

Governing Council Meeting – April 1, 2019 10:00–12:00

Viva Village office

Present: Larry Brown, Rae Coleman, Janet Cruz, Mike Conner, Kathy Brown

Recognitions:

- Craig Everhart, for a great presentation on cyber security/password management. It was well attended and well received, and generated much interest in future tech programs
- Jean Corn, who is moving, for her valuable contributions to the Viva Village volunteer program: volunteer training, health care buddy program, home safety review program, to name a few.

Resource Development Team

- Beaverton City Grant. The City of Beaverton grant application has been accepted. Viva Village has asked for \$7500 to support 15 members for membership fee assistance, including some funding for administrative costs. An interview has been scheduled for April 17. Larry will present our petition.
- Larry and the Resource Development team are planning to apply for the Goodman Foundation grant to partially support hiring someone. The letter of intent is due in June.
- Larry attended a Villages NW MOA (Memorandum of Agreement) meeting on Saturday, March 30. Villages NW is updating the current MOA that was drafted before any Villages were open. The current draft is almost ready for review. Individual Governing Councils will be asked to provide feedback. After a final tune-up, it will go back to the Villages NW Board for adoption. All Villages will be asked to sign the new version.

The Villages NW Policies are a different project which will be addressed after the MOA is finalized.

- Mike Conner proposed the idea of establishing a reserve fund—setting aside 18 to 24 months of operating capital to cover expenses, should it be needed. The balance of money in our account, along with new grants, would be our working capital. The Reserve Fund would be reviewed and adjusted annually, or as needed.

The potential benefits would be to possibly increase our membership fee assistance and to show wise use of our total revenue. As membership increases, having a reserve fund will make us stronger.

The question was raised about how this would work if we decide to hire someone. We will look to grants to help fund hired staff. If grants and donations are not available, we can access the reserve fund.

The decision was made to go ahead with an initial reserve of 18 months. Mike will contact the Villages NW treasurer about how to make it work, accounting-wise.

Governing Council Meeting – April 1, 2019 10:00–12:00

Viva Village office

Present: Larry Brown, Rae Coleman, Janet Cruz, Mike Conner, Kathy Brown

We will announce this decision at the Member Annual Meeting on April 20. Because we will have a reserve fund, we will not have to increase membership fees.

Outreach/Publicity Team:

- Ross plans to include a message in the next *Viva Village Voice* about people taking responsibility, and about using the website.
- A new Villages NW marketing video is being produced. Kathe will identify Viva Village members and volunteers to be interviewed, with a view to demonstrating that's there benefit to older adults of all ages, not just over 85 years.
- Kathy and Rae are planning to install a new dry-erase board in the office for listing testimonials. These are the best way to convey our story.
- Rejoining the Beaverton Chamber of Commerce is still being considered. To make this worthwhile, a team of volunteers willing to attend regular Chamber meetings needs to be identified.
- As Intel retirees, Kathe Fradkin and Gerry Lukos are liaisons to the Intel Retiree Facebook page.
- Connecting with the Lions Club is being explored.

Volunteer Team

- Some members have been asked to volunteer at events. This is a great way to promote community. However, to support our policy that all our volunteers are trained and vetted, we encourage these members who enjoy volunteering to become a qualified volunteer.
- A suggestion came out of our last team meeting — to use ClubExpress to request help for Village support, especially one time projects such as setting up for an event. This could be a useful way to encourage new or not very active volunteers to get more involved. Kathy will discuss the logistics with Carol.
- The volunteer team agreed that a hired staff person could best help this team as a mentor to new volunteers, with overseeing the onboarding process being a second priority, though they could both be viewed as a continuum.
- Upcoming Volunteer events:
 - Volunteer Round Table — moved to April 26
 - Volunteer Spring Clean-up Day — May 4
 - Volunteer Recruitment Event — July 24

Membership

Membership Affinity Group

Governing Council Meeting – April 1, 2019 10:00–12:00

Viva Village office

Present: Larry Brown, Rae Coleman, Janet Cruz, Mike Conner, Kathy Brown

- The idea of requesting supporting documents for prospective members seeking membership fee assistance was discussed among the Villages present. Most Villages rely on self-certification, though it is OK if we decide to request to review (not copy or retain) supporting documents. It will be up to the Viva Village Membership Team to recommend a change in procedure to the Governing Council.
- Kathy reported that Villages NW is considering using the Insurer driver training in place of Ride Connection. Consistency throughout the Villages is a concern. Another consideration is managing the initial and ongoing DMV checks for all drivers. The training is \$15/person, and the DMV check is also about \$15. This is an ongoing exploration.

Viva Village Membership Team

- Plans are in motion for the Member Annual Meeting on Saturday, April 20, 10 am to 12 pm. The agenda will include the election of Governing Council members, a review of the past year, and ideas and suggestions for the coming year. An email detailing election details and protocol will be sent to members within the required 2 weeks prior to the Annual Meeting.

It was suggested to wait until after deadline for self-nominations to decide whether the election will be by slate of candidates or by individual.

- On reviewing our Bylaws in preparation for the coming election, three areas were identified that need revision to make it keeping with current practice: 1) the inclusion of the term disability; 2) the statement about members who don't receive services can reside inside or outside our service area; and 3) titles of Governing Council members that don't match our procedure.

The Governing Council will discuss these more fully once Villages NW has finalized the revision of the MOA.

Data Management

- No report this month

Events Team

- Elsie Stuhr Center has begun charging fees for room use.
- The bus trip on May 3 to Oregon Garden and the Willamette Heritage Center is planned. The per person cost will be \$20 that will cover both admissions plus some to offset the cost of the bus. This event is for members and volunteers. If a participant wishes to bring a guest, that guest pays \$30. Lunch is in addition.
- If office volunteer knows about a situation with a member, they should let neighborhood coordinator know for follow up.

Governing Council Meeting – April 1, 2019 10:00–12:00

Viva Village office

Present: Larry Brown, Rae Coleman, Janet Cruz, Mike Conner, Kathy Brown

- A new educational forum is being planned, using the working title of Community Classroom. It will occur either monthly or bi-monthly, open to Village community and to the public.

Leadership

- Rae reported that the Village Leaders group has expressed concern about Villages NW's lack of including existing Villages in the decision to add new spoke Villages. They plan to propose that no new Villages be added without the process of consulting existing Villages.

One possibility suggested to move VNW beyond a start-up organization was identify an optimum number of Villages that a hub can support. Once that number is reached, it's time to start a new hub.

- Larry reported that in the near future, the Circle of Reps will become more formalized in process of recommending policies and procedures to the VNW board.

Next meeting: April 15, Focus on the 2019 Senior Series, with shorter business items only if necessary