

Notes of Virtual Governing Council Meeting  
May 18, 2020

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

**Recognitions:**

- Sara Sheets for her helpful assistance hosting women's coffee and book club, supporting member's ability to participate using Zoom.
- Vickie Sander for care in managing women's coffee, with outreach and follow-up to those attending.

**Resource Development:**

- Transportation: Larry reported on research conducted to assess whether or not Viva Village would resume providing rides for members. Eighteen drivers responded to his calls with approximately 8 drivers willing to provide rides. Other Villages are currently providing rides.

**Decision:**

- We will re-introduce transportation as a member service on a trial basis
- Rides will be for medically related appointments only.
- As more businesses open we will reassess before including other categories of rides.
- Driver and passenger will follow safety guidelines
- We will provide drivers with a safety kit which includes a mask, hand sanitizer, gloves
- Office staff will include safety guidelines in transportation requests for both member and driver

Financial Report:

Mike reported on current budget status. According to 2020 budget both income and expenses less than budgeted amount, both about the same.

Discussion took place on ways of assessing ongoing financial stability. Memberships down due to physical distancing mandates and not renewing because of Village's inability to operate with full services.

**Decision:** To get feedback from members and volunteers to guide us in decision making we will reach out to the Village community with a survey capturing relevant and useful information. We will wait to send survey until Phase 1 Guidelines in place by Governor. Barbara will lead survey development.

**Outreach/Publicity:** With lack of exposure because of pandemic mandates we discussed ways to outreach to community highlighting ways we are providing services and supporting members.

- Publications: Show value to members through stories
  - Monthly articles to Beaverton Resource Guide, Cedar Mill News
  - Decided to reinstate posting on Facebook and Nextdoor
- External Partnerships: Attention given to ways we can both acknowledge current partnerships and advance Viva Village's presence in the communication.
  - Letters of thanks to Southminster Presbyterian Church and First United Methodist Church
  - Send letter to DAVS (WA County Disability, Aging & Veteran Services) and Beaverton Library complimenting Kera Magarill and Beth Gilbert's collaboration with Age Café
  - Make contact with Ki Coffee and Jim & Patty's; leave hard copies of Viva Village Voice

**Volunteer Team:**

We discussed what volunteering will look like as we go forward. Some volunteers comfortable picking up service requests. Enough volunteers willing to accept ride requests so this will give us opportunity to put safety protocols in place.

**Membership:**

Partner Program:

- In January members of the membership team and neighborhood connections program met with NE Village to share information and learn from each other about the programs their respective Villages had developed to support and integrate members into their Village community.
- The Partner Program will look at addressing two levels of concern. The first is members who may need additional help at the beginning of membership

to integrate into Village community, coordinating this with the Neighborhood Connections Program. The second concern is current members who need additional support because of some change in functioning or health and wellness issue (following hospitalization, illness, etc.)

- Currently a Village member has been identified as needing extra support. In the process of responding to this need the Partner Program idea was revived. It became clear that we had not defined, established the protocols, or officially adopted the program.
- Following discussion, the membership team requested Governing Council approval to develop the program, identifying it's functioning within our current structure and establishing clear definition of roles and responsibilities.
- Approval given for above. The leads for the Neighborhood Connection program will meet with membership team on May 27 to develop the program.

Provisional Membership: The membership team suggested an adaption to in-home membership interviews so that we can complete memberships during the COVID-19 stay-at-home mandates. **The following proposal was agreed upon:**

- Proposal:
  1. Membership interview will be conducted outside with physical distancing until such time as the stay-at-home orders will be lifted.
  2. Member will be offered provisional membership at current level of services
  3. Member will sign a provisional membership form agreeing to the current level of services and agreement that full membership will be dependent on an in-home meeting to be held after COVID 19 guidelines lifted.
  4. The follow-up in-home meeting will take place to further identify the member's needs and to ensure the safety of the volunteers
  5. If the home is deemed unsafe at the time of the follow-up in-home interview, one of the following can happen:
    - Identify ways to make the home suitable
    - Limit services to non in-home services

6. Decision also made that we do not publicize that we are open for membership immediately. Provisional membership allows us to process those people requesting membership.

### **Data Management and Technology**

- Vendor Program: One new vendor screened - a painter
- Carol indicated she was allowing vendors who will talk or table at Aging With Grace to apply to be on the vendor list without being referred by a member or volunteer if they are willing to go through the screening process.
- **Decision** made to reaffirm that anyone on vendor team must be a vetted volunteer.
- Website Updates: Website team has completed upgrades to Membership page including the one page brochure.
- Carol continuing to meet with Club Express', Run My Village committee looking at changes to Club Express for Villages.

### **Events:**

- Janet reported that ongoing zoom events are offering valuable contact with Village community.
- THPRD Town Hall report: Elsie Stuhr (and other senior centers) will not be allowed to open until Phase 3 of county re-opening. That means that activities for seniors will not be sanctioned until late August or the fall.
- Annual Picnic: With uncertainty about guidelines that will be in effect we will wait to make a final decision whether or not to hold the picnic, but it seems unlikely we will be able to do that in July. Janet will keep Nancy McNary informed of decisions.
- Neighborhood Connections Program going well with connectors making more frequent calls. Some zoom gatherings being held.
- Circle of Reps: VNW Board looking at hub and Village growth. A Board sub-committee has been assigned the task of exploring issues related to future growth. The committee has developed a list of topics that each Village is being asked to rank in the order we think they should be addressed by the VNW board. We will continue to look at topics and select our priorities. Janet will provide summary to committee by June 19th deadline. For the present, Karen and Janet will be the Village representatives.