



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

Board of Directors Meeting Approved Minutes November 26, 2018

A. Welcome-Attendance

Board Members present: Dave Zunkel President; Mike Kinney, Vice President; Art Limbird, Chair Trip Committee; Ellen Norris, Treasurer; Ellen Silverman, Secretary; Reta Lindstrom, Chair Curriculum Committee; Committee; Frank Spence, Former President; Leah Olson, CCC Liaison

Absent: Rollie Lindstrom, Chair Membership

Guests: Present: Sue Zerangue; Erhard Gross

Meeting called to order at 1:05 pm.

B. Additions to Agenda

Mike requested an addition to Unfinished Business; it will be item 4.

C. Review and Vote on Prior Minutes- Ellen S

Approved as corrected.

D. Committee Reports

1. Treasurer- Ellen N

There were no questions and the financial report (see last page) was accepted.

2. Trip- Art

The trips this fall were a three-day trip and several field trips, all connected to the Forestry Class. A total of 22 people participated in at least one trip. The final trip to Oregon Department of Forestry was an excellent capstone for the various places that were visited during the course.

3. Membership- Rollie

Since Rollie was absent, Reta informed us that we now have 110 members. Preparations are underway for the Holiday Bash. We are expecting 60 people. No Lunch Bunch meeting in December or January.

4. Curriculum - Reta

Reta reviewed the Winter Class Schedule draft which is ready to go for January and almost ready to distribute on-line.

5. CCC Liaison - Leah

Nothing to report.

E. Unfinished Business

ENCORE Board meeting 11/26/18
Approved 1/28/19

1. Status of media liaison Position- Dave

Erhard & Dave are reviewing a potential candidate for the position.

2. Update on 2018-19 Signature Event- Erhard

Erhard reports that the venue has been changed to the PAC and the event has been moved back two days from Tuesday March 26th to Sunday March 24th at 2:30 pm.

3. Follow-up Chamber of Commerce application- Dave

Dave will speak about ENCORE at the Chamber of Congress this Tuesday at their breakfast with Leah. Also, on Thursday at the Moose Club.

4. Mike made an inventory of ENCORE books in storage at Clatsop Community College with the goal of reducing what we store. The list was distributed to board members and will be posted on-line.

F. New Business

1. Review of first two ad hoc Committee meetings and discussion.

Dave stated that he appointed an ad hoc committee of six: 4 members of the board (Frank, Rita, Dave, Mike); and 2 non-board members (Erhard, Mary Kemhus). The committee met on Nov 5th and 19th. Dec 10th is the next meeting. The purpose of the committee is the creation of a document of what ENCORE will do and what CCC will do. Leah mentioned that ENCORE needs to get its own EIN, and that the college's insurance covers ENCORE only for classes.

2. Discussion of Motion to File with IRS for an EIN, etc.

Mike and Ellen Norris presented the discussion and proposed this motion:

ENCORE will file with the IRS for an EIN for "ENCORE Learn," assuming that the name is still available on the state organization list at the time of filing.

ENCORE will file with the State of Oregon for the name "ENCORE Learn" if it is available.

ENCORE Learn will open a new checking account at Columbia Bank with the funds that are currently in the ENCORE/CCC account, and close the current checking account.

Signers on the account will be Dave Zunkel, Mike Kinney, and Ellen Norris.

CCC will transfer to ENCORE the balance of the ENCORE funds that are being held by CCC.

Any new membership fees received by ENCORE for the rest of this fiscal year will be processed through the ENCORE checking account, once a process has been agreed upon by CCC & ENCORE.

Frank moved to accept the motion. Seconded by Mike. It passed unanimously.

Mike made a motion to designate David Eugene Zunkel as the Registered Agent. Frank seconded this motion. It passed unanimously.

3. Discussion of additional ad hoc committee proposals

The next meeting will be December 10.

4. Handling of ad hoc committee minutes and agenda, board emails

Mike indicated that a gathering of 5 or more board members at a meeting constitutes a quorum, requiring a certain amount of transparency. Also, replying “To All” in an email exchange that includes 5 or more board members infers a discussion and would also require transparency. It was agreed that there would be no more than 4 board members present at the ad hoc committee meetings and that BCC will be used for all email communications with board members.

5. Quorum issues at last General Membership meeting

Mike asked if there was a count at the June 2018 membership meeting showing that a quorum was present. Ellen Norris said our June meeting was documented with a quorum. It was noted that the by-laws change that was approved at that meeting was for a quorum of 40% of membership, allowing proxies, at our annual meetings.

G. Announcements- Adjournment

1. Next Board meetings - November 26, January 28, February 25

2. Holiday Bash - Saturday December 1, 2018

3. Recognitions-Thank yous

Gratitude by Sue for the full schedule of ENCORE class choices and the good work Reta is doing.

4. Adjournment

Reta moved that we adjourn, and Art seconded the motion. Passed unanimously.

**ENCORE
FINANCIAL STATEMENT
July 1, 2018 through November 19, 2018**

Funds Available July 1, 2018	\$ 11,620.86
Membership Income	+ 5,000.00 *
Special Events	+ 0
Expenditures	<u>- 3,360.97</u>
Funds Available November 19, 2018	<u>\$ 13,259.89</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
Other	700	660.00	40
CURRICULUM COMMITTEE			
Venues	200	50.00	150
Publicity	350		350
Honoraria	500		500
Operating Supplies	150		150
Travel	200		200
MEMBERSHIP COMMITTEE			
Venues	300	35.00	265
Publicity	150		150
Honoraria	400		400
Operating Supplies	300		300
Food	2,000	103.17	1,897
TRIP COMMITTEE			
All	<u>1,500</u>	<u>512.80</u>	<u>987</u>
TOTALS	\$ 9,250	\$ 3,360.97	\$ 5,889

* Membership income: as of 11/19: 109 total, includes 9 free