

**Northeast Village PDX
Governing Council**

**January 17, 2017
Minutes**

Members Present: Margaret Baldwin, Todd Coward, Vonnie Condon, Neil Malling, Jane Braunger, Susan Bach

Meeting commenced at 12:00 p.m. at Susan Bach's home (convened 2 hours early and at an alternative location due to freezing rain forecast).

Minutes of the December 8, 2016 meeting were approved.

Webinar Information: The village to village network is sponsoring a webinar featuring Dr. Atul Gawande speaking about aging and health on Feb. 13th. Broadcast in the Pacific time zone will be from 2:00 to 4:00 p.m. Northeast Village PDX will host a viewing open to members and volunteers. Margaret will see if Hollywood Senior Center might be willing serve as the venue. If so, the webinar will be open to our members, volunteers, and Hollywood Senior Center users. The webinar will be advertized on our website.

Grant Funding Received - Neil

NE Village PDX received \$3,680 (\$4,000 minus 8%) from a combination of grants from the Holzman and Joseph Weston Public Foundations and one from Kaiser Permanente. This represents 1/7th of the total, shared among all the villages served by Villages NW. The money is to be used as each village sees fit to accomplish the various goals outlined in the grant application.

Membership – Vonnie

Governing Council members voted by email Jan. 11, 2017 to extend the Charter Membership period to February 15, 2017.

Current numbers: 82 members, 58 memberships of which 24 are charter. Full service members number 25, associate 57. Quarterly membership orientations are planned. There was some discussion of the need to clarify the distinctions between full and associate membership benefits, even though they are specified in the membership packet. One suggestion was a YouTube video with people role playing members requesting services, planning participation in events, etc. in ways that make the distinctions clear. The group also discussed establishing a buddy system as a form of member support, e.g. in which members are paired for phone check-ins during bad weather.

Invitations have gone out for the Charter Member party on February 6th at McMenamins Kennedy School from 3:00 to 5:00 p.m.

Vonnie shared descriptions of two programs: **Membership Assistance Program** and **Scholarships**. The **Membership Assistance Program** is currently a pilot program for all active

villages within Villages NW. It affords a subsidized full service membership for a 1 to 4 person household at the 100 to 249% poverty level. Assistance is for one year; prospective members may reapply as needed in subsequent years. The **Scholarship Program** is proposed as a Northeast Village PDX program for associate members. It is based on federal poverty guidelines up to 400% of the poverty level. It would subsidize the tax deductible portion of the associate member fee, i.e. \$175 for an individual or \$195 for a two person household. Both support programs require completion of a self-certification form for approval. Both are also dependent on availability of funds, and in the case of grant funding, on the grant's stipulations re spending. A motion to adopt the Membership Assistance and Scholarship Programs as outlined was seconded and carried by all. A description of both programs will be included in the membership manual and put on our website.

A short discussion on allowing other groups to send messages to our members, e.g. via our website or newsletter, resulted in agreement to refer all such requests to the program committee, who will determine whether the group's offering is a good match to our village mission.

Treasurer's Report and 2017 budget – Neil

A summary of income and expenses from January 1, 2016 through December 31, 2016 shows the following: Net revenue was \$31,271.91 with expenses of \$9,299.07, resulting in a net cash flow of \$21,972.84. US Bank statement balance as of 12/31/16 was \$28,251.32.

Neil shared budget estimates for 2017 with expense and revenue predictions for membership and development, and expense predictions for volunteers, outreach and marketing, programs and overhead/nonspecific. The group noted that the current number of 63 volunteers is more than we need for the service requests. Even though a high proportion of volunteers are also members, it seems wise to not recruit more volunteers at this time; a waiting list might be in order.

The group agreed that the Village 101's are serving as the main recruiting tool. At a planned March membership meeting, members will be invited to host 101's for their friends and neighbors. This will complement the ongoing monthly library 101's (at Hollywood and Gregory Heights).

Neil noted that other villages nationally support themselves with about 40% of funding from outside sources. NE Village PDX is currently running mainly on membership fees. This raises the question of Villages NW as a funding source via grant writing. Neil recommended that we keep our charter membership money in reserve.

We will return to the budget at our Jan. 25th meeting.

Office - Margaret

While the office is staffed and able to respond to member service requests, there is a need for more continuity and consistency in practice and procedures with regard to members and volunteers. The group agreed that our budget numbers at present will support hiring a ½ time office manager, as soon as possible to achieve this goal.

A discussion followed on the current problem with multiple data bases for our village, including Club Express, Constant Contact, and the Xcel spreadsheet Julie has. We need to get rid of duplicate entries and standardize contact information. For example, it's a problem that a phone number or email address change in Club Express doesn't transfer to Constant Contact.

Finally, members in attendance agreed on a policy of closing our office when Portland Public Schools are closed for weather and for federal holidays. In addition, village events scheduled for a day on which the office is closed due to weather will be canceled. Members who were absent agreed via e-mail, so the office closure policy will be posted on the website and in the next newsletter.

With several members unable to attend the February 9th GovCo meeting, it was decided to move it to February 16th, 3:00 p.m. at our village office.

Meeting adjourned at 2:00 p.m.

Submitted by Jane Braunger, Secretary