

ENCORE Learn Board Meeting

April 30, 2025

Present: Sharon Borgardt (President), Elizabeth Hayes (Immediate Past President), Maureen Balaam (Curriculum Committee Chair), Eric Anderson (Treasurer) Karen Elder (Trip Committee), Craig Holt (VP/Webmaster)

Also attending: Josh Allison, Business Advisor SBDC at Clatsop Community College.

The meeting was called to order at 1:02 pm by Sharon.

Maureen Balaam made a motion to approve the March 3, 2025 and March 31, 2025 meeting minutes as presented. Elizabeth Hayes seconded, motion carried.

Action Items from previous Board meeting were reviewed. Incomplete items include:

- Add enrollment/renewal feature to website, determine how to add online payment options (Eric and Craig)
- Contact Warrenton Community Center to request a presentation at Meals on Wheels (Karen)
- Contact Wickiup Grange to request a presentation to members (Karen, reassigned to Sharon)
- Meet with Craig to discuss website updates (Sharon and Maureen)
- Obtain five years expenses for budgeting purposes (Eric will follow up with Umpqua Bank)

REPORTS

President's Report

Travel Waiver and Release of Liability – Sharon condensed form used for tours and trips so all attendees can sign on one sheet to streamline the sign-in process at an event. The liability wording remains and there is room for 10 people to sign on one sheet.

Food Handling - It was determined that anyone preparing food for an ENCORE event must have a current food handler's license, if not, we need to purchase food. Encore will pay fees related to the license. Sharon will reach out to those planning food for the Annual Meeting.

Annual Meeting - Confirmed for Friday, June 20 at 1:00 pm

- The meeting will be held at Clatsop Community College in Columbia Hall, Room 219.
- David Reid, Astoria/Warrenton Chamber of Commerce Director, will be the speaker. He will provide an update on the local industry, activities and events in our area.
- The Membership Committee plans to serve strawberry shortcake and coffee.
- TBD: instructor recognition, honoring deceased members, and special recognition of volunteers

Bylaws - Sharon will finalize Bylaws based on our review and decisions. The inclusion of an option for electronic voting in the bylaws was discussed and will be added for use in the future.

Policies and Procedures –

- In Section I, the reference to 6 hours of instruction was removed for instructor honorariums. Honorariums will be Board approved.
- In Section O, remove reference to Conference for Extraordinary Living as a special event since details and feasibility are unknown at this time.

Appreciation Gifts for Instructors

Current ENCORE members who conduct a class of six hours or more hours during the year are entitled to a free membership the following year. If an external instructor is 50 or over and meets the same criteria, they are also offered a one-year ENCORE membership. There is currently no consistent practice relating to recognizing instructors who are not ENCORE member and under 50. A discussion ensued regarding a standardized way to demonstrate appreciation to external instructors under 50. Suggestions for types of gifts and associated costs were discussed at length. It was noted that whatever is ultimately decided, the costs must be agreed upon and budgeted. No decision was reached and the topic was tabled for future discussion and resolution. The Curriculum Committee will, for the time being, provide a Thank You card to each instructor – whether internal or external.

Slate of Candidates for BOD

- Jean McGonigle is interested in serving again and will know more about her physical capability to serve in a few weeks.

- Sharon will email members asking for volunteers and follow up with Dave regarding a Nominating Committee.
- All Board members were asked to help find volunteers.
- Jan Johnson is now serving in the Media Liaison role but does not wish to serve on the Board. It was agreed that the role does not need to be a Board member, and the role could be removed from the draft bylaws. Sharon noted Jan's duties include public relations, member notifications, help with flyers, and updates to the Astoria Chamber website.

Classes and Meetings

All Committee and Board meetings have moved to Wednesdays, 1:00 pm in the ASC Pool Room. This change enables Board and committee members to attend classes held on Mondays.

Sharon discussed the bylaws requirements with Tod Lundy, the facilitator for the Humanist Discussions class. She clarified that after attending three sessions of a class, attendees are required to join ENCORE. The revenue from membership dues is used to pay for liability insurance, classroom and meeting supplies, and events such as the annual meeting. Tod stated he did not want to require people to join ENCORE. It was mutually agreed that this class will no longer be supported by ENCORE and Tod is free to offer the class on his own.

Treasurer's Report

Eric provided a Treasurer's report and draft 2025-2026 budget. He is still working to get expenses for the past 5 years.

Eric reviewed the current budget. As of March 31, 2025, a net loss of \$366.73 exists.

The March 31 Umpqua bank statement shows a beginning balance of \$10,891.20 and ending balance of \$11,190.22. Income from membership dues is \$325.00. \$25.98 was spent to purchase business cards.

Membership Committee Report

Sharon reported on behalf of the committee since there is no Chairperson. We have 95 confirmed members. It is important to note that not all 95 members pay dues. As mentioned previously, members who teach classes are offered a free annual membership for the following year.

Sharon has received very good feedback from members regarding communication, activities, and new member recruitment efforts. Results have been very positive.

The Membership Committee changed and confirmed Saturday, September 27 at 1:00 pm as a new date and time for the signature event. Author Jerry Sutherland will conduct a presentation on *BayOcean: Atlantis of Oregon*. The event will be held at the Liberty Theatre in the McTavish Room. There is no room charge for this event.

Curriculum Committee Report

Maureen reported on class development.

Karen Elder is teaching Earthquake & Tsunamis – How to Prepare and Survive. The last class is May 23rd.

Upcoming:

Writing Tips. Kama O'Connor. May 5, 12, and June 2.

Overview of services offered by Northwest Senior and Disability Services. May 12.

Re-growing Herbs. Master Gardener Aza Cody. May 16.

What is Democracy for? Seth Tichenor and Ron Craig. May 30

Coastal and Oceanic Activity. Ed Joyce. June 23.

There may be classes added to the schedule.

Trip Committee Report

Karen reported on trips and activities.

Trip to Blackberry Bog Farms. May 20.

Tour of OHSU Seafood Lab. June 4.

She is working on additional ideas with her committee.

Webmaster Report

Craig had to leave meeting early and no report was provided.

CCC Liaison Report

Josh confirmed that our requirement for people to be age 50 and older is a condition made by CCC and ENCORE leadership as part of the contractual agreement.

The deadline to be included in the CCC Class Schedule for Fall Term is July 28, and it was noted that only HECC eligible classes are listed.

Josh asked that all CCC registration forms collected thus far for Spring Term are forwarded to him right away so he can enter them in their system.

Old Business

None.

New Business

None.

The next meeting Wednesday, May 28 at 1:00 pm at the Astoria Senior Center. Please contact Sharon with any agenda items.

The meeting adjourned at 3:11 pm

Respectfully submitted,

Elizabeth Hayes