

# **Governing Council Meeting Notes**

## **March 2, 2020**

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

### **Recognitions:**

- The entire office staff who fill-in when needed with particular note for Nancy McNary and Barbara Walker
- Carol Moynes for being on top of all the membership renewals

### **Resource Development Team**

- We reviewed the data collected through December 2019 from VNW for all villages. VV had 51 donors and raised \$6,311. Additional donations have been received after January 1.
- City of Beaverton Social Services grant application in progress. We are collecting additional data now and will meet with Megan Cohen from the city on May 6 for some guidance on presenting the grant.

### **Outreach and Publicity**

- The new brochure is finished and ready for use
- The team is working to revise the text on the website to conform with the California project messaging.

### **Volunteers**

- Karen McCune will be joining the Volunteer Team. She will be our team's liaison to the Governing Council.
- Starting this month, we will look ahead to the next month's plans for Happy Hour since our team meeting falls the day before each gathering.
- The next Volunteer Round Table will be in June, coinciding with that month's Happy Hour.
- The Team Spring Clean-up Day will be May 23. This allows us to recruit volunteers at the May 15 Happy Hour. Barbara plans to send the next Volunteer Connection email in March and will use that to give a heads up about the Clean-Up day.
- We reviewed three of our documents used in our onboarding process: Reference Check questions; Interview questions, and the Volunteer Application. No changes were made on the Reference Check questions. We did revise the Interview questions and the Volunteer Application for clarity and to more accurately request and reflect the information we use.
- OABHI (Older Adult Behavioral Health Initiative) workshop on Mild Cognitive Impairment is scheduled for Saturday, April 4 and presented by Washington County.

- We have applied for a table at the April 18 Beaverton Volunteer Fair.
- It was agreed that we could begin to ask volunteers to keep track of their mileage as well as their hours.
- The issue has come up about whether it is appropriate for drivers who are taking medication for Parkinson's disease to continue to provide rides for Village members. This is being looked at by several people, both within Viva Village and at the hub level. Kathy will bring it up at the next Volunteer Affinity Group meeting.
- The Volunteer Affinity Group is in the process of creating guidelines for volunteers to help members with bill paying. Until now we have not considered this as a Village volunteer service but are recognizing the potential benefit to our members in offering it as a service.
- Rae let us know that she will be stepping back from several of her Village responsibilities in April, when her Governing Council term closes

### **Membership**

- There is a team meeting today.
- 2020 Annual Member Meeting is Saturday, April 18<sup>th</sup>.
- Carol sending out notices for subsequent renewal phone calls and 360 interviews needing to be completed. We reviewed the list and decided on some members who are active in the village and do not need follow-up.

### **Data Management**

- Carol modified CE emails to better fit our method of renewal with a better message for our members.
- Website changes are in progress, including a donation page.
- We discussed some recent computer issues (slowness, not connecting to the internet) and will keep track of this. We can call in a service like Geek Squad for help is needed.

### **Events**

- The Events team is meeting this week.
- We are now using the Wesley Room, a larger space, for larger meetings like the Forums. It is much better than before. The cost will be \$50/use through June, then \$100/use.
- Annual VV Picnic will be at Evelyn Schiffler Park on July 11 from 10:30am to 2:00pm.
- There will be a trip to Spirit Mountain Casino on March 30 using their bus. This is a trial to see how things go with the early hour.
- We need one more representative for the VNW Circle of Representatives. Will be discussed at our annual meeting.

## Leadership

- Kathy reviewed changes needed in our bylaws to come into compliance with what we are actually doing. Other errors were corrected. We discussed some additional changes and clarifications. Kathy will submit a final draft to the GC for approval.
- A member presented, via email, a recommendation for upgrading our sound system. He is part of an informal committee working on this issue. We have several members who cannot hear during meetings and gatherings. The Governing Council discussed this and would like to actually see other systems in use prior to purchasing any further equipment. Janet will speak with the member and share our concerns.
- Larry presented the issue of a driver who reported a new medical condition and is now on appropriate medication for treatment. The issue is how we evaluate whether the driver's condition and medications impair his driving. After discussion we decided on the following guidelines:
  - The driver feels comfortable with driving and feels safe as well.
  - The driver's physician is not opposed to the driver's driving and has not informed the DMV that the driver should not drive.
  - The driver maintains a valid license and valid auto insurance.
  - The driver take a road test with the village road tester as a verification prior to driving for the village.
- The Governing Council discussed the current COVID-19 (corona virus) outbreak, what it means to us and the village, and how to handle events, etc. Kathy and Larry will write a brief message to all the members and volunteers with some factual information and a reassuring message. We will keep in touch with the Oregon Health Authority and follow their guidance for events, gatherings, etc. It should be clear that for all the members and volunteers their personal medical providers should be the first ones to ask for guidance on an individual basis.

**Next Meeting:** Monday, March 16, 2020 at 10 am.