

## **Notes from the Governing Council Meeting**

**Date/Time: Monday, September 17, 2018 from 10am – noon**

**Present:** Kathy, Rae, Carol, Janet, Larry (scribe)

### **Recognitions**

- Kathe Fradkin for leadership of the events team, and more.

### **Public Open Time**

- No other persons attended the meeting.

### **Resource Development Action Team Report**

- A donation envelope is in the final stages of development with Cedar House Media.
- The Resource Development team recommends that the Governing Council discuss a spending plan before going further with donation/fund raising plans.
- The RD team also recommended hiring staff to lighten the load of the GC and other team members. This also needs to be the focus of a discussion.

### **Outreach/Publicity Action Team Report**

- The table throw is complete. There are 4 or 5 upcoming tabling events where it will be useful.
- There are 98 attendees signed up for the initial Senior Series session this coming Saturday. We will need to limit attendance to 120 persons because of room limitations and food/beverage planning.
- The Nextdoor.com messages have been going out on the first of every month.

### **Volunteer Action Team Report**

- We discussed office hours around the Thanksgiving holiday and decided to be open ½ day Wednesday November 21, closed Thanksgiving and the following day. We (Kathy, Larry, Carol) will check the telephone messages throughout the holiday.
- There is a volunteer training session this Thursday 9/20 for 3 new volunteers.
- We have 77 volunteers; 40-45 of them report volunteer hours worked monthly.
- Kathy is developing a process for the annual Volunteer Check-in. She hopes to begin on October 1 and use Club Express for this.
- Suggestion made to review the 4<sup>th</sup> quarter project plan at next meeting.

### **Membership Action Team Report**

- Four or five people are in the process of becoming members.
- There is a Membership team meeting this week. The Member manual is in its final stages of revision.
- For membership renewals, there is only one 360-interview to be done and it was assigned.

### **Data Management and Technology Action Team**

- New members now have to agree to the new privacy standards and do that on-line in Club Express. Carol recommended adding the information about this process and the standards to the membership packet and to the check-off list.
- Carol has found a volunteer who has agreed to help with the technical maintenance of the website, but we are still looking for a person with website design and style experience.

### **Events Action Team**

- Janet lead a discussion about allowing volunteers to join the various interest groups. Volunteers would let us know of their interests and then we add them to the groups as they exist in Club Express. We all agreed to this plan.

### **Leadership Team Report**

- We ran out of time for further discussion but will add a number of agenda items for next meeting, among them are discussing a spending plan and reviewing the 4<sup>th</sup> quarter project plan.

### **Wrap-up**

- The next Governing Council meeting will be in the Viva Village office on Monday October 1 at 10:00am.