

Notes from the Viva Village Governing Council Meeting

Date/Time: Monday, December 3, 2018 from 10am – noon

Present: Kathy, Rae, Janet, Larry (scribe). Carol was absent.

Recognitions

- Karen for coordinating the annual Holiday Party
- Ross for music at the recent member and volunteer meeting

Scribe Duties

Larry brought up the issue of handling the GC Notes. The GC decided that the scribe would do the following:

- Send a draft copy of the notes to all GC members for corrections, comments
- Revise the draft to a final form.
- Send the final notes to each GC member and Kathe Fradkin. Carol will continue to add this final copy (minus ARs) to the VV website.

Public Open Time

- No other persons attended the meeting.

Resource Development Action Team Report

- One driver has withdrawn from being a volunteer. That leaves us with 14 drivers.
- In November we provided 45 one-way trips totaling 267 miles, and our drivers drove about 17 hours to provide those services.
- A volunteer, after providing a handy man service to a member and seeing that the member needed plumbing parts and repairs that she could not pay for, suggested that the GC consider paying for supplies and/or a verified vendor for work considered necessary and urgent for a member to maintain the household. The GC discussed and felt that approaching Washington County DAVS (Disability, Aging, and Veterans Services) or Catalyst NW would be more appropriate, and Larry and Rae will do that.
- I attended the recent Villages NW board meeting and will report on several topics from that meeting, including a financial systems proposal and the MOA.
- I met briefly with Sonya Norton of Rivers East village and provided her our guidance and forms on membership fee assistance.

Outreach/Publicity Action Team Report

- There has not been a recent meeting of the OP team.

- The GC approved spending \$200 for Villages NW to provide videos for our use in advertising and outreach activities.

Volunteer Action Team Report

- Miscellaneous
After GC discussion, a decision was made to close the Viva Village office on December 24-25, opening again on December 26 and to close December 31-January 1, opening again on January 2, 2019.
- Volunteer Report
Volunteer newsletter this week announcing Round Table, introducing the Home Safety Review Day, and inviting volunteers to sign up for interest groups

Membership Action Team Report

Membership Interviewers meeting:

Discussion of ways to prevent situation where documents are offered on the spot to people who might not be a good fit for Viva Village. This seems to be clearer now to the interviewers.

Highlights from Membership Team:

- Current memberships: 83 (22 associate, 61 full service)
- The team drafted a protocol for responding to the death of a member. Thoughts from Governing Council members were discussed, including the following:
 - “In memoriam” printed in Update and/or Newsletter
 - Card from Viva Village/Governing Council
 - Personal contact. The GC discussed the idea of not forgetting the deceased member and explored how we can best support surviving spouse. No conclusions were reached, but we will need to continue discussion of this important and emotional issue.

There was no consensus about acknowledging death(s) in a member meeting.

- Discussion was begun on how to best to support more “frail” members. Also discussed was the Activity buddy program.
- Upcoming Liaison meeting (Dec. 5) to discuss ways to revise, energize the program.

Data Management and Technology Action Team

- Carol was not present at this meeting but sent an email stating that the fields have been added to Club Express for entering driving status of members.

Events Action Team

- Janet has developed a structure and implementation plan for Zip Code care teams. Paraphrasing and pulling from an email on the topic:

As for the zip code/neighborhood project, it is really quite simple although I think the impact will be significant. Each zip code/neighborhood group (there are four) will have a coordinator. That coordinator will be responsible for organizing two events a year (e.g. January and June potlucks) for the purpose of introducing members and volunteers to one another and establishing relationships. If a particular zip code group wants to do more that is fine, but it is not expected. The second task of the coordinator is to establish 3-4 care teams of 5 members each and to recruit a volunteer from the zip code to lead each team. The care team leaders are responsible for contacting the five or six members assigned to them at least once a month. These contacts can be as informal as a greeting at a VV event, a phone call or a home visit depending on interests, time and need. The purpose of these monthly contacts is to establish a caring relationship, encourage members to request services when needed, alert them to upcoming events, and notify the neighborhood coordinator and VV membership team when a member is in special need.

Karen McCune and I will each supervise two of the zip code groups which will include recruiting, supporting coordinators and providing orientation for coordinators and care team leaders. The first meeting of the neighborhood coordinators is planned for January 18th at Karen's home. She is working on a "job description" that will be shared at that time.

Janet thinks this will help Viva Village create a caring community by preventing situations where members are in need yet reluctant to ask for help. Our current approach can at times be haphazard, and people may fall through the cracks when they most need assistance and a friendly phone call or visit.

The GC endorsed the program and looks forward to the next steps.

Leadership Team Report

- Larry suggested forming a hiring team to evaluate job descriptions, salary, and other factors involved with hiring a village coordinator. Larry, Rae, and Janet will be part of that team and we will also ask our treasurer Mike Conner if he will participate.

Wrap-up

- The next update is the newsletter in December.
- There is a volunteer roundtable meeting January 11, 2019 that includes DAVS training.
- The next Governing Council meeting will be in the Viva Village office on Monday December 17 at 10:00am.