

ENCORE Board Meeting

October 28, 2024

Present: Elizabeth Hayes (Past President), Eric Anderson (Treasurer), Sharon Borgardt (Secretary), Rollie Lindstrom (Membership Committee), Craig Holt (VP), Dave Zunkel (Nominating Committee)

Absent: Reta Lindstrom (Curriculum Committee), Karen Elder (Trip Committee),

Meeting was called to order at 1:00 pm.

Elizabeth made a motion to approve the September 23, 2024 meeting minutes as presented. Rollie seconded, motion carried.

Committee Reports

Nominating Committee – Dave reported that Tess had an injury and may not be able to write the Class Act newsletter. Elizabeth is willing to take on the newsletter project.

The Nominating Committee did a lot of outreach in their search for a candidate to be our ENCORE President. There was no response to the request he included in the Class Act newsletter. The committee was recently notified by Sharon Borgardt that she is interested in filling the vacant role. After reviewing her past board history and her impression of some of actions the board should consider in order to thrive, including a facilitated planning retreat that can be done at no cost, the Nominating Committee formally recommends Sharon for the role of President for the remainder of 2024-2025 term. Since she currently serves as President, the Committee also searched for someone to fill the role of Secretary. Jean McGonigle is interested in the role of Secretary but will need to assume the role in January 2025. Noting that Sharon will need to simultaneously serve as Secretary for November and December, the Nominating Committee is recommending Jean McGonigle as Secretary for the remainder of 2024-2025 term. Sharon excused herself from the room so discussion and a vote could ensue.

Elizabeth made a motion to vote Sharon Borgardt to become President of ENCORE to fill the vacant role through June 30, 2025, effective immediately. Craig seconded and the motion passed with a unanimous vote.

Elizabeth made a motion to vote Jean McGonigle to become Secretary of ENCORE, effective January 1 through June 30 2025, with Sharon Borgardt also retaining her position as Secretary through Dec 31, 2024, or until Jean can assume the role of Secretary. Craig seconded and the motion passed with a unanimous vote.

Treasurer – Eric reported that while researching our liability policy he found our Relationship Agreement with Clatsop Community College for 2019-2020 and determined that it did state that CCC will cover liability insurance for classes, field trips, and activities. ENCORE does not have funds to cover expenses should legal action be brought against the BOD, but it is possible this would be covered in CCC's liability insurance policy. Eric and Sharon will meet with Jessica Newhall and Jason Edwards of the Small Business

Development Center on November 5 to review the Relationship Agreement between ENCORE and CCC and determine if our liability concerns are covered by the agreement, as well as review and renegotiate all details of the agreement to ensure it meets our needs. It was noted that there is a belief that CCC is interested in strengthening our alliance.

Eric suggests we use liability waivers for classes, trips and parties until we have a new agreement that covers these activities. He will ask if CCC has an attorney on retainer who could provide an appropriate liability waiver for each type of class ENCORE may provide, as well as a current non-discrimination waiver. If this is not possible, Eric recommends we pay an attorney to create our waivers.

Our bank account balance as of September 30, 2024 is \$13,208.67. Eric reviewed all deposits and expenditures for September.

Eric needs to update the Oregon Business Registry to add Sharon and Jean. However, since Jean is starting her role as Secretary in January, Sharon will be added as President, effective immediately, and remain on file as Secretary until Jean can assume that role, as noted above.

During Eric's continued review of our liability insurance, underwriters have asked for the following:

- 5 years currently valued loss runs from Church Mutual (available from our current insurance agent, but noting we have not had losses)
- A copy of the underlying carrier's current declarations page, to include limits
- Our written agreement in place with Clatsop Community College so indemnification wording can be reviewed
- Details about the upcoming Holiday Bash, including anticipated number of attendees, if alcohol will be served, safety controls, rebound equipment for guests

Elizabeth suggested that after meeting with CCC, we invite them to have a meeting with the ENCORE Board so we can have a discussion and ask questions that we prepare in advance.

We also need to review our agreement with ASC and clarify their liability coverage.

Membership Committee – The Membership Committee met October 24. Rollie reported that we have 68 paid members, 3 are new members.

The Signature Event is scheduled for Saturday, November 16 from 2:00 to 4:00 at the ASC, in the Classroom, and the Sorenson Room if more space is needed. Karen Elder will present on Tsunami and Earthquake Preparedness and survival. She has invited the Clatsop County Emergency Management team to partner with her, Sharon is preparing a press release and an ad.

Aletha and Rollie are working on completing the 2024-2025 Membership Directory and distributing it to all members.

The Holiday Bash was changed to Sunday, December 8 so it can be held in the in the ASC Sorenson Room, planning is in the works. Tara Magenson will cater again, the committee is looking into entertainment, and Rollie has arranged to have someone play piano. Cost to attend is \$15 for members \$25 for guests. The committee will meet soon to finalize details and plans to mail invitations by November 18, with November 28 as the RSVP deadline.

The next Lunch Bunch is November 1 at noon at the Astoria Pig n Pancake.

Curriculum Committee – Reta was absent, and Rollie reported on her behalf. The Curriculum Committee did not meet in September or October, but Reta and the committee are still working on scheduling Winter term classes, which are nearly completed. In person classes include a Philosophy class taught by Seth Tichenor, a geology class taught by Ed Joyce, a class on the forgotten people of our local history taught by Maureen Balaam, and our 2 online classes (Writing Exchange led by Eric Anderson and Humanist Discussions led by Tod Lundy) will continue. The winter term dates are needed so classes can be finalized and posted on our website and elsewhere. The Curriculum Committee meeting is November 11.

Reta suggests that if we use a disclaimer waiver, it should also include how complaints are handled, including names and phone numbers for who to contact. In the past complaints were sent to the Board President or recent Past President.

Trip Committee – Karen was absent, but the first **Two-Day Wonder Session** was a tour of the trolley barn and a trolley ride.

CCC Liaison – No report, Jason was absent.

Old Business

We do want to plan an event with ASC to spotlight ENCORE, we can work with the new Director once they are settled in and up to speed.

New Business

Sharon reported that CCC has invited ENCORE to join a group of students on a trip to London in July 2025. She is working with Julie Brown at CCC, who will present an informational meeting at the ACS on November 4 at 4:00 pm. There is not a lot of time to advertise in advance due to the short time before the November 22 deadline to commit to the trip, but we can still share this trip as another benefit of belonging to ENCORE, and possibly to partner with Julie on other trips to closer destinations. Larry will email the ASC membership information about this event (as well as other ENCORE classes and events).

We need to fill the PR/Marketing role, all Board members should be helping find someone for the role, preferably someone with marketing experience.

Action Items

- Eric and Sharon – Meet with CCC to review our Relationship agreement

- Eric – Update Oregon State registry to reflect President and Secretary names
- Eric – Finalize liability insurance policy review, report to Board at a future meeting
- Unassigned - Plan an event with Dean ASC to spotlight ENCORE
- Sharon – Review our agreement with ASC

The next meeting will be held on November 25 at 1:00 pm at the Astoria Senior Center. Please contact Sharon with any agenda items for November.

The meeting was adjourned at 2:14 p.m.

Respectfully submitted,

Sharon Borgardt, Secretary