

ENCORE Board Meeting

July 22, 2024

Present: Craig Holt (VP), Elizabeth Hayes (Past President), Eric Anderson (Treasurer), Sharon Borgardt (Secretary), Rollie Lindstrom (Membership Committee), Reta Lindstrom (Curriculum Committee)

Absent: Karen Elder (Trip Committee), Dave Zunkel (Nominating Committee)

The meeting was called to order at 1:04 p.m. Craig chaired the meeting and welcomed new board members.

Elizabeth made a motion to approve the June 17, 2024 meeting minutes as presented. Reta seconded, motion carried.

Committee Reports

Treasurer – Eric reported that he filed the required US IRS Form 990-N (Annual Electronic Notice for Small Organizations). He still needs to file with the Oregon Business Register, as required by Umpqua Bank and the State of Oregon when there is a change of officers. He updated the registry to include Sharon and Eric in their respective roles as Secretary and Treasurer. However, he cannot file without a President, so for now he has listed Elizabeth as President with a “retired” notation. There is a responsibility to file correctly, so he will contact the Oregon Business Registry for guidance on filing without a President. He will complete the filing as advised by the July 31 deadline so there is a record of Elizabeth’s resignation as of June 30, and a record of the President vacancy. Info on how the state of Oregon handles vacant President positions was distributed (online location: https://oregon.public.law/statutes/ors_65.334).

Eric was also added to our bank account at Umpqua Bank, he has account access, a credit card and can write checks. He will keep the credit card and any account related documents in a fireproof vault for safekeeping.

Our current account balance as of June 30, 2024 is \$11,597.24. Eric inquired with Umpqua about interest bearing accounts and suggests that we transfer our funds into one of their interest-bearing accounts. Since our balance is over \$10,000 we will earn about \$350 in interest annually. The account will not earn interest if our balance falls below their balance requirement, but it is currently in an account that earns zero interest, regardless of the balance.

Eric created an Excel spreadsheet to track our ENCORE expenditures more efficiently, and to correlate all transactions and receipts back to the financial reports. The spreadsheet includes the receipt or check number, transaction amount, monthly expenditure totals, credits to our account, whether the expense was for the board or for a committee, who the money is from or goes to, and a description of the transaction. This streamlined document will support all monetary business transactions and be easier for

others to maintain, should the need arise. Eric will require receipts for reimbursement and will keep both the hard copy and an electronic copy.

Trip Committee – Karen was excused, no report. It was noted that Susan Korpela will be her co-chair.

Membership Committee – Rollie reported that at this date 25 membership renewals for 2024-2025 have been paid. He expects renewal payments to keep coming in, but does not have a more accurate membership count at this time.

The Membership Committee plans an Annual Picnic August 16 from 1:00 pm – 4:00 pm at Cullaby Lake. It will be a potluck, ENCORE will provide hot dogs and condiments. Aletha will ask a local ukulele group if they can play, and there will be Bingo and raffle tickets.

The Membership Committee is also planning a social event in October. Craig will poll the membership to see if they prefer to have an Oktoberfest event, or a Halloween party; however, he will wait until more memberships have been paid.

The Membership Committee will discuss and plan an ENCORE ad campaign during their August meeting.

Curriculum Committee – Reta reported that Fall classes will start September 30 and run through November 22. Some are confirmed but not scheduled, she is working to finalize the class schedule. Classes include:

- 2 online classes (Writing Exchange and Humanistic Discussions) will continue
- Managing Change, 4 weeks, taught by Elizabeth Hayes, dates to be determined
- Communication, 6 weeks, taught by Maureen Balaam, Fridays 10:00 am to noon
- Finance, 3-4 weeks, taught by Wauna Credit Union, dates to be determined
- Nutrition, dates and number of classes to be determined
- Earthquake and Tsunami Awareness, 8 weeks on Thursdays, time to be determined

Reta has not been able to reach her contact at Wauna (Willow in the Marketing Department) regarding the finance class. Sharon will reach out to her supervisor to verify her direct number and email, and request that Willow contact Reta.

Reta shared that Karen is working on the two-day class sessions and has many ideas and topics. The first session will consist of classroom instruction and the second session will entail a visit to the off-site location, such as the Blackberry Bog Farm gardening class held at the Astoria Senior Center, and the tour of their farm the following week.

Reta shared that scheduling classes at the Astoria Senior Center (ASC) has been delayed due to waiting for the new Director to arrive sometime this week. Larry Miller is retiring and would like his replacement to be involved in scheduling, Reta will meet with her soon.

Sharon explained that she needs class descriptions and times by August 1 so she can post classes on the Chamber website, in newspapers, on KMUN, etc.

Reta asked if the Secretary could help schedule space for our board meetings. Sharon will reach out to Larry and the new ASC Director to ensure that we have a standing meeting time on the ASC calendar.

Larry's ASC retirement party is Sat, July 27 from 9:00 am to 4:00 pm. **Reta made a motion to award a paid 1 year Encore membership to recognize his service and help to ensure ASC space is available for ENCORE meetings, classes, etc. Elizabeth seconded, motion carried.**

Nominating Committee – No report, Dave was absent.

CCC Liaison – Jason Edwards was not present to report anything related to our affiliation with Clatsop Community College. There was an oversight in inviting Jason to our meeting during the transition of our new Board members, and he is also new to his role at CCC. It was noted that Jason is our CCC liaison and should be invited to meetings, included on our meeting agenda for CCC updates, and included in emails. An introduction is needed.

Old Business

Insurance - Eric recently obtained detailed info about our liability insurance. He will review the entire packet and provide details of our coverage at our next board meeting. The insurance is paid through the current quarter, but he suspects we may need other coverage. It was noted that off-site training may require additional coverage due to possible car accidents, etc. CCC may have ample liability insurance since so many people attend classes at the campus. The ASC may have adequate coverage, too.

New Business

Sharon has joined the Astoria Downtown Historic District Association (ADHDA) and will attend their meetings to promote ENCORE, make announcements, and distribute info such as our application form, fliers and classes. We will monitor to see if we get any new members as a result of these efforts, and in the future we may want to consider joining ADHDA so we can be included in their online membership directory. Elizabeth volunteered to help her have a table at the ADHDA Sidewalk Sale event on July 25 from 5:00 pm to 8:00 pm to start promoting ENCORE.

After brief discussion, it was determined that there is value in belonging to the Astoria-Warrenton Chamber of Commerce membership so we can reach beyond Astoria to the Warrenton community, post our classes on their website, submit articles and announcements in their weekly and monthly publications, connect with potential instructors and attend meetings to share info about ENCORE. Over 600 businesses and organizations are members of the Chamber.

Sharon reminded board members that Kevin Leahy of Clatsop Economic Development Resources (CEDR) is our Small Business Development Center (SBDC) rep and is a good resource for marketing assistance, training, etc.

The meeting was adjourned at 1:58 p.m.

Action Items

- Eric – Contact Oregon Business Register for advice on required filing when the President role is vacant
- Reta and/or class instructors – Send Fall Term class descriptions to Sharon and Craig by August 1 for promotion purposes and website update
- Sharon – reach out to Wauna Credit Union for contact info for their financial class
- Sharon – Reach out to new ASC Director to ensure ENCORE meetings are on ASC calendar
- Sharon – Reach out to Jason Edwards at CCC to introduce ENCORE
- Rollie/Reta – Provide 1 year ENCORE membership for Larry Miller's retirement gift
- Sharon/Elizabeth – Represent ENCORE at July 25 ADHDA Sidewalk Faire
- Eric – review insurance policy for report during August meeting
- All – provide agenda items to Sharon by August 19 for next meeting agenda

Rollie will serve in the role of President for the August meeting.

The next meeting will be held on August 26, 2024 at 1:00 pm at the Astoria Senior Center.

Respectfully submitted,

Sharon Borgardt, Secretary