

## **Governing Council Meeting: May 6, 2019 10:00–12:00**

**Present:** Larry Brown, Rae Coleman, Janet Cruz, Mike Conner, Karen McCune, Wally Carey, Kathy Brown

### **Recognitions:**

- Karen and Kathy for the tremendous effort of organizing the Volunteer Day
- All the volunteers who participated for the Volunteer Day
- Dick Eyde for organizing the HazMat waste endeavor
- Nancy McNary for hosting both the Neighborhood 97007/97078 brunch plus Fun and Games Event.
- Office volunteers who substitute so graciously

### **Resource Development Team**

- Villages NW received a grant of \$9,604.20 from Benevity, Inc. (Intel Involved Volunteer Matching Grant program). Because Viva Village was the only village to have former Intel employees submit volunteer hours for this matching grant, we will receive all of it. After deducting Villages NW 's administrative fee, Viva Village will receive \$8835.86 of the grant.
- We will apply to the Goodman Family Foundation for a grant to support our proposed staff employee. The letter of intent is due at the end of June. Don Wolf and Larry will work on the grant. Other help is appreciated. Ramona Crocker has expressed interest in helping and learning about grant writing. The Goodman Foundation is based in Portland and San Francisco. This year the grant focus is on seniors and aging in place.
- The original Memorandum of Agreement that defines the connection between Villages NW and the spoke Villages does not reflect current status. A Villages NW team has drafted an updated revision. The final draft is ready for review and comment from all Village governing councils, with a response requested by June 3. The key question is: "Is there anything in the MOA that we cannot live with?" Governing Council members will read the MOA and bring comments to the next Governing Council meeting on May 20.

Once the revised MOA is adopted, all Villages will be required to sign in order to remain a part of the Villages NW network.

- We are still waiting to hear the results about two recent grants applications: the Southminster Foundation, and the City of Beaverton. Both these grants ask for funds to help support our membership fee assistance program.

### **Outreach/Publicity Team:**

- The team will be reviewing materials used to reach out to the public with an eye to any revisions that would reflect our current emphasis on community first, with services following. These materials include our brochure and the newsletter.
- A couple of ways that Villages NW is supporting Village outreach:
  - A new VNW video
  - The connection with California Coalition. Mike said that Maryellen may know the person in charge.

### **Volunteer Team**

- Two new volunteer policies were recently adopted by the Villages NW Board:
  - Village volunteer team to conduct an annual check-in of volunteers to assess the effectiveness of the program and solicit suggestions for improvement.
  - Volunteers who have not been active for a year will be required to repeat the background check if they wish to continue volunteering with Viva Village. Our Governing Council has decided that a 2<sup>nd</sup> background check should be paid for by the Volunteer.
- In preparation for the Volunteer Recruitment event on July 24, all teams are asked to start thinking about areas/tasks/opportunities where volunteers are needed. Each team will have a separate table to present their opportunities.
- The Volunteer Day: Spring Cleaning on May 4 was successful.
- The Volunteer Round Table on April 26 had a good turnout.

### **Membership Team**

- This team is looking for more members and additional membership interviewers.
- Though the Annual Meeting was successful, there were lessons learned that will be useful when planning the next member meeting.
  - Streamline the Village report with more information on a handout
  - Expand the time for small group discussion and for food and socializing
- The team feels that the current practices to increase membership are working well. Two additional forums are:
  - The new monthly Village Forum which will start in June.
  - Aging with Grace II
- Membership numbers: Viva Village currently has 92 members, with 75 memberships. Based on information from other Villages, it is estimated that a 125 members would bring us to the point of being self-sustaining on membership fees.
- The Governing Council feels that contacting members before their renewal date is a friendly and important way to stay connected, getting valuable feedback and

ideas. Prior to the member's renewal date, a GC member is assigned to contact that member with a set of questions. Carol assigns these contacts in rotations. There are 2 variations:

- For first year of membership, a "360 interview" is assigned at 9 months. This is done in person, preferably at the member's home.
- For the second year, an annual call is assigned 1 ½ months before the member's renewal date. This can be a phone call. Not everyone receives an annual call; the GC will decide on the need for a call.

(The term "360 interview" was inspired by the Atul Gawande video from several years ago. It's a process where we learn from each other.)

### **Data Management**

- A ClubExpress Affinity meeting is scheduled for this week. This is a critical meeting as all the Villages are collaborating on the changes they would like to see in ClubExpress. Kathy will be attending with a list from Carol of what she sees as priorities.

### **Events Team**

- Interest groups are changing. Attendance is being used as a benchmark for deciding whether to continue the group or not. If attendance declines to fewer than 8, that interest group will be discontinued. If there are more than 8 people, the main issue is finding a venue large enough to accommodate the group.
- The May 3<sup>rd</sup> bus trip was enjoyable and went quite well. However, there were only 16 people. Eighteen people participated in the previous bus trip. It was decided to go ahead with the planned Fall trip to the Coast. If the turnout is still low, we will not offer a bus trip, because of the cost of subsidizing it.

It was suggested to plan the Fall bus trip sometime during the week of September 9, when there are no other big events scheduled.

- A Neighborhood Connections meeting is planned for later in May to discuss how things are going with the program.
- The Holiday Party will be December 5. The plan is to find a large enough venue and have the party catered so that none of our members or volunteers are tasked with food preparation.

Karen is leading the effort to do this. Several options were mentioned. She is waiting to hear back from a couple more locations and will report to the Governing Council for a decision. The team has asked for a budget.

The Governing Council reinforced that the Holiday Party is for members and volunteers only. Attendance will be capped at 100, with the possibility of using tickets to reinforce this. Any guests will be limited to a spouse of a member or volunteer, and will be charged a fee.

Announcing the holiday party was discussed, with the suggestion to issue a “Save the Date” in the middle of the summer.

- Senior Series
  - The dates for the Senior Series are 9/28 and 10/12 (1:30-4) at Elsie Stuhr with a possible third session on 10/26.
  - This year’s focus: Emotional life as we age – how we deal emotionally with this stage of our lives
  - Though neither speaker is charging for her time, the Governing Council approved offering each speaker an honorarium of \$300.

## **Leadership**

- Circle of Reps – Janet reported on the most recent meeting of the Villages NW Circle of Representatives. The role of the group is evolving into being a structured liaison between the spoke Villages and the VNW Board. Each Village is to appoint 2 representatives to the Circle of Reps. These people will have the authority to vote, representing their Village.

Other points of note:

- An observation from the meeting facilitator: much of the talent and leadership stays in the Village, leaving less for Board level.
  - Circle of Reps will have its own leader, not the head of the VNW Board. Alexa Rennick of Villages Clark County has offered to lead Circle. She will collaborate with Becky Crew (of VNW) to set the agenda.
  - The role of VNW Board is to listen. They aren’t required to follow recommendations, but will be expected to explain when they don’t.
  - Perhaps in the future, we will move towards a Board consisting of representatives from each Village.
  - Villages NW Affinity Groups received high praise
  - Karen agreed to attend the next Circle of Reps meeting on July 10 in Janet’s absence.
- Roles and responsibilities for new/current GC members. This topic will be discussed in more detail at the Governing Council meeting on May 20. Wally has offered to take on the Vendor Team.

## **Agenda Items for the next meeting:**

Roles and responsibilities for new/current GC members

**Next Meeting: Monday, May 20**