

Village Steering Committee Meeting 11-30-15

Attendance, see attached list

1. Welcome - The meeting was held at the Sr. Community Center and started promptly at 4.
 - Sue Barrington gave a brief summary of how the Village program began.
 - Each attendee shared their name and what motivated them to attend today's meeting
 - Judy McKenzie reviewed the handout package and how the project is moving forward, see attached.
2. Fiscal Sponsor discussion – Mark Blatter, HRB
 - A new organization like this needs a Fiscal Sponsor until it can stand on its own and become 501(c)(3).
 - Mark has been and continues to work with the Housing Resource Board (HRB) to get them to be this sponsor. The following will need to happen
 - An Executive Committee and Steering Committee be formed
 - The BI Village submit the necessary paperwork and become an incorporated, non-profit
 - HRB would receive charitable donations designated for the village and re-grant them
 - HRB would provide required accounting services and oversight; the village would provide detailed reports of receipts and expenditures
 - A vote of confidence was taken of the attendees and it was unanimous to move forward with the plan to join with HRB as the sponsor
3. Village Organization structure and role of the Steering Committee, discussion of leadership positions – Judy McKenzie
 - There has been great enthusiasm shown for having a Village here on Bainbridge Island as demonstrated by the number of attendees and discussion that has taken place at the various informational meetings held so far.
 - Work needs to continue to see if there a truly good fit for the Village here on the Island, see “Moving Forward” handout
 - The following persons volunteered for, were nominated and were voted unanimously into the positions stated below
 - Treasurer – Bill Cairns
 - Co-Secretaries – Michele Costa and Marsha Goldhart
 - Co Chairs – Steve Walker and Sandy White
4. Work Plan and setting priorities – see “BI Village Project workplan” handout
5. Committee Reports
 - Community Education – Robin is temporarily leading this committee and asking that a chairperson come forward to take over.
 - Next Community Education meeting to be held Sunday Dec 13 2pm-4pm

- Living room chats – 13 people have signed up to host living room chats from the informational meetings
 - Need a format for the meetings and what to do with the notes from those meetings
 - Needs Assessment Committee
 - A meeting was held on November 13th to review and revise needs inventory in use at community education meetings.
 - A retreat is being planned for January 9th from 9:30-1:00 at the McKenzie home to develop a detailed work plan and strategies for needs assessment
6. Assignment of tasks, as appropriate

The Executive Committee will meet at IVC, 375 Erickson, Suite 212 (842-4441) at 10 on Dec. 10th. The purpose of this meeting is to begin process of establishing a Washington nonprofit.

The next Steering Committee meeting is scheduled for January 19, 2015 4pm to 6pm location Sr. Center

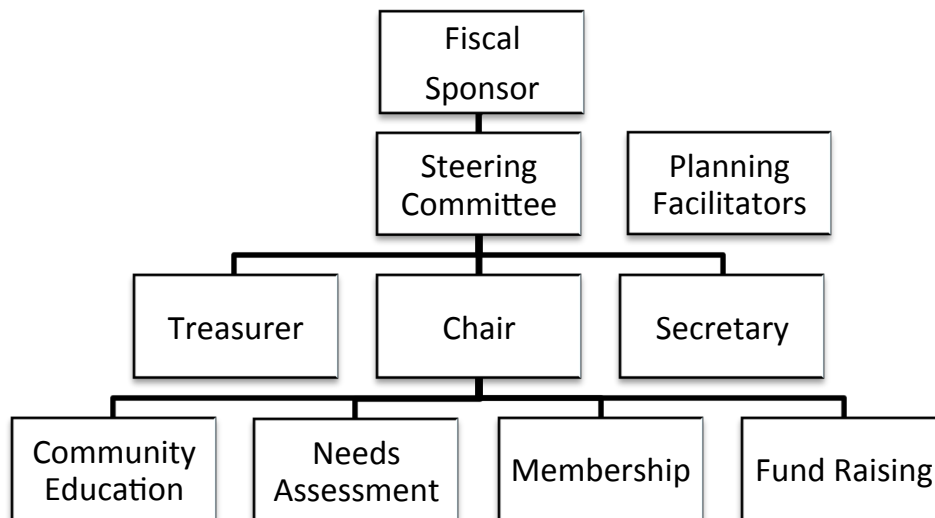
BI Village Nov 30, 2015 Steering Committee attendees

Name	Position	Organization	Address	Phone	e-mail
Baker, Dick	Volunteer		428 Harborview Drive, SE #141 Bainbridge Island	206 755-8462	Dickbaker8@gmail.com
Barrington, Sue	Program Manager	BI Senior Center Waterfront Park Community Center	360 Brien Drive SE Bainbridge Island	206 842-1616	sbarrington@biparks.org
Blatter, Mark	Executive Director	Housing Resources Bainbridge	250 Madrona Way NE Bainbridge Island	206 715 6745	mark@housingresourcesbi.org
Brammer, Shelby	Volunteer		100 1 st Ave #12 Seattle, WA 98104	206 550-5362	shelbybrammer@gmail.com
Cairns, Bill V	Volunteer		3440 Point White Dr. NE Bainbridge Island	206 855-9001	wmcairns@comcast.net
Costa, Michele V	Volunteer		831 Village Circle	206 780-7988	costa@true-north.com
Eisenhardt, Kellan	Board Member	IVC	13088 Phelps Road NE Bainbridge Island	206 842-1744	Kellan430@gmail.com
Elsberry, Rita IVC	Executive Director	IVC	375 Erickson Ave. NE Suite 212 Bainbridge Island	206 842-4441	rita@ivcbainbridge.org
Fisher, Don SC	Board Member	Senior Center	470 Wood Ave., SW, #2B	206 842-3548	ellenfishe@gmail.com
Garber, Kimberly	Volunteer	Virginia Mason Bainbridge Island	7461 NE Bergman Rd.	206 853-1917	kimberlyg7461@gmail.com
Gladhart, Marsha	Volunteer		300 High School Rd. NE #302	907 209-8278	marshagladhart@mac.com

Name	Position	Organization	Address	Phone	e-mail
McKenzie, John	Volunteer Facilitator	McKenzie Consulting, Inc.	10904 NE Bill Point Ct Bainbridge Island	206 201-3313	johnmckenzie@ameritech.net
McKenzie, Judy	Volunteer Facilitator	McKenzie Consulting, Inc.	10904 NE Bill Point Ct Bainbridge Island	206 201-3313	judithmckenzie@ameritech.net
Schulze, Doug	City Manager	City of Bainbridge Island	280 Madison Ave. Bainbridge Island	206 842-2545	dschulze@bainbridgewa.gov
Scouten, Tara	Board Member	HRB	10599 PO Box Bainbridge Island	360 620 0577	tara@scouten.com
Walker, Pamela	Volunteer	IVC	879 Grow Avenue, NW	206 842-5031	psrichfield@yahoo.com
Walker, Steve	Volunteer		879 Grow Avenue, NW	360 731-8298	walkersalo@me.com
White, Sandy	Volunteer		6953 Springs Drive NE Bainbridge Island	206 842-5222	Sandywhite.bi@gmail.com

Moving Forward – BI Village Structure, Roles and Responsibilities

Successful villages typically are volunteer-driven. As we move forward, a planning structure and preliminary work plan have been developed. The organization chart that follows provides the structure for moving forward. The roles and responsibilities that relate to the chart are described below the chart.



Steering Committee: made up of organization and lay members; approximately 18-20 members total. These are the worker bees to guide planning process. Members oversee community education and needs assessment; and, are directly involved in strategic and business planning, membership and fund development. This group meets monthly on a regular schedule. This team's role is to:

- Guide the planning process
- Engage and support the work of the planning facilitators (volunteer)
- Participate in and support the work of volunteer work groups and committees
- Share resources to support planning effort
- Participate in community orientation and awareness meetings
- Oversee and provide resources for needs assessment
- Help achieve consensus and commitment of stakeholders
- Oversee the development of a business plan and strategic plan
- Help Village achieve long-term stability and sustainability, including participating in membership and fund development

Chair, Steering Committee: this person calls meetings and leads them; this person is the face of the “Village” in the community; works closely with executive committee to manage the business of the Village until staff can be hired; works closely with planning facilitators to plan community meetings, needs assessment; strategic and business planning. Represents the Village in other community meetings. Reports progress to fiscal sponsor organization, if applicable.

Secretary, Steering Committee: this person must be a lay leader/volunteer or a paid staff. This person maintains village records, database, minutes of meetings; sends out meeting notices; answers inquiries regarding the village. This person has a regular schedule of accessibility to respond to community inquiries.

Treasurer, Steering Committee: this person oversees financial activities of the organization; reports to the fiscal agent; acknowledges donations. If bookkeeping services contracted, this person will work with the contractor.

Planning Facilitators: John and Judith McKenzie of McKenzie Consulting, Inc. have volunteered to be Planning Facilitators. This role is to work with the Collaborative to plan and facilitate team and community meetings and assist in the development of needs assessment activities and the development of a business plan.

Community Volunteers: (need many additional volunteers) volunteers will host living room chats in their neighborhoods about the Village and help with other community meetings; some volunteers will be actively involved in the needs assessment, funding and other committees. Initial opportunities for serving on committees include:

- **Community Education:** organizes and delivers community education (Village 101 sessions) and living room chats and other presentations about the village. This committee will also be responsible for publicity and the website.
- **Needs Assessment:** designs, collates and oversees needs assessment activities; may include survey, focus groups or listening tour.
- **Membership Committee:** develops membership policies and procedures; recruits and orients *new members*.
- **Fund-raising Committee:** solicits funds; works on grants and presentations to potential funders.

BI Village Project

Project: BI Village Business Plan and Implementation

Results Intended: Establish a sustainable **Village** on Bainbridge Island

Code: FS= Fiscal Sponsor; F=Facilitator; SC=Steering Committee; S=Sub-Committee; B=Village Board; AC=Assigned Committee

#	Action	Resp.	Start Date	End Date	Milestone
1.0	Organize Planning Structure, Roles				
1.1	Seek fiscal sponsor/agent	SC	8/15/15	11/30/15	Presentations and decision
1.2	Develop agreement with FS	SC	9/15/15	11/30/15	Agreement signed and roles defined
1.3	Recruit steering committee	SC	10/18/15	11/30/15	Chair, Secretary, Treasurer determined and steering committee members finalized
1.4	Identify start-up funding prospects and submit requests	AC	10/18/15	12/30/15	Funding secured for planning phase
2.0	Engage continuously growing number of informed citizen participants				
2.1	Conduct additional community conversations/orientation	F/SC	10/18/15 11/21/15 12/13/15	Ongoing	Schedule completed for 2015
2.1	Needs Assessment	AC	10/18/15	4/30/16	Final report
2.3	Hold Community forums/listening tour	AC/SC	3/15/16	3/30/16	Schedule complete

#	Action	Resp.	Start Date	End Date	Milestone
3.0	Develop and Implement Communications Plan				
3.1	Website	AC	Ongoing		Website up to date
3.2	Newsletter	AC	12/30/15	Ongoing	Newsletter on website
4.0	Develop Business Model and Plan				
4.1	Organizational model decided	SC	10/16/16	12/31/16	Business Plan Complete
4.2	Funding and Membership Campaign	AC/SC	10/16/16	12/31/16	
4.3	Recruit Board members	SC	10/16/16	12/31/16	Board operational
5.0	Implement Plan				
5.1	Hire Staff and launch services	B	1/30/17	3/30/17	Services launched
5.2	Seek IRS non-profit status or permanent sponsorship of existing agency	B	10/30/16	12/31/16	Permanent status determined and approved