

# BOARD OF DIRECTORS MEETING MINUTES

Monday, February 22, 2016, 1:00 pm

Senior Center, 1111 Exchange Street, Astoria

1. **Call to Order.** Frank Spence, President, called the meeting to order at 1:05 pm.
2. **Roll Call.** Present at the meeting were Frank Spence, Tod Lundy, Gerrie Penny, Anne Gant, Ellen Norris, Rollie Lindstrom, Art Limbird, Reta Lindstrom (arrived at 1:20), and Erhard Gross, guest. Mary Kemhus, CCC Liaison, was absent with prior notice.
3. **Additions/Deletions to the Agenda.** Frank added items 5.B, honorariums; 9.B, status of progress toward purchasing equipment and supplies; and 9.C, availability of the Senior Center classroom for use by ENCORE.
4. **Approval of Minutes of Last Meeting.** A motion was made by Ellen, seconded by Tod, to approve the minutes of the January 25 meeting. The motion carried.
5. **Treasurer's Report.** Ellen distributed copies of the Financial Report for July 1 through February 16, 2016 and noted that there is little change from last month. Income is up slightly, and all travel expenses are in.
  - A. Ellen and Mary met to develop the 2016-17 CCC portion of ENCORE's budget by the college's due date; a copy will be posted for review when ENCORE items are added. Committee Chair budgets will be added in a couple of months. Tod moved and Art seconded a motion to approve the Treasurer's Report; the motion carried.
  - B. **Honoraria.** Currently employed college staff members are not eligible to receive Honoraria if they teach an ENCORE class. It was moved by Tod, seconded by Rollie, and approved to follow past practice of providing an ENCORE membership gratis for instructors eligible for membership; instructors not eligible to join ENCORE will be given a gift card (Seth received a \$100 gift card last year).
6. **CCC/ENCORE Liaison.** Frank relayed that there will be no storage space for ENCORE at CCC when the renovations are completed. Mary has reported good news that the ENCORE projector mysteriously appeared in a bottom drawer at CCC, according to Erhard.
7. **Committee Reports.**
  - A. **Curriculum Committee.** The committee met February 8; Reta briefly reviewed changes to the class schedule for spring. Lack of availability of the Senior Center classroom and the ESD Smart Room are delaying posting of the schedule. Reta will meet with Larry for assistance and inform John Ryan, ASC Board President, of the situation. An advertisement will be placed in the Daily Astorian regarding the Spring Schedule once the times and locations are confirmed.
  - B. **Membership Committee.** Rollie reported that there are now 136 members in ENCORE, including 34 new members. At its meeting Monday, the committee confirmed that the Annual Meeting on June 3<sup>rd</sup> will be held in Room 219, Columbia Hall, at 2:00 pm. The speaker is Kjirsten Svenson, who also is instructor of the spring philosophy class. A sheet cake, fruit platter, and

beverage will be supplied. Planning for the event at the Lum Showroom will occur Wednesday, with Erhard, Pam Lum, and Mark Kujala, Mayor of Warrenton, attending. The April and May Lunch Bunch gatherings will be held on Fridays to assess whether this will lessen conflicts with classes.

**C. Trip Committee.** Erhard has confirmed all accommodations for the Indians of Idaho and Washington class and trip; 16 members have signed up. Art stated that planning continues for a trip to the Portland Museum and History Museum in June or July. A trip to the Oregon Gardens and Oktoberfest is being considered, including a possible special rate for overnight at the Gardens with dinner and admission for an estimated \$125 for two. Additional costs would include admission to Oktoberfest and transportation. Rollie and Art negotiated a one-year contract for storage at the Astoria Art Loft, LLC, at \$10 per month rent; the contract has been signed and rent is being paid. This may become permanent, since Patriot Hall will not include storage space for ENCORE.

**8. Old Business.** None

**9. New Business.**

**A. Memorandum of Agreement with the Senior Center.** The revised agreement was reviewed, noting that it will renew automatically annually if notice is not given. Ellen moved and Tod seconded a motion for Frank to sign the memorandum, and the motion carried.

**B. Confirmation of Annual Meeting date.** June 3 was confirmed for the Annual Meeting.

**C. Appointment of Nominating Committee.** Tod was appointed to chair the committee, with Sue Zerangue as the second member. Frank will send a memorandum regarding an opening for 1 or 3 new members, as outlined in the By-Laws.

**D. Purchase of Materials and Equipment.** Tod moved and Reta seconded a motion to buy all remaining equipment and supplies needed for the Senior Center classroom, with Erhard and Rollie taking the lead; Erhard offered use of his account and credit card. The motion carried.

**10. Public Comments:** None. Anne stated that she will be on vacation at the time of the March Board Meeting, and that Erhard will substitute for her by doing the minutes and holding her voting proxy at the meeting.

**11. Adjournment.** Frank adjourned the meeting at 2:35 pm.

**Respectfully submitted,**

Anne Gant, Secretary