

## **Governing Council Meeting Notes – February 4, 2019, 10:00–12:00**

**Present:** Carol, Larry, Kathy, Janet, Rae

### **Recognitions:**

- Carol for her availability and support with CE and computer questions
- Kathy for organization and success of Home Safety Review Day
- Jean Corn and Fran Jones for development of checklist
- In order to have recognitions more meaningful, decision made that the scribe for meeting would contact member if not on the Governing Council and let them know their effort has been recognized. Notification by written note, email, or phone.

### **Open session**

- No members or volunteers in attendance

### **Resource Development Team**

- Report of our current figures at end of January 2019
  - Total in bank — \$77,732 up from \$74,215 from end of December 2018
  - Increase due to membership
- VNW Grant Proposal Developments
  - Hub grants team plan to work on proposals to following foundations:
    - Kaiser Permanente, NW; Oregon Community Foundation; Joseph E Weston Public Foundation; The Standard; Meyer Memorial Trust
  - Board has developed a list of foundations and inviting Villages to participate in choosing and possibly submitting a grant from their Village
  - Villages asked to review list, select 2 that would be of interest to each Village and reply by February 11
  - Villages invited to add a foundation not on the list
  - Villages asked to identify any affiliation a person in Village might have with any of the foundations
- Discussion held on how Village could actually prepare one of these proposals; questioned whether it would be possible to pay a grant writer.
- Larry managing proposal to Southminster Presbyterian Church for membership fee assistance, and looking into possibility of applying to City of Beaverton Social Services

### **Outreach/Publicity Team:**

- Continuing effort to gather testimonials for marketing: requesting support from office staff and each of us as we engage with members
- Reviewing publicity and promotional materials and need for updating
  - New order of Viva Village pens received

- Suggest hard copies of Village Voice made available when making presentations in community
- Community outreach
  - Chamber of Commerce: Renewing membership on hold until lead identified. Ross will include value of community leadership in newsletter editorial.
  - Presentation for the Broadmoor Women's Club in January successful
  - Video replays of Aging With Grace in process at Elsie Stuhr

### **Volunteer Team**

- Current number of volunteers: 79
- 2018 statistics from VNW show that services almost doubled that of 2017:
  - 4793 in 2018 to 2,546 in 2017.
- Rides accounted for 75% of all services:
  - Rides increased 120%
  - Membership increased 12.75%
- VNW has received a grant from Lyft that is being divided between the 6 open Villages. Each Village will receive about \$150 for use before June 2019. Process for how we will manage the grant is being developed. Decision not made as to whether or not we should limit use of funds to medical appointments.
- GTKY form revised to make it easier to understand what interested person is requesting.
- Home Safety Review held February 2. Response from members positive.
  - 8 member's homes visited
  - 12 volunteers participated (6 teams of 2)
  - 10 "fix-its" for the follow-up day on February 16 set-up
  - Unanimous interest in Village-provided power outage emergency lights

### **Membership Team**

- Membership numbers on February 3, 2019:
  - Associate Members 29 (memberships 21)
  - Full Service Members 65 (memberships 53)
  - Total of 94 members (74 memberships)
- Plan in process to include a welcome section in the Update and newsletter for new members and volunteers. Interviewers to ask prospective members if it is OK to use their name (and photo) in this way. Volunteers could be asked at time of interview or training.
- Subsequent Renewal calls assigned.

### **Communications/Office**

Google+ is going away. Multiple + accounts were established when we first set up our email accounts. Most of these are not being used.

- Action is needed to deal with the email we currently have in these folders on [vivavillageor@gmail.com](mailto:vivavillageor@gmail.com).
- This affects mainly the +events account where all [vivavillageevents@gmail.com](mailto:vivavillageevents@gmail.com) email messages are directed and the +volunteer folder.

[vivavillagecentral@gmail.com](mailto:vivavillagecentral@gmail.com) is not affected.

### **Data Management and Technology Action Team**

- Two new volunteers with website experience joining the technology team

### **Events Team**

- Ice Cream Social scheduled for February 23.
  - Membership team will develop program.
  - There will not be entertainment.
  - Larry agreed to do welcome.
  - Kathy will send a separate email to members and volunteers two weeks in advance
- Southminster Art Show
  - Will be mentioned in Update and newsletter if possible since Viva Village volunteer a featured artist
- Events:
  - Will be double scheduled when necessary
  - Food reimbursement expected when event catered
  - Small group food event costs covered by participants

### **Leadership**

- Project Plan: Larry will manage and maintain as way to track our programs
  - Each team lead should check over items listed and send updates/changes to Larry
- Hiring Team was convened; plan is to identify specific Village needs before setting a job description and title of person hired.
  - Team leads asked to establish goals of the team for the year and identify roles and responsibilities within their team
  - Question to ask: What would a staff person do that would increase team success?
  - Considerations for space and equipment: Where would hired staff work from; what equipment upgrades would we need?
- GC Considerations:
  - Consider switching to monthly GC meetings

- Set up a way for members and volunteers to participate directly in GC meetings; thinking together about the Village/meaningful conversations

**Agenda Items for the next meeting:**

- Identify possible changes for GC meeting structure

**Items for end of December UPDATE:**

Viva Village Voice to be out next week

**Next meeting:** February 18, 10-12.

Submitted by Rae Coleman