

## **Governing Council Meeting Notes January 6, 2020**

**Present:** Larry Brown, Kathy Brown, Karen McCune, Janet Cruz, Carol Moynes, Rae Coleman, Mike Conner and Barbara Bernstein

**Recognitions:** There were no new recognitions brought forward. The Governing Council did appreciate the time off for the holidays.

**Public Open Time:** No members or volunteers were in attendance.

**Barbara Bernstein First 90 Day Report:** Barbara shared her initial thoughts on Viva Village after her first 90 days as an employee.

- Barbara shared the following thoughts:
  - Very thankful for the guidance she has received from Kathy Brown
  - Very impressed with what has been accomplished in the last 3 years
  - Viva Village is in the midst of several transitions ( Governing Council is changing significantly in April and we are striving to find the correct balance between community and services)
  - She will continue to focus on volunteer engagement for Events opportunities
  - She reviewed her answers to the Questions to ask after 3 months
  - It was agreed by all that Barbara's focus will remain on volunteers for the next 6-9 months

### **Resource Development Team**

- Larry reviewed the following topics:
  - End of Year donation campaign review - Viva Village is receiving tremendous support via this campaign (48 donations raising over \$6,000) .
  - Viva Village Membership Assistance Fund cannot support adding additional members at this time, this will be reviewed again 1/20/20 after Research Development team makes a recommendation as to how much money should be moved from donations to the General Fund to the Membership Assistance Fund..
  - Review of Seed of Sustainability campaign - Viva Village will support this campaign in 2020 and raise awareness of our members can take advantage of the various plans available to them.
  - McMenamins Cedar Hills turned Viva down again for 2020, we may try McMenamins Murray and Allen in August.

- Larry is still trying to find out why we were rejected by the City of Beaverton for additional grant dollars.
- Fred Meyer giving program update - Mid month update to all volunteers and members explaining how more people can take advantage of this program.

### **Outreach and Publicity**

- Rae reviewed the following topics:
  - Updated Viva Village brochure to be sent to Governing Council this week for approval.
  - New Viva Village business cards are here in the office - Please feel free to take some and hand out to interested third parties.

### **Volunteers**

- Kathy reviewed the following topics:
  - A reminder that there will be a Volunteer Happy Hour the 3rd Friday of each month from 1 pm until 2:30 pm.
  - A discussion about our current definition of active volunteers and potential modifications was held no decisions made.
  - A discussion about background checks for inactive volunteers was held and that process is under review.
  - A discussion about Village 101 attendance and what can be done to improve attendance was held and it was agreed that we should implement a reminder program to help attendance.

### **Membership**

- Kathy, Carol and Rae reviewed the following topics:
  - After attending a meeting with representatives from Northeast Village, members of the Neighborhood Connection program and the Membership Committee are meeting this week to discuss how to integrate the NE Village's Village Partner Program into our Neighborhood Connection Program. NE Village is also looking at how to integrate Neighborhood Connection into their membership program.
  - A discussion was held about our annual calls and their usefulness.
  - A discussion about membership engagement was held and it was agreed that the Governing Council should review the utilization of services and events a couple of times a year.

### **Data Management**

- Carol reviewed the following topics:

- 26 (360 calls) and 80 (annual calls) done in 2019 with renewal rate at 91%
- We had a discussion about new release of Club Express 9.2
  - Credit card fees raised
  - Donation email process reviewed
- We had a discussion about a multiple funds option within Club Express
  - I.e. General Funds vs. Membership Assistance
- 65 screened vendors on list at years end

## **Events**

- Janet reviewed the following topics:
  - Women's coffee, hosted by Vickie Sanders, will now meet every Tuesday
  - Art group is picking up momentum
  - Book club will now return to its regular schedule of every other month
  - Rae Coleman is speaking at the next Life Stories event on 1/14/20
  - Next Village Forum event update
    - Marijuana is the topic

## **Nominating Team Discussion**

- Karen and Kathy reviewed the following topics:
  - Conversations with potential new Governing Council members have begun with 6 people. These discussions are at various stages with a goal of having those that are interested in being on the Governing Council attend the Strategic Planning Meeting on 2/10/20.

## **Leadership**

- Larry reviewed the following topics:
  - A brief discussion was held about the Strategic Planning Meeting and next steps and it was agreed that we would finalize the agenda at the next Governing Council meeting on 1/20/20
  - Larry, Kathy and Rae all finish their time with the Governing Council in April