

ENCORE

Membership Committee Meeting

May 17, 2022

Members Present:

Rollie Lindstrom, Chair
Elfi Gross, Sunshine
Jean Hooge
Aletha Westerberg
Donn Ketner, Secretary

Members Not Present:

Charlotte Thiringer

Guests:

Rollie Lindstrom, Chair opened meeting at 1:16pm.

Agenda Item 1 – Minutes of April 18, 2022 meeting

- Minutes approved as written

Agenda Item 2 – Membership

- 74 members currently

Agenda Item 3 - Annual Meeting

- Date and Time: June 10, 2022 1:30 – 4:00 pm
- Location: CCC Columbia Hall – Room 219
- Covid precautions:
 - Proof of vaccination required
 - Masks required
 - Mail out - notice of requirements to members prior to meeting
 - Mail labels and mailout (Donn)
 - Postcard format discussed, but printing of notice is a problem.
 - Notice write-up (Rollie)
- Room setup – by membership committee
 - Tables organized in chevrons
 - Tables at front of room for speakers
 - Tables on side of room for food
- Refreshments to be provided by membership committee
 - Cake
 - Coffee & Tea – sugar & creamer
 - Paper plates, cups, cutlery
- Board to manage meeting
- Proposed agenda items
 - Review since last annual meeting
 - Election of officers
 - Membership vote on budget
 - Committee reports
 - Overview of past classes
 - Request for interest in teaching classes

- Remembrance of members no longer with us – Kit Ketcham
- Open forum for membership discussion on ENCORE Learn
 - Where is ENCORE headed? Future of ENCORE...
 - What do members want?
 - Why aren't we getting new members?
 - Message to all – ENCORE is back in swing!
- Annual Meeting Agenda sent out to membership – attached

Agenda Item 4 – Membership renewal materials

- July 18, 2022 Membership Committee meeting - “work Party”
- Materials for membership renewal prepared for mailing
- Mailing by July 19, 2022
- Mailout to current and previous members
- Renewal deadline – October 15, 2022
- Annual membership fee confirmed - \$50
- Packet to include
 - August 26, 2022 ENCORE picnic invitation
 - RSVP required to attend
 - Event limited to 99 paid participants
 - Proof of vaccination required
 - Masks required
 - No non-member guests permitted

Agenda Item 5 – ENCORE Summer Picnic – Anniversary Event

- Location: Cullaby Lake County Park – South Picnic Shelter
- Date: August 26, 2022
- Time: 12 noon to 4:00 pm
- Attendance by paid members only by RSVP
- Limited to 99 members
 - Compliance with County Park requirements
- Welcome table
 - Member check-in
 - Verification of RSVP
 - Name tags
 - Verification of vaccination and masks (required)
 - Masks available upon request
 - Tickets issued for periodic prize drawings
- Schedule of events
 - 12 noon to 12:30 pm – Gather and socialize
 - 12:30 to 1:15 pm – Catered food, buffet style
 - 1:15 to 2:30 pm – Program
 - President remarks (includes acknowledgement of past presidents)
 - Panel
 - Overview of ENCORE history
 - Moderated by Kit Ketcham

- 2:30 to 4:00 pm
 - Final event – possible toast
 - Free time to interact
 - Members free to leave
- Planning for the event
 - Early show for setup 11:00 am
 - All Membership Committee members
 - Invitation to be revised (Aletha Westerberg)
 - Food
 - Taco Bar – catered by Tres Bros
 - Cost to be determined
 - Beverage
 - Water to provided (Rollie Lindstrom)
 - Coffee or tea
 - Soft drinks (need ice chest)
 - BYOB allowed – stated on invitation
 - Confirm with insurance (Donn)
 - Dessert
 - Chocolate cake or cupcakes (Elfi)
 - Member Check-in
 - Card table and chair (Aletha)
 - Person at check-in table (Charlotte)
 - Name tags and black marker
 - Special name tags for past presidents (Aletha)
 - Member spreadsheet with RSVP status (Donn)
 - Tickets issued for prize drawings
 - Prizes – (10) 2-dollar scratch off lottery tickets
 - Need to obtain tickets
 - Need method to mix tickets for drawing
 - Hand sanitizer available (Elfi)
 - Membership applications available
 - Ambience
 - Shelter tables
 - Nine tables now
 - Up to twelve available
 - Decided to stay with nine
 - unless attendance is higher than expected
 - Craig Holt – contact if more tables are needed
 - Tablecloths
 - Paper tablecloths on all tables
 - Special tablecloth on table for president
 - Flowers in vase on each table
 - Sound system (Craig Holt)
 - Panel speakers and background music

- Signage for entry roads
- Members permitted to bring lawn chairs (note on invitation)

Agenda Item 6 – Lunch Bunch

- No lunch bunch for month of August

Discussion on publicity for ENCORE - ideas

- Article in Daily Astorian - \$400
- Publish calendar of events
- Poster for local bulletin boards
- Donn to email Elfi previous poster

Agenda Item 7 – Adjourn

- Next meeting – June 20, 2022
 - 1:00 pm – Senior Center
- Meeting adjourned at 2:18 pm

Meeting minutes prepared by Donn Ketner, Secretary

Suggested additions, deletions, or corrections are requested and are welcome.

Email to: dketner222@gmail.com

Or mail to:
Donn Ketner
1910 SE 3rd Street
Astoria, OR 97103

Or call my cell: 907-302-0008