

October 5 2015, ENCORE Membership Committee Minutes

Members Present: Rollie Lindstrom Chairman, Marlene Colendich, Elfi Gross, Art Limbird, Kay Limbird, Ellen Norris, Hazel Sealy, Charlotte Thiringer.

Members Absent: Aletha Westerberg.

Rollie opened the meeting at 1:05 pm.

Rollie indicated that he, Charlotte, and Marlene have looked at the South Jetty Restaurant, the Elk's club, the Serendipity, and the Silver Salmon as possible venues for the December party. The McTavish room in the Liberty Theater is available on Friday 11th if we want it catered. None of the other places were available on a Friday. The Elks Club would be a nice place, they prepare and serve food there, but are not available Friday Dec 11; we were just a little too late to reserve it for the Wednesday before. Marlene checked out the Serendipity Café to cater the meal. Hazel has been there; they have new owners and do a nice job. Charlotte talked to Rosemary at the Liberty Theater about the McTavish room; the \$400 fee was reduced for us to \$150. The Serendipity has catered there before. Rollie spoke with Cheryl (Serendipity) who said that increasing the budget to \$18 or 19 would really increase the quality of the food. She provided two proposed menus; and we have a choice of paper or china plates. They can provide coffee and tea, but not soda or water.

We decided at the last meeting not to have alcohol. The Liberty contract indicates that if there are alcohol sales then there would be extra expenses. We can ask if we can bring wine bottles.

Cheryl at Serendipity will be back in town on Wednesday and Rollie can find out from her what an extra \$2 per person would get. If there are two choices we can have the members indicate which they want when they sign up for the dinner. It would be nice to have salmon as a choice but it might cost more.

It is an extra charge to have the Liberty provide linens and dishes; Serendipity provides those items so we would not need to deal with them. The tables are round and seat 8 people comfortably.

Charlotte suggested that next year we start this process when we start the picnic planning; the Elks were going to give the room to us for no charge because Charlotte has been active at the Elks for years, but the dates we wanted were already taken.

The charge was discussed. In the past ENCORE paid \$5-6 per person and the members paid \$12. If ENCORE pays \$6/person, 60 people would be \$360; plus the \$150 venue and a gratuity of about \$200 for the total cost to ENCORE of about \$710. [NOTE: remaining venue budget is \$465, food \$1,412]

McTavish room has an easy entrance off 12th; elevator and restrooms, and parking right there. It would be easy access for everyone. Rollie mentioned to Cheryl that in the past the people take too much using buffet style serving; she replied that she typically prepares 10-20% more food than the number given. The Serendipity would not be able to provide a person to serve the main dish; we might hire a student to do so. Rollie will contact the school to see if there is a student who could do that for \$100 or so. We can give

the members colored cards when they enter the room indicating which main dish they indicated when they signed up.

On the menu: we would choose two of the three salads: fruit and Caesar salad was the consensus. Consensus was roast turkey or salmon for main dishes. That would increase the price. Costco cake instead of Serendipity providing the desert might decrease the price a little. Rollie will ask that. We can ask for stuffing to go with the turkey, which also goes well with salmon. Rollie suggested that we authorize up to \$19/person.

The consensus is to request turkey and salmon, stuffing and mashed potatoes; two salads; and Costco cake. In the announcement to the members we could say vegetarian is available let us know if you want it. Suggested three colored tickets, when members arrive they get a colored ticket to exchange for their choice of meal. Marlene also asked for china instead of paper plates. All agreed.

Hazel moved to use McTavish room, up to \$19 per person, turkey and salmon from Serendipity. Second Marlene. Cost is \$12 per member and ENCORE picks up the balance. Motion passed.

Hazel asked if we would have Santa Claus; answer is yes, and we will do some decorations. Elfi has decorations from past years. Kay will bring a small tree. Rollie, Marlene, and Charlotte will meet with the Cheryl from Serendipity to finalize the menu. Rollie will call Santa.

Charlotte will contact Rosemary at the Liberty Theater and let them know we want the room that day and set a date for Rollie to do the contract.

Time: Doors open to members at 12:30, serve at 1. So Santa can come about 1:30. Rosemary said we could have the room from 11 to 4. 11 am setup, 3 pm cleanup.

Guests will pay the \$19 or whatever the full price is. Music was discussed. There is a piano in there, and it would be nice to have background music and/or a sing-along. Judy Woodward with the cello would be nice. Several other suggestions were made for musicians.

Games, speaker, mixer, drawings were discussed. Elfi offered hand-made scarves; Kay may make aprons from the ENCORE bags if there are any left. It was suggested that the announcement include asking people to bring a handcrafted item for a drawing.

Marlene will bring the most recent two scrapbooks to the function for people to look at. She asked that someone take photos during the event for her scrapbooks.

Art agreed to do the invitation.

Next committee meeting will be on October 19 at 3 pm, since the Curriculum Committee is meeting that day at 1.

Meeting adjourned at 2:15.

Respectfully submitted, Ellen Norris, Secretary.

October 19 2015, ENCORE Membership Committee Minutes

Members Present: Rollie Lindstrom Chairman, Marlene Colendich, Elfi Gross, Art Limbird, Kay Limbird, Ellen Norris, Hazel Sealy, Charlotte Thiringer, Aletha Westerberg.

Rollie opened the meeting at 3 pm. Ellen read the Oct 5 minutes. Motion to accept was passed.

Membership as of today is 109, with 15 new members.

Holiday bash: Rollie said McTavish room contract has been signed for Friday Dec 11, 12:30-4. The \$150 cost was negotiated between Charlotte & Rosemary; this is down from their normal \$400. The contract indicates that there is also a \$100 fee for the caterer to use the kitchen to serve from, and there is a 10% surcharge on the caterer, so the Serendipity will be adding that 10% onto our bill. The total bill to the Liberty will probably be about \$350. This is still less than the \$400 that the Liberty normally charges for the room, and there will still be about \$100 for venues and several hundred for food left after that in the Membership budget. Ellen moved to accept the charge, Marlene seconded. Motion passed.

Marlene and Rollie met with Cheryl at the Serendipity. Plates, glassware, silverware, coffee, tea are all included in the price. Ice tea, soda, bottled water are not included. No alcohol is included. Serendipity wants us to ask people if they have food allergies. Rollie read the agreed-on menu. The price includes cheesecake dessert, so we will not be getting a cake from Costco. The main dishes will be in individual servings; people can take both if they want to. There will be menu cards listing ingredients in each dish on the buffet table. The menu provides an ample array of vegetables for vegetarians. We need to have a "meet and greet" table when people come in, with information about ENCORE for guests, and the history albums for people to look at. We will be suggesting people come in the entrance on 12th street, so the meet and greet table should be at the 12th St. door to the McTavish room. Serendipity will send someone at 3 pm to clean up the food. The cost for this is \$19 per person.

There will be coordination between the Serendipity and the Liberty on the number of tables and the setup. Cheryl will need a firm count 72 hours (3 days) before the function. We need to stress in the invitation that the RSVP by a certain date is vital. Art will send out the invitation indicating that the RSVP and payment are required by Dec. 4th. Return envelopes will go to the ENCORE P.O. Box 324, Astoria. Evy can print labels for the envelopes. Ellen will deposit checks and send the list of reservations to Membership committee members on a regular basis as the reservations come in.

People arrive at 12:30; Charlotte, Rollie, Elfi, Marlene will get there early (11) to make sure setup is what we want and to decorate. Elfi has decorations, Art and Kay can provide live greens (cypress) for the table, and Charlotte will bring a tree. If anyone has holly, it would be a nice addition to the table decorations. Dinner will be ready for service at 1 pm.

About 2 pm Santa will arrive; when Rollie called him a few weeks ago he said he is working that day; so we may have him and we may not. Kit has agreed to lead singing; Lorrie Bradley will play piano for the sing along. Aletha has song sheets that Kit will pick up. Drawing: It would be nice to have 10 gifts. Kay

will do the drawing. Ellen will purchase a roll of tickets at Staples. We are out of the ENCORE bags unless they are in the storage here.

We will not have a server, so we need to mention to people that people should take only one serving of the main dishes. Food will be \$19/person; with the Liberty surcharge that becomes a little over \$21. There are no servers, and staff is paid to prepare food, so there will be no gratuity. The charge will be \$13 to the members and \$19 for guests; ENCORE will pay the balance.

Background music: Rollie will ask if there is a CD player and we can bring in Christmas music CDs.

Date for RSVP is December 4th; final head count is due on the 8th.

Bulk of cleanup will be Serendipity; we will clean up the decorations. We will have one more meeting in November to finalize the plans.

Art will make up the invitation and send it to us before the November Membership meeting so it will be ready to be printed at the college and sent out. Does ENCORE office have a color copier?

Lunch Bunch: Ellen will send out information to the Membership committee when she hears from Reta Leithner where the November lunch will be.

The membership directory is almost ready for print; when printed a group will get together to fold, staple, and attach addresses labels. Aletha has a few more additions for the directory. Art indicated that in past years someone has called people who have not renewed yet from the previous year's book. Rollie did that in the past and did not find it helped. Ellen will send Evy an email to send to the membership asking that people who have not yet renewed but plan to do so let her know by Friday 10/23.

Next meeting is November 16 at 1 pm.

Meeting adjourned at 4 pm.

Respectfully submitted, Ellen Norris, Secretary.