

# Governing Council Meeting Notes

August 5, 2019

**Present:** Larry Brown, Kathy Brown, Janet Cruz, Carol Moynes, Karen McCune, Mike Conner. **Absent:** Rae Coleman

**Recognitions:** Nancy McNary for her amazing job as event lead for the picnic.

**Open Session:** No members or volunteers were in attendance.

## Resource Development Team

- Karen presented information from the hiring team for the Program Coordinator position. There are currently three candidates to be interviewed next week. Two additional could be looked at if needed. The processes used by the hiring team are in place and proceeding well.
  - The top candidate will meet with the Governing Council at the next meeting on August 19.
  - Decision made to not have a 90-day probation period.
  - Decision made that reference checks will be done.
  - Hub is working on a handbook for new employees.
  - Start date should be right after Labor Day
  - Next task is to plan the process for bringing new hire on board.
- Larry said that August begins the application period for having friends and family night at a McMenamins. Viva Village would get 50% of the proceeds and we can distribute brochures on the table. Considering making the request to a venue other than the one in Cedar Hills. We will wait for Rae to return to discuss further.

## Outreach and Publicity

- Reviewed the Mission and Vision statement submitted.
  - The mission statement *To build and sustain a strong community that connects, engages, and supports older adults* was approved.
  - Karen and Mike will take the vision statement back to the Opt team. For further consideration.

## Volunteers

- Kathy provided a report from the Volunteer team meeting of July 19<sup>th</sup>.
- The company used to do the background checks on volunteers has had a name change from Verified Volunteers to Sterling Volunteers, but it is the same company.
- Kathy will contact the team leads regarding the August 16<sup>th</sup> Volunteer meeting. She will have a list to hand out with sign-ups. The goal is to give current volunteers an opportunity to change or add to the volunteer areas that interest

them. It is also hoped volunteers will bring friends who may become interested in volunteering.

### **Membership**

- Consideration was given to the idea of a trial membership of 90 days. The member would pay for 90 days and then pay the balance of the year after the trial period ended. It was decided to not have a trial membership because the current Member Agreement has the ability to end the membership at the Village's discretion if it is felt we cannot meet the member's needs.
- Changes to the west boundary were approved. The boundary will extend west from 185<sup>th</sup> at West Union down to Rigert Rd. Anyone already in that area who is part of Village Without Walls may stay in that village if they choose. This proposal will now need to be approved by Village Without Walls.

### **Data Management**

- Club Express has released Version 9.0. This version includes the ability to create Ad Hoc or custom reports using a report writer called Exago. The cost would be an additional \$200 per year for the basic version and \$300 for the version that allows scheduling reports. Carol requested the basic version at this time which was approved. She will contact Lyn Trainer to see how this can be accomplished.

### **Events**

- Janet had distributed her notes from the last team meeting showing many events in the near future. She expressed that the team is working well and is very decentralized.
- Sara Sheets will take the lead for hospitality again for the Aging with Grace series again this year but would want someone else to do this next year who could shadow her this year.
- The Astoria trip is on track.
- Karen will meet with the Stockpot people in early September to verify their number limit. It was agreed that people can bring guests if they pay for them. She is planning to begin promotion in early November.
- Kathy O'Neal will take over the lead of the 97005 Connections zip code.

### **Leadership**

- Viva Village has been given the opportunity for members and volunteers to take part in employee days at Columbia Sportswear. Larry will email Lyn Trainer to see if it is felt there will be any problem with us accepting this offer.
- Another version of the MOA has been drafted and sent to all members of the GC. This should be reviewed one more time and will be discussed again next meeting.
- The notes of the last meeting of the Circle of Representatives were distributed and discussed. Further discussion at the next meeting to determine any priorities and concerns of Viva Village.

**Next Meeting:** Monday, August 19th at 10 am. Focus will be to interview the candidate and discuss the Circle of Reps. This should not be a full 2-hour meeting. The first meeting in September will be Tuesday the 3<sup>rd</sup> since Monday is Labor Day.