



ENCORE - CONTINUING EDUCATION
Clatsop Community College
1651 Lexington Avenue
Astoria, 97103
503-338-2408 www.encorelearn.org

Board of Directors Meeting Minutes April 22, 2019

A. Welcome-Attendance

Meeting called to order at 10:07 am.

Board Members present:

Dave Zunkel, President
Mike Kinney, Vice President
Ellen Norris, Treasurer
Reta Lindstrom, Chair Curriculum Committee
Rollie Lindstrom, Chair Membership Committee
Art Limbird, Chair Trip Committee
Leah Olson, CCC Liaison

Absent:

Frank Spence, Past President
Secretary (vacant)

B. Additions to Agenda

None.

C. Review and Vote on January Minutes

March 25, 2019, meeting minutes unanimously approved.

D. Committee Reports

1. Treasurer- Ellen N

Financial statement FYTD Mar 18, 2019, was accepted (see page 4).

Presented 2019-20 proposed budget (see page 5). Cost of insurance is not yet known.

MOTION: Ellen moved that the budget be approved; 2nd by Reta. **PASSED** unanimously.

2. Trip- Art

No trips planned as no classes have proposed trips so far. Also, insurance cost not yet determined. New advertising posters are now ready (see page 6).

3. Membership- Rollie

Current membership count is 123, which includes 9 pro-rated and 9 gift memberships. No change from last year in proposed budget. Annual picnic will be Aug 9, 2019, but Cullaby Lake has not yet been reserved. No lunch bunch info.

4. Curriculum - Reta

161 people attended Chinese in Astoria event. Current class attendance has improved a bit.

ENCORE Board meeting 4/22/19
Approved 6/3/19

Thirteen membership gift certificates proposed this year. **MOTION:** Reta asked for Board approval; 2nd by Ellen. **PASSED** unanimously. Discussion of people to be recognized in memoriam at annual meeting. Mention was made of a possible summer course.

5. CCC Liaison - Leah

CCC will hold a writing class in Seaside by a local author. Will/can ENCORE advertise/promote this class. Ellen mentioned Board restrictions prohibiting web-based ads. Reta suggested changing Relationship Agreement to allow CCC classes to be included in ENCORE website promotions.

6. Ad hoc – Dave

Nothing to report.

6. Nominating – Dave

Frank, now committee chair, unable to attend but is seeking applicants for Secretary and Vice-President.

E. Unfinished Business

1. Attorney and Insurance follow-up - Mike

Lots of forms to complete to apply for insurance coverage. Types of coverage still being evaluated. Waivers are being considered.

2. Discussion of suggested Bylaws from legal counsel - Mike

Most recent draft was provided to Board members. Revised draft still does not align with our current Bylaws and procedures. Discussion revealed that the Board feels more time is needed to evaluate and amend to bring this draft into closer alignment with our current Bylaws. Draft will not be ready to present at annual meeting June 7. **MOTION:** Reta, 2nd Art. To delay presentation of these Bylaws changes until sometime after the June annual meeting. **PASSED:** unanimously.

3. Review of proposed Relationship Agreement with CCC – Leah

Revised RA has been submitted to CCC officer for review and consideration. Seeking clarification of CCC mailing address.

4. Update on 501(c)(3) filing - Ellen

Application has been filed with the IRS. Expect 1 month or more for approval.

5. Update on Signature Event for 2020 - Dave

Erhard unable to attend. Next event is scheduled for May 17, 2020.

F. New Business

1. Discussion of proposed 2019/20 budget – Ellen

(See D.1 above.)

2. Media liaison position again open - Dave

Maria was unclear of requirements of the position.

3. Conference on Extraordinary Living – Leah

Will be held Sep 7 with same location as last year. Planning Committee has already held two meetings. Will ENCORE participate in breakout session(s)? Maybe \$250 sponsorship for a single breakout. \$500 sponsorship includes ENCORE logo on advertising by CCC. Decision needed by end of July.

G. Announcements- Adjournment

- 1. Future Board meetings - May 27, June 24, July 22, August 26, September 23 and October 28.**
- 2. Annual General Membership meeting – 2 pm, June 7. CCC library tour afterwards for interested members.**
- 3. Annual CCC Foundation Dinner and Auction to support CCC scholarships is May 4 at Patriot Hall. ENCORE has a very full table (12 people) – thank you!**
- 4. Mike reminded Board members to please consider relocation of ENCORE materials stored at CCC to ASC. Space has been identified at ASC for a filing cabinet.**
- 5. Adjourned – 11:39 am.**

**ENCORE
FINANCIAL STATEMENT
July 1, 2018 through April 22, 2019**

Funds Available July 1, 2018	\$ 11,620.86
Membership Income	+ 5,475.00 *
Donations/Sponsorships	120.00
Special Events	795.00 **
Petty cash account from 2007	7.94
Expenditures	- 6,853.43
Funds Available April 16, 2019	<u>\$ 11,165.37</u>

<u>Expenditures</u>	<u>Budget</u>	<u>Expended</u>	<u>Available</u>
BOARD			
Yearly payment to CCC	\$ 2,000	\$ 2,000.00	\$ 0
Yearly payment to ASC	500	500.00	0
Transition		188.78	-188.78
Insurance		270.00	-270.00
Other	700	868.18	-168.18
CURRICULUM COMMITTEE			
Venues	200	150.00	50.00
Publicity	350	539.00	-189.00
Honoraria	500	200.00	300.00
Operating Supplies	150	0	150.00
Travel	200	0	200.00
MEMBERSHIP COMMITTEE			
Venues	300	35.00	265.00
Publicity	150	0	150.00
Honoraria	400	0	400.00
Operating Supplies	300	47.50	252.50
Food	2,000	1,542.17	457.83
TRIP COMMITTEE			
All	<u>1,500</u>	<u>512.80</u>	<u>987.20</u>
TOTALS	<u>\$ 9,250</u>	<u>\$ 6,853.43</u>	<u>\$ 2,396.57</u>
Net Income/(loss)		\$ (455.49)	

* Membership: as of April 22 2019: 123 total, includes 9 free and 9 at \$25

** Holiday party: Total cost	\$ 1,460.59
members paid	<u>- 795.00</u>
cost to ENCORE	\$ 665.59

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ENCORE Learn
Budget Planning for Fiscal Year 2019-2020

<u>Income</u>	Actual 2017-2018	Estimate YE 2018-19	
Membership	\$ 5,725.00	\$ 5,425.00	
Special Events	** 1,200.00	** 795.00	
Other	<u>0.00</u>	<u>127.94</u>	
TOTAL INCOME	6,925.00	6,347.94	
<u>Expenditures</u>	Actual 2017-2018	Estimate YE 2018-19	Proposed 2019-2020
BOARD			
Yearly payment to CCC	\$ 2,000.00	\$ 2,000.00	\$ 0
Yearly payment to ASC	500.00	500.00	500
Transition		188.78	275
Insurance		* 405.00	+ 1,000
Other	562.32	868.18	++ 1,000
CURRICULUM COMMITTEE			
Venues		150.00	150
Publicity	349.00	539.00	400
Honoraria	737.20	* 350.00	800
Operating Supplies	191.22		150
Travel			100
MEMBERSHIP COMMITTEE			
Venues		35.00	200
Publicity	103.50		150
Honoraria	262.52		400
Operating Supplies	333.19	47.50	300
Food **	** 1,661.05	* ** 1,600.00	2000
TRIP COMMITTEE			
All	<u>1,223.09</u>	<u>512.80</u>	<u>750</u>
TOTAL EXPENDITURES	<u>\$ 7,923.09</u>	<u>\$ 7,196.26</u>	<u>\$ 8,175</u>
Net Income/(loss)	\$ (998.09)	\$ (848.32)	About \$ (2,000)
** Holiday party: Total cost members paid	1,284.00	1,460.59	* includes expected
cost to ENCORE	<u>920.00</u>	<u>- 795.00</u>	expenses in
	364.00	665.59	May - June
	(food only)	(total cost)	+ subject to large change



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ENCORE



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Short Courses (no grades)

Associated with Clatsop Community College



For more information: www.encorelearn.org
(503) 338-2408

CCC is an affirmative action equal opportunity institution. Accommodations: Persons having questions about or a request for special needs and accommodation should contact JoAnn Zahn, Vice President of Finance and Operations, at Clatsop Community College, 1651 Lexington Avenue, Astoria, Oregon 97103. Phone (503) 338-2421 or TDD (503) 338-2468. Email special needs and accommodation request to requests@clatsopcc.edu. Contact should be made at least two business days in advance of event.

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