

## ENCORE Learn Board Meeting

March 31, 2025

Present: Sharon Borgardt (President), Elizabeth Hayes (Immediate Past President), Maureen Balaam (Curriculum Committee Chair), Eric Anderson (Treasurer), Karen Elder (Trip Committee)

Absent: Craig Holt (VP/Webmaster)

The meeting was called to order at 1:05 pm by Sharon.

*The meeting minutes from March were not reviewed and will be presented for approval at the April meeting.*

Sharon introduced and welcomed our new Clatsop Community College Liaison, Josh Allison, Business Advisor in the Small Business Development Center.

Action Items from previous Board meeting were reviewed. Incomplete items include:

- Add enrollment/renewal feature to website and work with treasurer regarding payment options. (Craig not present)
- Contact Warrenton Community Center to request a presentation at Meals on Wheels (Karen)
- Contact Wickiup Grange to request a presentation to members (Karen, reassigned to Sharon)

### REPORTS

#### President's Report

Jean McGonigle (Secretary) and Rollie Lindstrom (Membership Chair) have resigned their positions on the Board of Directors.

Due to Jean McGonigle's resignation, changes to the Umpqua Bank account were necessary. Elizabeth will remain on the account as an authorized signer until a new secretary is assigned.

Sharon obtained a debit card with Umpqua Bank to be used for purchases.

The ENCORE board decided to audit the two ongoing online classes to ensure all participants are members. Four participants in the Writer's Exchange class are not members. People may have either forgotten to renew or were not aware of the membership requirement to attend classes. Sharon and Eric agreed that since we had not previously audited nor reminded participants of this requirement, he will inform his class that membership is required per our bylaws, but they can remain in his class for the remainder of the year. When they receive 2025-2026 membership/renewal packets they will need to join ENCORE to continue.

Tod Lundy is the instructor for the Humanistic Discussions online class. At Sharon's request, Eric explained to Tod the need for him to conduct the membership audit. Tod expressed dissatisfaction with this course of action. The Board of Directors discussed the issue and noted that bylaws require all participants to be members to be eligible to participate in his class. Sharon will contact Tod to discuss this issue. If Tod is still not willing to advise his students that membership is required and abide by our bylaws regarding membership, then ENCORE will drop his class.

**Action item: Sharon will reach out to Tod about his students being ENCORE members.**

Sharon created and delivered an ENCORE PowerPoint presentation at the March Astoria Senior Center Meeting. Thirty-five people were present. The PowerPoint program is a new recruitment tool and can be used by any ENCORE volunteer when giving presentations to community organizations.

The Annual Meeting was tentatively scheduled for June 13<sup>th</sup> but a key person involved in the planning and execution of the meeting is unavailable. The date for the Annual Meeting has been changed to June 20<sup>th</sup>. Sharon requested Josh reserve room 219 in Columbia Hall from noon to 4pm for the 20<sup>th</sup>.

David Reid, Astoria/Warrenton Chamber of Commerce Executive Director, is willing to serve as the guest speaker if his schedule allows. His topic includes activities and events of interest to our members in the Clatsop County area.

**Action item: Sharon will confirm the June 20 reservation for Room 219 with Josh.**  
**Action item: Sharon will ask David Reid if he can present on June 20<sup>th</sup>.**

Sharon reviewed our bylaws, created a draft with proposed changes by board members, and provided it to the Board for review. The draft was discussed. A revised copy will be sent to board members.

*A copy of the bylaws with changes is attached to this document.*

**Action Item: Sharon will make the edits agreed upon to the Bylaws draft and email it to the Board members for final review, so it is ready to present for voting at the Annual Meeting in June.**

Sharon reported that the latest bylaws (2019) do not specify the price for membership. Instead, they refer to our Policies and Procedures to set pricing or discounts, so we do not need to modify them in order to offer \$25 memberships late in the year or use the scholarship for reduced memberships. The Policies and Procedures posted on our website are dated April 2020 and state that if a member joins after the Winter Term, dues reduce to \$25.

Policies and Procedures:

The Board reviewed a draft copy of the Policies and Procedures, based on changes to the 2020 version. Minor corrections were made, and the changes agreed upon include:

- Signing in at classes helps ensure that attendees are covered under the Clatsop Community College (CCC) liability insurance
- Added Section E to briefly explain Compliance with FTE eligible classes
- Clarification for travel reimbursement in Section I
- State in Section K that committees will meet monthly
- Added the dates the ASC and CCC agreements are to be renegotiated and executed
- Added electronic document storage to Section S
- Updated Section T so our cancellation policy matches the one the Board agreed upon during the 2023-2024 year

Additionally, Sharon has drafted an anti-discrimination policy.

**Action Item: Sharon will arrange with Dean to execute the ASC agreement in July to coincide with the ENCORE fiscal year.**

**Action Item: Sharon will make the Policy and Procedures edits discussed and email it to the Board for final review.**

A brief discussion ensued regarding the class cancellation policy and procedures. Elizabeth noted a document outlining the policy and procedure was created and approved in 2023.

**Action Item: Sharon will make sure the cancellation policy and procedures created previously are congruent with what is currently taking place.**

Sharon has sent an email to our membership and reached out to several people about Board or Committee positions and has received no response. She also submitted a press release to the Chamber of Commerce regarding the need for volunteers. Aletha (Membership Committee) suggested that ENCORE place an ad in the Classified section of the Daily Astorian as she has had success finding volunteers via classified ads.

It was determined that all Board members need to actively assist in recruiting for a Secretary, Treasurer, Media Liaison, and additional members on the Curriculum and Membership Committees. A decision was made to appoint a Nominating Committee to assist with recruiting. Sharon will ask Dave Zunkel to lead the committee, Elizabeth will help, and Elfi was suggested as a third member of the committee.

Elizabeth has created a job description for the Media Liaison position which will help both in recruitment efforts and implementation of the duties.

**Action Item: Sharon will call Dave and request he form a Nominating Committee.**

The Board discussed the possibility of resurrecting *The Conference for Extraordinary Living*. In this past, this was a joint effort with Clatsop Community College (CCC). Josh

advised that CCC is not planning to offer this conference in the near future but will support ENCORE assuming the leadership role and presenting the conference in 2026. Elizabeth checked with a past CCC Community Education Coordinator who was heavily involved in the planning and execution of the conference. She indicated it takes about a year to plan and promote the conference. It was agreed that if ENCORE moves forward with this effort, all ENCORE committee members will assist with this effort.

Sharon has had several requests to print our membership form and other documents in color. Cost-effectiveness was discussed and the board determined that Sharon would purchase paper and ink at the expense of ENCORE rather than paying a local vendor to print.

#### Treasurer's Report

Eirc provided a Treasurer's report and draft 2025-2026 budget.

The February 28th Umpqua bank statement shows a beginning balance of \$11,406.18, withdrawals/subtractions of \$574.98. Ending balance: \$10,891.23. Membership Dues income: \$300.00. Board expenses: \$25.98 (business cards from Vista).

2024-25 FYTD show a variance of -\$450.00 in the current budget. Membership Committee expenses exceed budget by \$1,744.05.

Eric presented a proposed budget of \$4,350.00 for FY 2025-2026.

Related to risk management, he recently contacted two other insurance agents to ask for liability insurance quotes, the agency he has been working with is slow to respond and their quote was quite expensive. One company, Hagan Hamilton in McMinnville has been in touch.

**Action Item: Eric will review records and provide the savings account transactions for the previous five years. He will report to the board at the next board meeting.**

#### Membership Committee Report

Sharon reported on behalf of the committee. Rollie Lindstrom has stepped down as Membership Chair but wishes to remain on the committee. He will help others carry out duties as needed and retain his historical records until a new Chair is chosen. In the absence of a Chair, the committee will share the workload and work to recruit new committee members.

We have 83 confirmed members, and it is believed there are 3 additional new members to be processed. Membership has not surpassed 85 members since 2020.

The membership Committee plans to have author Jerry Sutherland conduct a presentation on *Bayocean: Atlantis of Oregon* in September for their annual signature event. Details are forthcoming.

### Curriculum Committee Report

Maureen reported that class attendance is up, as follows:

- Topics in Architectural History – 15
- Story of Medieval European Philosophy – 21
- History/Culture of Unrecognized Astorians – 20
- Geology, Oceanography, Columbia River Estuaries – 15
- Master Gardeners Hummingbird presentation – 23
- Writing Exchange (online) – 12
- Humanist Discussions (online) – unknown

Sharon recognized Maureen for leading the charge of offering classes that appeal to our members.

Social media posts now include Facebook and Nextdoor. It was suggested we need more pages on the website related to Curriculum/upcoming classes.

Elizabeth noted she has created a job description for Curriculum Coordinator as well as procedures and a convenient implementation checklist.

The purpose of these documents:

- Ensure instructors receive the support needed to be successful in teaching classes
- Outline the communication process to class participants when class is postponed or cancelled
- Collect and provide CCC forms related to HECC eligible classes as per contractual agreement
- Collect data to evaluate quality of classes and to plan future classes

The documents were provided to Maureen and her team to review, edit, and utilize.

**Action Item: Sharon and Maureen will work with Craig to obtain additional pages on the website for the Curriculum Committee.**

### Trip Committee Report

Karen is working with her committee to schedule an activity at Blackberry Bog Nursery on April 22, 2025.

She is also working on a behind the scenes tour of the Fort George Warehouse on April 24, 2025.

### CCC Liaison Report

Josh is happy to be aligned with ENCORE and can help by assisting in advising current college instructors as to opportunities to conduct classes for ENCORE that do not conflict with current college class content.

The deadline for classes to be published in the CCC Class Schedule is April 21<sup>st</sup>.

Josh was able to make two corrections to the CCC website after Sharon reported the “2408” phone number and Community Ed email address were actually still listed on their website. Contact info listed on the CCC website now reflects the current phone as 503-338-2599 and the website as [Encorelearn@clatsopcc.edu](mailto:Encorelearn@clatsopcc.edu).

The issue of keeping membership criteria to age 50 was discussed. Discussion included raising the age to 60 or above or simply “retired” as the criteria. It was suggested that the age 50 was a condition that CCC made when ENCORE joined in partnership.

**Action Item: Josh will research the age 50 criteria and report back to the board at the next meeting. He will seek to clarify if this was a condition of the partnership and if it can be changed.**

#### Old Business

Based on getting several new members from the ASC, and Sharon presenting to 35 Astoria Senior Center members during their March 20 meeting, we will continue to ask Dean to share ENCORE info via email but will not hold a special event for ASC members.

#### New Business

We will consider changing the day of the week for Board and Committee Meetings now that we have classes on Mondays, and many holidays fall on Mondays, days to be determined.

**Action Item: Sharon contact Dean for available space at the ASC and will include this change in the meeting day on the April Meeting Agenda.**

The next meeting is tentatively scheduled for April 28 at 1:00 pm at the Astoria Senior Center, day of week may change. Please contact Sharon with any agenda items.

The meeting adjourned at 4:00 pm.

Respectfully submitted,

Elizabeth Hayes