

April 19, 2017

Present: Larry Brown, Kathy Brown, Rae Coleman, Bonnie Barksdale, Terri Mishler and Kathe Fradkin

ARs Assigned

- Kathe:
 - Write welcome letter **Done**
 - Send the JFCS case manager's email message to Terri **Done**
 - Send the JFCS case manager a Membership Assistance Self-cert Form and Getting to Know You Form and then schedule an interview with her **Done**
 - Complete and submit Beaverton Volunteer application **Done**
 - Identify people to help set up for the Beaverton Volunteer Fair on June 10 **N/A**
 - Write to Meghan to thank her after Rae sends Kathe the letter
 - Inform Office Volunteers of the need to email Terri after a GTKY form has been submitted **Done**
- Kathy:
 - Get people to staff table for the Beaverton Volunteer Fair on June 10
 - Identify volunteer services that have not been asked for yet; post this so people can get ideas of other things to request
 - Train the GC members in recording availability with volunteers in CE
- Bonnie:
 - Change the member/volunteer meeting on calendar to *no public*
 - Take the idea of a forum in CE to the IT Team to determine whether work on this should be a priority
- Kathy and Kathe to prepare for the Member/Volunteer meeting:
 - Make plans to call members and volunteers to remind them of the meeting
 - Discuss the following: member and volunteer attendance to the GC and attributes desired for new GC members
- Larry: Ask Dick Eyde about the process to bring in new GC members within this next year and then possibly change the by-laws accordingly
- Terri: Remind the interviewers to inform her of when they be gone (so cannot conduct interviews) and to go through the Member Manual and review it with the potential member during the interview
- Bonnie and Terri: Inform Kathe of planned vacations (to be included on calendar)
- Rae:
 - Plan to revisit Mayor Doyle to update him on Village progress (from previous meeting)
 - Draft a letter about membership fee assistance to be given to the recipients of St. Vincent's DePaul's services.

Topics Discussed

Recognitions

- All GC members for being dependable
- Ross for bringing in many people for the Holocaust event at the First United Methodist Church of Beaverton

manager membership assistance self-cert form and getting to know you form and then schedule an interview with the applicant

- Two members are already getting membership fee assistance; these members are already in CE
- Our balance continues to grow with membership
- Transportation: Larry provided road testing for VWW as a favor
- Eastside and NE Village have done rides for each other

Marketing Team

- The team is now called Publicity/Outreach Team
- The team identified new marketing activities, many based on Meghan's recommendations:
 - Work with Meghan for Your City (Beaverton Bulletin) article. Rae will drive this.
 - We can draft a short story saying that Viva Village received a grant from the city to help seniors stay at home by providing services, etc.
 - BCOA can include an article about VV and BCOA partnership for Gift of Caring after the event.
 - Give a formal or informal presentation to the City Council after our membership fee assistance work and our partnership with BCOA (as we would include this as data)
 - Work with the right contact for St. Vincent De Paul to get brochures to the recipients of the services (food, clothing). This can be a way to identify more people for membership fee assistance. Nilze will help us drive this through the Catholic churches (St. Pious and St. Cecilia churches). We need to draft a letter about membership fee assistance to be given to the recipients.
- We will need approval of Style Guide soon after it is completed
- We will apply for a table at Beaverton Volunteer Fair on Sat, June 10 at Beaverton City Library. Kathe will complete and submit the application, as well as identify people to set up the table. Kathy will identify volunteers to staff the table. Volunteers will also provide handouts for opportunities
- Kathe will start attending the Marketing Affinity Group this week

Volunteer Action Team

- Decision: We will not attend the Volunteer Manager Training on May 31. We will consider it next year.
- The Volunteer Action Team is continuing to contact volunteers to identify their interests; Kathy is seeing that some volunteers are limiting their scope on their volunteer activities
- There are now 61 volunteers in CE; 20 have provided at least one service.

Membership Action Team

- Kathe will work on the welcome letter this week with Vickie and Maryellen.
- Only 6 of the 10 interviews actually will be conducted. 4 of the 10 applicants will not be interviewed:
 - Bill Anderson has not provided his full address as contact information
 - Annalie Struck said that she did not want to proceed
 - Barb Foster does not want to be interviewed as she can get program for free; she does not want to be a member
 - Pat Martinelli (technically in RW) does not want to go ahead with the process
- There will be a pre-membership meeting on April 17 with first interested member.
- Progress with Membership Advocacy Team
 - Met this week with Rae, Kathy, Kathe, Angelica, Janet and Kathe
 - Focusing on planning for a buddy system for members to be more supported
- Key learning for the Member/Volunteer Meeting on April 29: send out a save a date a month before the meeting so people are informed

- Bonnie met with Jin from Eastside Village about membership directory
- Bonnie will take the ideas of forums back to the IT Team to determine whether this should be a priority. If the IT Team makes this recommendation, Bonnie will bring to the GC for approval.

Events Action Team

- Tapestry of Hope was successful; lots of church congregants were interested in VV
- Gift of Caring
 - Marcy is charging \$500; we will ask the attendees to give a donations to help cover this cost.
 - Marcy gave us lots of networking ideas

Leadership Team

- Members and volunteers attending GC Meetings
 - Decision: Kathe will add a 10 minute agenda for Opens for each meeting. This will be placed after the Action Team report outs and before the strategic work in the Leadership section. Members and/or volunteers can attend whenever they want; there is no need for them to notify us beforehand. If the visitor brings an issue, we will listen and then discuss more fully in a subsequent GC meeting if deemed necessary. Visitors will not be permitted to attend the Leadership section of our agenda, as we devote that to strategic decisions.
 - Decision: Ten minutes will be devoted to an “open” section for questions, issues, and discussion from attending members and volunteers. This will occur after the Action Team report-outs and before the Leadership section. Any issues brought up during this portion of the meeting will receive a respectful hearing, and be addressed at a subsequent GC meeting after careful thought and review. The Leadership section (strategic and executive discussion and decisions) is reserved for Governing Council members only. Village members and volunteers need not give prior notice of intent to attend a Governing Council meeting.
 - Kathe and Kathy will add this decision to the Member/Volunteer meeting agenda.
 - Kathy will include this in the Update.
- Attributes that would be helpful for potential new GC members include:
 - Listening skills
 - Previous experience in management or board experience
 - Experience in being a team player
 - Ability to accept the group decision even when not aligned with a personal preference
 - No conflict of interest
 - Willingness to learn
 - Good representative of the Village
 - Not a one issue focus
 - Availability and willingness to attend meetings
 - Willingness and availability to put in the time outside the GC to run the Village (average is ~20 hours per week)
 - Good follow-up
 - Agreement to make a generous financial contribution to the Village; each individual determines what is appropriate for them
- Possibilities of future GC members: Janet Cruz, Jean Corn, Carol Moynes, Don Wolf, Maryellen Conner, Cari Dawson

Opens

Kathe reviewed a calendar to show vacations planned by GC members. We will plan coverage in next meeting.

Wrap-up

- PROCESS TO attend GC meetings
- Upcoming member-volunteer meeting

- Next Meeting:
 - May 1 from 10am-noon in the office
 - Larry will be the scribe
 - Topics will include:
 - By-law revisions
 - Hardship assistance
 - How to cover each other for vacations