

**ENCORE Learn
Membership Committee Meeting**

Monday, November 14, 2022

Members Present:	Members Not Present:	Guests:
Rollie Lindstrom, Chair	Aletha Westerberg	
Elfi Gross, Sunshine		
Charlotte Thiringer		
Donn Ketner, Secretary		

Rollie Lindstrom, Chair opened meeting at 1:18 pm

Agenda Item 1 - Holiday Bash

When: Saturday, December 3, 2022

Time: 1:00pm to 4:00pm

Location: Astoria Senior Center

Schedule: 1:00pm - Doors open

1:30pm - Buffet

2:15pm - Program

MacAndrew Burns to present

"Colonel Selig, The Fisherman's Bride, Filmmaking in Oregon, and the

Oregon Film Museum"

(PowerPoint Presentation)

Next: Christmas Carol singing

Led by Kit Ketcham

Piano accompaniment

Charlotte to look for pianist - offer free buffet

Conclusion: Members free to visit

Interspersed - drawing for lottery tickets

poinsettias as prizes at each table

Catering

By Tara Magnuson

Menu

Prime Rib

Chicken Cacciatore

Vegetarian Lasagna

Four sides

Baked Potato

Pasta Salad

Mixed Vegetables

Green Salad

Dessert

Berry Cobbler / Ice Cream

Served buffet style

ENCORE to provide

Coffee, Tea, Carbonated Beverage (Sparkling Cider)

Cost

Catering -	\$21
Tip 15%	\$3
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Total	\$24
Cost per member	\$15
ENCORE to pay	\$9
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Total	\$24

Non-member guests to pay \$24

Table Director

Aletha Westerberg to direct tables to buffet

Invitations

Prepared by Aletha Westerberg and Rollie Lindstrom

Mailing labels - Donn Ketner

Require proof of vaccination and carrying mask

Décor - Elfi Gross

Red tablecloths and white napkins

Tableware at each place setting

Glasses for beverages

Poinsettia on each table

Check-in Table (Person manning table TBD)

Check-in paid members and record guests

Proof of vaccination and confirm carrying mask

Hand out tickets for drawings for lottery tickets

Lottery tickets and list of members - Donn Ketner

Name tags

Setup (By all committee members)

Arrive at 12:00 noon - setup by 1:00pm

Table for serving beverages

Table covering and décor

Silver tea pot - Rollie Lindstrom

Mixed nuts on each table

Equipment required for PowerPoint presentation

Large screen and computer to run PowerPoint

Sound system (for music and microphone)

Lectern - available from ASC

Piano - available from ASC

Song sheets - Rollie Lindstrom

Signage - Donn Ketner

Meeting adjourned at 2:30 pm

Meeting minutes prepared by Donn Ketner, Secretary

Suggested additions, deletions, or corrections are requested and welcome

Email to: dketner222@gmail.com

Or mail to:

Donn Ketner

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