

ENCORE

BOARD OF DIRECTORS MEETING

Monday, August 24, 2015; 1:00 pm

Senior Center (Yacht Club)

MINUTES

As Amended 9/28/15

1. **Call to Order.** The meeting was convened at 1:02 pm by Frank Spence, President.
2. **Roll Call.** Persons in attendance were Frank Spence, Tod Lundy, Gerrie Penny, Anne Gant, Ellen Norris, Reta Lindstrom, Rollie Lindstrom, Sue Zerange, and Mary Kemhus. Art Limbird's absence for travel was approved.
3. **There were no additions or deletions to the agenda.**
4. **Approval of Minutes of Last Meeting 7/27/15.** The minutes of the previous meeting were approved as submitted.
5. **Treasurer's Report for July 2015.** Ellen submitted two corrections to the budget submitted prior to the meeting. The amended report was filed with the Secretary and approved by the Board for posting on the website.
6. **CCC/ENCORE Liaison Mary Kemhus.** Mary distributed a fully executed contract between Encore and Clatsop Community College (CCC). The contract was filed with the Secretary and posted on the website. Mary will be checking with staff regarding Technology classes that could possibly be opened to ENCORE members, such as website development. The upcoming Conference on Extraordinary Living was briefly reviewed with a recap of site arrangements being made at CCC. The flyer was distributed to the Board.
7. **Committee Reports**
 - A. **Curriculum Committee.** Reta reported that the course offerings for the fall term have been completed and are

undergoing final formatting by Sue. The Course Calendar and Descriptions will be mailed to all members through the ENCORE newsletter. In addition, the final documents will be posted on the website. There are three Thursday am openings in November available on the fall schedule. Reta reviewed the course offerings for the winter term, and noted that the calendar is nearly full, with more openings available in the spring term. Several new instructors and classes have been added.

- B. **Membership Committee.** Rollie reported that the picnic at Cullaby Lake was a success, and people seemed to be having a good time. New memberships are being added and renewals are coming in. The membership forms were mailed to all members, and the form is posted on the website.
- C. **Trip Committee.** Frank reported for Art Limbird that four buses of 7 persons each will be rented for the October field trip to the Washington and Idaho Indian Reservation sites. A total of 28 persons have submitted reservations to ride the bus, with no additional space available.
- D. **Update on Conference on Extraordinary Living.** Sue reported that the presenters for the conference are now confirmed, and the final brochure has been printed. The newsletter will be used to distribute a copy to all members, and the brochure will be posted on the website. The vendor for lunch is still not known, and Tod mentioned his success in contracting with Stephanie's Cabin last year.

8. Old Business

A. Web site update and issues.

- i. **Usage Statistics.** Ellen distributed a copy of the Usage Statistics for the ENCORElearn.org website from September 2014 to August 2015. The statistics of interest in the tables are Pages Per Day and Visits Per Month. Each of these figures can be affected by distorting events, such as the webmaster accessing the site to make changes or print a report. After discussion of preferences on how often to review this report, Anne moved to review the report annually, seconded by Gerrie. The motion carried.
- ii. **Posting email addresses of Board members.** The previous website listed email addresses of Board

members. The current Board requested that email addresses not be posted, and that the webmaster could forward any messages received to the appropriate member. Telephone numbers, likewise, will not be posted. Frank is willing to have his email address posted. It was moved, seconded, and passed that email addresses will not be posted on the website. The contact email address shown on the site will be to the webmaster.

- iii. **Memory Page.** A memory page appeared on the previous website, with lengthy postings from 2009 and 2014. After discussion, it was decided to contact Kit Ketcham, who has expressed interest in developing an appropriate page in honor of deceased former ENCORE members. Frank will contact Kit.
- iv. **Bulletin Board.** The Bulletin Board tab requires guidelines about which organizations may post a link. This tab provides a two-fold benefit not only to members seeking information, but also helps in search engine placement. After discussion, it was determined that links should be provided only to non-profit organizations' education-related events planned locally that may be of interest to seniors. No for-profit organizations will be able to post links or information about their events on ENCORElearn.org except for an organization of particular interest to ENCORE members. If a question arises on whether the posting is appropriate, Ellen as webmaster will contact Frank, Tod, or Mary.
- v. **Archives.** The website needs a way to purge Archives of old or outdated information. Ellen pointed out that links to two or three years of outdated minutes and newsletters are currently posted. The Board decided that 13 months of minutes and similar items will be posted. The current schedule of classes and the proposed schedule for the upcoming term may be posted. The listing of classes that have been offered in the past is adequate to provide a history of ENCORE classes.
- vi. **Links.** Addressed in item iv above.

B. There was a special internet-only Board meeting called by Frank after the July Board meeting, in which the Board was

polled as to whether they would support the immediate appointment of Ellen Norris as webmaster, to take over the previously contracted website developed by an outside vendor, Leo Finza. Ellen has experience in website development, and volunteered to assume this responsibility for ENCORE. The poll was unanimous in supporting this appointment. Noting that no official record exists of this event, it was moved, seconded, and passed that the Board affirm this appointment of Ellen as webmaster. Gratitude for the already-updated and functioning ENCORE website was expressed by all. The Board also expressed appreciation for the several years of service Leo provided to develop and update the previous website, and to Tod for his efforts to communicate changes for posting.

9. New Business. None.

10. Public Comments. None.

11. Adjournment. The meeting was adjourned at 2:25 pm.

**Respectfully submitted,
Anne Gant, Secretary**