

Meeting

Submitted by [Liisi](#) on Fri, 2021-11-19 11:43

Date: Tuesday, November 16, 2021 - 15:00

Type: Coworker Circle

Present: SA, BA, MC, JeC, LE, LFr, TK, SL, FS, ES, JT, MW, AN

Elaine will be back to support Cascadia's front Office. She will be starting as of Monday the 22nd of November and will be working from 8:30am to 3 pm on Tuesdays.

Hana will be scaling back to three days since her other job needs more time and support at this time.

Observation book: coworkers were reminded to write updates about companions - situations or occasions that are out of the ordinary: a very good day or a bad day, CP successes, new skills, great participation etc.

Observation needs to be free from judgment, criticism or assumptions. Observations need to be objective without judgement or criticism. Discussion, facts and details are welcome. Coworker needs to sign his/her name in case further details are needed.

Busra suggested to have an online system such as google docs set up for companion observations to make it easier for coworkers to contribute. This will be discussed again and needs to be brought to Hana who is overseeing this system and will be entering the observations onto the Cascadia database.

All coworkers need to attend to the duties that they have signed up for and agreed to carry during the day program. On occasions when a coworker is leaving on a holiday or has planned to be away, he/she needs to ask a fellow coworker/s to carry their duties. Both coworkers need to mutually agree upon this matter.

Umbrellas need extra care on a windy day. After using an umbrella, it needs to be folded and placed into the umbrella bucket outside by Cascadia's front door or behind Sophia House.

All visitors must be signed in and out at the front office to keep track of comings and goings. To help facilitate the process, if someone is visiting at Circle Hall a coworker can phone the front office and ask that it be noted in the communication book. This is important from the safety and emergency aspect - all coworkers, companions and visitors must gather in the emergency meet up place in case of emergency for check in; if they do not show up cascadia needs to take action to find these individuals.

Shaon brought the point about credit cards and personal money/reimbursements. Coworkers were asked to use the Cascadia credit cards instead of personal card to better track all spendings. Coworkers were asked to not use personal credit card or money unless absolutely necessary.

Christmas store will be organized by Lynn in Fibre Arts sewing room to operate throughout the month of December. Some items have been made to sell by different workshops. Simran and Fibre Arts team has pouches, bags and pillows and other handmade items to sell; Arts and Crafts workshop has prepared festive Christmas tree ornaments out of tree cones and felt; Candle workshop is making candles in every possible size and shape; home skills workshop will be working with beeswax and will make beeswax paper and lip balms/ointments with Lavender infused oil from our garden; Garden workshop is working with calendula and will be making calendula cream.

During the previous point an interest arose to make Christmas wreaths and prepare advent calendar for the month of December.

During the Christmas break Cascadia is expected to provide services to those families who expressed a wish for support between 28th to 31st of December. Some coworkers have offered to support: Jesse 30 & 31, Elliott 28 & 29, Jenna dates TBC, Felix 29 & 30, Busra 28, 29, 30 (with JB). Support is needed for EC, SMT, MP, JB on all four days, RK and JW on some days during that time.

Christmas play rehearsals have started: coworkers are preparing for the Paradise play and companions for the Shepherds play. Monique suggested asking Graham for help with imagining the Shepherds play.

Liisi and Felix reached out to Graham about this matter and he is willing to work with us.

DECISIONS MADE:

- all coworkers agreed to contribute to the Christmas appreciation bags. The bags will be set up along the Sophia House interior stairs as in the previous year. All coworker and volunteer bags will be organized in alphabetical order.
- Coworkers decided to reintroduce 9 to 10 am Monday morning gatherings in our two separate constellations of: Fiber Arts and Arts & Crafts gathering in Circle Hall and Garden and Candles gathering in the main room of Cascadia House.
- As noted above Coworkers wished to take a pause from gathering all together every morning and it was decided that on Mondays, Tuesdays, Thursdays and Fridays from now on, each house will hold their own gatherings to say the morning verse: Circle Hall group in the Hall; Cascadia House group in the main room upstairs. Since the weather is unpredictable the morning walks will be organized independently by the workshops to best accommodate all the coworkers and companions needs.
- On Wednesdays, everybody will meet behind Sophia House to connect and say the morning verse together. A message will be sent to families to drop off their folks at the back of Circle Hall on Wednesdays.

Please note that there was a suggestion to have a large group walk and on this occasion the decision will be made by coworkers before 9:15 am. There was no final decision made regarding this matter.