

**2020 Oregon FCE Spring Board Meeting
Monday, March 23, 2020 @ 12:00 Noon**

Via Conference Call

Written and submitted by Patti Malanaphy - Oregon State Secretary

Revised 04/17/20

Call to Order

- The meeting was called to order at 12:03 PM by President Scott Teeples.
- All board members responded they were on line.
- President reminded the board that they were being recorded and any background noise would be picked-up.
- Members should give their name when speaking and only one person speak at a time.

Minutes Review Committee Appointment

- The Minutes Review and Approval Committee were appointed by President Scott Teeples. The committee members assigned were.
 1. Bonnie Teeples
 2. Barbara Lougnot
 3. Scott Teeples
- President Scott Teeples reviewed the agenda and asked for any additions. He reminded that items can be added to the agenda as needed.
- Members were advised to email their reports to all Board members.

Meeting Guidelines and Parliamentary Basics

- President Scott Teeples reviewed a list of meeting guidelines and basic Parliamentary Procedures that will help keep the meeting on track and speed things along.

Roll Call

- Roll call was taken by Secretary Patti Malanaphy.
- When name is called members should respond "Present".
- Members present were: President, Scott Teeples; Treasurer, Bonnie Teeples; VP for Program, Rene' Metteer; VP for Public Policy, Sandie Bolyard; Secretary, Patti Malanaphy; District 1 Director, Kay Gooding; District 2 Co-Director, Loretta McDonald; District 3 Director, Anne Engen; District 4 Director, Tom Currin; District 5 Director, Barbara Lougnot.
- Absent board member District 2 Co-Director, Marilyn Thompson.

Minutes Approval for 2019 Fall Conference Board Meeting

- Secretary, Patti Malanaphy had previously emailed and/or mailed out copies of the minutes both pre-conference and post conference meetings within a reasonable time frame after the Fall Conference to all Board Members. Those minutes had been read, corrected and approved by the Minutes Approval Committee consisting of Scott Teeples, Sandie Bolyard, Cynthia Gibson, Barbara Voltin, Patti Malanaphy.

The Minutes have also been posted on the Oregon FCE website, www.oregon-fce.org.

The minutes were submitted by Scott Teeple for approval. Since it had been six months since the minutes had been sent out and, posted on the Oregon FCE website, and there had not been any corrections to the minutes, the minutes were declared “approved by consensus” by President, Scott Teeple.

Correspondence

- Secretary, Patti Malanaphy reported that she had not received any correspondence as of this date.
- President, Scott Teeple reported he received notice (02/24/20) from Woodburn/Union Study Group President, Johnna Sampson of their disbanding the Woodburn/Union Study group.
- Scott Teeple has received notice, via, Cynthia Gibson, that Curry County FCE is going to disband at the end of 2020.

Treasurer’s Report

- Treasurer Bonnie Teeple provided written Treasurer’s report and gave oral report to the board. Bonnie stated that Oregon FCE is down in membership numbers again.
- Total Members **251** - Lost Members **34** (This does not include Curry County disbandment effective 12/31/20.) New Members registered **12**.
- Reviewed Profit and Loss report for October 1, 2019 through March 19, 2020.
- Bonnie reported **CD’s** will roll over again. The treasury did not need to access any funds from the **CD’s**.
- Keeper’s Corner fundraising booth reported funds earned from October 19, 2019 - March 19, 2020 = \$1,225.79.
- 2019 Fall Conference Financial reported income of \$7,238.00
- Revenue from Auction = \$479.00 - Sales room = \$516.15.
- Total paid out for Conference = \$4,911.84.
- Net profit made = \$2,326.16.
- Bonnie reviewed FCE Reimbursement of Expense Form. Revised to include for **IN Kind**. Form available on the FCE website www.oregon-fce.org.
- Donation to **FCE General Fund**. Bonnie will send receipts when requested. Use Reimbursement form and enter (\$\$\$) dollar amount **In Kind**.

Old/Unfinished Business

Board Officer’s Reports (written and oral) Board members to email written report to all board members.

- President, Scott Teeple gave written and oral summary report.
- Vice President for Public Policy, Sandie Bolyard gave oral report.
- Vice President for Programs, Rene’ Metteer gave written and oral summary report.
- Treasurer, Bonnie Teeple reported other miscellaneous information.

- Secretary, Patti Malanaphy - No report.
- District 1 Director, Kay Gooding gave oral report .
- District 2 Co-Director, Loretta McDonald gave oral report.
- District 3 Director, Anne Engen gave written and oral summary report.
- District 4 Director, Tom Currin gave oral report.
- District 5 Director, Barbara Loughnot gave written and oral report.

Committee Reports

- National Conference Scholarship Committee. Bonnie reported there weren't any applications for this scholarship. Fund has \$479.00 balance. It was voted at a prior board meeting if this scholarship isn't used within a reasonable time the money should be transferred into the Margaret Siebold Scholarship fund.
- 2020 FCE National Conference Scholarship of \$200.00 from Keeper's Corner Booth and Auction funds. Scott Teeples reported that he has received ten (10) applications from FCE members.
- Bonnie Teeples reported that information and applications for Margaret Siebold Scholarship will be in the next **Oregon FCE News**.
- Heart of FCE Selection Committee. Sandie Bolyard reported that there were three applications submitted. Heart of FCE winner from Oregon will be submitted for the National Heart of FCE award. Heart of FCE winner selected was Connie Gates from Washington County.
- Essay and Artwork Selection - Character Counts Contest on "Respect".
127 Oregon applicant participation. - Klamath 108 - Morrow 10 - Jackson 9.
4th Grade
 - 1st. Place Winner - Aliza Miller - Klamath County
 - 2nd. Place Winner - Addison Coe - Morrow County
 - 3rd. Place Winner - Dawson Sutton - Jackson County**2021 Essay and Artwork contest will be on "Responsibility"**
- "Why I Love Living in Oregon" Contest - 2nd. and 3rd Grades.
Klamath County had 18 participants form 2nd grade, and 20 form 3rd. grade.

2 nd . Grade Winners.	3 rd . Grade Winners
1 st . Place Winner - Victoria Gonzalez	1 st Place Winner - Livia Bocchi
2 nd . Place Winner - Minilee Hurley	2 nd . Place Winner - Mollie Brown
3 rd . Place Winner - Jeremiah Flores	3 rd . Place Winner - Eva Hanson
- Community Service Award - Klamath County submitted one nominee from Oregon to be submitted to National FCE.
- Nomination Committee - Chair Patti Malanaphy
 - President Elect - Scott Teeples becoming State President January 2021.

- District 1 Director - Kay Gooding's term ends 12/31/20. Kay agreed to continue as District 1 Director until replacement has been assigned by appointment/elected.
- President, Scott Teeples has appointed Sally Wyffels to the Oregon Nominating Committee. Term ending 12/31/22.
- Finance Committee - Patti Malanaphy reporting for Gay Jarvinen
 - There weren't any application request for funds from Enhancement/Educational Funds.
 - President, Scott Teeples, has appointed Gay Jarvinen and Kerry Mauk to the Finance Committee.
 - Gay Jarvinen was elected Finance Committee Chair.
- Handbook/Bylaws Committee. Bonnie working on updating FCE Forms.
- FCE Angel Membership Scholarship Committee - Applications received - None.
- Keeper's Corner Membership Scholarships - Bonnie received (12) new members and (1) returning member applications.
- Helping Hands for those in Need Assistance Scholarship. (Scott) Application form needed for the scholarship. Scott will develop an application form.
- Financial Review Committee.
 - Bonnie Teeples; Tom Currin; Anne Engen committee members. Scott will appoint Karlene Christensen to join this committee.
- Fall Conference Site Committee
 - 2020 Fall Conference - District 3 - A signed contract is in place with Hilton Garden Inn.
 - 2021 Fall Conference - District 5 - President, Scott Teeples working with Cynthia Gibson and County Council. Hotel suggested Rogue Regency.
 - 2022 Fall Conference - District 2/4.
 - 2023 Fall Conference - District 1.
- Fall Conference Committee Chairs
 - 2020 Fall Conference - Chair Anne Engen gave oral report on the planning progress for the conference.
 - 2021 Fall Conference - District 5
 - 2022 Fall Conference - District 2/4
 - 2023 Fall Conference - District 1

- **Nomination Committee** (were approved for consideration at the 2019 Fall Conference: Sally Wyffels, Karen Walker, Anne Engen)
 - Sally Wyffels accepted appointment on Tuesday, March 3, 2020.
 - Site Selection Committee for the 2021 State Conference which is being held in District 5. President, Scott Teeples will appoint Cynthia Gibson and Joyce Tuttle to the committee.

Break: 1:30 PM/Called back 1:40 PM Members answered roll call.

- **Other Reports or Discussion**

2020 National FCE Conference - Portland (Clackamas), Oregon

- President, Scott Teeples will give opening conference “Welcome to Oregon”.
 - Oregon will provide table decorations for one meal.
 - Klamath County will provide table decoration.
 - Clackamas County will provide “Made in Oregon” items for tables.
 - Number of Oregon FCE members - Suggested possible 15 - 20 attending conference.
 - Deadline for National contest entries 05/15/20.
 - National FCE President, Ardyce Snyder may make a decision if the 2020 National Conference will be canceled/re-scheduled at the end of April 2020 due to the Coronavirus/Pandemic.
- ACWW USA Area President
 - Bonnie Teeples reported she receives weekly updates from ACWW home office in London. She posts this information on National and Oregon face book page. ACWW partners with United Nations which post updates from the World Health Organization. Information on the coronavirus/pandemic posted. Bonnie posted on Facebook page a **Pattern** to make **face masks** you can make and distribute where needed in your communities.
 - New Program Evaluation Forms
 - Bonnie gave oral review on the updated Evaluation Forms. When changes have been made she will email/mail out to the Board members.
 - Final Thought of 2019 FCE Fall Conference - October 7-9, 2019
 - Kay Gooding gave oral report on evaluations from members attending the conference. The evaluations were sent to the State President, Scott Teeples.
 - Written reports from District 1 Director, Kay Gooding and Conference Chair, Dawn Westphal to be emailed to President, Scott Teeples and Secretary, Patti Malanaphy.
 - FCL Training - Officer Training Session on Monday afternoon of Fall Conference.

- Scott held discussion and asked for suggestion for the FCL training.
- Idea, “Great Warmups and Eye Opener for your meeting.”
- Scott will send out email for suggestions from members.

- Prompt Communication of all Board Members via phone, text, email.
 - Board members need to be prompt in their response when requested from another board member seeking needed information. When working together developing lessons. When a vote is required from all board members.

- Discussion on Guidelines and Lessons for Fall Conference.
 - Read all Conference Guidelines in Handbook.
 - State Conference Registration Forms, registrations, and money collected to be done by State Treasurer.
 - Conference Program Book editor will be assigned by the State President. The President will have the final okay of the Program Book.
 - All Conference Registrations will be, “All Inclusive”, can allow for one day registration.
 - **There will be no refunds for Conference registrations. Conference registration can be transferred when possible.**
 - Cost of Conference decorations don’t come out of registration, they are donated by the **Host District**.
 - Sales Room at Conference.
 - Donations should be of good quality. The donor should price items (price Tags should be available). Before sales room staff make any changes to donated items they should check with donor if possible.
 - Host District should make arrangements for volunteers to work the sales room. Suggested having sign-up sheet with their name, day and time of shift.
 - Lessons given at the Fall Conference must be developed and presented using materials that are not **Copyrighted** so they can be duplicated and used at later lessons.
 - Developers/Presenters of lessons taught at Fall Conferences must fill out all necessary forms for reimbursements, and Function Form for room set ups and other necessary forms. Send copies of forms to Conference Chair, State President, VP for Programs and VP for Public Policy. Deadline due September 10, 2020.
 - Lessons given at the Fall Conference must meet all deadlines. Send synopsis of lesson to VP for Programs and State Newsletter Editor, Lynda Nyseth, by deadline July 15, 2020. Send final draft of lessons to VP for Programs by deadline September 1, 2020.
 - All Lesson material used, including all handouts and pictures at the Fall Conference must be given to Scott Teeples in digital form, if possible, so they can be posted and available on the Oregon website.

Evaluation Form for State Conferences.

- President, Scott Teeples opened up for discussion on developing a **Standard Evaluation Form** for State Conference.
- A Standard Form would be a viable and a workable tool.
- This information would be added to the State Conference guidelines.
- Scott Teeples agreed to develop a standard form to be used for all State Conferences.

Board approval by consensus to develop a Standard Form.

- Comfort Bears - State Project - Discussion
 - Scott reported that Klamath County has been successful making and distributing their Comfort Bears.
- Finding - Recruiting and Retaining New Members.
 - Invitation to Join Brochures - Members can print off website Brochures for their county/study groups.
 - Scott will update names of officers in your county/study groups. Give out with-in your community.
 - FCE Business Cards/ What is FCE - Give them out with invitation to attend your study group or special event.
 - Anne Engen encouraged members to contact 4H leaders to join. Contact your extension office to see if they could provide you a list of 4H leaders.
- The National FCE Membership Brochure Contest is due June 15, 2020.
- New Club Packet - Bonnie has new club packet available upon request.
- Volunteer Hours .
 - Bonnie reviewed the reason why members should record their volunteer hours. As a 501-C3 education and service organization we are required to provide so much service and document those hours. We also must send our volunteer hours to national so they can document them too. We need to do this to maintain our non-profit status.
- Officer Installation Ceremony - Scott will be making some changes to the ceremony.

- What is “Marketing of FCE?”
 - Scott requested that the board members read their **Handbook** to clarify what marketing is to our organization.
- Officer Name Badges - Scott will provide name badges for new board officers. Wear your name badges when attending FCE Conferences/Events, Board meetings and, also, when attending non-FCE events.
- Officer’s Business Cards - Scott will order business cards requested from FCE members.
- Officers needed for National FCE Board - National FCE website www.nafce.org.
- FCE Bling Pins (Fundraiser) - Bonnie has ordered and received pins. Cost \$10.00 per pin. Pin has large “ FCE” letters. Scott will email picture of the Bling pin.
- Oregon FCE Lapel Pins - Blue Oregon FCE pin. (shape of Oregon state)
- Oregon FCE Leadership Contact List - Scott is updating the contact list and needs FCE members to send him their correct contact information. The contact list will be posted on the Oregon website.
- Dates of events in Oregon FCE - Send your event information to Scott Teeples and he will post it on the Oregon website. Also, send article to the State Newsletter.

Special Projects Reports

- Sunshine Lady - Anna Massingham
Notify Anna if there is anyone that you wish to send a card too. Get Well; Condolences /Sympathy to family/friends of FCE, etc.. Let someone know you’re thinking about them. Anna’s email darmass@hughes.net
- Oregon Newsletter - Editor Lynda Nyseth - LYNDATrose@aol.com
Deadline for newsletter articles May 1, 2020
Write articles about new/lost (Passed) members in your study group, your special events, etc.
- Fundraising - Scott Teeples will email suggestions for Marketing person.
- Website/Facebook - Send information (Scott Teeples) you would like posted on the Oregon Website/Facebook.
- Oregon Membership Email List - Email Bonnie Teeples with any updates, corrections or changes.
- Oregon Leadership Contact List - Email Scott Teeples with any updates, changes or corrections.

New Business

- Changing number of members on Finance Committee (Scott Teeples)
- **Comments and Rational of the Proposal:**
 - Purpose of the Proposal would be to reduce the number of members on the Finance Committee from a total seven (7) to five (5).
 - Proposed change is not a Bylaw, but is in the Handbook, and changes can be made by the Oregon FCE Board.
- **Rational for Proposal is:**
 - Reduced number of total Oregon FCE members; less work/decision making; five (5) members could still get the job done efficiently.
 - Reducing problem of finding, appointing finance committee members.
 - Save on the cost of hotel rooms and mileage for those members.
 - Changes could be made by not replacing current member as their term end

Proposed Changes in Guidelines in Handbook for Finance Committee

Finance Committee

The Oregon FCE President, with the approval of the Oregon FCE Board, will appoint a Finance Committee to make decisions about the use of the fund. The Oregon FCE President and the Oregon FCE Treasurer will serve as non-voting ex-officio members of the Finance Committee. The committee members will serve for three years, with rotating term dates. The Finance Committee, consisting **of a total of five (5)** Oregon FCE Members, in good standing, will include:

~~Two past Oregon FCE Presidents~~ **Two past Oregon Presidents (when available)**

~~Five Oregon FCE Members~~ **Three or four Oregon FCE Members (based on availability of past presidents)**

I, Sandie Bolyard move that we accept the proposed change to the Finance Committee as stated above.

Second by Anne Engen

Motion Passed - Carried 10 -0

**COMPLETE COPY OF - "PROPOSAL FOR CHANGES in FINANCE COMMITTEE"
WILL BE FILED WITH SECRETARIES RECORD OF THESE MINUTES. AND, UPDATED
IN THE OREGON FCE HANDBOOK GUIDELINES.**

- **Selection of lessons for 2020 Fall Conference**

Lesson 1 - “Rabies” - Developed by National FCE as an FCL Lesson.

Lesson 2 - “Great American Women” Developed & Taught by Kerry Mauk

Lesson 3 - “Fight to Save America’s Food” Developed & Taught by Anne Engen and Sally Wyffels

Lesson 4- “Scams, Shams and Frauds” Developed & Taught by Bonnie Teeples And Loretta McDonald

Lesson 5- “History of Dolls” Developed by Ida Knapp/Revised by Sandie Bolyard and Patti Malanaphy Presenters

Lesson 6- “Time Management” (National FCE Lesson) Taught by Tom and Marleen Currin

Lesson 7- “Malaysia” Developed & Taught by Scott and Bonnie Teeples
Wednesday Morning - Country Lesson

- **New Study Group and County Awards for Membership Recruitment**

Scott Teeples suggested having an award for County/Study Group with the highest membership gain. Scott will send email with more information to the board for review.

- **2020 National FCE Conference - Portland (Clackamas),Oregon July 23 -26, 2020.**

Ardyce Snyder will update any changes to the National Conference.

- **Final Thoughts :** (All Board Members)

Scott reviewed with board what the cost would be if Oregon FCE had to cancel their 2020 State Conference contract with the Hotel.

To cancel this date, we would pay 60% of agreed cost - later date 80% - up to just prior 100%.

We have in our contract the clause, “Force Majeure”, (Act of God/ Pandemic) which nulls and voids the contact. This will also apply for National FCE Conference in their contract.

- **Comments - Spring Board Phone Conference Call**

It was the consensus that having the meeting via conference call was successful.

The meeting went well with each board member speaking one at a time. Saved time and got the job done in less than four hours. Also, saved money from the treasury paying for hotel and mileage. Board members email/mail their reports prior/following meeting. Agenda emailed prior to meeting made it easy to follow and organized participation. Board members would be willing to utilize phone conference call again for future spring board meetings. Having the meeting recorded contributed to accurate information taken in the minutes.

Hip-Hip Hooray!!!

- **Your Assignment: Go forth and spread the information you have received. Make FCE the best that it can be.**
- Next Board Meeting: Monday October 5, 2020 @ 8:00 AM - Oregon State Conference In Springfield, Oregon- Hilton Garden Inn.

Adjournment: Date: March 23, 2020 Time: 3:49 PM