

## **Minutes of the Oregon FCE Spring Board Meeting**

OSU Extension Office – Redmond, Oregon

Monday and Tuesday – April 4-5, 2016

Written and submitted by Scott Teeples – Oregon FCE Secretary

Written 4-6-16; Revised 4-7-16; Revised 4-10-16; Revised 4-29-16

Approved by Minutes Review Committee (Patti Malanaphy, Sandie Bolyard, Sally Wyffels and Scott Teeples) April 29, 2016

### **Monday, April 4, 2016**

#### **Call to Order**

- The meeting was called to order at 1:06 PM by President Patti Malanaphy.

#### **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, Sally Wyffels and Scott Teeples.

#### **Cell Phone Reminder**

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

#### **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 Program, Deanna Hadley; VP for Public Policy, Sandie Bolyard; Secretary, Scott Teeples; Treasurer, Bonnie Teeples; District 2 Co-Directors, Marilyn Thompson and Loretta McDonald; District 3 Co-Directors, Sally Wyffels and Anna Massingham; District 4 Co-Director, Marilyn Perkins; and District 5 Director, Jan Allen.
- Members absent were: District 1 Director Lendamai Poole; and District 4 Co-Director, Rachel Eastman.

#### **Pledge and Creed**

- The Pledge of Allegiance and National Creed were presented and led by Jan Allen.

#### **Ice Breaker/Warm Up**

- An Ice Breaker/Warm Up was presented and led by Jan Allen. It consisted of various stretching exercises.

#### **Minutes Approval for 2015 Fall Conference Board Meeting**

- Scott Teeples had previously emailed and/or mailed out copies of the minutes, both pre-conference and post conference meetings, three weeks after the 2015 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 Gay Jarvinen. The minutes were submitted by Scott Teeples for approval. Since it had been six months since the minutes had been sent out and there had not been any corrections to the minutes, **the minutes were declared “approved by consensus” by Patti Malanaphy.**

### **Website Report**

- Scott Teeples, Oregon FCE website Webmaster, gave a report on the Oregon website [www.Oregon-FCE.org](http://www.Oregon-FCE.org). He reported that he had updated it with the changes of the Re-Districting from 10 Districts to 5 Districts plus the other changes as needed. He mentioned that he can post almost anything that members of Oregon FCE would like him to post. Scott also mentioned that all of the Oregon FCE Board Minutes are posted on the website from 2012. Anyone interested can go on and read those Minutes. Scott also mentioned that the fee from the website has come due and will be requesting \$149.00 for that fee. A couple of the FCE counties, including Jackson and Klamath have made donations to help with the cost of website. Any District, County, Group or individual can make donations to help with that cost. He did remind everyone that the Contact List is only as accurate as everyone helps him make it. Scott also emphasized that the website can only be as accurate as people help him to make it.

### **Contact List Update**

- Scott was asked by Patti to give an update on the Oregon FCE Contact List. He stated that he had received various updates from the District Directors, County Presidents, Groups and various members. He will make the necessary changes as they come in. He thanked all those that help him with that information.

### **Correspondence**

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

### **Electronic (Emailed) Motions by Executive Board**

- Scott reported the Electronic (emailed) Motions that had been made by the Executive Board. They included:
  - **December 8, 2015 (QuickBooks software)** – Bonnie Teeples, Oregon FCE Treasurer, requested that she be allowed to purchase the software, QuickBooks, for her computer so that she can fulfill her responsibilities as Oregon FCE Treasurer. The cost of the software is \$199.00. Patti sent out a request to the Executive Board Members informing them of this request. The vote was 5-0 in favor of the request of the QuickBooks software.
  - **March 3, 2016 (Debit Card)** - Bonnie Teeples, Oregon FCE Treasurer, requested that she be allowed to obtain an FCE Debit Card for use in paying some of the Oregon FCE bills. Patti Malanaphy, Oregon FCE State President, sent out an email to the Executive Board Members informing them of this request. The vote was 5-0 in favor of the request for the Debit Card.

- **March 8, 2016 (Deanna Hadley resignation)** – Patti Malanaphy, Oregon FCE State President, received notice from Deanna Hadley, Oregon FCE VP for Program, that she is resigning effective April 5, 2016 at the end of the Oregon FCE Spring Board Meeting. Patti sent out an email to all of the Executive Board Members informing them of Deanna’s resignation. Patti asked for a vote to accept Deanna’s resignation. The vote was 5-0 in favor of accepting her resignation.

### **Deanna Hadley’s Resignation**

- Patti Malanaphy announced to the group about the resignation of Deanna Hadley as VP for Program. She thanked Deanna for all of the work she had done for Oregon FCE. Everyone also gave their appreciation for all that she has done for FCE.

### **Treasurer’s Report**

- Treasurer Bonnie Teeples handed out a written Treasurer’s report and also gave an oral report to the group. Bonnie also noted that Oregon FCE is down in member numbers again. Currently the membership count is down from 405 to 354. With the loss of membership the projected loss in revenue will be down about \$408.00. Bonnie presented the Adopted Budget that was approved at the 2015 Fall Conference. She mentioned that with the loss of membership it will be very difficult to balance the Adopted Budget. A copy of the Treasurer’s Report will be filed for review.
- During the Treasurers report a concern came up about the cost of the Oregon FCE Newsletter. Everyone agreed that the Newsletter is very important to our organization. Discussion was held about ways to help in the cost of the Newsletter. Those ideas included:
  - The Newsletter being sent out via email and posted on the Oregon FCE website. People wanting or needing a printed copy would need to either print it out themselves or have someone print it out for them.
  - The membership form being changed so that members would be able to select whether they wanted the Newsletter mailed to them or sent via email. Those choosing to have the Newsletter mailed would need to pay an additional fee in their membership dues to cover the cost.
  - Obtaining donations to print and mail the Newsletter from FCE members, Groups, Counties or Districts.
  - Reducing the number of times the Newsletter is printed each year.

It was suggest that an article be written in the next Oregon FCE Newsletter explaining the situation. Patti Malanaphy gave that assignment to Bonnie Teeples.

### **President’s Report**

- Patti Malanaphy gave her report on her recent activities as Oregon FCE President. She talked about what she had done and what she would like to do as president. She talked about several of her concerns and one of them being the continual loss of membership in Oregon FCE. Patti also submitted a written report.

**Sunshine Lady**

- Patti Malanaphy wanted to remind everyone that Anna Massingham is the Oregon FCE Sunshine Lady. She is willing to send out special event cards to Oregon FCE members and their families, but she needs information from everyone to these events.

**VP for Programs Report**

- Deanna Hadley gave the VP for Programs report. It included both an oral and written report.

**VP for Public Policy Report**

- VP for Public Policy, Sandie Bolyard, gave both an oral and written report.

**Heart of FCE**

- Sandie Bolyard, Heart of FCE Rep, reported on the Oregon Heart of FCE nominations. Sandie stated there were 7 nominees this year. Sandie asked for Patti to appoint a committee to do the selection process. Patti assigned herself, Deanna and Marilyn Perkins to that committee. They will meet tonight and the results reported tomorrow.

**Character Counts (CC)**

- Sandie Bolyard gave a report on the Charter Counts program. Sandie reminded everyone that CC can be done by any 4<sup>th</sup> graders whether in any type of school, home schooled or even in Oregon FCE Study Groups. She mentioned that the kids need to follow all of the guidelines and rules in doing this program. This year there are only 3 entries that met all of the necessary guidelines. Sandie asked for Patti to appoint a committee to do the selection process. Patti assigned herself, Deanna and Marilyn Perkins to that committee. They will meet tonight and the results reported tomorrow.

**Margaret Seibold Scholarship**

- Bonnie Teeples gave a report on the Margaret Seibold Scholarship. Bonnie reported that there is currently \$3,088.17 in the account. The Scholarship has been given in the amount of \$100.00. Bonnie reminded everyone that the purpose of the Scholarship is to help members with expenses in coming to the Oregon FCE Fall Conference. Each year there has been two or three scholarships given. Bonnie, along with others, are concerned about the decline in the amount of money and years left to offer that Scholarship. She stated that we might need to look at some changes in the Scholarship guidelines. They included:
  - No one should receive the Scholarship more than once in five years.
  - Change the amount given to a variable amount between \$50 and \$100 depending on the limits of the budget.
  - Make changes on the application form asking when they had previously received the Scholarship.

- **It was agreed by consensus of the entire Board that the changes are made in the Scholarship guidelines and forms.**

- Bonnie asked Patti to assign a committee to help with the Scholarship Committee. Patti assigned Bonnie Teeples, Marilyn Perkins, Anna Massingham and Patti Malanaphy to that Committee.

### **Meeting Recessed: 2:33 PM – 2:52 PM**

#### **Nomination Committee**

- Bonnie Teeples (term expires 2016), Nomination Committee Chair, gave a report on the Nomination Committee. She reported that there have been two addition members assigned to the Committee. Those include Anne Engen (term expires 2017), and Barbara Voltin (terms expires 2018).
- Elections for the 5 open Oregon FCE positions that need to be voted on at the 2016 Fall Conference include President Elect, Vice President for Program, Secretary, District 2 Director, and District 4 Director.
- Everyone was encouraged to look for good qualified people to fill these positions.

#### **Marketing/Fundraising Rep**

- Patti Malanaphy reported that Barbara Voltin has been appointed as the Marketing/Fundraising Rep.
- Patti reminded that everyone on the Board is in charge of Marketing FCE. It is not just the responsibility of the Marketing Rep.
- Patti mentioned that Barbara will give a Fundraising report tomorrow.

#### **Handbook/Bylaws Update**

- As passed by a motion made at the 2015 Fall Conference Business Meeting and by assignment by President Patti Malanaphy, Bonnie Teeples has worked and made changes in the Oregon FCE Handbook and the Bylaws contained within it.
- Bonnie gave a projected visual presentation of all of the changes she had made. She went through the Handbook and Bylaws page by page showing each of the changes. She also made a few other changes as needed at the time.
- Due to time constraints, Bonnie will finish this up during tomorrow's meeting.

#### **2015 Fall Conference/2016 Fall Conference Budget Report**

- Treasurer Bonnie Teeples gave an oral and written report on the budget for both the 2015 Fall Conference and the proposed budget for the 2016 Fall Conference. Everyone agreed that we need to do all that we can do to keep all Conference budgets balanced so there is not a loss in revenue at these conferences.

### **Meeting Recessed for the day – 4:55 PM (meeting will resume tomorrow at 8:00 AM)**

## Tuesday, April 5, 2016

### Meeting Reconvened from yesterday

- President Patti Malanaphy called the meeting to order at 8:10 AM

### Roll Call

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

### Warm Up

- Marilyn Perkins did a Warm Up consisting of each person selecting a small bag of taffy candy of various colors. After the selection by each person Marilyn went down a list of the colors asking each person to read and answer the two questions that were on a small piece of paper in each bag. The first question was a variety of questions about that person. The second question asked the person to tell everyone something about themselves that would surprise everyone. It was a great Warm Up.

### Handbook/Bylaws Update (continued from yesterday)

- Bonnie Teeples finished up the Handbook/Bylaws Update that she started yesterday.

• **All changes were approved by consensus of the entire Board.**

- After Bonnie has completed all of the changes a new 2016 Oregon FCE Handbook will be printed and available to all members. It will be printed in limited quantities because of the printing cost. It will also be email to everyone with an email on the Oregon FCE Contact List. It will also be posted and available to be read or printed on the Oregon FCE Website at [www.Oregon-FCE.org](http://www.Oregon-FCE.org).
- Patti thanked Bonnie for all of her hours of work in doing this task.

### District Directors Round Table

- Patti led the District Directors in a Round Table and invited each District Director(s) to give a report.
  - District 1 report was given orally by Patti Malanaphy, in the absence of Lendamai Poole. Patti said she would type up the report and send it to Scott for a copy to be filed with the Secretary.
  - District 2 report was submitted in written form and given orally by Loretta McDonald and Marilyn Thompson.

- District 3 report was submitted in written form and given orally by Sally Wyffels and Anna Massingham.
- District 4 report was submitted in written form and given orally by Marilyn Perkins.
- District 5 report was submitted in written form and given orally by Jan Allen.

### **Meeting Recessed: 9:40 AM – 9:52 AM**

### **Heart of FCE – Selection Committee Report**

- Sandie Bolyard gave a report on the results of the Heart of FCE – Selection Committee. After reading, reviewing and discussing the nominees they have selected Anne Engen as the 2016 Oregon FCE Heart of FCE winner. The other nominees included:
  - Rosemary Barnard - Clackamas County
  - Alene Showers - Marion County
  - Ana Kramer – Crook County
  - Kathy Starr – Washington County
  - Anne Engen – Yamhill County
  - Joyce Tuttle – Jackson County
  - Scott Teeple – Klamath County

### **Oregon FCE Newsletter Report**

- A report of the Oregon FCE Newsletter was given by Sandie Bolyard because the Oregon FCE Newsletter editor, Lynda Nyseth, was not at the meeting. Sandie gave both a written and oral report.

### **Marketing/Fundraising Rep Report**

- Barbara Voltin presented both a written and oral report on the FCE bags and FCE vests that she has left to sell.
- A lot of discussion was held on the sale of the bags and vest. During that discussion there were two motions made.

A motion was made by Bonnie Teeple, and seconded by Marilyn Perkins, that we take the remaining FCE vests to the 2016 Fall Conference and sell them at a reduced price, to be determined after the original purchase price is determined. Motion was voted on and passed 11-0

A motion was made by Barbara Voltin, and seconded by Sandie Bolyard, that the Board buys 25 FCE bags to be taken to the 2016 National FCE Conference and be sold there. Motion was voted on and passed 11-0

### **New Oregon FCE Brochure**

- Scott Teeple gave a report on the progress of the new Oregon FCE Brochure. He handed out 10 DRAFT copies of the brochure. He went down each page and asked

the group for suggestions and comments. There were some good suggested changes on the brochures. Scott will make the changes and get them submitted to the printer. It was also suggested that the brochure be available to be printed via emails sent out and also posted on the Oregon FCE website. **By consensus of the Board, Scott will also submit the new brochure to the National FCE Open Brochure Contest.** There was a motion made to pay for the new brochures.

A motion was made by Scott Teeples, and seconded by Bonnie Teeples, that we apply to the Enhancement Fund to purchase 3,000 new Oregon FCE Brochures at a cost of \$360.00 (\$.12 each). The brochures will be used as a marketing tool. Motion was voted on and passed 11-0

### **FCL Training**

- Bonnie Teeples and Sandie Bolyard gave an FCL Training session on the development of a Leaders Guide. A lot of important information was given and various activities were done. It is hoped that it helps everyone in developing great programs for FCE. Everyone agreed it was very interesting.

### **Meeting Recessed for Lunch: 12:19 PM – 12:57 PM (Lunch provided for \$6.00 by District 2)**

### **International Rep Report**

- Sandie Bolyard, in the absence of Gay Jarvinen, gave a report on the International Committee. She also submitted a written report.

### **Youth – Art and Essay Contest Committee Report**

- Sandie Bolyard gave a report of the Youth – Art and Essay Contest. She announced the winner, the placers. This year there were only 3 entries.
  - 1<sup>st</sup> place: Chanel Stockton – Jackson County (\$200 prize)
  - 2<sup>nd</sup> place: Morgan Cutsforth– Morrow County (\$100 prize)
  - 3<sup>rd</sup> place: Vivian Strayer – Lane County (\$50 prize)

### **National FCE Focus – “Human Trafficking”**

- Patti Malanaphy led a discussion on the National FCE focus of “Human Trafficking”. There was a lot of discussion about the issue. Patti handed out some brochures and flyers on the subject. Patti presented everyone with the question of what each of us are doing on this issue? She encouraged each of us to do what we can do.

### **Oregon FCE Creed or National FCE Creed**

- Discussion was held as to if Oregon should change its creed from the current Oregon FCE Creed to the National FCE Creed. **After the discussion it was decided by consensus of the Board that each Group, County or District use whichever Creed they want to use. Oregon FCE will use whichever Creed is decided to use at its various events. They also agreed that this issue should be “put to bed” and does not need to be discussed again.**



### Redistricting Discussion

- Pattie Malanaphy led a discussion on what people are hearing about the new Redistricting from 10 to 5 Districts. Everyone had heard lots of positive things and no negative things at all. All are glad that this has been taken care of.

### Classes for 2016 Oregon FCE Fall Conference

- Deanna Hadley led a discussion on the suggested classes to be taught at the 2016 Oregon FCE Fall Conference. She wrote all of the suggestions on the board and after some discussion the following classes were selected:
  - **Grandparents Raising Grandchildren** – Scott Teeples and Patti Malanaphy.
  - **Managing Obesity** – Bonnie Teeples and Janet Allen.
  - **Flags - Codes and History of** – Barbara Voltin and Sandie Bolyard.
  - **Salt, Our Love Affair**– Anne Engen and Marilyn Perkins.
  - **V is for Very Valuable Volunteer** – Scott Teeples and ??????
  - **Cooking for Two** – Lendamai Poole and Cathy Schabell.
  - **Human Trafficking - (Wednesdays General Session Class)** – Bonnie Teeples and Sandie Bolyard
- Deanna also mentioned that she will have a flyer available at the 2016 Oregon FCE Fall Conference detailing where people can find Social Services in their local communities.
- **It was also noted that the Oregon FCE Executive Board will review all programs before they are presented.**

### Finance Committee Report

- Sandie Bolyard, Finance Committee Chair, gave both a written and oral report on the Finance Committee. She reported on the various approvals of money from the committee. She also went through the various forms needed to be used in applying for these funds. **Patti Malanaphy reminded everyone that they must receive prior approval before spending any money for anything dealing with Oregon FCE.**

### “First Timers” at Oregon FCE Conferences

- Patti led a discussion on some “first timers” at the Oregon FCE Conferences. She reported that there were 5 “first timers” at the 2015 Oregon FCE Fall Conference. She was impressed with all of them. She wants to make sure that we always give each of our “first timers” a special welcome at all of our Oregon FCE Fall Conferences.

### 2016 Oregon FCE Fall Conference

- Sally Wyffels and Anna Massingham gave a report on the progress of the 2016 Oregon FCE Fall Conference. Sally and Anna handed out a flyer promoting the Conference. Things discussed were:
  - The theme of the Conference will be “Be a Fan of FCE”.

- The conference will be held in Salem at the same Red Lion Inn that the 2012 Oregon FCE Fall Conference was held. Room rates will be \$83.00 for single queen and \$99.00 for double queens.
- Drawing tickets for various items will be \$1.00 each or 6 for \$5.00.
- Conference bags will be simple white bags. Attendees are asked to bring their own FCE bag to be used or recycled.
- Fans will be handed out. Samples were given to each Board member.
- One of the General Session speakers will be from Habitat For Humanity
- Various auctions will be held as fund raisers. Each District has been asked to donate at least one really nice item to be auctioned off as an Oregon FCE fundraiser.
- Each District will be also asked to bring items for the Sales Room and also a Gift Basket as door prize.
- There will be various tours on Monday for those that want to go.
- There will be a "Game Room" for those not going on the various tours.

### **2017 Oregon FCE Fall Conference**

- District 5 will be hosting the 2017 Oregon FCE Fall Conference. Sandie Bolyard and Janet Allen gave a brief report on the 2017 Oregon FCE Fall Conference. The tentative location is Medford the Rogue Regency Hotel which is the same location at the 2013 Conference. It is early in the planning and lots of planning left.
- **Patti reminded everyone that starting with the 2017 Conference the registration fee will include the cost of all conference meals along with the registration cost.**

### **2016 National FCE Conference**

- Patti reminded everyone of the 2016 National FCE Conference and encouraged everyone to attend that can. The dates for the National Conference are July 14-17, 2016 and will be held in Memphis, Tennessee. -At this time the following are planning on going: Patti Malanaphy, Anne Engen, Bonnie Teeples and Scott Teeples.
- Scott Teeples wanted to remind everyone of the National FCE Alumni Scholarship which pays for the National FCE Conference registration fee. The attendee would still need to pay for transportation, rooms and some meals. Scott wanted to remind everyone that during the 2015 Oregon FCE Fall Conference we held a fundraising auction for the National FCE Alumni and raised \$385.00 which was donated to the Alumni Association for the use of scholarships for attendees at the National FCE Conference. Scott encouraged everyone to apply for this scholarship.

### **Next Meeting and Meeting Adjournment**

- Patti Malanaphy reminded everyone that the next meeting will be on October 3-5, 2016 in Salem, Oregon at the Red Lion Hotel. Patti adjourned the meeting at 3:25 PM