

## Governing Council Meeting Notes

November 19, 2018

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

**Recognitions:** Kathy Brown for doing a beautiful job revamping the website Volunteer page.

**Open Session –** No members or volunteers attended

### Resource Development

- Opportunities for grant funding in 2019.
  - Beaverton Social Services grant. This is the one received two years ago. It opens for application in February 2019. Depending on our project plan, the team will probably apply for this grant to support hiring an administrative coordinator for the village.
  - Beaverton Community Development Block Grant. Larry attended an orientation session about this grant on 11/08/18. Beaverton City government is funding an array of supportive services designed to assist low-to-moderate income persons to help overcome barriers in an effort to achieve self-sufficiency. The grants were large (\$10,000 and above) and for specific programs. It is federal money tied to a number of reporting requirements. Larry did not feel that this grant was appropriate for Viva Village.
  - There are funding opportunities from Washington County Health and Human Services highlighting the Older Adult Behavioral Health Community Project, with up to \$120,000 in available funds. They are seeking innovative proposals in the areas of senior companionship, peer support, or intergenerational mentoring to address anxiety and depression with older adults in Washington County. Again, Larry feels the scope of this is too big for us at this time.
- Larry met with Charlie Meyer, Janet Hummel and Ride Connection Chief Executive Officer Julie Wilcke Pilmer and Amparo Agosto on 11-14-18. A number of concerns were discussed including our drivers' training, access to RC courses, reporting requirements and paperwork requirements. It was a very useful and cordial meeting. RC will come back to Villages NW with answers to some questions presented. It may result in our modifying the Driver Ride Report form, and at times substituting the National Safety Council's defensive driving course for that of Ride Connection. It will likely not result in the need for fewer courses. Ride Connection also agreed to work with the newer villages in Oregon that are out of their current boundary. For Clark County, they may assist with a 'train the trainer' concept since they are in the state of Washington. Members of the villages who attended came away with a greater appreciation for Ride Connection and convinced the partnership with them should continue.

- Budgets are due at the end of December. All villages were over budget on expense and under budget on revenue, primarily because they thought they would add more members. Mike and Larry are considering this when working on this next year's budget.

### **Outreach/Publicity**

- The proposed new Mission statement was reviewed. It was agreed to accept the new version with only a couple of minor changes.
  - *To build and sustain a strong community of members and volunteers, we help Beaverton-area older adults stay in their homes safely, affordably, and comfortably as long as they choose.*
 This will be taken back to the team for final approval.
- The team also requested a 6 foot table throw as well as new pens. It was agreed that these purchases should be made.
- The team is still working on which community organizations we should reach out to in this next year.
- Janet attended the DAVS (Disabilities, Aging, and Veterans Services) home care event in Hillsboro on Friday.
- At the OPT meeting there was a discussion on rejoining the Beaverton Chamber of Commerce. Mike Conner believes this is important. The decision was made to pursue rejoining if we can find a lead member. Mike will be asked if he would be willing to do this.
- A film crew met with a few from Viva Village to film a segment of a program for a documentary called Fast Forward. The program follows a father and son from Tigard. They came to the home of Ross & Nancy Miller where Lyn Trainer from VNW and Kathy Brown told them about the Villages. Then they joined Don Wolf, Wally and Sandy in volunteering a service request by raking leaves for the Millers. Later they went to River West village to a men's coffee. This will be shown on PBS in 2020.

### **Volunteers**

- Plans are in place to follow up with those who did not respond to the annual check-in.
- Plans are moving along for the Home Safety Review Day.
- A volunteer newsletter will be sent out by early December to 1) inform volunteers of the Volunteer Round Table on January 11, 2019 with the DAVS presentation with Gatekeeper training, 2) generate interest in the Home Safety Review Day/Follow-up Days, and 3) encourage participation in the interest groups.
- The Volunteer Affinity Group is sending 2 proposals to the Villages NW Board for approval. These concern a background check renewal policy for volunteers,

including a definition of an “active” volunteer, and a policy for Villages to conduct periodic check-in with their volunteers.

- The goals for volunteers that were generated at the Strategic Planning meeting were shared with the volunteer team.
- WLLLO Village invited us to their holiday party on November 29<sup>th</sup> from 12-2pm at the Lake Oswego Municipal Golf Course Clubhouse, 17525 Stafford Road, Lake Oswego. This invitation was a thank you for all of the support Viva provided them in their start-up process.

## **Membership**

- There was a discussion on concerns with members during outages and possible solutions.
- The new procedures were discussed for Annual Calls made to members prior to their renewals, similar to the 360 interview. A new form with questions was reviewed with some suggestions for changes to be made. The forms and a list of contact information will be sent to Governing Council members. A spreadsheet will be sent out with assignments on a monthly basis.
- In the coming year, 360 interviews will be made 9 months following members joining. We will now need to catch up for new members from January through April of 2018. Information will be emailed to GC members with their assignments in the next couple of weeks and then on a monthly basis.
- Reviewing the renewals to date, we are running at approximately 83% renewal rate.
- There will be an interviewer meeting tomorrow. There has been one new interviewer added.

## **Data Management**

- Carol will add fields to the Additional Member information tab to track whether members drive, if they drive at night, and the date the information was obtained. Kathy will look into adding this to the New Member Questionnaire.

## **Leadership**

- Janet and Karen have offered to take the lead for Zip Codes. It was agreed that we would welcome this. Janet will give a report at the next GC meeting on her vision for this group.
- The list of goals and Project Plan additions were discussed from the Strategic Planning Meeting on November 12, 2018. Larry indicated he would like to prioritize a decision on staff hiring by March or April. If the decision is to hire, he wants to put together a hiring team including Mike Conner. Rae offered to join. Kathy mentioned that we might be able to get a grant from the City for hiring.
- Two members were provided rides by drivers to the meeting last Saturday. We will try this again for the Holiday Party to see if the results are worth the effort it takes to accomplish this.

## **ARs for next meeting:**

- Look over Larry's notes from the Strategic Planning Session for discussion next meeting. Specifically, think about the issue of a new hire. If we proceed, what do we want for job description, duties, etc.

**Miscellaneous**

- Carol will be gone for the GC meeting on December 3. We will not have a meeting on January 21<sup>st</sup>.