

January 21, 2017

Present: Kathe Fradkin, Larry Brown, Kathy Brown, Rae Coleman, Bonnie Barksdale on phone;

Not Present: Terri Mishler

Topics Discussed

Member Meeting held 1/21 at Southminster Presbyterian Church:

- Meeting successful, good spirit
- Small groups generated active participation
- Walking review of generated service lists helpful, increased interaction between members

Learnings:

- Agenda: Allow sufficient time for member interaction
- It is difficult for person leading meeting to be responsible for set-up
- Important to arrange set-up and clean-up team
- Southminster space conducive to successful meeting
- It would be helpful to have a team who will carry and set-up technology for meeting

AR: Rae will speak with Janet Cruz about continued use of space; including payment to church if necessary

ADMINISTRATIVE ITEMS

Recognition: to Bonnie for work with Club Express, successfully handling interface with CE contacts

Decision: Major negotiations/speaking for Viva Village with vendors should be handled by Governing Council member or GC specifically designated agent

Associate Membership complimentary upgrade to one-month full service in emergency: necessary to include information in brochure insert

AR: Larry will write change for insert

AR: Everyone reread insert before reprinting

BCOA (Beaverton Council on Aging): Meeting to be arranged with current president and city liaison; to discuss collaboration

AR: Rae to set-up meeting with Skylar Johnson in February

Thank Your Card to Dick Eyde:

AR: Kathe will leave the card in desk for GC members to sign

TEAM REPORTS

Resource Development: Larry

- Bank balance good: app. \$34,000; \$24,500 brought in through October-December campaign; includes founding members, friends of Viva Village, memberships

- Report due to City re current grant by March

AR: Larry to discuss situation with Carmela and Meg Cohen from City of Beaverton

- Reimbursement to volunteers when buying supplies when providing member services discussed.

Decision: Volunteer able to submit receipts for such expenses. Volunteers will maintain their own supplies; not room to store in office.

Screened Vendors:

- Report made at Members Meeting; categories of vendors identified and request for members to refer vendors they use. (List attached.)

Marketing: Kathe

- Brochure: Being revised; Kathy, Rae, Bonnie, Judith supporting. Finalizing content and pictures. Cedar House Media to build final brochure. Important that we keep a Word document for revisions.
- 3 tabling events scheduled. Gerry Lukos lead. 2/19 St. Matthews; 2/22 Chamber New Member fair; 5/13 Washington County Emergency Planning
- BCOA forum scheduled for March
- Nextdoor: Jean Feller agreed to be lead identifying Nextdoor neighborhoods and member/volunteers who will post VV events
- Social Networking:
 - Vision Action Network conference on using social networking held; follow-up scheduled. Bonnie will inform Suzanne Boyd.
 - VNW in persons of Diana Zapata and Druy engaged in increasing outreach through social media

AR: Bonnie will interface with Suzanne, connecting her to Diana.

Volunteer/Membership: Kathy

- Numbers of volunteer applications slowed down
- Volunteer application revised for better flow with CE entry
- February 15 volunteer gathering scheduled: 1:30-3:30 in Community Center
 - Content: updating services volunteers want to offer; time preferences (in CE choosing times volunteer not available)
- Elsie Stuhr Meet and Greet: February 23, 11:00-noon. One-on-one conversations with interested people to discuss membership and membership fee assistance
- Volunteer Advocate position being planned. Purpose to follow-up with enrolled members to increase their use of services and ability to take advantage of Village membership. Kathy will take lead for present, consulting with Terri for development of plan.
- Membership Recruiter position being planned.
 - Kathe will take lead. Purpose to connect with people expressing interest in Village to time of completion of all paperwork, membership fees.
 - Possible volunteers already identified to be contacted.
- Out of boundary membership requests considered:

Decision: Orenco is too far to consider.

- Transportation Lead: Larry assuming lead for Transportation. Currently have 4 drivers who have

- Founding donor list ready to import
- Bonnie will work with CE who will add the list because they constructed this page

AR: Larry to send updated list of donors to Bonnie

AR: Larry to write short paragraph as preface

AR: Founding Member plaque to be ordered. Larry

AR: Rae will give Larry name of Chamber business to order plaque.

Events: Bonnie

- **Organizing Solutions** with Beth Giles: scheduled Saturday, Feb 11, 10:30-noon
- **Audio Equipment:** Discussed purchase of stand for speaker, new purchase of audio equipment to replace current system.

Decision on hold

AR: Bonnie will bring in itemized list for cost of new equipment.

- **Beacon Hill 15th year celebration Atul Gawande** Live Video Broadcast: The Value of Community and Choice as We Grow Older.
 - We are joining with Village Without Walls and River West to show webinar at Beaverton Main Library Auditorium, Monday, February 13. Webinar to begin promptly at 2:00.

Decision: rent a larger screen to show video. 8x8 projection screen available for \$40 at:

Party Pros, 23798 NW Clara Ln, Hillsboro;
503-844-9798

AR: Kathe and Bonnie will develop flyer

PROJECT PLAN: follow-up to project items developed at Strategic Planning Meeting on 1/14. (Items not itemized here.)

- Identified action team responsible, time for completion and placed items on time line

AR: Kathe will upgrade project plan with new information

Next Meeting

Our next meeting is scheduled for Feb. 6 from 10am-noon in the office. Topics will include Beaverton grant submission, project plan review and prep for events.