

**Minutes of the Oregon FCE Fall Conference Board Meeting**  
 Rogue Regency Hotel - Medford, Oregon  
 Monday, October 7, 2013

Written and submitted by Scott Teeples – Oregon FCE Secretary  
 (Minutes review committee – Barbara Voltin, Gay Jarvinen, Sandie Bolyard and Scott Teeples)  
 MRC approved 10-30-13, revised 11-2-13

**Call to Order**

- The meeting was called to order at 8:20AM by President Barbara Voltin.

**Placing of Items in Distribution Box**

- President Barbara Voltin gave instructions on each officer placing their items in the distribution box.

**Additions to Agenda**

- President Barbara Voltin asked for any additions to the agenda. A few items were added.

**Roll Call**

- Roll call was taken by Secretary Scott Teeples
- Board members present were: President, Barbara Voltin; VP of Program, Deanna Hadley; VP of Public Policy, Gay Jarvinen; Secretary, Scott Teeples; Treasurer, Sandie Bolyard; Youth Rep, Ida Lee Knapp; International Rep, Helen Temke; Marketing Rep, Bernie Voltin; Newsletter Rep Lynda Nyseth; District 3 Director, Sally Wyffels; District 4 Co-Directors, Geri Gustafson and Anna Massingham; District 5 Co-Director Janet Allen; District 6 Co-Director Marilyn Thompson; District 7 Director, Glenna Maine; and District 10 Director, Patti Malanaphy.
- Board members absent were: District 5 Co-Director, Rosalee Ratto; and District 6 Co-Director, Loretta McDonald.

**Pledge and Creed**

- The Pledge and Creed was led by District 4 Co-Director Anna Massingham.

**Minutes**

- The 2013 Spring Board Meeting Minutes were presented by Secretary Scott Teeples. Scott reported that the minutes had been revised, corrected and approved by the Minutes Review Committee including Barbara Voltin, Sandie Bolyard, Gay Jarvinen and himself.
- After a couple of minor corrections the board approved the minutes, as corrected, by consensus.
- Scott asked Barbara if she would appoint the same people to the Minutes Review Committee (Barbara, Sandi, Gay and Scott). Barbara gave the appointments. The committee will review all minutes for the 2013 Fall Conference.

**Contact List**

- Secretary Scott Teeples gave his input about the Oregon FCE Contact List and the progress he has done on it in the last year. He mentioned that lots of people have sent him information on updating the Contact List. He thanked all of those that have helped him and he also asked that everyone continue to contact him as they see needed corrections or updates.
- Youth Rep, Ida Lee Knapp gave Scott a big thank you for the much updated Contact List.

**Treasure's Report**

- Treasurer Sandie Bolyard gave a Treasure's report. Sandie gave an oral report and a written report was submitted to each board member. There was some discussion and Sandie answered questions as needed.
  - Sandie asked the question as to whether she should hand out a copy of the Treasure's report to all members at the Business meeting.
- By consensus the Board approved Sandie doing so. There was also consensus that the Treasure's report be put on the Oregon FCE web site.

**Membership Drive**

- Vice president for Program, Deanna Hadley gave a short report of her efforts to get the less-active and non-active counties functioning again.

**Use of Educational Funds for Nationals Scholarships**

- A lot of discussion was held about the use of the Educational Funds being used for a scholarship to attend the national conference. It was brought up that those using those funds for that purpose must live up to the agreements of the scholarship application. It was agreed that those not fulfilling the requirements of the scholarship application should have to return the money to Oregon FCE. Discussion was also held as to when the money should be given to the applicants.
- By consensus the board agreed that the money should not be given to the scholarship applicants until after the National Conference unless the applicant could prove there was a hardship in waiting for it until after the National Conference. All hardships must be approved by the board before the issue of the money.

**Keeper's Corner Scholarship**

- Scott Teeples, along with the help of Sandie Bolyard, gave a brief report of the Keeper's Corner membership scholarship. He stated he was glad to see that it is being used and hopes that it will improve the overall membership of Oregon FCE. Scott invited all board members to go back to their various units and encourage the use of the Keeper's Corner Scholarship. Keeper's Corner Scholarship information and forms can be found on the Oregon FCE web site.

**Recess**

- At 9:47 AM, a recess of the meeting was called by President Barbara Voltin.

**Reconvene**

- At 10:03 AM, President Barbara Voltin called the meeting back to order.

**Officers Reports**

- **Vice president for Program – Deanna Hadley**
  - Deanna gave a report of the presenters for the conference. She mentioned some corrections as needed. She gave an oral report of her activities for the pass year. A written report was also submitted.
  - President Barbara Voltin gave direction to Deanna to submit the proper forms for the use of Education Funds.
  - Discussion was held as to revising the Application Form for use of the Education Fund.
- It was moved by Sandie Bolyard, and seconded by Patti Malanaphy, to accept the revised Education Fund Application. Discussion was held and voted on. The motion passed unanimously.
- **Vice president for Public Policy – Gay Jarvinen**
  - Gay gave an oral report of the various things she has done this year and on her work on the 2013 Fall Conference. No written report was submitted.
- **President’s Report – Barbara Voltin**
  - Barbara gave an oral report of her activities for the year. A written report was submitted.
  - Barbara led a discussion about lunch plans for today. It was decided that lunch plans would be up to each person.
  - Barbara discussed the seating at the head table for each of the general meetings and meals.
  - Barbara also went through the list of changes in room numbers for the presentations.

**District Directors Reports**

- **District 1** – No District Director – no report given.
- **District 2** – No District Director – no report given.
- **District 3** – District 3 Director, Sally Wyffels
  - Sally gave an oral report on District 3 activities. A written report was also submitted.
- **District 4** – District Co-Directors, Anna Massingham and Geri Gustafson.
  - Anna and Geri gave an oral report on District 4 activities. A written report was also submitted.
- **District 5** – District 5 Co-Director, Jan Allen
  - Jan gave an oral report on District 5 activities. A written report was also submitted.

- **District 6** - District 6 Co-Director, Marilyn Thompson.
  - Marilyn gave an oral report of the activities in District 6. A written report was also submitted.
- **District 7** - District 7 Director, Glenna Maine
  - Glenna gave an oral report of the activities in District 7. A written report was also submitted.
- **District 8** - No District Director - No report given.
- **District 9** - No District Director - No report given.
- **District 10** - District 10 Director, Patti Malanaphy
  - Patti gave an oral report of the activities in District 10. A written report was also submitted.

#### **District 4/Linn County Council Letter to Board**

- A letter was written and submitted to the board from the Linn County Council in District 4. The letter was reported and read by District 4 Director, Anna Massingham. The letter was a request for the board to look at doing the State FCE Conference at the same location each year. They had given lots of the positive ideas for their position on the issue.
- A lot of discussion was held among the board as to the pros and cons of the proposal. It was decided that each board member discuss it with other board member during lunch and the subject will be brought up again after lunch.
- A copy of the letter will be kept by Secretary Scott Teeples for the Secretary records.

#### **Lunch Break**

- At 12:00 Noon, President Barbara Voltin called for a lunch break. Everyone is to be back at 1:00 PM.

#### **Reconvene**

- President Barbara Voltin called the meeting back to order at 1:03 PM.

#### **Leadership Guides Cost**

- Barbara led a discussion on ways to help in reducing the cost of printing the Leadership Guides used by the presenters at the Fall Conference. There were lots of ideas given by various members but there was not real consensus on how it could be done.

#### **Committee Reports**

- **Bylaws**
  - Gay Jarvinen gave a report on the progress of the Bylaws Committee on the changes of the Bylaws. Discussion was held by the board. The Bylaws Committee will submit the changes to the members at the Business Meeting tomorrow.

- **Handbook**
    - The Handbook Revision Committee (Gay Jarvinen, Sandie Bolyard and Kerry Mauk) gave a report on their progress on the revision of the Handbook. They are working on it and hope to have it ready to be voted on for approval at the Spring Board Meeting. They will try to get the revisions done and emailed/mailed out to the board in the first part of March so they can review it long before the Spring Board Meeting.
    - It was suggest that the Handbook use a header or footer that would show the dates of revision on each and every page of the new Handbook.
  - **Nomination Committee**
    - Nomination Committee Chair, Pat Wallin was not present so Nomination Committee member Patti Malanaphy held the discussion about nominations. It was pointed out that the election this year was for Group 1 of the Board which includes
      - President Elect
      - Vice president for Program
      - Secretary
      - Youth Rep
      - District Directors 2, 4 and 6.
    - Patti mentioned that the following had submitted paperwork to be nominated to the following positions
      - President Elect – Patti Malanaphy
      - Vice president for Program – Deanna Hadley
      - Secretary – No nominees, but Scott Teeples has agreed to act as an appointee, if no one is nominated from the floor, because of a conflict with his National FCE office.
      - Youth Rep – No nominees at this time.
      - District 2 Director – No nominees at this time
      - District 4 Co-Directors -Anna Massingham and Geri Gustafson
      - District 6 Co-Directors – Marilyn Thompson and Loretta McDonald
  - **Oregon FCE Web Site**
    - Scott Teeples gave a report on the new Oregon FCE web site. He has had it up since the end of April. The address of the web site is [www.Oregon-FCE.org](http://www.Oregon-FCE.org). Scott reported that the approximate cost of hosting the web site is \$160.00 a year. Scott has already paid for the first year starting in April and is requesting that he get a receipt for an “In Kind” donation to Oregon FCE.
- A motion was made by Lynda Nyseth, and seconded by Sally Wyffels that we give Scott Teeples an “In Kind” receipt for the domain and hosting of the website. The motion passed unanimously.

## **Special Projects**

- **Newsletter**
  - Newsletter Rep, Lynda Nyseth gave a report on the newsletter. She talked about the due dates, the cost of printing and the cost of mailing. The board gave a big thank you to Lynda for all her effort and work on the newsletter. It was mentioned that the Newsletter is also published on the Oregon FCE Website.
  - A written report was also submitted.
- **International**
  - International Rep, Helen Tamke was absent due to illness so Gay Jarvinen gave an oral report from the written report the Helen had submitted.
  - Discussion was held about the embroidery floss that has been being sent to India. Lots of it has been mailed and Bonnie took some to India with her when she went there.
  - There was some discussion as to whether we should start sending it to Africa.
- **Youth**
  - Youth Rep, Ida Lee Knapp gave an oral report on all of the various things she has been doing dealing with youth. She talked a lot about the Character Counts program.
  - Ida Lee brought up the fact that this is her last year and we will need to find someone to replace her. She is willing to mentor anyone willing to do it.
- **Marketing**
  - Marketing Rep, Bernie Voltin gave an oral report on the marketing of various items that Oregon FCE is selling as a fundraiser and FCE marketing tool.
  - A written report was also submitted.
  - Discussion was held about the fact that we need to be obtaining a Licensing Agreement from National FCE anytime we are using any of the FCE logos.
- **Finance**
  - No finance report given at this time.

## **New Business**

- **Spring Board Meeting Dates**
  - Barbara Voltin brought up discussion about the dates for Spring Board Meeting. There was a lot of discussion as to when to hold it due to various conflicts with the use of the building and also Spring Break.
  - It was decided that it will be held either March 24-25, 2014 or April 7-8, 2013. Barbara will get back to the board on which day will work best.
- **National FCE Information Reports**
  - **Changes in National FCE Bylaws**
    - Barbara Voltin gave a report on the National FCE Bylaws changes. There were only a few of them.
  - **Brochure Contest**
    - Scott Teeple gave a brief description of the Program Award Book Contest which now contains a Brochure Contest within it rather than

the Display Board. Scott and Marian Hannon are giving an FCE Hearth Fire training session at the 2014 National Conference on the development of Brochures.

- **Lots of other National Awards/Contests**
  - Barbara Voltin went through the President's Packet that she received at the Nationals. She briefly described several of the contests and awards that States and/or local groups/clubs can enter. Barbara and Scott encouraged everyone to think about earning some of these awards or competing in some of the National contests.
- **Forms Posted on National Web Site**
  - Scott Teeples mentioned that National FCE is working at posting all of the various forms for the National contests and awards on the National FCE web site [www.nafce.org](http://www.nafce.org).

### **Announcements**

- No announcements were given at this time.

### **Adjournments**

- President Barbara Voltin adjourned the meeting at 4:30 PM

## **Minutes of the Oregon FCE Fall Conference – Post Conference Board Meeting**

Rogue Regency Hotel - Medford, Oregon

Wednesday, October 9, 2013

Written and submitted by Scott Teeples – Oregon FCE Secretary

(Minutes review committee – Barbara Voltin, Gay Jarvinen, Sandie Bolyard and Scott Teeples)

MRC approved 10-30-13, Revised 11-2-13

### **Call to Order**

- The meeting was called to order at 10:20 AM by President Barbara Voltin

### **Roll Call**

- Roll call was taken by Secretary Scott Teeples
- Board members present were: President, Barbara Voltin; VP of Program, Deanna Hadley; VP of Public Policy, Gay Jarvinen; Secretary, Scott Teeples; Treasurer, Sandie Bolyard; Marketing Rep, Bernie Voltin; International Rep, Helen Tamke; District 3 Director, Sally Wyffels; District 4 Co-Directors, Geri Gustafson and Anna Massingham; District 5 Co-Directors Rosalee Ratto and Janet Allen; District 6 Co-Director Marilyn Thompson; District 7 Director, Glenna Maine; and District 10 Director, Patti Malanaphy.

### **Blank Areas on Contact List**

- Geri Gustafson asked the question to Scott Teeples as to why he was leaving all of the blank areas for those counties that do not have members in them at this time. Scott stated that he felt that we needed to leave them there to remind us that they are empty and we, as a State FCE Board, need to always be working on starting new clubs or reactivating old clubs in those counties. After discussion within the board it was decided to let the Contact List stay as it currently is.

### **Report about Barbara's India Trip**

- Barbara spent some time talking about her experiences at the 2013 Associated Country Women of the World Conference held in India.
- She pointed out that the next ACWW conference will be in 2016 and will be held in England. The 2019 ACWW conference will be held in Australia.

### **Door Prize Drawing Winners**

- There was a lot of discussion on the fact that some people were not present when their ticket was drawn and that others holding their ticket were picking up the prizes for them. It was agreed by all that the purpose of the Door Prize Drawing was to encourage people to be present at the meeting. After some discussion a motion was made.

- It was moved by Sandie Bolyard, and seconded by Anna Massingham, to add to the Conference Program the announcement that the winner of door prize must be present in order to claim the prize. After brief discussion the motion was voted on. The motion passed unanimously.



- It was noted that the conference chairs of each state conference needs to be notified of the door prize policy and the statement included in the program. This policy is not intended to apply to raffle ticket drawings or silent auctions.

### **Embroidery Thread to India**

- Discussion was held as to the embroidery thread that has been being sent to India. Some are getting a “thank you” letter or card and some are not. It was brought up that we might start looking at sending the embroidery thread to South Africa instead of India.

### **Including Meals Cost in the Total Cost of Conference**

- Discussion was held about the fact that we should include the cost of the meals in the total cost for the conference. The fact was brought up that in most hotels if we don't meet a certain “food budget” we have to pay for the meeting rooms. It was agreed that the conference registration and meals should be added together as one cost. After discussion, a motion was made.

- It was moved by Scott Teeples, and seconded by Sandie Bolyard that Conference Registration includes both the cost of the registration and all the meals during the conference with the option of a one day registration including the cost of the registration for that day and all meals for that day. After discussion the motion was voted on. The motion passed unanimously.

- It was noted that the conference chairs of each state conference must be notified of the policy and the statement included in all conference registration materials.

### **Positive Comments about Conference**

- There was a lot a discussion about this year's conference here in Medford. Many said that it was one of the best they had been to and they definitely got to do lots of laughing at some of the sessions.
- There were many good comments about the hotel. A little concern about the restaurant being a little slow at times but overall the hotel was great.
- A letter will be written by the conference committee to thank the hotel for the wonderful service they provided.

### **Adjournment**

- The meeting was adjourned by President Barbara Voltin at 11:20 AM.