

**Date of meeting.** July 22, 2017, 10:00-12:30

**Members Present:** Kathe Fradkin, Terri Mishler, Bonnie Barksdale, Larry Brown, Kathy Brown, Rae Coleman  
**Other Participant:** Janet Cruz

## **Topics Discussed**

### **Recognitions**

- Kathy Brown for continued management of contact lists: Mail Chimp and VV contact list of 3 years
- Kathy Brown for set-up and management of volunteer liaison project

### **Resource Development Team – Larry Brown**

- Bank balance: \$48,000 (in round figures). Membership dues are pretty flat; currently we have 49 memberships representing 62 people (13 double households)
- Lease: Conversation with building manager, Mark. Renegotiated lease for August. Cost will be \$15/month more. Discussed our remaining in current space but considering move to larger space in building within the year; dependent on membership growth and need. Expectation that we could move to new space without penalty.
- Meet The Funders: Tuesday, September 12, 2017 from 8:00 AM to 12:15 PM; Muslim Educational Trust; 10330 SW Scholls Ferry Rd; Tigard, OR 97223.
  - Value: for networking with other nonprofits, making contact with funders who have commitment to nonprofits, and understanding possibilities for collaboration.
  - For more information and to register go to Vision Action Network website. Click on HOME, events, Meet the Funders. Let Larry know if you are going.
- VNW Affinity Group Report: Grant proposals being prepared for 7 organizations. Don Wolf preparing proposals.
- Diversity, Equity, and Inclusion Training: Discussion with Felicita Montebianco from Vision Action Network re training. Discussion followed recognizing the value for Village, cost, and timing. Training usually takes place off-site for 2 ½ days. Decision was that we will not follow through for Viva at this time but begin discussion with VNW and consider looking for grantor to cover cost when the Villages are ready to make good use of this training.
  - Self Assessment Tool for racial equality available on websites.

### **Marketing Team – Kathe Fradkin**

- Intel Encore Fellow: Kathe received call that 2 possible candidates interested in Viva Village. Discussion followed as to possible scope of person's responsibilities. Decision made to follow-up to set up interview with perspective person; review original proposal and define job description.
- Marketing recommending outreach to younger demographic. Kathe and Bonnie looking at website with this in mind.
- 101 review: Janet reported on 101 activity: 101 team has learned how to do it and confident in continuing. We have 9 people on project team and good number of presenters.
  - Elsie Stuhr presentations held on second Saturday of month last 4 months. 9 people present at July 101. Following a 2-month break because of Elsie Stuhr preparing for rummage sale, they will return to Elsie Stuhr in October.
  - August 101 will be held at Janet's home in Vose neighborhood;
  - For September, the team is reaching out to church and community groups to make presentations.

### **Volunteer Action Team – Kathy Brown**

- suggest that for appropriate contacts volunteer track visit in CE as companion visit
- Neighborhood Communities: Discussed natural development of neighborhood community connections. The liaison volunteers help to create these connections, connecting with members in their communities when possible. We are developing a map of where members and volunteers live (suggestion to use zip code boundaries to begin); map on website possibly linked to CE
- Volunteer Round Table (meeting of volunteers): The first Round Table was held June 24; follow-up scheduled August 24, 10:00; Beaverton Community Center, Sycamore Room.
  - Current volunteers: 56; 31 member and volunteers and 25 non-member volunteers

### **Membership Action Team**

- Pre membership team: Kathe working with Maryellen Conner and Vickie Sander, Thursday office volunteers. Following up on incomplete memberships.
  - 2 memberships moved to completion
  - No follow-up on one person because membership given wrong email for contact.
- Table of Membership Fee Assistance Form: Correction needed to update

### **Data Management and Technology Action Team – Bonnie Barksdale**

- Member Interests now on Website: 13 members signed up (Members only access)
  - Carol Moynes in charge of training – has already trained Office Staff
  - This is ready to be included in email update
  - Carol, Bonnie and office staff will train current members
  - Member liaisons will train new members
  - We will include description to members at next member meeting
- Group volunteer service to members for large projects. Carol will identify an easy way to do this in CE.
- Forum now on website –Open Bulletin Board (Members only-access from Membership tab)
  - Need moderator for forum
- VNE now has a Club Express Users Affinity Group: The purpose is to exchange information and support new CE users
  - Village only updates to database coming in October
  - Carol and Bonnie are active members of the group
  - Villages at different stages of development

### **Events Action Team- Bonnie Barksdale**

- Proposal from Events Team: recommend name and purpose to Small Group Events Team. Team will continue to support larger events, volunteer as needed, and be kept in loop of other happenings through Rae's coordination with team. Change recognizes what team is currently doing well; offers more flexibility for larger events to be handled by separate groups organized for specific event with need for decision making happening in each separate committee. Governing Council accepted proposal
- Small events listed on website, newsletter, and updates. All continuing on schedule with additional events planned as person available to lead event.
- Picnic held July 15; successful, some good pictures, about 30 people present.
- McMennamin Fundraiser: application not available until August 1. Cedar Crossing McMennamins is currently under re-location construction but supposed to be finished by September 1. This appears to be best address for fundraiser. Larry has been asked to submit application.

### **Leadership Team**

the Governing Council. Each has attended one or two GC meetings and stated their willingness to be candidates for election.

- Election process:
  - Member votes for each candidate
  - For selection, candidate must receive majority vote of members voting (1 plus half of those voting)
- Next Steps:
  - Larry serving as lead for process
  - Carol and Janet will submit a brief bio and state why they are interested in serving on Governing Council
  - Candidates statement and ballot will be sent by mail to each Viva Village member on August 3 (if possible). Members will have one week to return ballot to Viva Village: vivavillageor@gmail.com.
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- How Volunteers are Included in Viva Village Structure: Discussion identified agreement and some difference of opinion on how this is to be done.
  - Agreement that all have the same goals; that members and volunteers be valued and respected.
  - Agreed that we function within the spirit of inclusion
  - In order that there is clarity, when posting on website calendar we will designate eligibility for event, similar to system used by Northeast Village PDX.
  - We will re-assess this issue in six to 12 months.

Policy decision of Events Team recommendation: When event held in private home, host can make decision who is invited.