

GOVERNING COUNCIL MEETING – March 19, 2018, 10:00 – noon

Viva Village Office, 4950 SW Griffith Dr., #104, Beaverton 97005

Present: Kathe Fradkin, Larry Brown, Kathy Brown, Rae Coleman, Carol Moynes, Janet Cruz, Diana Zapata

RECOGNITIONS:

- Those who did the logistics on Saturday events at Elsie Stuhr and/or volunteering at the tables: Sarah Harris, Ramona Crocker, Nilze Sumner, Kathe Fradkin, Janet Cruz, Carol Moynes, Jean Corn, and Jane Brown.
- Bonnie Barksdale for improving the picture on the website.
- Carol Moynes for helping with recording finances in Club Express
- Mike Conner for assisting the Treasurer
- Diana Zapata for her support of Viva Village.

RESOURCE DEVELOPMENT

- Our Southminster Foundation Grant Application was submitted 2-20-18. Grants are considered in March and April, with the awards being made by May 15. No word yet.
- A building use agreement has been signed with Southminster Presbyterian Church to have the use of the Peterson Gallery area three times during 2018. The initial date is April 28, 2018 with two other dates to be determined.. The fee is \$5 for each time to make it official. Receipt of copy of agreement for our files is pending.
- Mike Conner is doing well helping Patricia as Treasurer.
- Membership assistance currently has \$2000 available.
- Most recent financial statement was provided,

OUTREACH/PUBLICITY

- The tabling events (Caregiving Happens Spring Forum and Beaverton Volunteer Fair) were successful as we made many contacts for outreach and prospective members and volunteers.
- Facebook Updates – With the first Boost Post (costing \$20), we increased the number of people engaged from 22 to 87! Our total page 'likes' are now 290.
- We are pursuing our outreach to AARP for possible partnership.
- Two Marketing experts will be invited to our future OPT meetings, so we can glean new outreach/publicity ideas from them
- Kathe wants to order an 8-foot tablecloth with our logo for future tabling.

VOLUNTEER TEAM

- The Volunteer Team planned and participated in the Beaverton Volunteer Fair on March 17.
- The team is currently revising the reference questions and the volunteer interview questions. Having used the current forms for over a year, the team is in

a better position to know what is important to ask applicants and their references. The revision of the Volunteer Manual revision will be next.

MISCELLANEOUS

- Discussion on use of our Village email accounts on the weekend and the need to change passwords for both accounts. **Decision:** We do not need to change passwords at this time. It is ok to check the emails on the weekends, but it is not required, and only immediate needs should be handled. Others should be left for Monday staff.

MEMBERSHIP TEAM

- There are currently 78 members (21 Associate members and 57 Full-service members) and 7 pending prospective full-service members. One new member and one interview scheduled for this week.
- Annual Meeting planned; the focus will be two-fold:
 - The election of the GC members. We will provide information on people on the slate and will take nominations from the floor but these nominees must be present and have already given approval to be nominated.
 - Break out groups assigned by zip codes. We will ask the Zip Code Teams to make plans to get together. The members could then communicate this to the volunteers of their respective Zip Code areas. Interests may also be discussed.
- The Village 101 on March 10 was well attended (9 people). There are now three additional prospective volunteers and one additional prospective Associate Member.

DATA MANAGEMENT AND TECHNOLOGY

- Discussion of the issues with Club Express's handling of ACH payments.
- Proposal given to track ACH payments in a spreadsheet and off line. **Decision:** Proposal approved.

EVENTS TEAM

- Rae, Bonnie, and Janet met and Janet has agreed to take over the lead after clearing her contingency on clarity of responsibilities. Small events will be called Ongoing Events. Other changes are under consideration and will follow additional meetings.
- Rae and Kathy will draft a proposal identifying the events that are open to the public, members and volunteers, etc.

LEADERSHIP

- Kathe covered her transition plan for leaving the Governing Council at the end of April. Additional assignments were made.

- Kathe will update the status of the project plan this week and send it out for all others to provide their Quarter 1 updates as well. In early April, the GC will review all input of the project plan. In late April, the GC will make any necessary revisions for Quarter 2 in preparation to use as the business plan.
- Carol Moynes was added to the Membership team because of her work on membership retention.
- Others on the Office Volunteer team will be asked if they would like to take more of a lead.

UPDATE TOPICS

- Ask members' help with outreach and contacts with churches or other organizations for presentations.
- Annual meeting for members only for voting.

TOPICS FOR NEXT AGENDA:

- Project plan
- GC Criteria