



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

Board of Directors Approved Meeting Minutes January 28, 2019

A. Welcome-Attendance

Meeting called to order at 1:03 pm.

Board Members present:

Dave Zunkel, President

Mike Kinney, Vice President

Ellen Norris, Treasurer

Reta Lindstrom, Chair Curriculum Committee

Rollie Lindstrom, Chair Membership Committee

Frank Spence, Past President

Leah Olson, CCC Liaison

Absent:

Art Limbird, Chair Trip Committee

Secretary (vacant)

Guests Present: Erhard Gross, Gary Webb

B. Additions to Agenda

None.

C. Review and Vote on Prior Minutes

Nov 26, 2018, meeting minutes unanimously approved as corrected.

D. Committee Reports

1. Treasurer- Ellen N

Financial statement FYTD Jan 21, 2019, was accepted (see page 4).

2. Trip- Art

Absent.

3. Membership- Rollie

Committee met Monday, Jan 21, 2019. Current count is 113 which includes 13 new members. 56 members attended the Holiday Bash. Committee is preparing an advertisement seeking new members.

4. Curriculum - Reta

Winter term began Jan 14. Lower than expected overall class attendance so far. Seeking any interest in a Square Dance class scheduled Sunday afternoons, 3:00-4:30 pm, at The Grange

ENCORE Board meeting 1/28/19
Approved 2/25/19

beginning mid-February. The Committee has proposed that the Board consider modifications to our Bylaws to expand the manner in which we reward persons who volunteer to contribute their time in support of our programs and field trips (see page 7).

5. CCC Liaison - Leah

Nothing to report.

E. Unfinished Business

1. New media liaison position - Dave

Maria Brooks has volunteered and been selected.

2. Update on 2018-19 Signature Event - Erhard

Plans are proceeding. We'll have two ¼ page color ads in the Daily A. at \$250 each. Leah finished the flyers. I have arranged for interviews with KMUN and KAST. PAC as venue is secured.

3. Chamber of Commerce followup- Dave

Dave will attend next meeting tomorrow (Jan 29).

4. Reconsideration of 501(c)(3) application – Ellen N.

Discussion. \$250 could be saved in filing fees if we apply for 501(c)(3) status. Cost is \$250 to file plus \$100 to amend Articles of Incorporation. Oregon filing is \$50 plus \$50 annually.

MOTION: To authorize filing for 501(c)(3) with IRS.

SECOND by ??.

PASSED unanimously by 4 members present.

(Note: Discussion of this issue was deferred to a coincide with F.4. Also, two Board members were not present at the time of this vote.)

F. New Business

1. Resignation of Ellen Silverman as Secretary - Dave

Seeking volunteer. Mike will be taking minutes until a replacement Secretary is found.

2. Allocation of money for media liaison work - Dave

There is no budget at present.

3. Website statistics – Ellen N.

Presentation of statistics showing details of visits to our website.

4. Suggested changes to Bylaws – Ellen N.

Discussion of several proposed changes (see pages 5-6) to bring our Bylaws into conformity with our new status as a legal entity.

5. Proposal to hire an attorney seeking legal advice for our legal documents, liability

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insurance, non-profit status and relationship agreement - Mike

MOTION: That the Board approve an expenditure up to \$2000 for legal consultation to review our Bylaws, the draft Relationship Agreement with CCC and issues related to insurance coverage for risks related to our status of a corporate non-profit entity.

SECOND by Ellen N.

PASSED unanimously by 4 members present. (Note: two Board members were not present at the time of this vote.)

6. Review and discussion of proposed revised relationship agreement with CCC by ad hoc committee – Dave

Discussion of ongoing revisions.

G. Announcements- Adjournment

- 1. Next Board meetings - February 25, March 25, April 29, May 27 & June 24.**
- 2. Recognitions-Thank yous**
- 3. Adjournment at 3:41 pm.**

**ENCORE
FINANCIAL STATEMENT
July 1, 2018 through January 21, 2019**

Funds Available July 1, 2018	\$ 11,620.86
Membership Income	+ 5,200.00 *
Special Events +	795.00 **
Petty cash account from 2007	7.94
Expenditures	<u>- 5,215.38</u>
Funds Available January 1, 2019	<u>\$ 12,408.42</u>

<u>Expenditures</u>	<u>Budget</u>	<u>Expended</u>	<u>Available</u>
BOARD			
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
CURRICULUM COMMITTEE			
Venues	200	100.00	100.00
Publicity	350		350.00
Honoraria	500		500.00
Operating Supplies	150		150.00
Travel	200		200.00
MEMBERSHIP COMMITTEE			
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
TRIP COMMITTEE			
All	<u>1,500</u>	<u>512.80</u>	<u>987.20</u>
TOTALS	<u>\$ 9,250</u>	<u>\$ 5,215.38</u>	<u>\$ 4,034.62</u>

* Membership income: as of January 1 2019: 113 total, includes 9 free

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

Suggested By-laws changes for the Annual Meeting Summer 2019

Recommended deletions are ~~crossed-out~~.

Suggested additions are **bold and underlined**.

Heading

Current:

ENCORE BY-LAWS

Suggested change:

ENCORE **Learn** BY-LAWS

Result:

ENCORE Learn BY-LAWS

ARTICLE I

Current:

The name of the organization shall be ENCORE, an acronym for Exploring New Concepts of Retirement Education. It is sponsored and partially supported by Clatsop Community College (referred to herein as "CCC") as a program and community service for adults aged 50 and over. ENCORE's parliamentary procedures are based on *Robert's Rules of Order*.

Suggested change:

The name of the organization shall be ENCORE **Learn (referred to herein as "ENCORE")**, an **ENCORE** is an acronym for Exploring New Concepts of Retirement Education. It is ~~sponsored and partially supported by ENCORE~~ **annually enters into a partnership agreement with** Clatsop Community College (referred to herein as "CCC") as a program and community service for adults aged ~~50~~ **60 (sixty)** and over. ENCORE's parliamentary procedures are based on *Robert's Rules of Order*.

Result:

The name of the organization shall be ENCORE Learn (referred to herein as "ENCORE"). ENCORE is an acronym for Exploring New Concepts of Retirement Education. ENCORE **annually enters into a partnership agreement with** Clatsop Community College (referred to herein as "CCC") as a program and community service for adults aged ~~50~~ **60 (sixty)** and over. ENCORE's parliamentary procedures are based on *Robert's Rules of Order*.

ARTICLE II - PURPOSE

Current:

The purpose of ENCORE is to become a dynamic learning-in-retirement organization by fostering the interests of members in study, discussion, fellowship, and leadership. The organization is member-supported in that members are expected to share in leading the organization and making decisions about curriculum, fellowship, trips and budget.

Suggested change:

The purpose of ENCORE is to become a dynamic learning-in-retirement **educational** organization **within the meaning of section 501(c)(3) of the Internal Revenue Code. ENCORE will strive to foster** by fostering the interests of members in study, discussion, fellowship, and leadership. The organization is member-supported in that members are expected to share in leading the organization and making decisions about curriculum, fellowship, trips and budget.

Result:

The purpose of ENCORE is to become a dynamic learning-in-retirement educational organization within the meaning of section 501(c)(3) of the Internal Revenue Code. ENCORE will strive to foster the interests of members in study, discussion, fellowship, and leadership. The organization is member-supported in that members are expected to share in leading the organization and making decisions about curriculum, fellowship, trips and budget.

ARTICLE III Section A. Membership

Current:

- a) Membership shall be open to all persons aged 50 and over upon receipt of annual dues.

Suggested change:

- a) Membership shall be open to all persons aged 50 **60 (sixty)** and over upon receipt of annual dues.

Result:

- a) Membership shall be open to all persons aged 60 (sixty) and over upon receipt of annual dues.

NOTE: Current members between the ages of 50 and 60 at the time of this revision, if it is adapted, should be granted the ability to renew their membership as long as they continue to be members in good standing.

ARTICLE V Board

Current:

- D. The Board shall meet monthly. Special meetings may be called by the President, the CCC liaison, or any four (4) Board members upon notification of all Board members.

Suggested change:

- D. The Board shall meet monthly. Special meetings may be called by the President, ~~the CCC liaison,~~ or any four (4) Board members upon notification of all Board members.

Result:

- D. The Board shall meet monthly. Special meetings may be called by the President or any four (4) Board members upon notification of all Board members.

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.