

## Notes of Governing Council Meeting, August 20, 2018

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

### **Recognitions:**

- Karen McCune for lead and volunteers who participated in the first Team Work Day
- Kathe Fradkin, Rae Coleman, Suzanne VanSlyke, Wally Carey for Aging In Grace preparation; Kathy Brown for graphics

### **Resource Development Team:**

- Volunteer Drivers
  - 2 new drivers completing online training and road testing
  - 15 drivers now; 12 taking rides
- Purchases: New pens, printer paper, erase board
- July Financial Statement: Positive bank balance, \$67,748.85
- Mike Connor assuming interim treasurer role; checks can be left in his folder
- Standard Insurance proposal for Senior Series was unsuccessful

### **Outreach/Publicity Team:**

- Facebook:
  - Two postings being made monthly; one at end of month for upcoming month's events. (Village 101 will continue to be posted as an event)
- Publicity for Aging With Grace being developed: Save the Date, flyers, rack card, website, email, updates, The Viva Village Voice, news releases
- Consistent Messaging document revised and sent to GC for Governing Council approval; Revisions made at today's meeting and will be given to OPT
- Viva Village Mission Statement being revised and then will be sent to Governing Council for approval

### **Volunteer Team:**

- Volunteer Day a success, even though some volunteers would have preferred in-home tasks rather than yard maintenance; event well planned and executed, created a lot of energy and enthusiasm of participating volunteers, and members gave positive feed-back

- Using the same format as the Volunteer Day, planning a Home Safety Review Day for early November, using AARP home safety checklist with volunteers trained to execute check list
- River West Village considering a Health Care Buddy program and requesting that Viva Village volunteers be available to provide services for River West members to determine if program viable for them. Governing Council agreeable to participate dependent on current Health Care Buddies decision to be involved. Kathy will contact HCB volunteers.
- First Volunteer Annual Check-in will be this October, with a questionnaire for volunteers including opportunity to revise their volunteering preferences.

### **Membership Team:**

- Membership Manual revision progressing
- 2 new people being interviewed for membership this week
- One 360 Interview ready to be completed; renewals due for 1 member currently and 2 in September
- Plans being made to meet with River West membership lead to share ideas on increasing membership

### **Data Management and Technology :**

- Discussed possible options to find experienced person to back up website management; included possibility of hiring this done. Will also ask a current volunteer who possibly has skill.
- Discussion also on whether it is time to hire a project manager who also had website and technology expertise.
- Reviewed whether current PC and laptop sufficiently operable for needs, recognizing laptop functioning slow; questioning if used PC still functioning well. No decision made at this time.

### **Events Team:**

- Events Team actively providing options of activities that engage community. Janet reported on interest in Life Stories and value to story teller as well as others attending.
- Discussed putting up white board events calendar in back-office space. Decided against doing this but encouraging people to use website calendar more effectively; adding dates as events planned in months beyond those published in monthly events calendar.
- Also discussed process already in place to guarantee that events are published accurately in all necessary venues. This process begins with Janet who sends list to Nancy Miller and Kathy Brown; Kathy sends to Jean Feller

for website calendar, and then with Kathe Fradkin for Facebook and Nextdoor posting.

- September 101 to be held September 8 at Four Seasons Club House. Outreach to Four Seasons residents being made by Viva Village members living there.
- Fun and Games afternoon scheduled afternoon after 101.
- Casa Lola fund raiser, September 10, 11, 12. Flyers out. Village to receive 30% of intake coming from people who identify themselves to waiter as coming from Viva Village. Dine around holding their lunch there on 12th. Link to flyer information will be set-up on website.
- Tillamook field trip: Scheduled for September 27. Discussed issues and cost. Decision made to continue planning. Viva Village to support bus transportation costs beyond \$15.00 fee each participant will pay for transportation. Participants will cover their own cost of food.
- Veterans Program planning continuing; scheduled for November 17th. Janet and Gerry meeting with Marshall, pastor at First United Methodist Church for co-sponsorship and venue.

#### **Administration:**

- Carol provided notes from the August 8 Circle of Reps meeting. Primary items discussed:
  - Issues surrounding transportation and Ride Connection collaboration. Villages NW will continue to stay with Ride Connection but will attempt to get them to modify the training to better match Village needs
  - Memorandum of Agreement: Document written when Villages in developmental stage. Consensus that it is time to review document; suggestion to set-up a committee of Board members and representative from each Village; Charlie wanting 1 volunteer to take lead. Each Village requested to select a member to be part of committee.
  - Anjala Ehelebe nominated and selected by Circle of Reps to become Villages representative to VNW Board. Original MOA had stated that there would be 3 Village members included on the Board. With Villages in developing stage no one available to be considered for these positions before this.
- Viva Village office will be closed September 3 for Labor Day.
- Next Governing Council Meeting will be held, Tuesday, September 4 from 9:00-10:00. Full reports not necessary. Agenda will cover only items needing consideration.