

ENCORE Learn Board Meeting
June 24, 2019, 1:00 pm, Astoria Senior Center
DRAFT

Present: President Dave Zunkel, Treasurer Ellen Norris, Trip Chair Art Limbird, Curriculum Chair Reta Lindstrom, Membership Chair Rollie Lindstrom.

Absent: Vice President Mike Kinney, Immediate Past President Frank Spence. Secretary position unfilled.

- A. President Dave Zunkel called the meeting to order at 1:06 pm, and noted that a quorum of 4 or more Board Members were present.
- B. No one requested an addition to the agenda.
- C. Dave asked if there were any changes requested to the minutes of the June 3 meeting. Ellen moved to accept the minutes as emailed earlier, Art seconded. Motion passed.

D. Committee Reports

- 1. **Treasurer's Report:** Ellen passed out the financial report and noted that one remaining expense for this fiscal year is not on the report. The \$275 that was paid to the IRS with the application for 501(c)(3) status will be included in "Transition" expenses, bringing the final Net Gain/Loss to (\$1,043.24). (See attachment 1)

Ellen noted that only two of the three people with the right to sign checks are on the proposed board for the coming year. Reta moved and Art seconded that the current third person (either Mike Kinney or Ellen Silverman) be removed from the checking account and Jean McGonigle be added with Ellen Norris and Dave Zunkel. Dave noted that Jean had been nominated as Secretary, and that election will occur later in the meeting.

- 2. **Trip Committee:** Art indicated that some of the Trip committee members have noted that they have not met in a few months. He reviewed the several trips that ENCORE has sponsored during the last year, and mentioned the three criteria that need to be addressed:
 - i. If a trip is connected with a class, then we have insurance with CCC;
 - ii. Non-class trips will need insurance through the Board, which will be discussed later in the meeting;
 - iii. We have used a waiver of liability form in the past, and Dave indicated that he will request that Heather Reynolds (Attorney) and Linda Dugan (Insurance Agent) review it for us. (See attachment 3)

The trip to Oktoberfest will probably be a one-day trip. A multi-day trip to the Chihuly glass museum in Tacoma WA has been proposed.

3. **Membership Committee:** At last Monday's meeting the plans for the Annual Picnic were finalized. ENCORE will provide hot dogs and condiments; the rest will be pot-luck. We will have some games, bingo has been popular in past years. At the membership meeting the workflow for membership forms and payments was discussed, and he feels that the committee is ready to carry out the function. At the next committee meeting they will create a mailer to go to the post office about August 5, and at the August 19 meeting they will prepare the member packets to send out to new members/renewals.
4. **Curriculum Committee:** Reta indicated that there was no meeting in June.
5. **CCC Liaison:** Leah was not present, and had not given Dave anything to report for her.

E. Unfinished Business.

1. Mike was not present and had not given Dave anything to report for him. Art mentioned that a lot of the storage is party supplies for events like the picnic, and he wants to organize it so that it is easy to fill a plastic bin with what is needed for any given event. Dave will check with Larry Miller on the potential for a file cabinet and storage shelves at the Astoria Senior Center.
2. Relationship Agreement with CCC: It has not been signed yet, but will be soon. Ellen requested a copy/scan once it is signed to post on the website.
3. Signature Event: there is nothing new to report this month.
4. Media Liaison position: Dave asked Erhard to write up a job description.
5. Insurance Follow-up: Dave handed out the quotes with Mike's recommendation. The vote was postponed until Mike can be present. (See attachment 2)
6. Bylaws revision is postponed to new business.

F. New Business

1. Mary Kemhus recommended that we join the Seaside Chamber of Commerce. She is willing to be the liaison. It costs \$120, compares with \$105 for the Astoria/Warrenton CC. Consensus was that this may be a good idea to try for one year, and Dave will discuss it further with Mary.
2. There was a discussion of the causes for the lack of a quorum for the Annual Membership Meeting. Graduation weekend and a general feeling that people are less inclined to become involved were mentioned. Next year we may try having it mid-week and a little earlier on the calendar; perhaps Wednesday June 3rd. If we can get the proposed bylaws passed this summer or fall then the quorum problem will no longer exist but having a good turnout for the meeting is still important. Dave

mentioned what a good speaker we had this time and suggested we start thinking about a speaker for next year.

3. Dave reviewed the bylaws issues. Ellen handed out the document that Heather Reynolds did for us with changes highlighted in yellow to make policies similar to what has been working for us. Except for two issues, the bylaws reflect what we have already agreed on. The two issues are: (a) a quorum for the Annual Membership Meeting would be changed to be the number of members present at the start of the meeting; and (2) newly elected board members will take office at the close of the meeting where they are elected instead of July 1. Both of these are common practice.

Ellen requested that the board members take the marked-up bylaws document home and read it and call/email either Dave or Ellen with questions/concerns/requested changes. Ellen will email the document to the absent board members with the same request. Since the current bylaws require a 15 day notice to the membership of any issues to be taken up at the annual meeting, and since we are going to try to reconvene the meeting at the August 9 picnic, we can vote on the new bylaws document at the July 22 board meeting and have the required mailer out by July 26 to the members. We need to start notifying members that we are going to try to have this meeting at the picnic, which will require both email and telephone calls over the next month.

4. The current elected board members terms end on June 30. The slate of officers for the year starting July 1, 2019 is President Dave Zunkel, Vice President Tom Schaeffer, Secretary Jean McGonigle, and Treasurer Ellen Norris. Reta moved that this slate of officers serve as Temporary officers until a quorum of members can be achieved to vote the permanent officers for this year. Motion seconded by Rollie. The motion passed unanimously.
- G. Future board meeting dates: July 22, August 26, September 23, October 28, November 25. The December 23 board meeting is cancelled.

There was further discussion on getting the word out about having a short Annual Meeting at the picnic on August 9.

The Conference on Extraordinary Living will be September 8.

Dave passed around the article in the Coast Weekend in May that included information and photos about ENCORE Learn.

The meeting was adjourned at 2:25 pm.

Respectfully Submitted, Ellen Norris, Treasurer

Attachment 2

Company Name/Coverage Premium Limits

Great American

Quote: AN3153615

D&O	\$1,092	\$1,000,000
Workplace Violence Option	\$94	
Cyber Option	\$142	
Social Engineering Option	\$94	
Shared Crime Limit Option	\$266	

Westchester

Quote: May 10, 2019

(broker fee)	\$100	
Persons & Organization	\$460	\$500,000
	\$558	\$1,000,000
	\$753	\$2,000,000
	\$949	\$3,000,000
	\$1,116	\$4,000,000
	\$1,256	\$5,000,000
Employment Practices	\$77	\$500,000
	\$94	\$1,000,000
	\$127	\$2,000,000
	\$159	\$3,000,000
	\$188	\$4,000,000
	\$211	\$5,000,000

D&O insurance ←

Griffin

Quote: NBP019U0006

		\$1,000,000	
Business Owners	1522		
Management Liability Coverage	\$811		revised quote
(broker fee)	\$150		
Options:			
Equipment Breakdown	\$55		
D&O Shared Limits	N/A		
D&O Fiduciary Liability	\$100		
Defense within Limits	(\$122)		
Terrorism Coverage	\$100		

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

Attachment 1

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	- 7,191.18
Funds Available June 30, 2019	<u>\$ 10,852.62</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		188.78
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>\$ 7,191.18</u>
Net Income/(loss)		\$ (768.24)

* 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



**ENCORE TRIP INFORMATION
ASSUMPTION OF RISK AND RELEASE FORM**

NAME [Please Print] _____

WELCOME TO ANOTHER ENCORE ADVENTURE. THIS INFORMATION IS DESIGNED TO ASSIST YOU IN PLANNING FOR YOUR ENCORE TRIP.

HERE ARE FOUR ACTIVITY LEVELS FOR ENCORE TRIPS: Your Trip Leader will inform you of the activity level for your current trip.

EASY: Our least active experiences are “easy”. On these easy learning adventures you can expect a minimum of required physical activity with minimal walking and limited stairs to negotiate.

MODERATE: “Moderate” programs include activities such as walking up to a mile a day through a city and standing in a museum for a few hours.

ACTIVE: To participate fully in these learning experiences you must be able to walk as much as two miles a day, perhaps to explore historic neighborhoods or enjoy nature trails [maybe including climbing stairs or hills].

MODERATELY CHALLENGING: If you are someone who enjoys a good physical challenge, spending most of your day[s] on the go, then you will love our “moderately challenging” programs.

ESSENTIALS:

AS INSTRUCTED, please send your deposit check directly to the Trip Leader. INCLUDE TWO EMERGENCY CONTACTS WITH THEIR PHONE NUMBERS, and return this signed form with your deposit.

1} _____

2} _____

REMEMBER to bring water and any snacks you wish to supplement meals. [You may be asked to pack a lunch].

BRING your health insurance card and an updated medication list in your wallet and also bring your medications.

Please read and sign on back of this page.

With any physical activity, certain dangers may occur, including but not limited to, bruises, strains, sprains, and any other injury that may arise from this type of activity.

For the right to participate in ENCORE, and the services arranged for me by ENCORE/Clatsop Community College; I have and do hereby assume all risks arising from my participation in classes, open-entry hours; and will hold ENCORE/Clatsop Community College and its agents and assigns harmless from any and all liability, actions, causes of action, debts, claims, demands of every kind and nature whatsoever, which may arise out of or in connection with my participation in any of the activities arranged for me by ENCORE/Clatsop Community College. The terms hereof shall serve as a release and assumption of risk for all my heirs, executors, administrators, and for all members of my family.

I, the undersigned, acknowledge that it is my responsibility to procure or otherwise obtain accident and medical insurance coverage for my participation in these above described programs.

I, the undersigned, have read this Release/Assumption of Risks and understand its terms. I execute it as consideration for the right to participate in the full knowledge that by this document, I have waived legal rights that I would have otherwise been entitled to enforce.

Signature _____

Printed Name _____

Date _____

