

**2019 Oregon FCE Fall Board Meeting
(Pre and Post Conference Meeting)
Monarch Hotel and Convention Center -Clackamas, Oregon**

Written and submitted by Patti Malanaphy – Oregon FCE Secretary

Written 11-16-2019 Revised 11-23-2019

Approved by Minutes Review Committee (Scott Teeples, Cynthia Gibson, Sandie Bolyard, Anne Engen, Patti Malanaphy)

(Monday, October 7, 2019 (Pre-Conference Meeting))

Call to Order

- The meeting was called to order at 8:04 AM by President Scott Teeples.

Cell Phone Reminder

- A reminder was given by President Scott Teeples to either turn cell phones off or turn the ringers off.

Minutes Review and Approval Committee

- Minutes Review and Approval Committee was appointed by Scott Teeples. Those committee members assigned were Scott Teeples, Sandie Bolyard, Cynthia Gibson, Anne Engen, Patti Malanaphy.

Handout and Guidelines

- President Scott Teeples reviewed handouts and guidelines for meeting.

Review Agenda

- President Scott Teeples reviewed the agenda, and stated board could make any additions or corrections as needed during the session.

Parliamentary Procedures Basics

- President Scott Teeples reviewed procedures.

Roll Call

- Roll call was taken by Secretary Patti Malanaphy
- Members present were: President, Scott Teeples; VP for Public Policy, Sandie Bolyard; Secretary, Patti Malanaphy; Treasurer, Bonnie Teeples; District 1 Director, Kay Gooding; District 2 Co-Director, Loretta McDonald; District 3 Director, Anne Engen; District 5 Director, Cynthia Gibson.
- VP for Program Nominee Rene Metteer and District 4 Director Nominee Tom Currin.
- Members absent were: District 2 Co-Director Marilyn Thompson; District 4 Co-Directors Rachel Eastman and Marilyn Perkins; VP for Program Barbara Voltin.

Pledge and Creed

- The pledge and Creed led by Loretta McDonald.

Warm Ups/Bonding

- Scott Teeples presented word challenge test. “Earn a Star, Become a Star” ...Recruit a New FCE Member.

Minutes of the 2019 Spring Board Meeting

- Patti Malanaphy reported that the 2019 Spring Board Meeting had been written and approved by the Minutes Review Committee. Minutes had also been mailed or emailed out to all members on the Oregon FCE Leadership list. Scott posted them on the Oregon FCE website www.Oregon-FCE.org. No one has reported any corrections needed. Since there were no additions or corrections to the Minutes. President Scott Teeples declared them approved.

Correspondence

- Secretary Patti Malanaphy reported that she had not received any correspondence.

Treasurers Report

- Bonnie Teeples gave complete oral and detailed Treasurer’s report. Provided written copies of the Balance Sheet, the Profit and Loss Sheet and Proposed Budget.
- Bonnie responded to questions from the board.
- Reported that FCE Fundraising Booth located at Keeper’s Corner raised \$1,040.60 Jan. - Aug. 2019 . Total funds raised Oct. 2016 thru Aug. 2019 = \$4,064.60
- Provided copy of Bottom Line from October 1 thru Sept. 30 of each year. Reported year 2004 until 2019. Including Membership number, Finances bottom line, Investments, Checking accounts and Savings.
- Total bottom line stands at \$55,562.43.
- Membership for Oregon State 2019 stands at 280
- Board approved Treasurer’s report and Proposed Budget for 2020.
- Bonnie will present Budget to Body of Delegates for approval at the Business Meeting.
- Bonnie gave explanation how to fill out reimbursement form correctly. Form updated to add for IN KIND donation.
- Bonnie stated she will have report from, President Scott Teeples, for expenses at 2019 FCE National Conference in St. Louis, Mo., and 2019 ACWW Triennial Conference in Australia at the 2020 FCE Spring Board meeting.
- Bonnie asked that Oregon return all the money collected for, “Pennies for Friendship”, and not keep 20% in the ACWW triennial fund. Discussion held and motion made.

I, Bonnie Teeples move that Oregon FCE no longer keep 20% of the money collected for Pennies for Friendship in the ACWW Triennial Fund. But send all the PFF’s to ACWW.

Seconded by Kay Gooding

Motion Passed with vote of 7

Date: 10/07/19

Old/Unfinished Business

Board officer Reports (written and oral)

- President Scott Teeples gave oral and written report. Summarized his report
- VP for Program Barbara Voltin absent. Bonnie Teeples gave oral report.
- VP for Public Policy Sandie Bolyard gave oral and written report.
- Secretary Patti Malanaphy No report.
- Treasurer and other misc. items. None
- District 1 Director Kay Gooding gave oral and written report.
- District 2 Co- Director Loretta McDonald gave oral and written report.
- District 3 Directors Anne Engen gave oral and written report.
- District 4 Co Director's - Absent
- District 5 Director Cynthia Gibson gave oral and written report.
District 5 Director, Cynthia Gibson reported that Jackson County lost two (2) study group. County Council and study groups having difficulty getting members to become officers. Jackson County Council discussed the possibility county would disband. Study groups can remain active and join other groups.
- Note: Bonnie Teeples, Cynthia Gibson, Kay Gooding, Sandie Bolyard appointed by President Scott Teeples to provide revision of district director's report form. Assigned at 2019 Oregon FCE State Conference. To be reported at the Spring Board meeting March 23, 2020

Committee Report

- National Conference Scholarship Committee: Bonnie Teeples reported this scholarship has never been applied for. Bonnie reviewed cost of registration for National FCE Conference. At this time the funds for this scholarship stands at \$750.50
- Margaret Seibold Scholarship Committee (Bonnie Teeples) Reported there were two scholarships awarded. Terry Mauk, member received \$100.00 to attend the 2019 Oregon State Conference. Nadine Reed, first timer received \$100.00 scholarship to attend 2019 Oregon State Conference.
- Donations can be made through the state treasurer for the Seibold Scholarship.
- Heart of FCE committee selected Kerry Mauk from Klamath County to receive the 2019 Oregon State Heart of FCE award.
- Essay and Artwork committee selected 4th grade 2019 winners. There were 28 entries from Jackson County, Morrow County and Klamath County. Contest was on Trustworthiness.
- Reese Houck 1st. place from Morrow County \$100.00.
- Ziriana Mohar 2nd. place from Jackson County \$75.00.
- Essay contest on "Why I Love Living in Oregon" for 2nd. and 3rd. graders. There weren't any entries for 2nd. grade. Seven entries were submitted for 3rd. grade from Klamath County.

Josie Genestar 1st. place winner. Awarded \$50.00.

Rylee Hollingsworth 2nd. place winner. Awarded \$30.00.

Ava Long 3rd. place winner. Awarded \$20.00.

- 2020 Essay and Artwork will be on “Respect”. Information will be posted on Oregon website: www.oregon-fce.org.
- Community Service Award: There were no entries.
- Nomination Committee: Reporting for committee Patti Malanaphy.
President Elect: Scott Teeples - Vice President for Program: Rene Metteer.
Secretary: Patti Malanaphy; District 2 CO- Directors Loretta McDonald and Marilyn Thompson; District 4 Director Tom Currin.
These nominees will be presented for election at the general session.
- Finance Committee: Patti Malanaphy gave oral and submitted written report for Gay Jarvinen
- FCE Angel Membership Scholarship: Scott received and approved one applicant.
 - Handbook /Bylaws: Committee will review Credentials form for Officer Nominees.
President Teeples appointed committee of Bonnie Teeples; Patti Malanaphy; Rene Metteer; Cynthia Gibson. Will report at the 2020 Spring Board meeting.
 - Financial Review Committee: No changes.
 - Fall Conference Site Selection Committee: To be appointed.
 - 2020 Fall Conference - District 3 Springfield
 - 2021 Fall Conference - District 5 (Medford area)
 - 2022 Fall Conference- District 2/4
 - 2023 Fall Conference- District 1
 - Oregon FCE Nominating Committee Members
Chair: Patti Malanaphy
Member: Kerry Mauk
Member: Suggested Ann Conkin; Sally Wyffels; Karen Walker.
District 5 and District 1 Directors needed.
 - Appointment:
 - 2020 Conference Committee Chair - Anne Engen
 - 2020 Conference Treasurer - Sally Wyffels
 - 2020 Conference Committee - To be appointed
 - 2021 Conference Site Selection Committee
Bonnie Teeples - Cynthia Gibson- Scott Teeples
 - 2020 Finance Committee
Chair Gay Jarvinen to be appointed.
Member Kerry Mauk to be appointed.
Suggested members if needed are Marleen Currin; Sandie Bolyard;

Lynda Nyseth ; Sally Wyffels.

- **Finding, Recruiting and Retaining New Member**
 - Scott reviewed “Scott’s Challenge” for recruiting new members. Use your “Invitation to Join Brochure”, and also, carry FCE Cards giving brief information about FCE. Give them out with verbal invitation to attend your study group or special events. Update names of officers on your brochures. Brochures available on website.

- **Other Report**
 - Care Bears- Discussion on making and distributing Care Bears in the community.
 - Vet Hygiene Packs - Bonnie shared information on this community service project.
 - New Club Packet -These packets are available on the website.
 - Books for New Born - Study groups are collecting these book for distributing to Children’s Hospitals.

- **Special Projects and Other Report**
- Sunshine Lady - Anna Massingham requests FCE members to send information for anyone who needs cards sent.
- Oregon FCE Newsletter- Lynda Nyseth will give report general session.
- Deadline January for next issue is January 2, 2010.
- Marketing/Fundraising- There are still 3 bags and 4 vests for sale. Scott will review with Barbara Voltin ordering more items.
- International ACWW - Gay Jarvinen will give report at General session
- Website/Facebook - Scott encouraged members to use the website.
- Oregon Leadership Contact List - Send update for officer’s by Jan 2020 to President Scott Teeples.
- Oregon Membership email list- Send updates to Bonnie Teeples.
- Name Badges - Wear your name badges. Scott will order badges as needed.
- Officer business cards - Contact Scott to order your business cards.
- Volunteer Hours Award - Scott Gave oral report.
- Donations for Oregon FCE discussion- Scott gave oral report.
- **New Business:**
 - ACWW Area President- Bonnie Teeples will give oral report at General Session.
 - 2020 FCE National Conference will be at the Monarch

Hotel in Clackamas, Oregon. Scott will give report at General Session. Oregon will provide decorations of tables for one night. Bring ideas to share at Spring Board meeting.

- Update of 2019 FCE Fall Conference - No report given
- Dues for 2020, 2021, 2023 - Discussion held why National FCE dues needed increase.
- “What is FCE?” Business cards. Scott gave cards to Board members. These cards give information about FCE- use for introduction.
- 2020 National Conference Scholarship Proposal/Motion/Voting.
- After discussion a motion was presented.
Cynthia Gibson made motion to offer \$200.00 for Scholarship to attend the 2020 National FCE Conference.

Date: 10/07-19

Time: 13:45 PM

Oregon State FCE Board Meeting

I, Cynthia Gibson move: that we offer a \$200.00 scholarship for those Oregon FCE members attending the 2020 National FCE Conference using the following guidelines.

- The scholarship would amount to a total of \$200.00 per person.
- There will only be a maximum limit of 20 scholarships awarded.
- The money to pay for the scholarships would come from the Oregon FCE Fundraising booth located at Keeper’s Corner LLC and the “Auction” money that has been raised for that purpose.
- Any current paid Oregon FCE member can apply for the scholarship.
- An application form will be made up.
- The applicant must properly fill out an application form and the form must be turned in by the set deadline.
- A scholarship committee would be set up to check each of the applications and make the decision to award, or not to award, the scholarship.
- Scholarships will be given to the first 20 applicants that turn in a properly filled out application and that is approved by the Scholarship Committee.
- **The scholarship money would be awarded only after the person has paid for and attended the 2020 National Conference as a full-time attendee.**

Seconded by Kay Gooding

Motion Passed by Vote Count 6 - 1

- ‘Helping Hands for Those in Need” Scholarship.
- After discussion a motion was presented.
Loretta E. McDonald made a motion to offer scholarship to assist members with unforeseen hardships.

Date: 10/07/19

Time: 2:09 PM

Oregon State FCE Board Meeting

I, Loretta E . McDonald move: that we, as Oregon FCE State Board set up a Scholarship called the “Helping Hand for Those in Need.” The purpose of this scholarship would be to help those that may have come into extreme unforeseen hardships after they have paid money for various Oregon FCE State sponsored activities. The scholarship will use the following guidelines.

- The original money for the scholarship fund will be designated from within the General Fund for the purpose for the scholarship fund.
- The original total amount of money for the scholarship fund will be in the amount of \$500.00. Any addition money added into the fund, other that donations, must be approved by the entire Oregon FCE Board including all Officers and District Directors.
- The scholarship shall only be used for Oregon FCE State activities.
- The scholarship shall only cover money that has been paid to Oregon FCE. It cannot be used to cover money paid for rooms, non-FCE meals, and other non-FCE expenses.
- The scholarship would not be more than what a person has already paid for those Oregon FCE State activities.
- Any current paid Oregon FCE member can apply for the scholarship.
- An application form will be made up by a group appointed by the President.
- The applicant must properly fill out an application form and the form must be turned in by the set deadline of no more than 30 days after the activity.
- A scholarship committee, consisting of the entire Oregon FCE Board, would be set up to check each of the applications and make a decision to award, or not award the scholarship and total amount awarded. They can vote to pay for all, or part of the money applied for. A formal vote would be taken. The President would not vote unless there is a tie of the total votes.
- The President would serve as the Chair of the “Helping Hands for Those in Need” Scholarship Committee.
- **The scholarship money would be awarded only after the person has paid for the activity and then, due to extreme circumstances was not able to attend.**

Seconded by Anne Engen

Motion Passed by vote count of 4 -2 -1

~~Superior One Award: No Entry~~

Program Award: No Entry

Spirit of FCL Award: No Entry

Community Service Award : Klamath County

- Videotaping of Lesson Presentations at State Conference. OK to video.

- Proposed offer of 2020 Conference lesson to be taught by Southwest FCE. Lesson on, “Rabies Abatement.” Approved by consensus of the Board.
- National FCE Offices coming open in 2020 are:
 - President Elect
 - Vice President for Public Policy
 - Secretary
 - Program Coordinator (2-year term)
 - Public Policy coordinator (2-year term)
 - Program Coordinator (3-year term)
 - Public Policy Coordinator (3-year term)

2019 Conference Info for Board Members

- Conducting Program Book: Please make notes in it as needed.
- Payment for meals of guest and speakers comes out of registration.
- Scott provided copies of Head of Table seating chart.
- Officer Installation Ceremony: Gay Jarvinen will do the installation.
- President Teeple assigned Pages, Timer and Counters for the Business Meeting.
- Volunteer Hours Awards Certificate. Scott will give out certificates.
- Bonnie Teeple will present FCL training “Changing Your Cultural DNA” at 3:45 PM - 5:15 PM after close of the Oregon FCE Board Meeting.

OTHER ITEMS/REMINDERS

Future State FCE Fall Conferences

- Read all Conference Guidelines in Handbook.
- Deposits to Hotels for State Conferences will come from FCE State Conference .
- Registration Forms, registrations, and money collected to be done by State Board Treasurer.
- The Conference Program Book editor will be assigned by the State President. That editor will coordinate with the Fall Conference Committee Chair and State President for the scheduling of events. The State President will have the final okay of the Conference Program Book

- All Conference Registrations will be “All Inclusive.” Can allow for one day registration. We must make sure this is done. This was passed by vote at the 2013 Fall Conference Post Board Meeting.
- Costs of Conference decorations don’t come out of registration. They need to be donated by the Host District.
- Lessons given at the Fall Conference must be written and presented by qualified Developers/Presenters.
- Lessons given at the Fall Conference must be developed and presented using materials that are not **Copyrighted** so that they can be duplicated and used at later lessons.
- Developers/Presenters of lessons taught at the Fall Conference must fill out all the necessary forms for reimbursements, room set ups (Function Forms) and other necessary forms.
- Lesson given at the Fall Conference must meet all deadlines, as stated in the Handbook, and be submitted to the VP for Program by the deadlines given.
- All lessons materials used, including all handouts and pictures, at the Fall Conference will be printed and available to be used in future lessons.
- All Lessons 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 FCE Website.
- Community Service Award - State Contest/National Award- Due to President by first day of Spring Board Meeting and judged at Spring Board Meeting - to National FCE by April 15th.
- Oregon FCE Statewide Service Projects send information and pictures to Scott Teeples.
- National FCE Awards and Contests. Deadlines to enter April 15th.
 - Awards: Community Service Award
 - Open Brochure Contest
 - Outstanding Unit Award
 - Superior Unit Award
 - Program Award (May be listed at later date)
 - Spirit of FCL Award
 - Forms for all these awards are on the Websites

- FCL Certification Challenge. Members can apply for their FCL Certification using their Certificates of Completion hours. Need 30 credit hours of FCL training. Process information listed on back of Certificates.
- National FCE Website is www.nafce.org
- Oregon FCE Website is www.oregon-fce.org
- Bogus/Fraudulent Emails.
Scott discussed the many bogus and fraudulent emails being sent to your email address. You need to be aware of any email that look suspicious or too good to be true and asking for money.
- **“Final Thoughts”**
Post Conference Board Meeting: Wednesday after last session.
Lesson: Ireland presented by Sally Wyffels and Anne Engen.
- **Spring Board Meeting: Monday/Tuesday March 23-24, 2020; 12:00 Noon in Redmond, Oregon. Place: Hotel Conference Room.**
- **Your assignment: Go Forth and make Oregon FCE the best it can be.**

Adjournment:

Date: 10/07/19 Time: 2:35 PM

2019 Oregon FCE Fall Post Conference Board Meeting

Wednesday, October 9, 2019

Monarch Hotel and Convention Center - Clackamas, Oregon

Call to Order: 9:42 AM by President Scott Teeples.

Scott welcomed all members to the meeting. Reminded to turn off cell phones or place on turn ringers off.

Minutes Review Committee Appointment (Scott Teeples) - Same as Pre-Conference.

Scott Teeples; Anne Engen; Sandie Bolyard; Cynthia Gibson; Patti Malanaphy

Roll Call: Secretary Patti Malanaphy

- Members presents were: President Scott Teeples; Secretary Patti Malanaphy; VP for Public Policy Sandie Bolyard; Treasurer Bonnie Teeples; VP for Programs - Elect Rene Metteer; District 1 Director Kay Gooding; District 2 Co-Director Loretta McDonald; District 3 Director Anne Engen; 2019 Oregon State Conference Chair Dawn Westphal.
- Absent Members: VP for Programs Barbara Voltin; District 2 Co-Director Marilyn Thompson; District 4 Co-Directors Marilyn Perkins and Rachel Eastman; District 5 Director Cynthia Gibson.

Old /Unfinished Business: Conference Report

- District 1 Director Kay Gooding gave oral report. Will review the evaluation forms from attending members and give report at Spring Board Meeting. Kay will submit written report to President Scott Teeples.
- Conference Chair Dawn Westphal gave oral report. Will prepare written report to be submitted to President Scott Teeples.
- Bonnie reported there were 50 registration received.

- Positive verbal comments from members stating the food and staff were great.
- Hotel rooms were nice and clean.
- Members stated they enjoyed being near shopping center. Also, liked the scavenger game.
- Entertainment and speakers were informative and interesting. But, would have liked some music.
- Decorations were beautiful and well presented.
- Sales room did very well. Had lots of good merchandise. Both new and used. Do need more people to sign up to help/work in the sales room.
- President Scott Teeples will appoint Gay Jarvinen as Finance Committee chair. Also, appoint Kerry Mauk as finance committee member.

Conference Summary-What we did right/what we can improve on:

- Having an extra class during the board meeting for non-board members to attend was well received.
- Need program or class for those who do not take tours. Crafts or games etc.
- Map or sign to address handicap access in the hotel. To assist maneuvering around facility.
- Meals to have both hot water for tea and coffee served.
- Members need to be aware if the hotel provides tickets/discount for meals in restaurant.
- Make sure there are signs placed showing class session room.
- Positive mention for lessons presented.
- FCL certificates: Make sure they are given to attending members.

New Business:

- National FCE 2020 Conference Chair Bonnie Teeples will provide information/ideas for 2020 National FCE Conference held at Clackamas, Oregon. Using suggestions and ideas received from Oregon FCE State Conference at same location.
- 2020 Oregon State FCE Conference Chair: Anne Engen will develop flier /invitation to attend 2020 Oregon FCE State Conference in Springfield, Oregon. President Scott Teeples will review flier.

Reminders:

- Bring ideas for lessons to **Spring Board Meeting**. Need to have people willing to develop and present lessons.
- People who work together as partners need to communicate in timely/return manner with each other when sharing information or editing lesson.
- Lessons given at the Fall Conference must be written and presented by qualified Developers/Presenters.

- Lessons given must be developed and presented using materials that are not **Copyrighted**. **So, they can be duplicated and used at later lessons.**
- Developer/Presenters of lessons taught at the Fall Conference must fill out all necessary forms for reimbursements, room set ups and other necessary forms.
- Lesson given at Fall Conference must meet all deadlines, as stated in the Handbook and submitted to the VP of Programs by the deadlines given. All lessons materials used, including all the handouts and pictures, at the Fall Conference will be printed and available to be used in future lessons. And, must be given to President Scott Teeples in digital form, if possible, so they can be posted and available on the Oregon FCE website.

Spring Board Meeting: Monday/Tuesday March 23/24, 2020 at 12:00 Noon in Redmond, Oregon. Place: Hotel Conference Room (Scott Teeples)

Adjournment at 10:41