



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

Board of Directors Meeting Minutes June 3, 2019

A. Welcome-Attendance

Meeting called to order at 1:00 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)

Guests:

Jean McGonigle
Tom Schaeffer

B. Additions to Agenda

None.

C. Review and Vote on April Minutes

April 22, 2019, draft meeting minutes unanimously approved without changes.

D. Committee Reports

1. Treasurer – Ellen

The YTD – 5/26/19 – financial report was submitted and accepted by the Board (see page 4).

2. Trip- Art

Committee is considering merging Oktoberfest and Oregon Gardens as a class. Pending a resolution of insurance concerns, trip planning is pending.

3. Membership- Rollie

There was no meeting in May. Plans are firming up for taking over membership responsibilities with a new process. Hoping to arrange a tour of the CCC library following June annual meeting. Rental of space at Cullaby Lake for Aug 9th picnic is confirmed.

4. Curriculum - Reta

ENCORE Board meeting 6/3/19
Approved 6/24/19

Fall term will have some new instructors and new classes. Thirteen complimentary membership awards given for 2019/20 to instructors for teaching six hours or more during the past year.

5. CCC Liaison - Leah

CCC 2019 graduation is next week and summer classes begin. Rollie has been meeting with Leah to shift responsibility of membership records management.

6. Nominating – Frank

Slate of nominees for annual meeting election is: Dave Zunkel – President; Tom Shaeffer – Vice President; Ellen Norris – Treasurer; Jean McGonigle - Secretary.

E. Unfinished Business

1. Insurance follow-up - Mike

Three bids were received via our broker. A cost comparison chart was presented with some discussion about various coverages and limits. One amended quote not yet received. Recommended that D&O coverage be purchased to be effective NLT July 1st.

2. Relationship Agreement with CCC - Leah

RA has been signed by CCC with only two minor changes that were acceptable to ENCORE. **MOTION:** Frank moved that we accept and sign the RA; Art 2nd. **APPROVED** unanimously (See Page 5). Note – waiting for copy of signed agreement.

3. Signature Event Update – Dave

Nothing other than event will be held May 2020.

4. Level of Support for Conference on Extraordinary Living - Leah

Continued discussion of ENCORE participation and contribution of event to be held Sep 7, 2019. **MOTION:** Frank moved that ENCORE support COEL again this year and contribute \$500; Art 2nd. **PASSED** unanimously.

5. Review of proposed Bylaws changes - Dave

Dave discussed a number of issues regarding the construct of the recommended set of Bylaws by our legal counsel. Because of the change in the number of elements that are significantly different from our current Bylaws, Dave will seek revisions to reduce the scope of the proposed changes.

F. New Business

1. Media liaison position again open - Dave

A Job Description is being written to better define the position requirements.

2. Inventory issues - Mike

Further description of items in storage was presented with a recommendation that some materials be relocated to a storage area within ASC. Some available space has been identified by Larry.

Mike recommended that the Board develop a complete list of items and ensure that Board members are fully aware of all items that belong to ENCORE.

3. Working with Warrenton Senior Center - Dave

Dave is working with Jerry O'Neill to determine what level of cooperation can be agreed upon. Some Board members recalled issues related to prior use of their facilities.

G. Announcements- Adjournment

- 1. Future Board meetings - June 24 (with newly elected Board), July 22, August 26, September 23, October 28, November 25 and, possibly, December 23.**
- 2. Annual General Membership meeting – 2 pm, June 7. We need a quorum of at least 50 members.**
- 3. Summer picnic will be held Aug 9.**
- 4. Conference on Extraordinary Living is September 7, 2019.**
- 5. Juna Greta Zunkel born May 24th.**
- 6. Adjourned at 2:43 pm.**

**ENCORE
FINANCIAL STATEMENT
July 1, 2018 through May 26, 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	<u>- 7,070.56</u>
Funds Available May 26, 2019	<u>\$ 10,973.24</u>

<u>Expenditures</u>	<u>Budget</u>	<u>Expended</u>	<u>Available</u>
BOARD			
Yearly payment to CCC	\$ 2,000	\$ 2,000.00	\$ 0
Yearly payment to ASC	500	500.00	0
Transition		188.78	-188.78
Insurance		270.00	-270.00
Other	700	868.18	-168.18
CURRICULUM COMMITTEE			
Venues	200	150.00	50.00
Publicity	350	539.00	-189.00
Honoraria	500	350.00	150.00
Operating Supplies	150	32.08	117.92
Travel	200	0	200.00
MEMBERSHIP COMMITTEE			
Venues	300	70.00	230.00
Publicity	150	0	150.00
Honoraria	400	0	400.00
Operating Supplies	300	47.55	252.45
Food	2,000	1,542.17	457.83
TRIP COMMITTEE			
All	<u>1,500</u>	<u>512.80</u>	<u>987.20</u>
TOTALS	<u>\$ 9,250</u>	<u>\$ 7,070.56</u>	<u>\$ 2,179.44</u>
Net Income/(loss)		\$ (647.62)	

* Membership: as of May 26 2019: 124 total, includes 9 free and 10 at \$25

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

ENCORE Board meeting 6/3/19
Approved 6/24/19