

Minutes of the Oregon FCE Spring Board Meeting

Black Bear Diner– Redmond, Oregon

Monday and Tuesday – March 26-27, 2018

Written and submitted by Bonnie Teeples – Acting Oregon FCE Secretary

Written April 5, 2018

Monday, March 26, 2018

Call to Order

- The meeting was called to order at 12:45 PM by President Scott Teeples. All Board members introduced themselves by name, their position, on the board, where they are from and what they like about FCE.

Cell Phone Reminder

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

Minutes Review and Approval Committee

- The Minutes Review and Approval Committee were appointed by Scott Teeples. The committee members assigned were Scott Teeples, Cynthia Gibson, Sandie Bolyard and Bonnie Teeples.

Review Agenda

- President Scott Teeples reviewed the agenda and asked for any additions. He reminded us that items can be added to the agenda as needed.

Handouts/Reports Inventory Check

- Scott Teeples had the members check their folders for reports and handouts that had been distributed to make sure everyone had everything.

Meeting Guidelines and Parliamentary Procedure Basics

- 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 Acting Secretary Bonnie Teeples.
- Members present were: President, Scott Teeples; VP for Program, Barbara Voltin; VP for Public Policy, Sandie Bolyard; Treasurer, Bonnie Teeples; District 1 Director, Kaye Gooding; District 2 Co-Director, Loretta McDonald; District 3 Co-Directors, Sally Wyffels and Anna Massingham; District 4 Co-Directors, Marilyn Perkins and Rachel Eastman; and District 5 Director, Cynthia Gibson.
- Absent board members were Secretary, Patti Malanaphy and District 2 Co-Director Marilyn Thompson.

Pledge and Creed

- The Pledge of Allegiance and the National FCE Creed were led by Barbara Voltin.

Ice Breaker/Warm Up

An Ice Breaker/Warm Up was presented and led by Bonnie Teeples. Bonnie wadded up pieces of paper that said “He who aims at nothing is bound to hit,” tossed them to the board members and had them toss them back and forth. Bonnie talked about goal setting and how important it is that we have a target to reach for. She then had those who had the sheets come forward and straighten the papers out and make the sentence. Bonnie concluded by reading the statement “Sometimes it takes a bit of work to find a simple truth,” and added that sometimes it takes work to set and reach goals, but that is how we grow and progress.

Minutes Approval for 2017 Fall Conference Board Meeting

- Previous Secretary, Scott Teeples had previously emailed and/or mailed out copies of the minutes, both pre-conference and post conference meetings, three weeks after the 2017 Fall Conference to all Board members. Those minutes had been read, corrected and approved by the Minutes Approval Committee consisting of Scott Teeples, Patti Malanaphy, Sandie Bolyard and Sally Wyffels. The minutes had also been posted on the Oregon FCE website, www.Oregon-FCE.org. The minutes were submitted by Scott Teeples 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 Scott Teeples.

Correspondence

- Scott reported that he had not received any correspondence as of this date.

Treasurer’s Report

- Treasurer Bonnie Teeples handed out a written Treasurer’s report and also gave an oral report to the group. Bonnie noted that Oregon FCE is down in member numbers again. Currently the membership count is down from the 341 we ended up with to 298. This only reflects the memberships that have been sent as of 3/20/2018, we do have four or five that have been received in the last few days that will be added to the count.
- The report also included various donations that have been sent by members with the 2018 Registration Form. Those donations, as of March 20, 2018, include:
 - Website: \$244.00
 - Newsletter: \$753.00
 - Quarters for Leadership: \$25.00
 - Budget: \$95.00
 - ACWW/Pennies for Friendship: \$314.40

- Bonnie reported that the Keeper's Corner LLC- Antique, Craft and Collectible Mall - Oregon FCE booth located in Klamath Falls, has earned \$1629.00 from the starting date October 2016 up to March 20. Items being sold are being donated by Oregon FCE members across the state and other donors located in Keeper's Corner. Members are being very generous with donations for the booth, and it is paying off in good money for the state FCE budget.
- The financial report was given on 2017 Oregon FCE Annual Conference where it was noted that the sales room brought in \$578.40 and the conference made \$1041.04 after all the expenses were paid. It was noted that the Districts working on the conferences need to go over the Conference Guidelines in the handbook closely and understand what is paid out of the registration fees and what is not.
- Bonnie distributed an updated reimbursement form to the board members and asked that they use these forms only and throw the older versions away.
- A copy of the Treasurer's Report will be filed for review.

Old/Unfinished Business:

- **Board Officer Reports (written and oral)**
 - President Scott Teeples gave a summary of his written report and went over the goals he has set for his term as President and asked each of the board members to set goals in our areas.
 - Vice President for Program Barbara Voltin reported that she is not getting many evaluations on the programs. District Directors were asked to get the information to the study groups to send the evaluations for Oregon FCE programs to Barbara. Evaluations on OSU prepared lessons do not need to be sent to Barbara.
 - Vice President for Public Policy Sandie Bolyard asked for a committee to review the Heart of FCE and CHARACTER COUNTS! ® Essay and Artwork contest entries and choose the winners for submission to National FCE. Those appointed to serve on the committees were Barbara Voltin, Anna Massingham, Loretta McDonald and Rachel Eastman. They will meet this evening after dinner to make the selections.

Break: 2:30pm/Called back to order at 2:45pm

- Scott Teeples conducted a discussion on the Lost Member/New Member list he had distributed. There was very good discussion and some information given by board members on some of those on the list.
- District Directors were asked to give oral reports on what is happening in their Districts. There was great discussion on projects and activities that each area does, and several good ideas were generated by the discussion.
- **Committee Reports**
 - National Conference Scholarship Committee: Bonnie Teeples went over the application form, received input and got approval for the final form. It will be emailed to the board, put on the web site and added to the Oregon FCE

Handbook. Bonnie also reported that there should be around \$600, but she needs to do some checking in the check book to see what heading the first years auction money was deposited under.

- Margaret Seibold Scholarship committee: Bonnie noted that the updated form will be put on the website and sent to Lynda Nyseth for the inclusion in the August newsletter. Scott asked what the original amount of the Scholarship was. Anna Massingham will check with Jan Blankenship, Margaret Seibold's daughter, and see if she knows the original amount of the scholarship.
- New Club Packet had been looked over at fall board and Bonnie had made some changes to it since then. Several members looked at it and made some good suggestions. Bonnie will email it to board members for suggestions to finalize the packet by Fall Board Meeting.
- Nomination Committee was reported on by Scott Teeples. He had talked to Anne Engen and been told that she had talked to Bonnie and she was interested in running for Treasurer again. The offices that need to be filled this year are Treasurer, VP for Public Policy, District 3 Director and District 5 Director. A few names were suggested for some of the positions. Sandie Bolyard suggested for District 5 and the VP Position she is already in; Vickie Graves for District 3 (she will need someone to drive her); and Cynthia Gibson for District 5 Director.

Break: 4:28/Called back to order at 4:36pm

- Finance Committee (reported for Anne Engen by Scott Teeples) Anne wanted to remind the board members that applications for funds from the Education Fund to attend National conference need to be turned in to the State FCE President as early in the calendar year as possible. Applications for the Enhancement Fund are taken 4 times a year.
- FCE Angel Membership Scholarship: Scott reported that the info was in the board member packets. To date there has been only one scholarship submitted, but there may be one or two more coming in for this membership year.
- Budget Committee appointments: According to the Bylaws Article IX Section 1, there is to be a Budget Committee appointed. This committee will consist of the Treasurer, one board member appointed by the President and a member from the general membership. With the approval of the Executive Committee, Scott appointed Sandie Bolyard and will contact Lendamai Poole to serve. The committee work will be performed by email and will take 2-3 weeks. Bonnie will send the current budget, the income for 2017 and 2018 and open up for discussion.
- A Financial Review Committee conducted a review of the books at Fall Conference. There is a discrepancy found in the books from several years ago. Bonnie has received the older statements from Sandie and will find the discrepancy by Fall Board.

- Fall Conference Site Committee has been to Portland to view five hotels for the 2019 Annual Conference and then narrowed the choices down to the Monarch Hotel off Interstate 205. The contract has been reviewed and is in order.

Cynthia Gibson moved that the board choose the Monarch Hotel to hold the FCE 2019 State conference in Portland Oregon. The motion was seconded by Kaye Gooding. Motion carried 9-0

- The 2019 Conference Committee will start planning for the conference.
- Anna and Sally will begin finding hotels for the 2020 Site Review Committee to visit.
- **Special Projects Reports**
 - Sunshine Lady Anna Massingham reported that she hasn't received anything from the membership. Scott will send an email reminding members to notify Anna if there is someone in the state organization that needs a card for something.
 - Oregon FCE Newsletter editor sent a written report for each board member. Scott reminded the board of the deadlines for the newsletter, the next one coming up is May 4, 2018. Scott also challenged each board member to write an article about what their groups are doing, new members etc. Also a reminder to thank Lynda Nyseth for all of her hard work on the newsletter.
 - Marketing and Fundraising: Barbara Voltin had a written report for all board members. She also requested that the board send her any suggestions for items to sell as a fundraiser. The request was made that Barbara send the board information on the T-Shirts that her group made.
 - International/ACWW No written report from Gay Jarvinen. Gay is requesting that groups send her all reports on the amount of embroidery floss sent to India and South Africa and any international projects the groups do. This includes information on ACWW Women Walk the World and International Teas used as fund raisers.
 - Website/Facebook updates: Scott noted that the Oregon FCE website has been revamped and updated. He has added a History of Oregon FCE page, the new report forms from National FCE and other updates. Scott had been asked to add a search button; he researched it and found that WIX does not support a search feature at this time. It was suggested that he add a page for all of the donations and the amount that have been donated so far. Scott gave us all the Facebook information for the page and the group, as well as the website which is: www.oregon-fce.org Members can add pictures and activities for their groups on the Facebook group.

Evening Recess 5:59 pm

Reconvene 8:06 am-Tuesday March 27, 2018 at the Super 8 Conference Room

Handbook and Bylaws Review Committee: At the 2017 Post Conference Board Meeting, then President Patti Malanaphy asked Bonnie Teeples to review the failed bylaws amendment dealing with presenting Bylaws Amendments without a 60 day advance notice. Bonnie was also asked to review the Bylaws for any other updates that need to be made and have proposed amendments ready for the board to review at Spring Board meeting. Bonnie had two Proposed Amendment changes, and a list of clerical changes that would need to be made if those amendments pass, ready for the board to review.

- The first proposed amendment is to add Section 2 to Article XII. This addition would allow for amendments to be voted on without the 60 day notice by a unanimous vote provided the proposals had been read at an earlier meeting during conference. It was suggested that the words "general session" be inserted instead of meeting. That would mean it could be read at the Monday evening banquet. The board voted 9-0 to put this amendment forth to the members.
- The second proposal was to add Article XIII which would prohibit "proxy" voting under any circumstances. The board voted 9-0 to put this amendment forth to the members.
- The board then considered a suggestion to remove term limits because it is getting very hard to get members to serve on the FCE State Board. The consensus was to have the Bylaws committee work on a proposed amendment for this.
- Bonnie also asked the board to consider removing the verbiage in Article VI Section 6 stating that the Treasurer would have the books audited at the end of each Treasurers term. The organization cannot afford an audit, and even a CPA Review of the financial records can be very expensive. The board agreed to have the committee present a proposal to remove the CPA requirement inserting that a Treasurer can ask the board for approval to take the books to a CPA for review if they deem it necessary.
- Scott went over the information for the leadership contact list and asked everyone to check with their county and study group officers for corrections.
- There is an Oregon FCE membership email list for the officers to use.

New Business

- FCL Training-FCL Certification requirements: Bonnie gave information on the history of FCL and discussed the forms. She talked about the difference between FCL certification and becoming an FCL Trainer. If you want to apply for those you need to keep your certificates you receive for board meetings and the annual business meeting and any FCL classes or workshops you attend for documentation of your hours.
- FCL Training- Scott showed a PowerPoint on officer duties he has developed to teach the FCE officers at all levels. This will be an extra class at the fall conference on Monday afternoon. Each Executive officer will teach a small segment of the training that pertains to their specific office.

- Lesson/workshop selection for the 2018 conference. VP for Program Barbara Voltin conducted the selection process. Classes selected are
 - Australia- Sally and Cynthia- Wednesday AM
 - History, use and misuse of Antibiotics-Scott and Patti
 - Sleep Problems/Apnea- Kay and Dawn W
 - History and uses of Vinegar-Cynthia and Rachel (Ida Lee Knapp wrote)
 - “Gaslighting”-Scott and Barbara L
 - Aging in Place, Aging Well/ Golden years-Sandie and Bonnie
 - Instant Pot Cooking- Bonnie and Sally

Barbara distributed a sheet on how to write a lesson and Bonnie was to send the board members a document titled “The Volunteer Teacher” that helps you step by step in writing a leader guide and presenting the lesson. It was mentioned that because OSU will no longer be writing the lessons that some of the groups we need to make our lessons and presentations the best they have ever been, and writing a good leader guide that anyone can follow is the first step.

Break: 11:09 am/Called back to order at 11:20 am

- Rachel Eastman and Marilyn Perkins District 4 /co-Directors gave an update on the 2018 Oregon Annual Conference in Pendleton. They gave each of the board members a sheet with colored pictures of the raffle items for the District 4 conference fundraiser. We were reminded that each District is responsible for one main door prize and each county is asked to bring at least 5 very nice items for the sales room. We are to remind our groups that these items need to be in very good condition and worthy of their own homes. Each person is to price their own items and not leave the pricing to the sales room personnel. Tags are available from the conference committee. District 4 will be collecting toiletries for the KARE program as the conference service project.
- Future State FCE conferences:
 - There have been a few problems in the past dealing with conference finances. Each District Director is reminded to help the conference committee understand the Districts financial responsibility and what the registration money covers.
 - Several years ago the State Conference Deposit line item in the budget was removed due to lack of funds. It should not be the Districts responsibility to make those funds available.

Cynthia Gibson moved that we add a line item back into the budget for any hotel deposit or down payment needed. This money will be paid back to the Oregon FCE Budget before the conference finances are balanced. 2nd by Kay Gooding, motion carried 9-0

- Scott Teeples brought up discussion on assigning a board member to do the registration form each year. That way we can be assured that the

registration is all inclusive for the registration fee and the meals. The 2018 registration form will be done by the host district.

- Scott also reminded the board members that conference decorations and table favors do not come out of the registration money.
- Scott talked about the board name badges and asked the board members to wear their badge anytime they were working on FCE projects or in FCE meetings.
- Many states have a state wide FCE project that each study group participates in. Scott is proposing that Oregon FCE begin a state wide project of making “Comfort Bears” to be given to organizations such as Police Departments, Fire Departments, children’s shelters or any other that the group finds a need. These little bears are given to children in times of accidents or trauma of any nature. There was good discussion and the project was well received by the board. A pattern and instructions was given to each board member. We were asked to get the project started as soon as we can. Scott would like us to document the project and take pictures.
- Scott proposed developing an award for Volunteer Hours for the Oregon FCE members. Many of our members perform a lot of service hours and they should be recognized for their giving natures! A committee was set up to develop the form; Scott, Barbara Voltin and Marilyn Perkins
- Oregon FCE members make a many monetary donations to the organization. Scott would like to develop a donation form for use at any time not just when we are collecting dues and donations listed on the dues form.
- The Oregon FCE President has a form to fill out to let National FCE know what programs Oregon is doing, how many volunteer hours we give and how much money is given in Scholarships. Our reporting sheets in the handbook do not list all of the information that is requested. Scott and Bonnie will develop a form that will be more useful to those reporting from the study groups to District Directors and then to the officers.
- Bonnie talked about the ACWW Zero Hunger Challenge that our ACWW Area President JoEllen Almond has issued to the member societies in the US. Bonnie will email the information to the board and members so the copies will be in color. Money collected will be sent to the Oregon FCE Treasurer to forward to JoEllen.
- Appointments for 2 positions for the Margaret Seibold Scholarship selection committee need to be made. The board was asked to send names for consideration for appointments to Scott.
- Oregon FCE does not have a current Memorandum Of Understanding with OSU. Scott has been in touch with Roberta Riportella, Ph.D Associate Dean for Outreach and Engagement/Extension Family & Community Health Program Leader, and Patty Case who is serving as the FCE liaison’ with OSU and they are working on a new MOU for the handbook.
- There has been some communication from a few members that they do not feel that they can come to the Oregon FCE State meeting because of the prayers that are given at meals. Scott asked the District Directors to please consider using inspirations and or motivations instead of prayers at the State FCE meetings.

Other Items

- Heart of FCE winner: The committee selected Vangie Andreason from Curry County FCE and Sandie will make arrangements to go present Vangie with her award.
- Essay and Artwork winners: 1st place Rylee Palmer, Morrow County; 2nd place Cassie Little, Jackson County; 3rd Place Henry Meeker, Yamhill County.
- Scott held a short discussion on several of the National FCE Awards and contests. Each board member was given a copy of each of the awards and contests and was encouraged to share them with their members.
- Scott discussed the upcoming National FCE conference in Austin, TX. The theme is “Reaching for the Stars”
- Scott went over the letter he sends out to all new FCE members.
- Scott told the board that he has developed a new web site for National FCE.
- Bonnie was asked to look into ways and costs for digitizing the Oregon FCE records. She is still seeking information.
- Scott asked that if you have 50+ year members that need certificates and a pin, send him the documentation and he will submit it to National FCE HQ,
- A new FCE group has been started in Klamath Falls, Scott and Bonnie talked about ways to find, recruit and retain members. It is up to us if we keep Oregon FCE a viable organization or let it die a slow death. Scott encouraged all of us to “open our mouths and INVITE” others to join the organization. We need to get rid of negative thinking and way of talking.
- Scott gave us all the assignment to go home and spread the information we received at the board meeting. All of our work the past 2 days will be worth nothing if we do not get it down to the hands of the members.
- Next board meeting Monday, October 1, 2018, 8:00 am. Pendleton, Oregon Red Lion Inn
- Scott shared a story called “A Bird in The Hand”. The moral of the story is this organization will be what we will it to be.

Meeting Adjourned 12:40 pm