

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

MONDAY, JULY 22, 2019

MINUTES

The meeting was called to order at 1:07 pm by President Dave Zunkel. He welcomed members to a new Fiscal year with ENCORE, and introduced new members: Jean McGonigle and Thomas Schaeffer.

ROLL CALL: Dave Zunkel
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 Liason

GUESTS: Michael Kinney, Outgoing Vice President

ADDITIONS//DELETIONS TO THE AGENDA

The Minutes for two meetings are not currently available (6/18) and (6/07/19) and will be reviewed next month.

TREASURER'S REPORT

Ellen provided the Financial Statement for the last Fiscal year. She stated that the \$ 500.00 Encore commitment to the Conference on Extraordinary Living has now been paid.

TRIP COMMITTEE

Art gave the update on the planned Octoberfest trip in September in Mt. Angel. Driver's will be reimbursed for gas by ENCORE. Carpooling groups could choose to stay at the Oregon Gardens lodging to extend the trip. Specifics for the trip are being planned and he hopes to get a valid Release form to participants.

MEMBERSHIP COMMITTEE:

Rollie stated that the plans for the August 9 Annual Picnic at Cullaby Lake are set. Members of the committee will be calling ENCORE membership regarding the addition to the picnic of an extended Annual Meeting. A quorum of 50 members is still needed.

CURRICULUM COMMITTEE

Reta discussed fall classes and schedules that are beginning to take shape. Fall classes will begin on September 30 and end on November 22. Some new classes include Smart Phone Basics, Philosophical Issues in Humanistic Thought, and a science class entitled: All Around the Universe. Some class locations are settled and some are being investigated.

CCC LIASON

Leah reported that there are two keys to the CCC Encore mailbox. She has one key and is checking out the second to ENCORE. Rollie, as head of the Membership Committee, will have access to the second key. Regarding the Lock Box at the Astoria Senior Center, Ellen will check it regularly and dispense mail left there. Leah attended a Learning Summit in Eugene recently highlighting seven Oregon Continuing Learning groups similar to Encore with different levels of financial support and numbers of members. She is very impressed with what ENCORE is doing and will share her notes with the Board in the future.

UNFINISHED BUSINESS

Michael has been sorting through several ENCORE boxes stored at CCC. He has dispensed with some materials including books given to the Astoria Library and the Astoria Senior Center. Michael made a detailed inventory of the materials and turned this over to Dave. Larry Miller has provided a file cabinet for future storage of Encore materials at Astoria Senior Center. The goal is a direct transition to one location and is underway.

Additionally, Mike gave follow up quotes on coverage for E&O insurance for Board members. Detailed recommendations were made with extensive discussion.

Frank offered a motion to accept the one million dollar policy through Westchester. Ellen seconded the motion. The Directors and Officers Insurance motion passed with no dissent.

Following discussion regarding ENCORE joining the Seaside Chamber of Commerce, Rollie moved that ENCORE join for one year at a cost of \$120. Mary Kemhus will attend meetings. Frank seconded this motion. The motion passed with no dissent. Dave encouraged ENCORE Board members to attend the Astoria /Warrenton Chamber meetings.

Ellen provided copies of proposed By Laws for Board discussion and review. She explained that Heather Reynolds, Astoria Attorney, has been assisting ENCORE with legalities. Ellen made recommendations to the Board to clarify several issues to finalize a document that will be presented to ENCORE membership for a vote. Larry Taylor gave support to Ellen on parliamentary procedure. Ellen made a motion that the quorum in the new Encore By Laws be changed to the number of members attending the annual meeting. Reta seconded the motion. The motion passed with no dissent. Additionally, Ellen moved that the By Laws document be presented at the Annual Meeting in August for adoption. Frank seconded the motion. The motion passed with no dissent.

NEW BUSINESS

Dave reported that the Policies and Procedures document is in the works and will be further discussed

at the August Board Meeting.

Reta brought up concerns regarding issues of newsletter length, timelines for distribution to membership through CCC or through ENCORE directly, and potential charges when distribution is through ENCORE and not CCC. Leah pointed out that CCC needs two weeks notice for mailings to membership.

EVENTS

Dave shared the following information:

August 9, 2019 Annual Encore Picnic 12:00 pm to 4:00 pm. Annual Meeting 1:00 pm

Reminder: \$ 5.00 parking fee at Cullaby Lake.

September 7, 2019 Conference of Extraordinary Living, CCC.

Reminder: There will be no Encore Board Meeting in December, 2019.

ADJOURNMENT

President Dave Zunkel closed the meeting at 3:36 pm

ENCORE
FINANCIAL STATEMENT
Final statement for the fiscal year
July 1, 2018 through June 30, 2019

Funds Available July 1, 2018	\$ 11,620.86
Membership Income	+ 5,500.00 *
Donations/Sponsorships	120.00
Special Events	795.00 **
Petty cash account from 2007	7.94
Expenditures	- 7,466.18
Funds Available June 30, 2019	<u>\$ 10,577.62</u>

<u>Expenditures</u>	<u>Budget</u>	<u>Expended</u>
BOARD		
Yearly payment to CCC	\$ 2,000	\$ 2,000.00
Yearly payment to ASC	500	500.00
Transition		463.78
Insurance		270.00
Other	700	868.18
CURRICULUM COMMITTEE		
Venues	200	150.00
Publicity	350	539.00
Honoraria	500	350.00
Operating Supplies	150	62.88
Travel	200	0
MEMBERSHIP COMMITTEE		
Venues	300	70.00
Publicity	150	0
Honoraria	400	0
Operating Supplies	300	75.41
Food	2,000	** 1,604.13
TRIP COMMITTEE		
All	<u>1,500</u>	<u>512.80</u>
TOTALS	<u>\$ 9,250</u>	<u>\$ 7,466.18</u>
Net Income/(loss)		\$ (1,043.24)

* Membership: 124 total, includes 9 free and 10 at \$25
** Holiday party: Total cost \$ 1,460.59
members paid - 795.00
cost to ENCORE \$ 665.59