

## Notes of Governing Council Meeting

June 4, 2018

Present: Larry Brown, Kathy Brown, Janet Cruz, Carol Moynes, Rae Coleman

Scribe: Rae Coleman

### Recognitions:

- Frieda Pardo and events team for successful Home Safety Event May 23 and Sara Sheets for creative outreach to library patrons, inviting them to event and distributing Viva Village brochures
- Dick Eyde for setting up event **VillagesNW Night at the Hillsboro Hops**
- Jean Feller and Kathe Fradkin for Facebook Boost posts

### Resource Development

- Viva Village received grant of \$800 from Southminster Presbyterian Church Foundation to be used for membership fee support. Larry will assume responsibility for making quarterly reports.
- Viva Village received donation from Benevity Community Impact Fund (Intel) of \$10,000 (\$9,200) after 8% administration fee to Villages NW. This is due to volunteer hours submitted by ex-Intel employees.
- We received a report from Villages Northwest of our budget vs actual data (what we budgeted for and what we actually received and spent) for January through April. Amounts received greater than budgeted and amounts spent less than budgeted.
- Membership Fee Assistance Fund: After discussion of amount of funds necessary to maintain fee assistance at current level and funds to increase fee assistance to incoming members we agreed to have Resource Development Team discuss and propose a plan to guarantee a stable fund for membership fee assistance. Possible sources of funds in addition to grants designated for membership fee assistance: designated donations from members/supporters; allocating portion of funds from Intel donation and/or other non-designated grants and donations; designating a portion of tax deductible amount of Associate Member membership fee.
- Discussion of looking at restaurants in area, in addition to McMenamins, who sponsor funding night for nonprofits. Janet will follow up with new restaurant, Casa Lola, at Progress Ridge.

### Volunteer Team

- Volunteer Roundtable scheduled for July 12. Let Kathy know of suggestions for agenda.

## Membership Team

- Zip Code Project: Zip Code Group 97007 and 97078 had successful dinner event at Antoni's Restaurant - 11 people present. Learnings: restaurant too noisy for easy conversations. Carol will assume administrative lead; responsibility of coordinating events will be event specific
- Membership Team will discuss pertinent questions and come up with plan for support and communication with zip code groups. Processes needed:
  - Maintaining tracking sheet
  - Opt-out tracking (clarity of what member/volunteer requesting)
  - Communication to and within zip code groups: sharing information, i.e., bcc emails
  - Setting up leads and defining responsibilities

## Events Team

- Home Safety event May 23rd successful, well organized, speaker knowledgeable. 18-20 present
- Men's Coffee increasing attendance - 8 present last gathering
- Women's Coffee now being held - two times a month on Tuesday. Lead is Vickie Sander.
- Janet attended AARP meeting (similar to our 101's). Good to have made contact and sees possible ways of working together; programs that could be of benefit to Viva Village.
- Broadmore Women's Club has invited Viva Village to speak at January 4, 2019 meeting.
- Plans in progress for the summer picnic, senior series, holiday party and a possible event honoring veterans to be held in November
- Senior Series: to be held September 22, October 14 and October 27. Discussed plan for SAVE THE DATE mailer to go to selected contact list. With Gov Co recommendation postcard will go out in July. Cost of mailing approved. SAVE THE DATE will also be included in Village Voice and Update.

## Outreach and Publicity

- Viva Village the Partner Spotlight in the Beaverton City Library monthly newsletter, **Volunteer Verb**. One page article described Viva Village and volunteer opportunities.
- Continuing outreach to Beaverton Rotary by Mike Conner
- Viva Village to man the Community Booth at Farmer's Market on August 6.
- Nextdoor posts: Events list will be posted monthly on Nextdoor
- Facebook: 3rd Boost Post sent out in June. Future posts dependent on response.
- VillagesNW Night at the Hillsboro Hops: event planned and organized by Dick Eyde, Wednesday, August 1, 7:00. Kathy will send a separate electronic notification to

members and volunteers in Mail Chimp. Great community-building and publicity opportunity.

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

- Vendor Program: Carol ready to resume outreach to new vendors. Discussed including Home Care People. Requirement to be able to have customer references. Will discuss this with Villages NW Vendor Affinity Group.

### **Village Communications**

- General Data Protection Regulations (GDPR): Due to privacy regulations enacted by the European Union, as a user of Club Express we must now change our privacy policy to come in line with GDPR. The implications of this were discussed and plans made to notify Viva Village members and volunteers of what this means and how it will affect our use of Club Express. Kathy Brown was appointed Data Protection Officer and will send electronic letter to members and volunteers; will write up a FAQ explaining what this means for Viva Village for use by office staff.

### **Leadership Team**

- Privacy protection concerns: Agreed to have a small committee look into issues protecting member privacy. Question is how to set limits and protect privacy at same time we remain open and welcoming.

### **Agenda Items for the next Meeting:**

- Review of Quarter 2 and 3 Project Plan
- Reach out for expanding Governing Council