



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

Board of Directors Meeting Minutes March 25, 2019

A. Welcome-Attendance

Meeting called to order at 1:04 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

Mike proposed adding item E.8 – ENCORE material stored at CCC.

C. Review and Vote on January Minutes

Ellen asked that attachment (pages 5-6) be deleted as item was deferred.
Feb 25, 2019, meeting minutes unanimously approved as amended.

D. Committee Reports

1. Treasurer- Ellen N

Financial statement FYTD Mar 18, 2019, was accepted (see page 4).
Anticipated running about \$1000 in red at end of this FY but within budget. Asked for committees' budget submission for FY19/20 before next Board meeting in April.

2. Membership- Rollie

Current membership count is 119, which includes 24 new members. Finalizing plans for Chinese in Astoria. Event insurance certificates have been provided to those that need copies. Committee is reviewing new ENCORE posters. Our next annual membership meeting will be held at CCC. Seeking someone from CCC for a presentation about CCC (i.e., facilities and services available to members) at next annual meeting. Next Lunch Bunch will be at Dooger's in Warrenton. Dave noted that Dooger's was closing soon.

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Approved 4/22/19

3. Trip- Art

Nothing to report.

4. Curriculum - Reta

Spring term classes have been reviewed and coordinator packets distributed. Signature event at PAC yesterday. Potential for a class at Astor House assisted living facility.

5. CCC Liaison - Leah

CCC classes begin next Monday.

6. Nominating – Dave

Committee members are Dave, Sue Zerangue and Elsie Gross. Seeking two more.

E. Unfinished Business

1. Review of The Chinese in Astoria - Erhard

The guest speaker was paid a \$100 honorarium and stayed overnight in Astoria. 60% increase in attendance this year – 161 people. Two color ads in Daily Astoria helped along with CCC coverage. Exit interview of about 20 people asked how they learned of event. One person donated \$20 to ENCORE. Several people happily surprised that event was open to all and free. Cost to hold event was \$900. Clatsop County Historical Society donated \$100. Thanks to Lum family for their assistance. After-event dinner held at Golden Luck. Thanks to Leah for help developing advertising materials. \$135 insurance premium for use of PAC.

2. Suggested Bylaws changes - Ellen

Presented draft changes (see pages 5-7) and explained the reasoning behind her recommendation. **MOTION:** that the Board approve the Bylaws amendments for presentation to the membership at the June annual meeting. Second by Frank.
PASSED unanimously.

3. Update on 501(c)(3) filing - Ellen

Filing with the IRS is delayed while the State processes a necessary revision to our Articles of Incorporation. Anticipate another \$200 in cost to complete filing.

4. Attorney and insurance follow-up - Mike

Heather Reynolds provided a full document of recommended material to be included in our Bylaws. Offered to merge with our existing Bylaws but not yet received before this meeting. One hard copy was given to Ellen. Mike asked for input from Board members detailing our expected meetings, trips and other events that are not covered by CCC liability insurance.

5. Revised proposed Relationship Agreement with CCC - Dave

MOTION: that the Board accept the Relationship Agreement as revised. Second by Ellen.
PASSED unanimously.

6. Protocol for handling ENCORE Inquiries and Membership applications - Leah

Discussed process and how will be handled beginning July.

7. Proposed change of ENCORE fiscal year – Dave, Ellen

Ellen withdrew her recommendation to change our fiscal year.

8. ENCORE material stored at CCC – Mike

Discussed goal of reducing amount of material currently stored at CCC. Three boxes of books donated to Astoria Library and one VHS storage box have been retrieved.

MOTION: that we donate the VHS tapes to ASC.

PASSED unanimously.

F. New Business

1. Ideas for cooperation of Warrenton and Astoria Senior Centers with ENCORE - Dave.

Gary Webb has asked for ideas for cooperation between these three organizations.

2. Proposal for 2020 Signature Event/Honorarium - Erhard.

Discussed idea for presentation of historical event for next year – perhaps May. East German misstep to open Iron Curtain and how it was handled w/o planning. Leah indicated that it might be related to high school mandatory curriculum.

G. Announcements- Adjournment

1. Future Board meetings - April 22, May 27 & June 24, July 22, August 26 and Sept 23.

2. Annual General Membership meeting – June 7. Preparations for that meeting should be completed by the April Board meeting.

3. Spring classes – April 1 thru May 24.

4. Annual CCC Foundation Dinner and Auction to support CCC scholarships is May 4 at Patriot Hall. ENCORE will have a table of 10 underwritten by Dave and Kathleen. Board members interested in attending should contact Dave. Unfilled seats will be made available to general membership on April 1. No charge for this event but donations in any amount are welcome.

5. Adjourned – 2:51 pm.

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

Funds Available July 1, 2018	\$ 11,620.86
Membership Income	+ 5,350.00 *
Special Events	795.00 **
Petty cash account from 2007	7.94
Expenditures	<u>- 6,465.38</u>
Funds Available March 18, 2019	<u>\$ 11,308.42</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		238.78	-238.78
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	150.00	350.00
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>\$ 6,465.38</u>	<u>\$ 2,784.62</u>
Net Income/(loss)		\$ (312.44)	

* Membership income: as of March 18 2019: 118 total, includes 9 free and 4 at \$25

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

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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 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 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 Membership

Current:

A. Membership.

- a) Membership shall be open to all persons aged 50 and over upon receipt of annual dues. All ENCORE members are volunteers who donate their time for the benefit of the organization and are not paid for their services. Membership is required for enrollment in classes. The membership year shall begin July 1 and end June 30 of the following year.
- b) Dues are established by the Board. Persons joining from the end of ENCORE's winter term to June 30 are entitled to membership at dues of half the rate of full-year membership.

Suggested change:

- a) Membership shall be open to all persons aged 50 and over upon receipt of annual dues. All ENCORE members are volunteers who donate their time for the benefit of the organization and are not paid for their services. Membership is required for enrollment in classes. ~~The membership year shall begin July 1 and end June 30 of the following year.~~
- b) Dues are **and membership renewal period(s) shall be** established by the Board. ~~Persons joining from the end of ENCORE's winter term to June 30 are entitled to membership at dues of half the rate of full-year membership.~~

Result:

- a) Membership shall be open to all persons aged 50 and over upon receipt of annual dues. All ENCORE members are volunteers who donate their time for the benefit of the organization and are not paid for their services. Membership is required for enrollment in classes.
- b) Dues and membership renewal period(s) shall be established by the Board.

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.