

Governing Council Meeting – December 17, 2018, 10:00–12:00

Present: Carol, Larry, Kathy, Janet, Rae

Recognitions:

- All involved with planning and carrying out a great Holiday Party: Karen McCune, Sarah Sheets, Sara Harris, Nancy McNary, Chris Cooper, and all
- Yongkie Hurd for taking great photos that captured the spirit of the event
- Kathy and Carol for getting the new photo on the homepage so quickly afterwards
- Ross, Sandy and Lorna for the music

Open session

- No members or volunteers in attendance

Resource Development Team

- Report of our current figures as of Dec. 4, 2018
 - Total in bank — \$68,399.43
 - Membership fee assistance— \$5817
- The Resource Development team recently reviewed the 2018 Viva Village budget discussed, finding that membership income had been over-estimated for membership, that expenses had been under-estimated. The proposed budget for 2019 has taken both of these into account. The budget was agreed on by the RD team, with the understanding that it can be flexible with changes in the upcoming year.
- Other topics for consideration in 2019:
 - Developing and funding an Uber/Lyft fund to be used for transportation of members when Viva Village drivers are unable to fulfill a transportation request.
 - An annual donation campaign: when to have it?
 - Specific donation requests for membership fee support and for automatic night lights that turn on during power outages.

Outreach/Publicity Team:

- Testimonials are an effective marketing tool. With the member's or volunteer's permission, the office volunteer staff has agreed to write down positive feedback received in the course of their shift in the office. These will be added to a file of Viva Village testimonials.
- Viva Village has transferred our share of funds to VillagesNW to create marketing video(s) that can be available to all Villages in Villages NW.
- We now have a 6 ft. table cover for use at tabling venues.
- Community outreach

- Chamber of Commerce. There was agreement that re-joining the Beaverton Chamber of Commerce would have value, particularly if a lead were identified who would coordinate a team of people willing to attend the Friday Chamber coffees and re-establish our presence. Carol is interested in being a back-up, but is not available for the lead.
- Ross has proposed an article in the Viva Village newsletter about participation in connecting with Beaverton community.
- Mike continues to explore ways to connect with the Beaverton Rotary Club.
- Viva Village is doing a presentation for the Broadmoor Women's Club in January.
- Best Buy has new focus on seniors. Kathe will discuss this with the Marketing Affinity group. There may be value to this, but the concern is to not become a promotional tool for Best Buy. More information is needed.
- OPT would like to add the following to the 2019 project plan:
 - Find a lead for tabling events
 - Use paper copies of Viva Village Voice when making a presentation
 - Explore outreach and partnerships with other organizations
 - Find a new lead for OPT

Volunteer Team

- The volunteer team is continuing with the same projects: 1) volunteer round table with Washington County presenting about DAVS plus conducting a gatekeeper training; 2) the Home Safety Review Day and follow-up "Fix-it Day;" and 3) revising the Volunteer Handbook.
- There was a recent misunderstanding with a couple of new volunteers about how the background check works. The volunteer team will make sure to explain this in new volunteer interviews.

Membership Team

- Current membership numbers: Associate Members (23) and Full Service Members (62) with a total of 85 members and 68 memberships
- To date in 2018, 14 members did not renew. We have welcomed 25 new members so far this year.

Data Management

- ClubExpress has just released a new update which has some enhancements that will be useful in our office.

Events Team

- January is full of events with the continuation of current interest groups and the inaugural meeting of a new interest group (history). Also on the calendar are video replays of two of the Aging with Grace series, with the third being in February.
- Janet and Karen have begun recruiting neighborhood coordinators.
- Janet expressed appreciation for having a specific lead for big events such as holiday party or the summer picnic. This is a good model.
- Karen has compiled a report of her procedures for planning the holiday party and another report of the expenditures.
- Planning has begun for the Senior Series for 2019, with ideas being solicited for topics of interest and value to seniors. The plan is to have a good mix of thought-provoking topics and practical ones. New series planners are needed.

Leadership

- It was decided to continue doing pre-reports for Governing Council meetings. This is optional. GC members determine the appropriateness and/or usefulness.
- New hire team—Larry, Rae, and Janet have agreed to be a hiring team to discuss the logistics of hiring a staff person, including possible job description, salary, etc.

Larry suggested the possibility of submitting Beaverton City Social Services grant for supporting the hiring of a part-time person. The monies would be awarded in June/July, which would give us time for planning. Hiring someone could possibly, though not necessarily, be contingent on receiving this grant.

Agenda Items for the next meeting:

- Focus on expanding the Governing Council
- Consider switching to monthly GC meetings

Items for end of December UPDATE:

Highlight Video replay

Highlight DAVS (Disabilities, Aging, and Veterans Services).

Next meeting: January 7, 10-12. No meeting on Jan. 21