizon 5G (Wireless) Home Internet?

Several residents have received mail and email offers from Verizon to sign up for a new 5G home Internet service from Verizon. Further investigation reveals that this service is not yet available at Richland Place.

Non-compliant balconies

Tom appointed a subcommittee consisting of Lavonne, Alene, and himself to prepare recommendations relating to violations of the rule "Flower baskets, birdfeeders, etc. must be placed inside the balcony railing and not hang over the outside" (*Richland Place Independent Living Welcome and Orientation Handbook*, p. 13, bullet item #4, 2022). The subcommittee will report back at the next full meeting of the Building Committee (March 9).

**Communications Committee**  
**02/25/2022**  
**[RPBOOKS.WEEBLY.COM](http://RPBOOKS.WEEBLY.COM)**

Visits to rpbooks.weeb.com the past 30 days:		
	<b>Unique Visits</b>	<b>Page Views</b>
<b>Last 30 Days</b>	<b>170</b>	<b>502</b>
Visits by Page		202
/photo-directory.html		114
/library.html		35
/residents-council.html		34
/tax-info-directories-memorial-list-calendar-newsletter.html		31
/dining-room-and-soda-shoppe-information.html		20
/town-hall-meetings.html		5
/dr-ds-genealogy-blog.html		4



## 2022-02-25 Finance Committee

The meeting was held at 10:00 a.m. in the Conference Room.

Attendees: Bill Proops, Jack Robinson, Lavonne Tarleton, Penny TeSelle, Cardy Davis, Lester Smith, Janis Spivey; ex officio attendees, Alene Harris, Bill Meadows Hunter Harris, Holly Gates

Holly gave the marketing report, including an IL statistical analysis. IL has 136 total apartments. There are 5 reserved apartments, 1 available apartment, and 6 apartments that will be coming available soon. We currently have 167 residents. The average length of stay in IL is 10 years. There are 130 people currently on our waitlist.

The 2021 yearend review shows HC with a loss of a little over \$1 million, which is \$665,000 deficient relative to budget. The last 2 months has shown an occupancy recovery from COVID's effects. The HC received approximately \$1 million in the CARES government program funding in 2021, which is included in these numbers. Expectations for 2022 are a continuing recovery from COVID's impact but still a negative revenue year.

IL had an excellent year with a total Net Income of \$790 thousand of revenue. Our revenue, however, was slightly under budget primarily due to restricted use of the guest rooms and soda shop. Our operating expenses were very slightly under budget. Our fixed expenses were under budget for the year due to a favorable SWAPS ratio at yearend; however, SWAPS are a non-cash item.

In 2021 HC spent \$632 thousand and IL spent \$500 thousand on Capital Expenses. Both HC and IL began the elevator upgrades required and completed one elevator; this is an ongoing project. HC also completed a number of room/bathroom upgrades.

Combined results for 2021 were a negative \$278 thousand. Our residents' covered utilization of HC was \$800 thousand.

We also received the January, 2022, financials. The HC year began with a \$100K revenue shortfall, which was reduced by HC being under budget in both operating and fixed expenses. The loss was -\$35 thousand.

IL had a revenue shortfall of approximately \$30 thousand, which was remediated by reduced operating and fixed expenses, resulting in a starting positive net income of \$53 thousand.

We discussed two management issues that were raised at the Town Hall.

The circumstances of Norman Cohen's move-in problems were explained and the recovery efforts were explained. Follow up to prevent this from happening again are being implemented by Marketing.

- The concern about coverage in non-business hours was also brought up. More effort will be made to train the people covering the reception area which will include reviewing the procedures for requesting help from HC with medical issues. Additionally, we will cover access to our management for weekend/holiday/off hours emergencies.

We will continue to review follow-up actions for these requirements.

The meeting was adjourned at 10:55.

Thank you, Janis Spivey, Committee Chairperson

FLOWER COMMITTEE

No report this month.

## **Minutes of the Food Committee, February 21, 2022**

The Food Committee met in the private dining room at 1:30. Present were Cardy Davis, Katrin Bean, Sally Levine, Tom Harris, Barbara Holzman, Randy Brill, Jane Wert, Bill Meadows, Ifa El and Jenna Lovell.

Due to time constraints, the meeting moved directly to the report by Ifa El. He and Jenna discussed at length the previous Saturday evening's meal and the failure to present what had been done two Saturdays before. That sandwich, soup, salad etc. meal had been a great success, but had not been repeated on the most recent Saturday evening. The situation has been dealt with and is resolved. A new chef, Frank Roper, will join the kitchen staff immediately.

Three new wait staff are being trained by Ara Akopians, and are improving daily. Some errors in serving were mentioned and Ifa made note of them to help in training sessions.

It was suggested that special praise for the staff was in order and was there a specific way in which that could be accomplished. Pep cards are available from Theresa which can be filled out with the server's name and given to him/her. Whether the usual \$1.00 applies to servers is going to be investigated.

Cardy Davis and George Hahn reported the results of their responding to letters and cards sent by residents regarding their dining experience. Many of the notes were several years old so the problems had been resolved. However, some were recent and the committee's response to questions and requests was appreciated. Every month Cardy and George will respond to the cards written by residents, which is hoped will assure diners that they are being heard.

Jenna Lovell discussed the menu situation. The corporate chef is designing menus that will cover 5 weeks at a time. Presently his menus are for the Health Center and Jenna will have to tweek them for special dietary needs etc., but in the near future the residential dining room will

have new recipes and menus which will cover 5 weeks of lunches and dinners. The committee was reassured that the residential dining room food service would be open for suggestions or changes in the menus — they will not be written in stone!

New cutlery for the dining room has been on back order for several months. The existing cutlery is a mixture of items, some suitable and some not. Jenna suggested that ordering from Sisco, now that we are using them as well, will resolve the situation and she is going to order new items immediately. All the glassware is due to be replaced shortly.

A discussion of the past week's menu by Barbara Holzman was the final business and the meeting was adjourned.

The next meeting will be Monday, March 21, at 1:30 in the private dining room.

**Purpose:** The Food Committee exists to be a conduit between the Richland Place residents and the kitchen and dining room staff in an effort to ensure the meals served are healthy, delicious, attractive and varied, and that the dining experience, every day, is as pleasant as can be.

## **Housing Committee Report 2/25/22**

On our list are the following.

We are selecting the knobs for the doors of the storage cabinets in the Game Room.

House Plants and Poinsettias in the common area of the lobby have been removed. Most plants were placed in the lobby by residents who no longer wanted them in their apartments. The containers were old and mostly baskets: the plants were old with most needing to be repotted.

The Private Dining Room table will have glass put on it for \$575. The table will have to be professionally cleaned first. We have to wait on the repairman to be available.

The House Cleaners are short staffed due to one resignation and one with a broken foot. We are following that development.

Artificial plants have been removed from IL. We have one left in the dining room, which will be removed.

## Library Statistics January 2022

## Additions

2022-01	31
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## Circulation

Jan	164
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The Library has added descriptions of books recently purchased to the spreadsheet. The list is also available on the wall just to the right of the door. Another copy is in the binder on the big table under the tab Descriptions.

The Library is planning on staffing it two days a week for one hour. Residents are invited to drop by and ask questions about the Library. The dates will be posted in the Library as soon as we are organized. As of today it will be Tuesdays and Thursdays at 2pm and Saturdays at 10am.