

**ENCORE BOARD OF DIRECTORS MEETING
ASTORIA SENIOR CENTER
1111 EXCHANGE STREET
ASTORIA, OR 97103**

MONDAY AUGUST 26, 2019

The meeting was called to order at 1:02 pm by President Dave Zunkel.

ROLL CALL: Dave Zunkel, President
Thomas Schaeffer, Vice President
Frank Spence, Immediate Past President
Ellen Norris, Treasurer
Art Limbird, Trip Committee
Reta Lindstrom, Curriculum Committee
Rollie Lindstrom, Membership Committee
Jean McGonigle, Secretary
Leah Olson, CCC Liaison

ADDITIONS TO THE AGENDA: Board Members requested a later time during the meeting to consider Agenda additions.

REVIEW AND VOTE ON MINUTES OF JULY 22 AND AUGUST 9:

Ellen moved to accept the Minutes of July 22, 2019. Reta seconded the motion. The motion passed with no dissent.

Ellen moved to accept the Minutes of the Annual Membership Meeting held August 9, 2019. Dave amended the Minutes to add the word FINANCIALLY to clarify that ENCORE is no longer tied “financially” to CCC. Frank seconded the motion on the floor to accept the amended 8/9 Minutes. The motion passed with no dissent.

COMMITTEE REPORTS:

Treasurer:

Ellen reviewed financial statements for events including Conference on Extraordinary Living and Oktoberfest. She suggested that the Board consider sending out mailings to membership in the future that state events and their related charges because there are many members who do not use email.

Trip Committee:

Art shared that twelve people have now signed up for the Oktoberfest trip. Members have until September 5th to register. The Senior Center bus will take the first twelve and additional members can carpool. The bus driver will need to be reimbursed by ENCORE for the event fee and lunch.

Membership Committee:

Rollie shared that the Membership Committee met last week. He reported that 64 members have

returned their ENCORE membership renewal forms. Plans for the December 7th Holiday Bash are firmed up with catering services reserved. ENCORE's updated fall 2019 poster design is in the works. Design suggestions were offered. Rollie will distribute posters at The Conference on Extraordinary Living and leave additional posters in the ENCORE box at Astoria Senior Center. Board members requested that membership remove outdated posters in the Astoria area and at south county locations when noted. Rollie announced that September 6 is reserved for ENCORE Lunch Bunch at the Great Wall Restaurant in Gearhart at noon.

Curriculum Committee:

Reta shared that fall course descriptions are prepared and have been sent to be printed. ENCORE website course information will be available sooner. She outlined a full list of courses, instructors, and class locations. Two classes will be taught at CCC.

CCC Liaison:

Leah announced that Walgreens has agreed to provide flu shots to attendees who bring identification with them to the Conference on Extraordinary Living. A Speaker has been selected, lunches have been arranged and two shuttles will bring south county residents to the CCC campus. Clatsop Care has residents who will be attending. Leah added that the two ENCORE classes scheduled at CCC this fall will be held in Towler Hall; there will be a few disability designated parking spaces available (No HC identification will be required.)

UNFINISHED BUSINESS:

Inventory follow up: Dave will contact Mike Kinney to get an update on the continued process of dispersal and storage of inventory.

Media Liaison Position:

Dave will contact Erhard Gross to get a job description for this position. He added that the position should be described in the new ENCORE phone directory. Leah pointed out that press releases to newspapers can be provided by CCC. The CCC Communication Director approves releases and sends them out. Leah suggested that ENCORE could choose to write a monthly article about ENCORE classes for local newspapers. No ads can be sent through CCC. Leah agreed to submit the fall 2019 class descriptions to the Communication Director for a press release.

Seaside Chamber of Commerce Membership:

Seaside Chamber of Commerce membership has been paid and ENCORE is now an official member. Mary Kemhus and Dave Zunkel will attend a Chamber meeting to share ENCORE classes, activities and history.

Insurance Follow up:

Following discussion of insurance needs for volunteers involved in special events, Dave agreed to contact Linda Dugan, Insurance Agent, to pursue insurance coverage at an additional fee of \$94.00, Frank moved to add D&O coverage for volunteers. Ellen seconded the motion. Motion passed with no dissent.

Heather Reynolds, Attorney, clarified that the ENCORE Trip Committee can continue to use the current liability form for trip events.

Staffing Encore table at Conference on Extraordinary Living:

Reta asked for Board volunteers to provide shifts at the ENCORE table on September 7th. Several Board members volunteered.

Outreach to Senior Living Centers:

Discussion focused on the issue of ENCORE membership as a requirement for all participants. Leah suggested that a care center pay a fee to ENCORE so an instructor could provide an ENCORE presentation. This could occur 3X annually before the start of new classes. Reta will research care center options.

Recognition of Exceptional Service to ENCORE:

Discussion of a recognition policy was encouraged by Dave. He will complete a policy statement for review by Board members and will make clear that recognition will not include a lifetime membership.

Other New Business:

Ellen created and presented options for an updated ENCORE logo. Leah will request assistance from a volunteer graphic designer.

Rollie brought up a possible need for a revision of the application form for ENCORE to make sure all information needed is clearly presented.

ANNOUNCEMENTS AND ADJOURNMENT:

Dates for future Board meetings are: 2019: September 23, October 28, November 25
2020: January 27, February 25, March 25, April 22, May 27.

Conference on Extraordinary Living is September 7, 2019

Fall classes begin September 30, 2019

Dave thanked the Membership Committee for contacting membership about the need for an Extended Annual Meeting on August 9. He expressed appreciation for the great Cullaby Lake picnic they engineered.

ADJOURNMENT:

President Dave Zunkel adjourned the meeting at 3:10 p.m.

ENCORE Learn
FINANCIAL STATEMENT
July 1, 2019 through August 20, 2019

Funds Available July 1, 2019	\$10,577.62
Membership Income	1,750.00 *
Donations/Sponsorships	0
Special Event Income	0
Expenditures	<u>-1,307.51</u>
Funds Available August 19, 2019	\$11,020.11

<u>Expenditures</u>	<u>Budget</u>	<u>Expended</u>	<u>Remaining</u>
BOARD			
Yearly payment to ASC	500		\$500.00
Insurance	1000	176.00	\$824.00
Other	1000	667.90	\$332.10
 CURRICULUM COMMITTEE			
Venues	150		\$150.00
Publicity	400		\$400.00
Honoraria	800		\$800.00
Operating Supplies	150		\$150.00
Travel	100		\$100.00
 MEMBERSHIP COMMITTEE			
Venues	200		\$200.00
Publicity	150		\$150.00
Honoraria	400		\$400.00
Operating Supplies	300	197.95	\$102.05
Food	2,000	90.66	\$1,909.34
 TRIP COMMITTEE			
All	<u>750</u>	<u>175.00</u>	\$575.00
 TOTALS	 <u>\$7,900</u>	 <u>1307.51</u>	 <u>\$6,592.49</u>
 Net Income/(loss)		 \$442.49	

* Membership: 42 total, includes 7 free. 2 are new members.