

**Minutes of the 2016 Oregon FCE Fall Board Meeting  
(Pre and Post Conference Meeting)**

2016 Oregon FCE Fall Conference– Salem, Oregon

Monday, October 3, 2016 and Wednesday, October 5, 2016

Written and submitted by Scott Teeples – Oregon FCE Secretary

Written 10-19-2016; Revised 11-18-16; Revised 11-25-16

Approved by Minutes Review Committee (Patti Malanaphy, Sandie Bolyard, Bonnie Teeples and Scott Teeples) 11/20/2016

**Monday, October 3, 2016 (Pre-Conference Meeting)**

**Call to Order**

- The meeting was called to order at 8:15 AM by President Patti Malanaphy.

**Cell Phone Reminder**

- A reminder was given by Patti Malanaphy to either turn cell phones off or to turn the ringers off.

**Minutes Review and Approval Committee**

- At the request of Secretary Scott Teeples, a Minutes Review and Approval Committee was appointed by Patti Malanaphy. Those committee members assigned were Patti Malanaphy, Sandie Bolyard, Bonnie Teeples and Scott Teeples.

**Review Agenda**

- President Patti Malanaphy reviewed the agenda and asked for any additions. Patti made a few minor changes in the arrangement of the agenda.

**Roll Call**

- Roll call was taken by Secretary Scott Teeples.
- Members present were: President, Patti Malanaphy; VP for Public Policy, Sandie Bolyard; Secretary, Scott Teeples; Treasurer, Bonnie Teeples; District 1 Director, Lendamai Poole; District 2 Co-Director, Marilyn Thompson; District 3 Co-Directors, Sally Wyffels and Anna Massingham; District 4 Co-Director, Rachel Eastman; District 5 Director, Jan Allen; and Marketing Committee Rep., Barbara Voltin.
- Members absent were: VP for Program (office vacant at this time). District 2 Co-Director, Loretta McDonald; and District 4 Co-Director, Marilyn Perkins.

**Warm Ups**

- Lendamai Poole led the group in a warm-up including some chair exercises.

**Minutes of the 2016 Spring Board Meeting**

- Scott reported that the 2016 Spring Board Meeting had been written and approved by the Minutes Review Committee. He also reported that those Minutes had also been mailed or emailed out to all members on the Oregon FCE Leadership list. Scott has also posted them on the Oregon FCE website [www.Oregon-FCE.org](http://www.Oregon-FCE.org). No one has reported any corrections needed. Since there were no additions or corrections to the Minutes, President Patti Malanaphy declared them Approved.

### **President's Report**

- Patti Malanaphy gave both a written and oral President's report. The report was short and she will give the complete report in the Business meeting.

### **Website and Contact List Report**

- Scott Teeples gave brief reports on both the Oregon FCE website, www.Oregon-FCE.org and the Oregon FCE Leadership Contact List.
  - The Oregon FCE website is up and running and continually being updated as more information is sent in to update it. Scott asked that people send him information to be posted. He also asked for people to give him suggestions for the website and also any needed corrections.
  - The Oregon FCE Leadership Contact List is continually updated as information is sent in. Scott asked that District Directors, County Councils and Groups send him information so that List can be updated.

### **Treasurer's Report**

- Bonnie Teeples gave a complete Treasurer's report both written and oral. She explained lots of things in great detail on the Balance Sheet, the Profit and Loss Sheet, and the Proposed Budget. Lots of questions were asked and answers were given. During the discussion Bonnie brought up the fact that there was a need to have some money transferred from one of the CD's to the Enhancement Fund savings account. A motion to do so was made.

I Sally Wyffels move that FCE transfer the funds of a 12 month CD #72/76 (that is being rolled over) to be put in the Enhancement Fund/Saving account. Motion was seconded by Rachel Eastman. Motion was voted on and passed 10-0.

- Bonnie also gave a report on the 2017 Membership Form and asked if there were any questions. She explained the new donation areas for the Oregon FCE Newsletter and the Oregon FCE website. Discussion was held about the donation area and it appeared to be a very positive thing.

### **Vice President for Program Report**

- Currently there is no one holding the office for Vice President for Program. Bonnie and Scott Teeples have been filling in on the assignments as needed. They gave an oral report on the things that they have been doing in preparing for Conference.

### **Vice President for Public Policy Report**

- VP for Public Policy, Sandie Bolyard gave both a written and oral report on the things that she has been doing.

### **Meeting Recessed: 9:54 AM - 10:00 AM**

### **District Reports: (Note: Written Reports on File)**

- **District 1**
  - District Director, Lendamai Poole, gave both a written and oral report on the activities of District 1.
  
- **District 2**
  - Co-District Director, Marilyn Thompson, gave both a written and oral report on the activities of District 2.
  
- **District 3**
  - Co-District Director, Anna Massingham, gave both a written and oral report on the activities of District 3.
  
- **District 4**
  - Co-District Director, Rachel Eastman, gave both a written and oral report on the activities of District 4.
  
- **District 5**
  - District Director, Jan Allen, gave both a written and oral report on the activities of District 5.

### **Committee Reports:**

- **Nomination Committee:**
  - Bonnie Teeples, Nomination Committee Chair, gave a report on the current status of the upcoming elections and the nominees in each area. The nominees as of this time are :
    - 2017 President Elect – Scott Teeples
    - 2017 Vice President for Program – None at this time
    - 2017 Secretary – None at this time
    - 2017 District 2 Co-Directors – Marilyn Thompson and Loretta McDonald
    - 2017 District 4 Co-Directors – Rachel Eastman and Marilyn Perkins
  
- **Finance Committee:**
  - Sandie Bolyard, Finance Committee Chair, gave both a written and oral report of the items of the previous night's meeting. Several questions were asked and discussed.
  
- **Oregon FCE Brochure:**
  - Scott Teeples and Patti Malanaphy gave a report about the new Oregon FCE Brochure that was developed by Scott Teeples, Doreen Garland, Alene Showers and Alene's daughter Ariel. Scott had compiled and finished up the brochure. Upon completion Scott submitted the Oregon FCE Brochure in the National FCE Open Brochure Contest. The Brochure placed 1<sup>st</sup> in the National FCE Open Brochure Contest and earned \$100.00 in spending credit from National FCE. Scott and Patti both worked with a printer in Portland to

print 3,000 brochures at a cost of \$370.50. The cost of the brochure has been approved by the Oregon FCE Board and the Oregon FCE Finance Committee.

- **Oregon FCE Newsletter:**
  - Oregon FCE Newsletter editor, Lynda Nyseth, was absent so Sandie Bolyard gave both an oral and written report in her absence. There was discussion about the great value of the Newsletter, the cost of the Newsletter, and the possible donations for the Newsletter on the updated Membership Application Form.
- **2017 Membership Form:**
  - Bonnie Teeple, Oregon FCE Treasurer, gave a report about the updated 2017 Membership Form. The main changes are that there are areas for donations to both the Oregon FCE Newsletter and to the Oregon FCE Website. Bonnie reported that she had heard nothing but positive feedback about the 2017 Membership Form.
- **International Committee:**
  - Gay Jarvinen, International Committee Rep, will give a complete report during the 2016 Business Meeting.
- **Youth Committee:**
  - Sandie Bolyard, Youth Committee Rep, gave both an oral and written report about the Essay and Art Contest that she oversees. A lot of discussion was held with lots of questions and comments.

#### **Lunch Time Recess: 12:00 PM- 1:10 PM**

#### **Committee Reports (continued):**

- **Sunshine Lady:**
  - Anna Massingham, Sunshine Lady Rep, gave an oral report on the things she has been doing. She asked that people would let her know of Oregon FCE members that might need some emotional support from Oregon FCE in the way of a card, flowers etc. Please contact her when you hear of anyone needing these things.
- **Marketing Committee:**
  - Barbara Voltin, Marketing Committee Rep, gave both an oral and written report. During that discussion she reported on:
    - Oregon FCE Vests
    - Oregon FCE Bags
    - Oregon FCE Patches
  - Scott and Bonnie Teeple offered a means of raising money through the donation of a booth at Keeper's Corner LLC – Antique, Craft and Collectible Mall in Klamath Falls. All proceeds from the sale of items in the booth would

be for Oregon FCE. Scott mentioned that their local FCE Study Group, and also Klamath County FCE currently have a booth there and have done well. Oregon FCE members would need to get items to Klamath Falls to be able to be put in the booth. All of the Board agreed it was a good idea and approved Scott and Bonnie in setting up the booth.

### **FCL Training**

- Bonnie and Scott Teeples gave the Board some FCL Training on Team Building and Team Work. Bonnie did several activities on getting to know each member of the teams and their strengths and weaknesses. Scott did an activity “Who Am I?”

### **Unfinished Business:**

- **Concerns of the Board (if any):**
  - Patti Malanaphy, State FCE President, led a discussion on any concerns the Board might have. Some of those items included:
    - **Oregon FCE Fall Conference Lessons and Presentations**
      - Everyone felt that the lessons that are being presented this year are good choices and that we have good presenters.
      - Discussion was held about lessons for the 2017 Fall Conference.
      - Discussion was held about the fact that during the lessons some people like to read along while the presentation is going on and it might be a good idea for presenters to give out some written information during the presentation.
    - **Oregon FCE Finance Committee**
      - Patti asked if there were any concerns about the Finance Committee. Everyone present felt that there were no problems at this time.
  - **ACWW Triennial Report**
    - Bonnie Teeples and Patti Malanaphy gave a report on their trip to England for the ACWW Triennial. The report was given both orally and with the aid of a PowerPoint presentation. Some the items they presented were:
      - A list of the Resolutions that were presented at the Triennial and how they were handled.
      - Women Walk the World Day. A flyer was handed out with information about participating in the activity.
      - All of the wonderful people they met at the Triennial and how things are in their various countries.
      - The interesting places that they saw during the Triennial Conference and their tours.
      - Information on the location of the 2019 Triennial Conference which will be in Australia.

- **Items from the 2016 National FCE Conference**
  - Patti Malanaphy gave a report about the 2016 National FCE Conference which was held in Memphis, Tennessee. During that report she covered several items including:
    - The experience of attending a National FCE Conference.
    - The National FCE Alumni Scholarship for attending the National Conference.
    - Forms for the FCE Liability Insurance.
    - National FCE due dates.
    - National FCE Honor Fund.
    - “It only takes a dollar” fundraiser.
    - New National FCE Bylaws changes including the change that State FCE officers, other than the State President, can also hold a position on the National FCE Board.
  
- **2017 Oregon FCE Fall Conference Report:**
  - Bonnie Teeples, Jan Allen, Sandie Bolyard and Scott Teeples gave a report on the upcoming 2017 Oregon FCE Conference. Items reported were:
    - Location will be in Klamath Falls at the Shilo Inn.
    - The theme is “Southern Oregon Charm”.
    - The cost of the Conference, as voted on and passed by the Oregon FCE Board in 2013, will be all inclusive including Conference registration and meals served during the Conference.
    - Scott and Bonnie have suggested that there be three sessions for the presentations at the 2017 Conference. They will work on a possible schedule and present it at the 2017 Spring Board Meeting.
  
- **2018 National FCE Conference Report:**
  - Bonnie Teeples gave a report on a possibility of having the 2018 National FCE Conference in Portland, Oregon. Bonnie has submitted several proposals from various hotels in the Portland area. She will find out after the 2016 National FCE Fall Board meeting where the National Board will make the decision.
  
- **Promotion of FCE Through Social Media:**
  - Scott Teeples talked about the importance of using Social Media in the promotion of FCE at all levels. Many people are on some type of Social Media and less and less people are using traditional media such as newspapers. Scott brought up the fact that Oregon FCE has a Facebook Page and suggested that all of us use it often. Scott also mentioned that National FCE has a Facebook Page and a Facebook Group.

- **Oregon FCE Brochures:**
  - Patti Malanaphy distributed the new Oregon FCE Brochures to members of the Board

**Pre-Conference Board Meeting Adjournment at 3:45 PM**

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**Wednesday, October 5, 2016 (Post-Conference Meeting)**

**Call to Order**

- The meeting was called to order at 10:02 AM by President Patti Malanaphy.

**Cell Phone Reminder**

- A reminder was given by Patti Malanaphy to either turn cell phones off or to turn the ringers off.

**Roll Call**

- Roll call was taken by Secretary Scott Teeples.
- Members present were: President, Patti Malanaphy; V; Secretary, Scott Teeples; Treasurer, Bonnie Teeples; District 1 Director, Lendamai Poole; District 2 Co-Directors, Marilyn Thompson and Loretta McDonald; District 3 Co-Directors, Sally Wyffels and Anna Massingham; District 4 Co-Director, Rachel Eastman; and District 5 Director, Jan Allen. Also present was Barbara Voltin, Marketing Committee Rep.
- Members absent were: VP for Program (office vacant at this time): VP for Public Policy, Sandie Bolyard; and District 4 Co-Director, Marilyn Perkins.

**Spring Board Meeting Dates:**

- Patti Malanaphy gave the dates for the 2017 Spring Board Meeting. They will be Monday and Tuesday, April 3-4, 2017. The tentative location will be in Redmond, Oregon at the Extension Office.

**2016 Fall Conference Follow Up and Comments:**

- Everyone thought that the Conference went great with very few problems.
- The official count of participants was 64 not counting guests, speakers and outside presenters.
- The tours were excellent.
- Some people felt that there were some problems with the Handicap Accessible rooms.
- Presenter must have the estimated number of participants for each class at least two weeks and again at one week prior to the conference.
- It has been suggested that there is a need for a Hostess in each class being offered.

- It was suggested that there be a usable Conference Handbook in both written and digital form that can be updated and passed on to the next Conference Chair.

### **Oregon FCE Scholarship for National Conference Attendance**

- Bonnie Teeple, Oregon FCE Treasurer, reported that there was \$232.00 raised for the scholarship to help Oregon FCE members with the cost of going to the National FCE Conference. It was suggested that it be an amount of \$100.00 per participant and that money be given to them only after they have attended the conference.
- Patti Malanaphy, Oregon President, is going to appoint a committee to set up all of the guidelines for the administration of the scholarship. Bonnie Teeple was asked to head that committee.
- It was suggested that we continue the auction each year to raise funds for this scholarship.

### **Appointment for Vacant State Offices:**

- Patti Malanaphy, President, made the following appointments for the current vacant Board members:
  - Vice President for Program (for one year) – Barbara Voltin. She accepted the appointment.
  - Secretary – (for one year) – Scott Teeple. He accepted the appointment.
  - Nomination Committee – Note: Barbara Voltin moves to Chair as of 2017 with Anne Engen moving up one slot. Patti Malanaphy will appoint a third position on the Nomination Committee at another time.

### **Finance Committee Positions:**

- There was discussion about need for some changes in positions on the Finance Committee. Scott Teeple will go off next year and will need to be replaced at that time. It was also discussed that there appears to be too many Board members on the Finance Committee even if the Bylaws do not address the limit of Board members on such Committee. Gay Jarvinen and Kerry Mauk have both volunteered to serve on the Finance Committee. Patti Malanaphy will work on changes, if needed, on the Committee.

### **2018 Oregon FCE Fall Conference:**

- Discussion was held about the possible location for the 2018 Oregon FCE Fall Conference. District 4 felt that they could put it on but only with the help of the District 2. They will get together and report back at the 2017 Spring Board Meeting.

### **Oregon FCE State Conference Site Committee:**

- Discussion was held about the need for an Oregon FCE Fall Conference Site Committee.
  - The purpose of the committee would be to:
    - Visit each proposed conference site and check that they have the facilities needed for the conference.
    - Help with negotiations of the contract with the hotel or facilities.

- Make recommendations to the Board on contract and facilities.
- Members of the Oregon FCE Fall Conference Site Committee should be:
  - Experienced with various types of facilities and the needs of the Conference.
  - Experienced in making negotiations with hotels and other facilities.
  - Able to make tough decisions which are best for the Oregon FCE Fall Conference.
  - Approved the Oregon FCE Board and appointed by the Oregon FCE President.

**Digitizing of Oregon FCE History:**

- Discussion was held about the large amount of Oregon FCE History that is being stored at different places and in different media. Bonnie Teeples was asked by Patti Malanaphy to find out what historical documents we have and what we need to do to get it digitized.

**Post Conference Board Meeting Adjournment at 11:36 AM**