



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

## Board of Directors Meeting Minutes February 25, 2019

### A. Welcome-Attendance

Meeting called to order at 1:02 pm.

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  
Frank Spence, Past President  
Leah Olson, CCC Liaison

Absent:

Secretary (vacant)

Guest Present: Erhard Gross

### B. Additions to Agenda

None.

### C. Review and Vote on January Minutes

Jan 28, 2019, meeting minutes unanimously approved as amended.

### D. Committee Reports

#### 1. Treasurer- Ellen N

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

#### 2. Trip- Art

Nothing to report.

#### 3. Membership- Rollie

Current count is 116, which includes 21 new members. Finalizing plans for Chinese in Astoria. Next Lunch Bunch will be at Jalisco in Astoria. Perhaps development of a poster to advertise ENCORE targeting news members. Some consideration of changing the meaning of ENCORE acronym.

#### 4. Curriculum - Reta

Spring term begins April 2 thru May 24<sup>th</sup> with no classes on Mondays. Philosophy class Friday

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mornings. Fewer classes scheduled. Winter term attendance is lower than expected. Very difficult to fill south county classes.

### **5. CCC Liaison - Leah**

Presented flow charts showing current processes of handling membership applications and of classes.

## **E. Unfinished Business**

### **1. Donation of ENCORE books in storage - Mike**

Astoria Library has agreed to accept donation of books that we have stored at CCC.

**MOTION:** To approve the donation of all 63 books currently in storage at CCC to the Astoria Library with the understanding that any books that cannot be used by them may be transferred to the Friends of the Library.

**PASSED:** Unanimously.

### **2. Update on 2018-19 Signature Event - Erhard**

Plan is on track for Chinese in Astoria. An after-event dinner is possible at Baked Alaska. Frank has volunteered to transport delegate from Chinese consulate to/from airport and Dave has offered to provide lodging. No confirmation yet that a delegate will attend. CCC president, local mayors and former Astoria mayor will attend. Interviews on local radio are scheduled.

### **3. Media Liaison follow-up - Dave**

Maria will develop her own plan.

### **4. Suggested Bylaws changes for June general membership meeting – Ellen N.**

Discussion was deferred until the next Board meeting.

### **5. Follow-up of visit with attorney – Dave, Mike.**

We met with Heather Reynolds on Feb 11<sup>th</sup>. Our questions were prepared in writing for clarity.

### **6. Discussion of 501(c)(3) decision – Dave, Mike.**

Issue was revisited due to 3 Board members unavailable during vote January 28<sup>th</sup>. Ellen recommended we file and declare our fiscal year beginning in January instead of July.

**MOTION** (Frank): To file IRS 501(c)(3) application with a January fiscal start date. Ellen seconded.

**MOTION** (Rollie): That Frank withdraw his motion. Mike seconded.

**PASSED:** Unanimously.

**MOTION WITHDRAWN** (Frank).

Note: our Bylaws, Article IV, declare our fiscal year shall be July 1 to June 30.

### **7. Review of proposed Relationship Agreement with CCC.**

## **F. New Business**

### **1. Review of Memorandum of Agreement between ENCORE and Astoria Senior**

**Center.**

Board reviewed and approved one year extension of prior year's agreement.

**2. Quantification of Services – Reta.**

Based on discussion it was determined that this proposal would not require a change to our Bylaws and would be a guide to the Curriculum Committee. (see Page 5)

**3. Protocol for handling ENCORE inquiries and membership applications – Leah**

Discussion tabled due to time constraint.

**4. Process of nomination of officers for 2019-20 - Dave.**

Dave will appoint Nomination Committee members per our Bylaws.

**G. Announcements- Adjournment**

- 1. Future Board meetings - March 25, April 22, May 27 & June 24, July 22, August 26.**
- 2. Annual General Membership meeting – June 7.**
- 3. Spring classes – April 1 thru May 24.**
- 4. The Chinese in Astoria – Sunday, March 24, 2:30-4:00 pm, at the PAC.**
- 5. CCC Foundation dinner and auction – May 4.**
- 6. Adjourned – 3:10 pm.**

**ENCORE  
FINANCIAL STATEMENT  
July 1, 2018 through February 18, 2019**

<b>Funds Available July 1, 2018</b>	<b>\$ 11,620.86</b>
<b>Membership Income</b>	<b>+ 5,300.00 *</b>
<b>Special Events +</b>	<b>795.00 **</b>
<b>Petty cash account from 2007</b>	<b>7.94</b>
<b>Expenditures</b>	<b><u>- 5,215.38</u></b>
<b>Funds Available February 18, 2019</b>	<b><u>\$ 12,508.42</u></b>

<u>Expenditures</u>	<u>Budget</u>	<u>Expended</u>	<u>Available</u>
<b>BOARD</b>			
Yearly payment to CCC	\$ 2,000	2,000.00	\$ .
Yearly payment to ASC	500		500.00
Transition		138.78	-138.78
Insurance		135.00	-135.00
Other	700	710.00	-10.00
<b>CURRICULUM COMMITTEE</b>			
Venues	200	100.00	100.00
Publicity	350		350.00
Honoraria	500		500.00
Operating Supplies	150		150.00
Travel	200		200.00
<b>MEMBERSHIP COMMITTEE</b>			
Venues	300	85.00	215.00
Publicity	150		150.00
Honoraria	400		400.00
Operating Supplies	300	42.00	258.00
Food	2,000	1,491.80	508.20
<b>TRIP COMMITTEE</b>			
All	<u>1,500</u>	<u>512.80</u>	<u>987.20</u>
<b>TOTALS</b>	<b><u>\$ 9,250</u></b>	<b><u>\$ 5,215.38</u></b>	<b><u>\$ 4,034.62</u></b>
<b>Net Income/(loss)</b>		<b>\$ 887.56</b>	

\* **Membership income: as of February 18 2019:** 116 total, includes 9 free and 2 at \$25

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

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## Quantification of Services

A proposal from the Curriculum Committee to the Board of Directors

Organizing Trips and Signature Programs do take lots of time. Giving people credit for these the way we reward teachers who teach at least six credits may help us in attracting persons who can render these kinds of service to ENCORE.

We need to incentivize such programs as well as field trips. The Curriculum Committee, with the assistance of the Trip Committee, proposes to our Board the following weighted guidelines:

### Field Trips:

- A) Any person who teaches at least one two-hour session in conjunction with at least a one-overnight field trip should be rewarded with a full membership for the following academic year.
- B) Any person who organizes at least three one-day field trips per academic year should also be rewarded with a full membership for the following academic year.

All field trips should have a minimum number 12 of participants.

### Signature Events:

Any person who organizes a signature event that is open to the public should be rewarded the same way we give credit to persons who organize field trips.

### Pop-up Classes:

Any person who organizes a pop-up class with at least six sessions, of which he/she teaches at least one, should be rewarded the same way the organizers of field trips and signature events are rewarded.

### Co-organizers:

In cases where the principle organizer of any of the above activities is substantially assisted by a second person, the two persons should share the credit by percentage.

It is the responsibility of the chairpersons of the Curriculum Committee and, when applicable, the Trip Committee to administer the above mentioned categories of rewards.