

## **Governing Council Meeting Notes July 20, 2020**

**Attendees by video conference:** Larry Brown, Kathy Brown, Rae Coleman, Karen McCune, Janet Cruz, Mike Conner, Carol Moynes, Vickie Sander, Ramona Crocker, and Barbara Bernstein

Recognition was given to Kathy Brown for pulling together the information in the most recent Update on the survey results and current offering of services and events.

Larry scheduled the first Tai Chi Zoom instruction for July 31<sup>st</sup> at 1pm with instructor Richard Chew. This is an introductory class that he has put together. We will see how it goes, how well it is attended, get some feedback from attendees and then decide how to proceed with further classes. The instructor has been asked to sign a confidentiality agreement and go through a background check.

There was a discussion on methods of voting at the Annual Meeting on August 8. Although this is still being reviewed, we will attempt to have this be as simple as possible.

### **Resource Development**

- There will be an affinity meeting tomorrow. Larry will attend this one and believes the topic will be a fall or winter donation campaign similar to the one last year. Mike will attend these meetings after this one.
- Mike reported financial information for year-to-date through 6 months. Although revenue is trailing from budget by approximately \$6000, expenses are trailing by about \$7600 so we are operating ahead of plan. Mike recommended we consider a 90-day extension to membership expiration dates. The 90 days is common for most villages. This would be done as a token of appreciation, recognition of sacrifices because of Covid, and a commitment to a stronger Viva Village. It was agreed:
  - To extend members' renewal dates by 90 days
  - Send a letter to all members next week, include the information in the 8/5 update, and discuss in the Annual Meeting.
- This past week we received our portion of the Kaiser Foundation donation in the amount of \$900 unrestricted.

### **Outreach Publicity**

- The team is currently working on upgrading our consistent messaging.
- Also continuing to work on how we connect with different entities in the community, the biggest of which is the City of Beaverton.

### **Volunteers**

- Barbara has started a spreadsheet of volunteers and members including their engagements (services rendered or received and events) during Covid. This will

help us in determining who we should follow up with and can be used in the future as well.

- There will be the Volunteer Happy Hour this Friday at 1 pm.
- We are looking for volunteers to work on the Volunteer Team.
- Barbara has offered to be the Viva Village lead with the NW Community Network and the Village Partner program.

### **Membership**

- The Membership Team has recommended we extend the upgrade for an Associate needing full service from one month to six weeks. The Governing Council agreed.
- Current membership renewal rate is 69.44%.

### **Data Management**

- Club Express is expected to release a new version this week. Carol will review and report any significant changes at the next meeting.

### **Events**

- Jeanne Cory will lead the art class on a weekly basis. It was decided the first class will be at 1pm on Wednesday, August 5<sup>th</sup>. There will be separate Zoom meetings to start, and Karen offered to assist with this.
- Janet had a zip code meeting with Connectors. There was a discussion on the patio visits. Kathy will provide a list of the people from the survey who indicated they would like this type of event. These will not be set up as service requests. We can facilitate these but the ideal is for these to develop organically.
- There may be Zoom get-togethers for zip codes 97008 and 97223, but we will wait to see how the participation is for the Annual Meeting.
- Janet will wait until September to look at the Classics and Conversation event.
- Rae said last week's Age Café had 32 people in attendance including 21 from Viva Village. This is going very well.

### **Circle of Representatives**

- Ramona has indicated she does not want to be one of the two Reps to this group. Hopefully we can find another person to work with Karen.
- Karen reported on the meeting on July 1:
  - The primary topic was the growth report. Data has been received and will be reviewed.
  - Discussion on the Bill Paying program, but there has not been a consensus on this at this point.
  - Karen is on the committee to review the Employee handbook. No further developments at this point.
  - There was a discussion on the Community Partnership program and Meals on Wheels, but we are not participating in this.
  - They are working on reopening guidelines which are similar to ours. These should be completed by 8/5.
  - It was agreed each village will have two votes.

### **Diversity & Inclusion Meeting**

Karen reported on the most recent meeting

- This one was run quite well under the leadership of Jurie. Karen will continue with this group.
- The goals of the committee are to learn more about and understand racism and white privilege and to discuss and develop ways to increase diversity and inclusion within our villages.

### **Annual Meeting on August 8<sup>th</sup>**

- Meeting will be limited to 1 hour, scheduled for 11 am to 12 pm, members only.
- Send out slate with new Governing Council member bios prior to meeting.
- State of the Village information to be done and reviewed at 8/3 GC meeting.
- Karen and Mike putting together slides which will be reviewed at the August 3<sup>rd</sup> GC meeting. Committee leads will review the slide/s for their specific area and make any edits if needed.
- Kathy will put information in this week's update.
- Send a dedicated email 2 weeks prior as required. Include information on Karen and Mike as co-chairs.
- We are asking members to confirm the appointments of Vickie and Ramona.

**Next meeting August 3, 2020**