

May 20, 2017 Governing Council Meeting Minutes

Present: Larry Brown, Rae Coleman, Terri Mishler, Kathy Brown, and Bonnie Barksdale (scribe)
Kathe Fradkin was absent

Recognitions

1. **Jean** for working on Facebook and Calendar entries
2. **Bonnie** for taking over Facebook from Suzanne
3. **Terri** for efficient leadership on the Membership Team
4. **Mark** Gorman for installing a hard drive to back up our desktop computer

Resource Development

1. **Intel grant program** -- This last week Viva Village received a check for \$10,000 for the 1,112 hours our Intel retirees contributed to Viva Village. We were able to put \$9,200 into our account after the 8% administrative share was paid to Villages NW.
2. **Membership assistance status** – We currently have 3 people receiving membership assistance.
3. **Membership assistance new (draft) form** -- Larry presented a form for potential member self-certification that takes into account income minus significant medical expenses. These are out-of-pocket medical expenses including cost for medical insurance such as Medicare and Medicare advantage. The first criteria for assistance on the form is income, and the second criteria is medical expenses. Larry will further revise the form based on wording suggestions from the GC.
4. **Outreach to St. Vincent de Paul** – Mona Stahl (president of St. Vincent De Paul at St. Cecilia's) will let drivers know about Viva Village membership assistance and seek feedback about whether any of the recipients of St. Vincent de Paul home delivery services would be interested in joining.

Marketing Action Team

1. **Brochure** -- We have a new Brochure that was first used at the 101 at Westbrook.
2. **Saturday 101s** – the regular monthly Saturday attendance has not been poor (less than 10 people at each session) and we want to figure out how to market the Saturday 101s. There were only 5 in attendance last Saturday.
3. **Marketing the 101s** -- We want to figure out how market all the 101s.

Volunteer Action Team

1. **101 Attendance** -- We need ideas to increase turnout for 101s.
2. **Volunteer Service** -- There are only about 20 people actually doing services even though we have more than 50 volunteers. More drivers especially are needed.

Membership Action Team

1. **Member Interviews** -- One interview is currently scheduled.
2. **Tracking member applications** -- We should always put possible new members on the tracking sheet in the office so communication with the prospective member can be coordinated.
3. **Out of boundary applications** -- The criteria for out of boundary members is to first look at the map to see the roads from our boundary to the potential new member. We are currently considering up to a mile past our boundary. The membership team tells the potential member that they can apply and their application will be considered.

4. **member advocacy team** – the team has changed the name from member support volunteer to village Liaison Volunteer.
5. **Village Liaison Training** -- The Village Liaison members will be trained so that they will be familiar with current programs.

Events Team

1. **Club Express Forum Decision** - The Events Team has recommended putting Club Express Forum groups up on the web for Members-only under the Membership Tab. These two forum groups will be Open Bulletin Board and Vendor member-to-member recommendations. The Events Team recommendation was approved.
2. **Summer Events** -- Possible summer events could include Ted Talks, potluck luncheons, and a Game Day.

Tech Team

1. **Facebook and Calendar** -- Jean Feller will work on Facebook and the Calendar during the quiet spaces of her time working in the office.
2. **Member Interests** -- Bonnie is working on Member Interests with Gerry Lukos and Carol Moynes. We want to figure a way to get personal contact with members to help them list their Interests in their profiles. We will also want to explain the Membership Directory.
3. **Village NW Affinity meetings** -- Kathy and/or Bonnie will be meeting with other Villages NW Villages to help those new to Club Express.

Public Comment – There were no visitors at this meeting.

Leadership Report

1. **Village administrator** –Larry will work on a job description and salary for an approximate ½ time employee for Viva Village. We decided that the employee might be recruited in August or September to possibly start in September or October
2. **Boundary expansion** – We decided not to expand our boundary to the north because of the need for more drivers that live in that area. We currently have only 11 drivers for the whole village.
4. **Services Decision** -We changed the number of services to approximately 100 appointments per year. Kathy mailed Bonnie the wording for the website.

Full Service Members	<ul style="list-style-type: none"> • Social, educational and cultural programs • Access to a list of screened professionals • Approximately 100 service appointments per year by vetted, trained volunteers 	<ul style="list-style-type: none"> • \$540/year for a single person for that home • \$240/year for each additional person in that home needing services
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Associate Members	<ul style="list-style-type: none"> • Social, educational and cultural programs • Access to a list of screened professionals • Bonuses: <ul style="list-style-type: none"> • Two volunteer service appointments per year • One time a year for emergency use: full-service benefits for one month without an additional fee 	<ul style="list-style-type: none"> • \$300/year for a single person for that home • \$200/year for each additional person in that home <p>Note that a good portion of this is tax deductible as the members are not receiving services.</p>
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5. **Bylaws report** – Larry has consulted with Dick at Villages NW about electing new Governing Council members soon. New GC members need to be elected (after self-nomination); this could be done by email. Results of the election will be determined by the majority of those who respond.

6. **Meeting Schedule for June and July**

- June 5 is the next meeting at the office.
- June 17
- July 3
- July 15 This meeting is rescheduled because of absences and it is the day of the picnic.
- July 22 This is an irregular meeting time to replace the July 15 meeting.

7. **New hard drive** – Mark Gorman has bought and installed a second hard drive to back up our files for us at a cost of \$60.