

Viva Village Governing Council Notes

Tuesday, December 19, 2017 9:30 am – 12:00 pm

Present: Bonnie Barksdale, Kathy Brown, Larry Brown, Rae Coleman, Janet Cruz, Kathe Fradkin and Carol Moynes.

Recognitions:

- To Rae and the entire events team for the holiday party
- To the Volunteer team and Jane Brown for the tree and snowflakes at the holiday party
- To Kathe for her organization skills

AR follow-ups from previous meetings:

- CE renewal notices: done
- Office procedures when a service request goes unfilled: done
- Service request form: done (1 year ago, but forgotten). Needs to be in a different format and made readily available for volunteer office workers use

Project Plan

- The current project plan was reviewed. Changes in dates and topics to the plan will be made and published by Kathe. Following are highlights of the discussions.
- In early January 2018, the GC will discuss GC member criteria, including a potential new member's interest in the GC and interest for the future. Transitioning on and off the GC were also discussed and ARs developed.
- Use and organization of One Drive will be discussed in 1/2018.
- VV needs to implement a strategy to market to a younger age group. Kathe has met with Mary Daggett (from Villages NW). Updating Facebook posts, better pictures, testimonials, etc. will begin in January 2018. Jean Feller and Bonnie will be involved. We felt ~~the~~ ~~at~~ ~~that~~ a photo shoot by Yongkie Hurd would be most useful.
- Diversity, equity, and inclusion training will be discussed by GC co-chairs and we will see what Village to Village network has to offer on this subject.
- VV will discontinue membership in the Beaverton Area Chamber of Commerce
- Review of the project plan got as far as the screened vendor section, and we will continue the review at next GC meeting.

Resource Development

- We had \$47,649.91 in our account as of 12/9/17.
- Our Membership fee assistance fund has a balance of \$1508.00
- The RD Team spent time extensively reviewing the revenue and expenses for 2017, and comparing to our budget. The Villages NW income statement for Viva Village was also reviewed. Because of difference in accounting categories, there are slight differences between the VV spreadsheet and VNW spreadsheet. Viva Village is in good shape financially. All agreed that the funds are being spent appropriately and are accounted for.
- The membership renewal process has begun, with members joining prior to January 1, 2017 receiving renewal information in the mail. We have had about 8 renewals so far. The materials will be used as a template (changing minor details like dates) for other members as they come up for renewal throughout the year.
- There are three volunteers interested in becoming a back-up for the current treasurer. A time will be arranged for training in January.
- In 2018 Viva Village should consider applying for a Beaverton City Social Services grant to support membership fee assistance and to fund training, development, and initiation of a program for diversity and inclusion for the village.
- Larry presented the 2018 budget to the GC Team. Budget figures in individual categories are based on 2017 data and on figures supplied by various team leaders.
 - Forecast for membership revenues were made based on:
 - 90% renewal rate of current membership
 - Forty-three new members joining during 2018, with the types of memberships distributed proportionately.

The budget was sent to Villages NW on 12/13/17.

Volunteer Team

From the Volunteer Affinity Group (12/11/2017):

- Village to Village Annual Conference: Margaret Baldwin from Northeast Village PDX reported a few items of note:
 - East coast Villages seem to have more financial support from cities and organizations than other Villages.
 - Materials and presentation are available on VtVnetwork.org. Of particular note was a session on diversity and inclusion in Villages.
 - Next year conference: Oct. 7, 2018 in San Diego. Margaret suggests that more than one person from Villages NW attend to bounce ideas back and forth.

- Eastside Village determined that the **GoGoGrandparent** program is not a good fit for the Village model, for much the same reasons as we were thinking — it adds an extra layer of cost, and it requires a smart phone.
- A discussion has begun in this group about ways to recruit volunteers. One idea was proposed by Margaret — an intergenerational “work party” as a recruitment tool with trained volunteer on site. Ten yards raked in a day!

Viva Village Volunteer Team

- A recognition to the Volunteer team who collaborated on making the Volunteer Tree possible for the Holiday Party. It was truly a collaborative effort — Jean Corn and Sarah Harris hunting down all the snowflakes, and Jane Brown hand-writing all 69 names.
- A special thank you to the Events team for their willingness to incorporate the volunteer recognition into the agenda of the Holiday Party.

Membership Team

Kathe and Janet are co-leads for this team.

For the upcoming membership meeting on January 13, 2018 we want to focus on topics and information gathered from the 360° interviews. We will also get information from those attending the meeting who want to add their thoughts. Socializing is an important part of the meeting. Topics to touch on include a bring-a-friend potluck in February, why we want to enlarge our membership (to be self-sustaining, more likely to find like-minded friends, hire a program manager).

Member renewals past January 2018: Carol will track these and assign 360° interviews a month prior to the member’s renewal date.

For the Village Day event, we tentatively set February 17, 2018 from 12-3pm (12:30-2:30 for the meal). Events team will do hospitality; Resource Development will tend to follow-up, mailings, and emails. Kathe has an AR to find a venue.

IT

Carol and Bonnie will be working on adding Member Interests to CE.

Events Team

A new group “Life Stories” is being hosted by Janet. It is a small group event. GC discussed the differences between an interest group and a small group event. The small group event can be listed on the VV calendar.

For the Update:

Office schedule during the holidays.

ARs from this meeting:

1. Kathy & Carol: Make a service request form to be used by office volunteers in recording member requests and have printed in a note pad format at Cedar House Media.
2. Kathe: Review the request form with office volunteers.
3. Kathe: Make and organize a hard copy of the GC orientation packet (reference packet).
4. Bonnie and Carol: Make a library for our VV documents easily accessible by computer.
5. Kathe and Larry: Discuss DEI training in general and if it fits into VV needs at present. Consult VtV Network and other resources.
6. Kathe: Research venues for the Village Day potluck to be held on 2/17/18.

Next Meeting

Topics for next meeting on Wednesday, January 3, 2018 from 10am-12pm in the VV office.

- Best use of Rae's calendar
- Project plan, finish review
- Discuss Janet's plan for GC member transitions