

Governing Council Meeting – October 1, 2018, 10:00–12:00

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

Recognitions:

- Super team and all volunteers who were responsible for success of the first session of Aging of Grace
- Janet for the successful bus trip. The concept has proved to be a good one. The bus driver also to be recognized for being so attentive.
- Sue Mann for editing the Member Manual

New AR's

- Kathy: Talk to Anne Berry about her help/suggestions to arrange bus trip?
- Kathy: take Disability, Aging, and Veteran Services (DAVS) educational presentation to volunteer team. Schedule a time in the next couple of months
- Rae: take DAVS tabling opportunity to OPT
- Rae: send the information about SLX Entertainment and the documentary to Lyn Trainer
- Larry: send DAVS contact person to Rae for tabling event on Nov. 16.
- Carol: send Janet and Kathe the list of Interests.
- All: consider whether we want to use ClubExpress to list committees and sub-committees, or main committees only.
- All: review pertinent section of the Project Plan for efficient update and discussion at the next meeting

Open session

No volunteers or members present

Resource Development Team

1. A new donation envelope is now available for multiple uses.
2. On Sept. 26, Larry and Janet met with representatives from DAVS— Disability, Aging, and Veterans Services of Washington County Dept. of Health and Human Services. The purpose of the meeting was for DAVS and the two Washington County Villages to share common goals and ways to work together. DAVS offers many services that seniors can use but may not know about. They would like the villages to know more about their services and facilitate referring seniors to them. We have two opportunities to partner with DAVS soon:

- a. Arrange an educational meeting and presentation from DAVS to the governing council and volunteers. The purpose would be to equip volunteers with information and resources about DAVS and the tools to recognize needs and make referrals. Kathy will present this to the volunteer team. DAVS would like to do this in the next couple of months.
- b. On November 16, 2018 there is a family caregiver conference at Tuality Healthcare in Hillsboro. DAVS has arranged a table to share with Village Without Walls that would be located with other vendors. The commitment would be for four or five hours on that date. Rae will present this opportunity to the Outreach and Publicity team.

Outreach/Publicity Team:

1. The new table throw looks good. It was used for a tabling event on Sept. 22. It brought us in line with other presenters at the event.
2. A company contacted our office wanting to speak to our Village about including us in a documentary about options for seniors who want to remain in their home as they age. The company, SLX Entertainment, said it had been commissioned by PBS to do this documentary and will be in Tigard the second week of November. It was decided that this is more of a Villages NW situation. Rae will pass along the information to Lyn.

Volunteer Team

1. The Volunteer Annual Check-in is about ready to be sent. It is not only our first "Check-in," but also the first time using ClubExpress mail program. Volunteers not responding will be called by the Volunteer Team so we can update our records.
2. A Home Safety Review Day is planned for January 5. This will be a chance for members to review and discuss issues that will make their home safe and comfortable. It was suggested to have a Volunteer Day event two weeks later to attend to any volunteer requests identified on the Review Day. Kathy will take this idea to the Volunteer Team.
3. A Volunteer Roundtable in early November could include a DAVS presentation, introducing the Home Safety Review and Follow-up idea, and including volunteers in interest groups.
4. The Volunteer Handbook is being revised.
5. There was a question about the disparity between what we offer as rides vs. what we are actually able to find drivers willing to accept. This is an ongoing issue to be addressed.

6. Miscellaneous: anyone planning a meeting is asked to either put it on the website calendar as early as possible or send it to Kathy or Carol to post on the calendar. This helps others who are planning meetings.

Membership Team

1. As of September 29, 2018, Viva Village has 83 members (64 membership)
2. The Membership Team is planning a Member meeting for November 17, pending availability of space at Southminster Presbyterian Church. The idea is to make it a fun Music Fest event with both members and volunteers.
3. We are approaching the end of our first year of renewals. Two more 360 interviews were assigned at this meeting. It was suggested to discuss how to handle renewals going forward into the next year.

Data Management

1. The question was raised how to utilize the action team function in ClubExpress — whether we should include sub-committees, or only the main committees.

Events Team

1. We will not be doing a Veteran's event this year. Viva Village participants were unavailable.
2. As members drop off the radar, what is our process? For future discussion. Needs advanced planning for our response.
3. Interest Groups
 - a. Janet plans to focus next on getting interest groups going, beginning with a handwork group. She is also exploring the idea of a Fun & Games afternoon— possibly every 2 months at the 4 Seasons Club House.
 - b. There is a need to coordinate the list of interests so that they reflect what is actually on the website.
 - c. It would be good to include volunteers in the interest groups to enlarge the pool of participants and find people willing to take a lead.
4. It was agreed that we would record the 2nd and 3rd sessions of Aging with Grace to make a complete set. Pending room availability, the plan is to show the September 22 video on November 10 at Elsie Stuhr. This would involve showing the recording only, followed by a short discussion, and no food.

It was agreed that we don't need the audio version of the final 2 sessions. We can give a copy of the video to each presenter if they would like. The question remains on how or if we make the copies available to others.

Leadership

1. Project Plan: Governing Council members agreed to review their own sections for review at next Governing Council meeting. We will schedule an off-site meeting sometime soon to discuss where Viva Village is going.
2. Asking office volunteers to act as liaisons for various action teams was discussed. For example, the events team could benefit from someone creating the events list. Kathy and Carol will take this idea to the Office Volunteer Team meeting.

Agenda Items for the October 15 meeting:

Review the Project Plan
Discuss 360 interview for 2019
Committees and Sub-committees (in CE)
Spending plan

Next meeting: October 15, 10-12