

ENCORE BOARD OF DIRECTORS MEETING

Monday, November 27, 2017

Astoria Senior Center
1111 Exchange Street / Astoria, OR 97103

1. **Call to Order.** Dave Zunkel/President, convened the meeting at 10:02am.
2. **Roll Call.** Board members present were: Dave Zunkel/President, Mike Kinney/Vice President, Ellen Norris/Treasurer, Lorri Bradley/Secretary, Frank Spence/Immediate Past President, and Art Limbird/Chr. Trip Comm., Reta Lindstrom/Chr. Curriculum Comm., and Rollie Lindstrom/Chr. Membership Comm. Guests present were Mary Kehmus/College Liaison, Sue Zerangue/Member, Erhard Gross, and Leah Olson, the new College Liaison.
3. **Additions/Deletions to Agenda.** There was one addition to Unfinished Business re Board Meeting places and times.
4. **Approval of Minutes of Last Meeting.** The Minutes of October's meeting were presented for approval. Motion was made by Frank, and seconded by Ellen to accept; motion was passed unanimously.
5. **Treasurer's Report.** Ellen distributed the financial report for November 13, 2017. The report was accepted as submitted.
6. **CCC/ENCORE Liaison.** Mary Kemhus was present at her last meeting, prior to retirement. She said there was no new business from CCC to report. She also introduced her replacement, Leah Olson, to the Board.
7. **Committee Reports:**
 - A. **Curriculum Committee.** Reta said the committee met on September 13th and finalized the Winter term. There are 12 classes, with a wide variety in the schedule; the list of classes can be found on the ENCORE Website. She also brought up the recent purchase of tables, for ENCORE, that will be stored at the Senior Center. Her concern was not so much that the tables had been purchased, but that the manner in which they were purchased, she felt, was not in accordance with required procedures. The tables were purchased by Bob Westerberg, and he was requesting reimbursement in the amount of \$114.97. While the Curriculum Committee was willing to provide the refund, she asked that our reimbursement policy be reviewed in order to avoid any confusion in the future.
 - B. **Membership Committee.** Rollie said most everything is in place for the Holiday Bash; some of the menu will include prime rib, chicken, a vegetarian dish, assorted side dishes and an open bar; they will be having a meeting today to finalize the details. The cost will be \$15 for members and \$20 for non-members.
 - C. **Trip Committee.** Art said this committee hasn't met recently, but did mention that the expenses for

the September trip should be charged to the Trip Committee.

8. Unfinished Business.

A. Status of Old/Past Board Meeting Minutes. Ellen and Lorri reported that they met and went through two folders of Board meeting minutes that were just recently turned in by Anne Gant. One file folder of minutes were already scanned to ENCORE's system, and one wasn't. Ellen said she will scan the required minutes. There are also many months of minutes in the archives that will need to be scanned. It was decided that Dave & Ellen will work with CCC on locating and securing the archived minutes and getting them scanned into the system. Erhard Gross also raised the question of whether all the Committee meeting minutes had been scanned; Ellen requested that all Committee meeting minutes be submitted to her so they could also be scanned into the system.

B. Website. Ellen stated that the new website system is up and working! She said the new program seems much easier to work with, and is open to any suggestions to make it even better and/or more informative.

C. Meeting Scheduling. Based on today's trial meeting at 10:00am instead of 1:00pm, and, although it did raise a couple of complications for one of the Committees, the overall consensus was that 11:00am would be the best time for future Board & Committee Meetings. Mary reminded us that CCC is an available venue as well. Also, Erhard indicated that there is a possibility of accessible space offered by the Elks Club; however, since it's been some time since this was mentioned to him, he will check with them to see if the offer is still open.

9. New Business.

A. Purchase of Tables. As a continuation of the earlier discussion of the tables purchase, it was acknowledged that the cost of the new tables would be charged to the Curriculum Committee. A consensus also re-established that the proper process of any purchase must go through the appropriate Committee and be authorized by that Committee's Chairperson. Further discussion determined that, while a "poll" may be taken via email, the final decision must go through the proper channels.

10. Comments/Announcements. None

11. Important Upcoming Dates.

A. Holiday Party – December 15th /Noon – 4:00pm

B. No Board Meeting in December

C. Winter Classes begin January 15, 2018

12. Adjournment. Meeting was adjourned at 11:16am.

Respectfully submitted,

Lorri Bradley, Secretary