

**ENCORE EDUCATION CORPORATION**  
**Board Resolution #2023-01**  
**for**  
**Signatories on Bank Accounts**

**WHEREAS**, Encore Education Corporation (“ENCORE”) operates Encore Junior and Senior High School for the Arts, and

**WHEREAS**, ENCORE is incorporated as a 501(c)3 non-profit organization, and  
**WHEREAS**, the ENCORE by-laws state that the Executive Director/Chief Executive Officer is the general manager and chief executive officer of the Corporation and has, subject to the control of the Board, general supervision, direction, and control of the business and the officers of the School; and

**WHEREAS**, ENCORE has established business checking account/s at Wells Fargo Bank and Umpqua Bank, and

**WHEREAS**, the ENCORE Board of Directors takes action to authorize this resolution April 24, 2023,

**THEREFORE, BE IT RESOLVED**, that Executive Director/Chief Executive Officer Sabrina Bow continues or is added an authorized signatory for the bank accounts referenced above.

**THEREFORE BE IT FURTHER RESOLVED**, outgoing Director of Operations and Finance Elizabeth Contreras is removed as an authorized signatory for the bank accounts referenced above.

**THEREFORE BE IT FURTHER RESOLVED**, incoming Director of Operations and Finance Patricia Alaimalo is added as an authorized signatory for the bank accounts referenced above.

**THEREFORE BE IT FURTHER RESOLVED**, checks made payable to signatories must be signed by other authorized signers.

**THEREFORE BE IT FURTHER RESOLVED**, checks over Twenty Five Thousand Dollars (\$25,000) must be executed by two authorized signers.

**THEREFORE BE IT FURTHER RESOLVED**, wire transfers to other accounts held by ENCORE must be requested by at least one authorized signatory.

**THEREFORE BE IT FURTHER RESOLVED**, wire transfers to any account not held by ENCORE must be requested by two authorized signatories.

**PASSED AND ADOPTED** by the Encore Education Corporation Board of Education on  
April 24, 2023

Signed:

\_\_\_\_\_  
Board Secretary

Date \_\_\_\_\_