

Community Engagement at Green Hills



GREENHILLSRC.COM

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OUR MISSION, VISION AND VALUES



OUR MISSION

Green Hills is a resident-owned community that enhances the quality of life of its residents by providing services through a continuum of care.

OUR VISION

Green Hills is a leading senior living community enhancing residents' quality of life by providing continuing education opportunities, cultural experiences, fitness and wellness development, diverse activities, and superior healthcare. We maximize partnerships with Iowa State University, Iowa State University Alumni Association, McFarland Clinic, Mary Greeley Medical Center, Ames community, Heartland Senior Services, and others.

OUR VALUES

We believe in:

The spirit of community, while respecting privacy and independence through:

- Resident-owned townhomes and apartments
- Home-like atmospheres throughout a continuum of care
- Choice of activities

Focusing on resident needs and interests through:

- Effective communication and transparency
- Available transportation for shopping, culture, education, medical appointments, tours, and sports
- An environment encouraging physical, social, and educational growth through programs at Green Hills, Iowa State University, and the Ames community

Providing peace of mind through:

- Respect for rights of the individual
- The provision of safe, considerate, and professional services
- The availability of a transitional continuum of care which includes a variety of healthcare services
- Buildings and campus landscapes designed for safety
- A commitment to individual attention

Accomplishing these services through capable and compassionate employees who are committed to enhancing residents' quality of life through:

- Empowerment
- Respect for resident dignity
- Teamwork
- Honesty and integrity

MANAGEMENT AT GREEN HILLS AND THE OPPORTUNITY FOR PARTICIPATION

There are many benefits to residency at Green Hills such as:

- The financial benefit of equity ownership and the freedom to renovate or alter your home to fit your needs.
- The next door security and assurance of quality continuing care, skilled nursing, assisted living, and memory care.
- The availability of state of the art wellness facilities, including a warm water therapy pool, aerobics classes, personal trainers, rehabilitation, and exercise equipment.
- Daily activities including entertainment, lectures, travel, and a myriad of social events with a private bus available for transportation.

The Green Hills Residents' Association (GHRA) is an Iowa not-for-profit corporation, under the Iowa condominium regime laws, where the sole owners are residents. The Residents' Association, in turn, is the sole owner of the Green Hills Health Care Center, Inc. (GHHCC), a for-profit Iowa corporation.

The GHRA & GHHCC governing Boards provide primary resident leadership in the management of Green Hills. Additional opportunities for involvement include: The Advisory Council, standing committees such as Finance, Investment, Audit; Ad Hoc Committees such as Capital Planning, Strategic Plan, Futures, and a variety of Advisory Council standing committees such as Continuing Education, Green Team, Library, Yes2HealthyLife, and more.

The Boards of Directors, the Advisory Council, and the individual committees welcome resident involvement.

Listed on the following pages are the responsibilities and activities of the Boards, Council, and standing committees. In addition, guidelines for how residents are nominated and elected to the Boards and Council and selected for the standing committees are identified. Chairperson selection, length of appointment, and procedures for meetings are presented, also.

GREEN HILLS BOARDS OF DIRECTORS

The Green Hills Boards determine the corporation's mission, purpose, values, policy, and key objectives. All this combined, the Boards then determine an appropriate strategy to achieve Green Hills' goals.

With staff, the Boards oversee organizational planning, manage resources, establish budgets, ensure fiscal responsibility, provide for future planning, and see that operations and records meet all legal and tax requirements.

They also monitor the marketing success of the two corporations' (Green Hills Residents' Association and Green Hills Health Care Center) products, services, and their financial stability.

Boards of Directors are best served by a variety of individuals who can bring a breadth of skills and experience to our companies - thus, membership is open to all Green Hills resident owners.

Green Hills has elected to contract with a third party for the management of operations of both corporations. The management firm selected is Life Care Services, Des Moines. LCS is one of the largest senior living management companies in the United States with management contracts over 160 senior living and care organizations. LCS provides Green Hills with an on-campus Executive Director and Administrator, whose responsibility is day-to-day operations and who report to the two Boards. LCS receives a negotiated percentage of operational income and GH is responsible for the Executive Director's and Administrator's salaries.

The Boards are responsible for selecting and contracting for this service, the remuneration and monitoring performance.

Green Hills' two Boards:

1. The Green Hills Residents' Association Board is responsible for Green Hills residences and common ground. The Residents' Association Board is composed of seven elected resident owners and two non-residents. Nominations for membership come from the residents and are collected by a nominating committee. Those nominated are asked to agree to serve and provide voters with a 250-word summary of their qualifications. Elections are held annually in May. Each resident owner has a vote. Terms are three years and either two or three members are elected each year. Board members may only serve two consecutive terms.
2. The Green Hills Health Care Center, Inc. Board is responsible for operation of all our health services, including Skilled Nursing, Assisted Living, Memory Care, In-Home Care, and the various Wellness facilities in the Health Care Center. The Health Care Center Board is composed of five resident members and two non-resident members. Candidates are nominated and elected by the GHRA Board members. Terms are for three years.
3. Both Boards elect their officers for one-year terms. Nominations to both Boards are open to all resident-owners with a one-year residency required.

BOARD COMMITTEES

Green Hills Residents' Association Board of Directors

Standing Committees

Audit	Finance	Investment	Nominating	Executive Committee
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Finance Sub-committees

Capital Planning	Compensation	Grounds	Technology
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Ad hoc Committees

Futures (Ad hoc)	Strategic Planning (Ad hoc)
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Green Hills Health Care Center Board of Directors

Standing Committees

Continuous Quality Improvement

Ad hoc Committees

Informational Seminars (Ad hoc)

BOARD STANDING COMMITTEES

The responsibilities of GHRA & GHHCC (Green Hills Residents' Association and the Green Hills Heath Care Center Inc.) standing and ad-hoc committees are described on the following pages. The Board committees report directly to the GHRA and GHHCC Boards. Their chairpersons are appointed by the GHRA or GHHCC Presidents for one-year terms.

Candidates for Board standing committee membership are selected based on their background, expertise, and interest. The candidates are interviewed and appointed by the individual chairs. Member terms are typically three years.

The Executive Director and/or Administrator attends all Board standing committee meetings.

Candidates may register their interest with the chair of the committee of choice. The names of these chairpersons are available in the Resident Directory.

Committee members are selected and appointed at the beginning of each fiscal year – July 1st.

Annually, an interest survey collects volunteers for the various committees.



AUDIT COMMITTEE

Acting in accordance with U.S. Generally Accepted Auditing Standards, Generally Accepted Accounting Principles and with guidance from the GHRA Board of Directors, the Committee has these responsibilities:

1. To ensure GHRA financial affairs are managed with legal and ethical care, attested to by an annual audit.
2. Review the external auditors' audit procedures and scope.
3. Review the performance, quality and integrity of the external auditors and their compliance with regulatory requirements
4. Review the annual audit and, if approved, recommend acceptance to the GHRA Board of Directors.
5. Report to the Board regarding Committee activities and any issues related to the auditor relationship. The chair of the committee is appointed by the GHRA President with board approval for a one year term. Committee members are selected and appointed from the resident owners and applicants.

Experience with auditing is helpful but not required. Membership is open to all resident-owners with a one-year residency.

If interested, call the Executive Director for the current Committee chair to submit your application.



CONTINUOUS QUALITY IMPROVEMENT COMMITTEE (CQI)

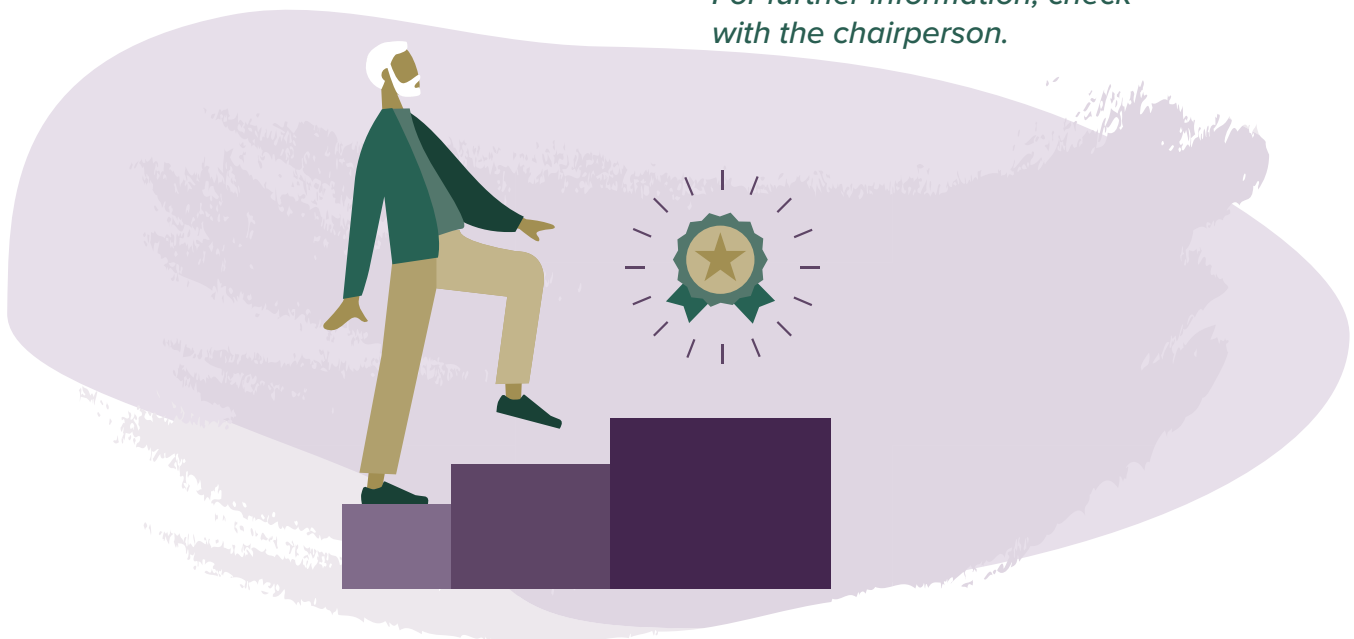
The Continuous Quality Improvement Committee, CQI, is the only committee that is related to the varied and complex services offered and managed by the GHHCC. As the name implies, it is concerned with monitoring and measuring the quality of those services and reporting that data to the Boards. The Committee accomplishes that by:

1. Identifying negative and positive outcomes of health care services.
2. Identifying quality indicators and relevant benchmarks.
3. Reviewing internal and external quality reports.
4. Reporting quality-related issues to the Board.
5. Having a working relationship with the staff Quality Assurance Performance Improvement (QAPI) committee.

Vacant positions are appointed by the committee each year as needed. The chair is elected from and by the Committee, but must be a Board member. The term of a member is 3 years.

Meetings are held every other month on the third Monday of the month. By its nature, the CQI offers the opportunity for awareness and participation in the operations of our various health care settings.

For further information, check with the chairperson.



FINANCE COMMITTEE

The primary responsibility of the Finance Committee is to prepare the annual GH operating and capital budgets, while working with the recommendations of the Executive Director. Together they also:

1. Develop budgetary controls and appropriate financial reports.
2. Review financial considerations related to major physical property space and equipment needs.
3. Provide the Boards with related and approved financial recommendations.
4. Review financial operations of the GHHCC and report that status to the Boards.
5. Develop a long-range plan for financing operations.
6. Appoint subcommittees as needed.
[Developing the annual budgets for both the GHRA and GHHCC is a complex and time-consuming process.]

Various responsibilities include projecting incomes vs. costs for every aspect of our two corporations, from wages to utilities to capital planning to estimating our care census and needed fees, and the state of the US economy. Committee members annually spend the six months prior to the beginning of the fiscal year producing the required budgets. The committee meets monthly.

The committee is composed of at least nine members. The Chair is a board member appointed by the GHRA President, with Board approval, for a one-year term.

Membership is open to all residents. Applications should be forwarded to the chairperson. Check with the Executive Director for his/her name.



GROUNDS COMMITTEE

The responsibility of the Grounds Committee is to inspect and recommend GH common ground maintenance programs to the Finance Committee, Director of Facilities and Executive Director.

GH common grounds includes:

- Trees and shrubs
- Flower gardens
- The gazebo pond
- The natural prairie
- Area adjacent to town homes and the apartments
- Open greenspaces

These recommendations will include:

pruning or replacing trees and shrubs, repair of wooded walkways, cleanup of the gazebo, and more. The pond and weed recommendations are accomplished through regular inspection “walkarounds”.

The Committee may also recommend hiring third parties for replacement or redesign of existing landscaping.

A long-range landscaping plan identifying priorities with potential personnel and equipment needs is also on the Committee’s agenda.

Policies for snow removal and mowing are prepared by the staff for Committee approval and the information is then distributed to residents.

The total number of committee members will not be greater than seven with at least one member from the GHRA Board, one member from the GHCC Board, and one member from the Advisory Council. At least one staff representative attends all meetings. Green Hills’ greenspace is considered an asset to be protected and enhanced.

If interested in our flora and fauna, check with the Committee Chair.



TECHNOLOGY COMMITTEE

The mission of the Technology Committee is to provide ideas and methodology for educating residents in the utilization of technology and to suggest improvements in the technology of the Green Hills campus.

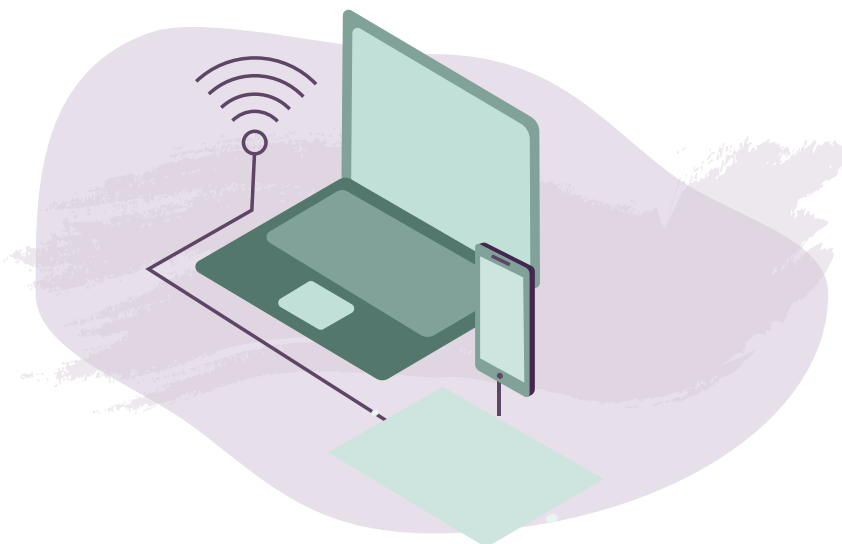
The committee is a subcommittee of the Finance Committee.

Because of the nature and future potential of technology, considerations will require collaboration across the spectrum of our various Boards and Committees.

The total number of committee members will not be greater than seven with at least one member from the GHRA Board, one member from the GHHCC Board, and one member from the Advisory Council. At least one staff representative attends all meetings.

This involves:

- Determining resident needs for training in technology utilization. This will be completed by surveying technology skills of new and existing residents.
- Offering regular computer and technology classes for residents.
- Assembling a list and benefits of recommended electronic devices for residents.
- Determining online potential for improved communications within GH.
- Exploring potential benefits of technology for residents and medical patients.
- Supporting technology goals and objectives of the Strategic Plan.
- Monthly meetings are held.



FUTURES COMMITTEE

The Futures Committee focuses on the long-term success of Green Hills. The members explore and identify potential problems and opportunities for Green Hills. This responsibility includes future planning for both the GHRA and GHHCC corporations with the goals of protecting and enhancing Green Hills' status in our market and industry.

The Committee forwards derived data to the Boards. Based on evaluations, the Committee may or may not recommend an action and, if recommended, provide an action protocol.



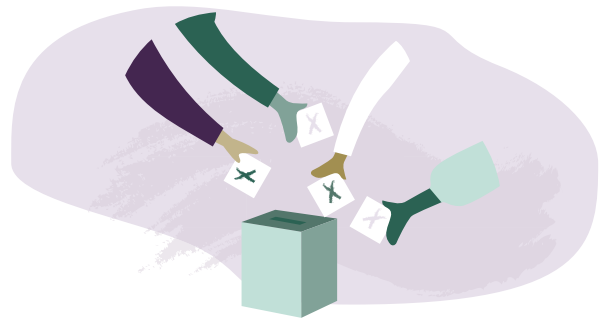
The Chair of the Committee is appointed by the GHRA President. Committee members are derived from solicitation or volunteers.

For further information or to express interest, check with the GHRA President

NOMINATING COMMITTEES

With Green Hills' fiscal year beginning July 1, election of the new members to the Board of Directors and the Advisory Council occurs at the annual meeting. Nominating committees are formed for the Board and Advisory Council to coordinate the process.

The Nominating Committee for the Board of Directors is required to have no fewer than five members, with two from the Green Hills Residents' Association Board and one from the Green Hills Health Care Center Board. All members are appointed by the GHRA President. Additional members are selected from the Green Hills' residents.



The Nominating Committee for the Advisory Council is required to have no fewer than three members, with two from the Advisory Council. Other members are selected from interested residents. All are appointed by the Advisory Council Chair.

These two committees are active from January-June each year. If interested, check with the respective chairperson.

INVESTMENT COMMITTEE

The Boards have an Investment Committee to establish and administer investment policies. The committee has these responsibilities:

1. Establish independent investment asset allocation guidelines for GHRA and GHGCC.
2. Report and recommend the allocation guidelines to the Boards.
3. Review these guidelines on a regular basis, recommending any changes and their rationale to the Boards.
4. Review all investments held on a regular basis and all 'buy and sell' activity for the preceding period.
5. Coordinate current cash flow needs with the Executive Director.
6. Arrange for and approve hiring and dismissal of an Advisor.
7. Evaluate Advisor performance on a regular basis.
8. Provide an annual investment status and performance statement for Board review or as requested.



The Investment Committee Chair is appointed by the GHRA President, with Board approval, for a one-year term. Committee members are appointed from resident volunteer applicants. Terms are three years. At least one non-resident shall also be appointed to the Committee.

The Committee meets quarterly.

Interested applicants should apply to the chairperson.

STRATEGIC PLAN COORDINATING COMMITTEE (SPCC)

One of the GHRA Board responsibilities is to enhance the lifestyle, wellness and security of our residents. To accomplish this, the Boards established the Strategic Plan Coordinating Committee (SPCC). The Committee develops a five-year plan with goals, objectives and the strategy, timing, and actions required to achieve them. This planning is ultimately approved by the two Boards.

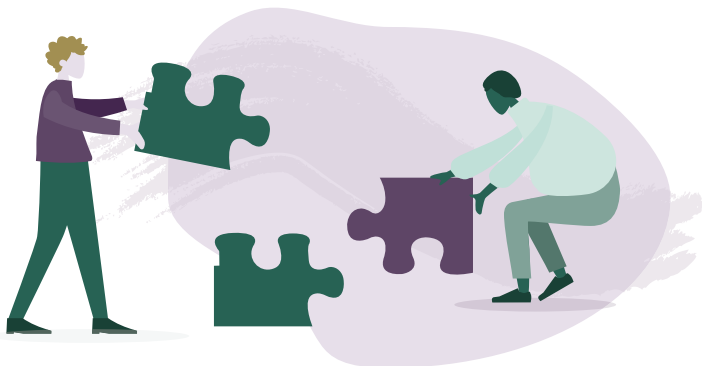
Involvement and input of residents is important and achieved by establishing a task force (TF) for each goal. Each of these typically has five to seven members, developing the objectives and action steps. These are referred by the TF chair to the SPCC of which he or she is a member. The SPCC coordinates the goals, eliminates duplication, identifies responsible personnel, and agrees on a list of goals for the current five-year plan (listed below). Progress and achievement by the task forces are regularly reported to the Boards.

Five-Year Plan

- To have GH become a premier community
- To enhance financial soundness of the GH Community
- To determine the future needs for residents, residences and amenities
- To enhance the marketing of GH
- To build partnerships that will enhance GH services and amenities
- Coordinate technology for the benefit of residents and staff
- To provide excellent health care for residents and patients.

Together, the SPCC and its task forces involves some 34 to 40 residents. The SPCC chair is appointed by the GHRA President and he/she in turn appoints the TF members, all typically with three-year tenures.

Check the current task force goals above for a subject that interests you. Volunteers are welcome.



ADVISORY COUNCIL COMMITTEES

Standing Committees

Continuing Education	Dining Services	Friendship	Garden
Green Team	Library	Memorial	Social
Yes2HealthyLife	Employee Appreciation		

Special Committees

Nominating (Annual)	Committee to Review Committees
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Special Responsibilities

Photo Directory	Art Gallery	China Hutch Display	Chorus
Club 2200	Historian	Newsletter	Woodshop

Resident Clubs

Book Club	Technology Club	Windows Computer Club	Sensory Garden Club	Le Bistro Stitchers
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ADVISORY COUNCIL

The Advisory Council is an elected 15-member council whose primary responsibility is to act as a liaison between residents, the Board of Directors, and administration. Among the many roles that the Council assumes are the following:

1. Advise and be a source of information for the administration
2. Be a forum for discussing topics affecting residents and the Green Hills administration
3. Be a sounding board for residents with concerns about policies and practices within our community
4. Make recommendations for changes in policy to the Green Hills Board of Directors. In general, the Council seeks to serve the goal of making Green Hills a community in which all residents thrive.

Note: The Green Hills Residents' Association Board sets policies and manages the financial affairs of the community, rather than the Advisory Council.

The Council meets the second Monday of each month and receives reports of the following Council standing committees:

Continuing Education, Dining Services, Friendship, Garden, Green Team, Library, Memorial, Social, and Yes2HealthyLife.

The special committees may also report, such as: Art, Chorus, Club 2200, Employee Appreciation, Photo Directory, and Newsletter. Council members are assigned to a specific committee as a council representative.

The Council discusses concerns that are raised by these committees and recommends actions that lead to positive solutions. In addition, senior administrators report and invite discussion on a range of topics including operations of the Health Care Center, the Assisted Living Community, marketing, campus improvements, and food service. Council members learn about and contribute to the successful operation of the Green Hills community.

Five residents are elected to the Council in the Spring of each year for three-year terms. Residents are encouraged to think of their friends and neighbors as potential nominees for this election.

Nominees who have been resident-owners for at least one year are eligible for membership on the Council.





ADVISORY COUNCIL STANDING COMMITTEE GUIDELINES

— *Adopted March 9, 2020*

1. New committee members are normally chosen from those residents who volunteer to join a committee at the annual Committee Fair or complete the committee volunteer solicitation form distributed every spring. Other ways of inspiring residents to volunteer for committees are encouraged.
2. New members will be appointed from the list of volunteers by the Chair of the committee in consultation with other members of the committee. The total number of committee members will depend on the needs and activities of each committee.
3. Committee members are usually appointed for a 3-year term.
4. The Chair of the committee will be selected each year by a vote of the committee. The CRC recommends that a Chair serve no more than a total of 3 years.
5. The CRC recommends that each committee elect a Vice-Chair, who will run meetings in the Chair's absence and may become the Chair in the following year, if the committee adopts such a procedure.
6. Committees meet at least bimonthly or as required by the activities of the committee.
7. The committee Chair may consider scheduling an orientation meeting for new committee members early in the fiscal year.
8. The agenda for a committee meeting is prepared by the Chair with input from other committee members and staff. The agenda is distributed to the committee and affiliated staff prior to the meeting.
9. A member of the committee will volunteer to be the secretary, who takes minutes of the meeting. For those committees with affiliated staff, a staff member may be the secretary. After each meeting, the secretary will distribute the minutes to all members of the committee and staff. The secretary will also provide a copy of the minutes to their committee-contact member of the Advisory Council.

ADVISORY COUNCIL COMMITTEES

The standing committees described in the following pages all report to the Advisory Council. They comprise a wide variety of services and operations designed to benefit and enhance the lifestyle of Green Hills residents. Each has a chairperson, and perhaps a vice chair, elected by the committee, with his/her term and those of the members determined by the committee. Generally, committees meet monthly or every other month.



Applicants may register their interest with the committee chair of choice. Names of committee chairs are available from the Executive Director and in the Resident Directory.

The Executive Director may attend all Board standing committee meetings and several meetings of the Advisory Council's standing committees.

The standing committees are: Continuing Education, Dining Services, Employee Appreciation, Friendship, Garden, Green Team, Library, Memorial, Social, and Yes2HealthyLife.

GREEN TEAM

The Green Team promotes education to raise awareness of environmental issues that directly affect our quality of life now and in the future.

Their long term goal is to find solutions to climate change while working with the city of Ames as it develops a climate plan that will reduce greenhouse gas emissions and sequester carbon.

The Green Team encourages reduction in the use of natural resources by the use of LED lights, recycling, and a recycle/re-use day when surplus items are collected and given to those in need.

The Green Team consists of nine members who typically serve three year terms. The team meets bi-monthly.



CONTINUING EDUCATION COMMITTEE

As its name implies, the Continuing Education Committee's responsibility is continuing the education of the residents of the Green Hills Community. The committee accomplishes this by soliciting, interviewing, and scheduling speakers with backgrounds and expertise of interest and significance. Subjects run the gamut from history to current events, from astrology to zoology, technology, health, music, entertainment, and many more. Currently, the monthly TED talks are coordinated with the designated speaker's subject.

Programs are presented monthly and are usually one hour in length. The Chair typically acts as moderator and the lectures often involve the use of technology.

While the Committee looks for those whose experience or background would add to program planning, all residents are welcome to volunteer. Meetings are held bi-monthly.



EMPLOYEE APPRECIATION

The Employee Appreciation Committee has responsibility for managing the "Employee Appreciation Fund" with First National Bank and for managing the annual Employee Appreciation party held in early December each year to recognize our dedicated employees with a "thank you" gift. Funds collected are distributed to Green Hills employees based on their total hours worked during the year. Responsibilities include: Scheduling the date for the party; encouraging donations to the Fund; and identifying the total amount to be gifted to employees. The GH executive director and committee organize the Employee Appreciation party and gifting procedure and co-chair the party. In addition, the committee may carry out other projects during the year to encourage residents' appreciation of our employees.

Committee members serve based on interest in the goal of the committee and have no term limits. A small committee of 6 or 7 residents is optimum.



FRIENDSHIP COMMITTEE

The Friendship Committee has primary responsibility for welcoming new residents, recognizing all residents birthdays, and offering thinking of you and sympathy cards. Committee members are responsible for the following:

- Contacting and welcoming new residents shortly after they move in
- Hosting a New Residents and Friends Coffee and Tea Social twice a year
- Visiting with and transporting Assisted Living and Health Care residents to activities and events, especially in the Community Room
- Scheduling a time and place for getting together with the new residents to present them with a welcome basket, notepad and pen on behalf of the Green Hills Residents, and to provide owners' information manuals and answer questions
- Information presented includes Green Hills, dining options, activities, committees, and transportation services
- Delivering a Le Bistro Cookie coupon to all residents via the Commons Mailroom as a birthday acknowledgement
- Delivering thinking of you and sympathy cards to residents as the need arises

The committee is composed of 14 members with 6 apartment owners, 6 townhome owners, and 2 co-chairpersons. Vacant positions are appointed during the year. Meetings are held quarterly.



DINING SERVICES COMMITTEE

The Dining Services Committee includes the Director of Food and Nutrition Services, the Executive Chef, committee members, and the Executive Director.

The purpose of the Dining Services Committee is to provide a liaison between GHRA residents and staff. With the Director of Food and Nutrition Services at all meetings, the Committee recommends menu items and dining amenities and shares resident comments and any feedback related to menus, food service, and the dining environment.

This Committee meets alternate months and has 13 members.



GARDEN COMMITTEE

Green Hills has set aside an area near the pond and gazebo for those who enjoy gardening. The area is divided into 36 individual raised garden plots that are available to all residents for a modest annual fee. Coordinating the use of the various plots and managing their upkeep is one of the committee's responsibilities.

Green Hills staff is responsible for the maintenance and weed control of the fence line, surface maintenance, weed control of walking paths inside the garden area, coordination of soil testing, maintenance of raised bed frames, and maintenance of

any unused plots. Green Hills staff also maintain the water hookup/removal/ and storage. The committee serves as a liaison from the gardeners and other residents to the staff for enhancing the garden area and gardening activities.



LIBRARY COMMITTEE

The Library Committee has the primary responsibility for the management of Green Hills' books, newspapers, magazines and also books borrowed from the Ames Public Library. Their duties include:

- Managing checkout and return procedures for the GH Library and APL books.
- Receiving donated books with the Library Committee reserving the right to exercise judgment concerning acceptance of any donated material.
- Purchasing books for the library and preparing new and donated books for circulation.
- Providing lists of purchased and donated books to the "The Chimes" newsletter and also giving to it other timely information regarding the library.
- Displaying donated current magazines and daily newspapers.

This committee has 12 members. Vacant positions are appointed during the year as needed. Monthly meetings are held.

If interested in participating in the activities of this important service check with the chairperson of the committee.



MEMORIAL COMMITTEE

The Memorial Committee is responsible for providing leadership for the recognition of resident owners and former owners who have passed away in the preceding twelve months, and to receive and designate memorial donations directed to the Green Hills Memorial Fund. A Memorial Service of Remembrance is offered every May in the Community Room with special invitations sent to designated family members and attended by Green Hills residents.

Examples of past uses for the memorial fund include:

- Roses for the Spring Memorial Event each May
- Scholarship fund contributions for ISU and DMAAC
- Green Memorial Committee Benches for community usage
- Keyboard for Leisure Services for guest musicians
- Camera for Leisure Services for capturing activities with residents
- Green Hills' Library's cataloging system

Memorial funds are gratefully received. All memorial donations are sent to the Green Hills Administrative Services Director for recording, paying bills and providing a printed financial report at each meeting. For more information, contact the Executive Director or the committee chairperson. Memorial funds are dispersed to advance Green Hills projects and activities at the discretion of the committee.

The Memorial Committee meets on the third Wednesday of alternate months.



SOCIAL COMMITTEE

The Social Committee plans a monthly Saturday potluck luncheon for GH Residents and presents a tea table for the December Employee Appreciation program. This Committee interacts with the Dietary, Leisure Services, and Maintenance Departments of Green Hills.

Potluck luncheons are held on the first Saturday of every month in the Community Room. Residents celebrating their birthday during the month are seated together and recognized at the beginning of the meal. Committee members choose a theme for each month with help from Leisure Services staff to carry out the theme using color and decorations. Members greet and assist residents as they arrive with their food any table services. Following the luncheon, all members join for the clean-up action.

The Committee prepares a tea table with a holiday theme for the December Employees Appreciation program. Members take pride in baking special holiday treats for this event.

The Social Committee meets bimonthly on the third Thursday of the month. Other duties require a member to contact and invite the residents who are having a birthday and their guest to the luncheon. A member serves as chair for the luncheon.

The committee consists of at least twelve or more active members who are available to work and a list of substitutes to help as needed. Residents may join an on-call group (no meetings) to assist residents.

As of March 2020, committee meetings and potlucks are on hold and will be held when social restrictions are lifted.



YES2HEALTHYLIFE COMMITTEE

Providing the opportunity to participate in personalized wellness programming is a major responsibility of GH staff and the resident-run Yes2HealthyLife Committee. Together, they coordinate, monitor, and schedule the spaces available for aerobics, warm water pool therapy, rehab, and the multitude of exercise and fitness programs available in Green Hills' state-of-the-art Wellness Center.

Green Hills also partners with the City of Ames Parks and Recreation Department to offer a variety of classes to residents that are designed to fit individual needs.

The number of committee members is flexible – usually from six to ten. Meetings are held every other month. Staff representatives attend the meetings.



SPECIAL RESPONSIBILITIES

ART GALLERY COMMITTEE

The Art Gallery Committee is responsible for art shows displayed in Green Hills' Art Gallery. These shows feature both artworks created by Ames/Des Moines Area artists and artworks from Residents' collections.

The committee meets monthly. In addition, members communicate with artists, organize shows from residents' collections, assist with hanging and taking down shows, and collaborate with Life Enrichment to plan receptions and programs by artists.



‘THE CHIMES’ NEWSLETTER COMMITTEE

The responsibility of the Chimes Committee is to prepare and issue the GH Residents Association’s publication called "The Chimes" every month except January. The Chimes is a community newsletter that reflects the pulse of the community with stories, photos, and information from residents, staff and news from other committees.

Members are responsible for collecting, editing, proof-reading, and formatting stories for printing. “The Chimes” Committee

does not elect a chair, rather, it distributes assignments among members and occasionally assigns articles to be written. There is no set length of service.

There is no other committee that produces more contact with and awareness of our residents than “The Chimes” Committee.

CHORUS

The Chorus provides an opportunity for people who enjoy singing to come together. The ability to read music helps, but is not required. Practice is on Friday mornings from 9:00 to 10:00 AM.

The chorus presents a Holiday program each year with songs, solos, and musical instruments. Other programs are presented in the Spring at the Green Hills Service of Remembrance and selected occasions.



CLUB 2200

Club 2200 is a monthly social event during which alcoholic, non-alcoholic beverages, and snacks are available to residents in the Community Room. This is followed by an optional light meal served buffet style by staff. Volunteers manage the inventory of beverages and snacks, serve the requested beverages, prepare and distribute snacks, and maintain the Club's financial records.

To cover expenses, Club participants contribute to a pooled fund and the records of that fund are maintained separately from GH records.



HISTORY

The History Committee's goal is to record aspects of the history of Green Hills since the founding in 1986. We are an informal group. Meetings are not regular, and members simply investigate and report on subjects they are interested in.

The information will be archived in multiple ways. Residents, employees, and friends of Green Hills who are history buffs or just curious about our past are most welcome.



PHOTO DIRECTORY COMMITTEE

The Photo Directory Team has an ongoing responsibility to enhance Green Hills community relationships by maintaining a collection of photos and profiles of Green Hills residents.

Members will maintain digital materials and any print materials by adding new residents, updating resident contact information, and transferring those who are no longer with us to a digital, Former Residents Archive under the 'handbook' icon.



WOODSHOP COMMITTEE

The Green Hills Woodshop is in the lower level of The Oaks and is available to all Green Hills residents. The shop offers a wide variety of hand and stationary power tools and bench work space. Operator manuals for each major tool are available, as well as hearing and eye protection. If you have personal tools you would like to use instead, the woodshop has lockable storage available.



Use of the woodshop comes under the authority of the Committee and Director of Facilities who will provide a policies and procedures brochure. Use of the woodshop requires a liability release form.

Personal safety with equipment use is a concern; along with the proper use of the equipment. The committee and the Director of Facilities meet quarterly and users are invited.

If woodworking is on your hobby list, your interest is welcome.

GREEN HILLS' VOLUNTEER OPPORTUNITIES

This booklet represents an invitation to join one or more of the many committees, the elected two Boards, and the Advisory Council that represent the residents of Green Hills. These opportunities are available thanks to the effective management and ownership structure of Green Hills.

Those who choose to become involved enjoy the camaraderie, and the pride of knowing they are contributing to and enhancing the lifestyle of their friends and neighbors.

Your interest is always welcome.



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Updated March 3, 2022