

# **Minutes of the 2018 Oregon FCE Board Meeting**

(Pre and Post Conference Meeting)

2018 Oregon FCE Fall Conference– Pendleton, Oregon

Monday, October 1, 2018 and Wednesday, October 3, 2018

Written and submitted by Patti Malanaphy – Oregon FCE Secretary

Written 10-29-18; Revised 11-10-18; Revised 11-15-18 Revised 11-22-18; Formatted and edited for website 12-12-18 SFT  
Approved by Minutes Review Committee (Bonnie Teeple, Scott Teeple, Cynthia Gibson, Sandie Bolyard., Patti Malanaphy)

## **Monday, October 1, 2018 (Pre-Conference Meeting)**

### **Call to Order**

- The meeting was called to order at 8:00 AM by President Scott Teeple.

### **Cell Phone Reminder**

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

### **Minutes Review and Approval Committee**

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

### **Handout and Guidelines**

- Reviewed handouts and guidelines for meeting.

### **Review Agenda**

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

### **Parliamentary Procedures Basics**

- Scott reviewed procedures.

### **Roll Call**

- Roll call was taken by Secretary Patti Malanaphy
  - Members present were: President, Scott Teeple; VP for Program, Barbara Voltin; VP for Public Policy, Sandie Bolyard; Secretary, Patti Malanaphy; Treasurer, Bonnie Teeple; District 1 Director, Kay Gooding; District 2 Co-Director Loretta McDonald; District 3 Co-Directors, Sally Wyffels and Anna Massingham; District 4 Co-Director Rachel Eastman; District 5 Director Cynthia Gibson, and District 3 Director Elect and Finance Chair, Anne Engen.
  - Members absent were: District 2 Co-Director Marilyn Thompson; District 4 Co-Director, Marilyn Perkins.

### **Pledge and Creed**

- The pledge and Creed led by Cynthia Gibson.

### **Warm Ups/Bonding**

- Bonnie Teeple divided group into teams of three. Subject: Working together as a team. To be successful you must all work together.

### **Minutes of the 2018 Spring Board Meeting**

- Patti Malanaphy reported that the 2018 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](http://www.Oregon-FCE.org). No one has reported any corrections needed. Since there were no additions or corrections to the Minutes. President Scott Teeple declared them Approved.

### **Correspondence**

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

### **Treasurers Report**

- Bonnie Teeple 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 Keeper's corner raised \$1200.00.
- Provided copy of Bottom Line from October 1 thru Sept. 30 of each year. Reported year 2004 until 2018. Membership number, Finances bottom line, Investments, Checking accounts and Savings.
- Membership 2018 stands at 301.
- Board approved of Treasurer's report and Proposed Budget.
- Bonnie will present Budget to Body of Delegates for approval at the Business Meeting.
- Bonnie held discussion when the books needed to have a review by a CPA.
- Costs for CPA audit.

I, Sally Waffels move that the board approves that the treasurer makes available the 2018 books to be Audited in 2019.  
Motion seconded by Rachel Eastman.  
Motion Passed

## Old/Unfinished Business

- **Board officer Reports (written and oral)**
  - **President:** Scott Teeples gave oral and written report. Summarized his report and will read full report at the business meeting.
  - **VP for Programs:** Barbara Voltin gave oral and written report.
  - **VP for Public Policy:** Sandie Bolyard gave oral and written report.
  - **Secretary:** Patti Malanaphy No report.
  - **Treasurer:** Bonnie bought some FCE pins from National for sale \$10.00 each.
  - **District 1:** Director Kay Gooding gave oral and written report.
  - **District 2:** Director Loretta McDonald gave oral and written report.
  - **District 3:** Directors Sally Wyffels and Anna Massingham gave oral and written report.
  - **District 4:** Director Rachel Eastman gave oral and written report.
  - **District 5:** Director Cynthia Gibson gave oral and written report.
  
- **Committees Reports**
  - **National Conference Scholarship Committee:** Bonnie report that this scholarship has not been used. Bonnie proposed that it could be put into the Seibold if not used. There is \$435.00 in the Fund National Conference Scholarship.
  - **Margaret Seibold Scholarship:** Bonnie reported three new members received the Scholarship this year. They each were rewarded \$100.00. Donations can be made through the state treasurer for the Seibold Scholarship CD. This year recipients: Maria McManus; Karleen Christensen; Barbara Lougnot.
  - **Heart of FCE Committee:** Sandie Bolyard reported that they had selected Vangie Andreason from Curry Co. to receive the Oregon State Heart of FCE award.
  - **Essay and Artwork Committee:** Sandie Bolyard reported that they had selected 2018 1<sup>st</sup> place winner Rylee Palmer, Morrow, County. Contest was on Citizenship. 2019 contest will be on Trustworthiness
  - **New Club Packet:** Bonnie reported that these-packets are available for members.
  - **Handbook and Bylaws Committee:** Bonnie will review and present to the business meeting.
  - **Nomination Committee:** Chair Anne Engen reported the nominees.
    - Treasurer: Bonnie Teeples
    - VP for Public Policy: Sandie Bolyard
    - District 3 Director: Anne Engen
    - District 5 Director: Cynthia Gibson
    - These nominees will be presented for election at the general session.
  - **Finance Committee:** Chair Anne Engen gave oral report.
  - **FCE Angel Membership Scholarship:** Scott received two applicants and they were approved.
  - **Budget Committee:** Bonnie gave oral report. Committee reviewed the budget for 2017 - 2018.

- **Financial Review Committee:** Bonnie gave oral report. Committee will conduct a review of books.
- **Fall Conference Site Committee:** Bonnie
  - 2019 Fall Conference - District 1 - Monarch Hotel in Clackamas
  - 2020 Fall Conference - District 3    2021 Fall Conference - District 5
- **Special Projects Reports**
  - **Sunshine Lady:** Anna Massingham reported that she hasn't received any request from the membership. All FCE members please send information for anyone who needs cards sent.
  - **Oregon FCE Newsletter:** Sally Wyffels gave oral report for cost of 2019 newsletter for Editor Lynda Nyself. Lynda provided written report. Board, Councils and study groups should send articles and pictures. Deadline is Jan. 4, 2019 for articles and pictures.
  - **Marketing/Fundraising:** Barbara Voltin gave oral report on sale of vests and bags. Bonnie sold seven bags at National Conference. There are still bags in various colors. And vests in various sizes and color.
  - **International ACWW:** Sandie Bolyard reporting for Gay Jarvinen. ACWW new fund project called, "The We Fund". This fund supports women's empowerment globally. Flyers will be distributed at the general lesson with more information.
  - **Website/Facebook:** Scott has developed these tools members can use to access information about Oregon FCE. Print off forms, newsletters, contact list, special events, conferences, etc. If members have any pictures from State Conference email those to him too share on Facebook. Also check out the website for NAFCE.
  - **Oregon Leadership Contact List:** Deadline for changes to the Contact list is Jan. 1, 2019. Scott will email the form to use for your information. Print off form, and fill out updated/changes of Officers in your county and study groups.
  - **Oregon Membership Email List:** Bonnie needs Email Address's on application form. Reason; to receive information, also receives your National Newsletter.
  - **FCL Training - Certification Requirements:** You will need 30 Hours for certification. Bonnie will help anyone with information to apply.
  - **FCL Training - Officer Training:** Scott will present power point guidelines 4-5-PM Monday Fall Conference for all members to attend. Handouts provided.
  - **Name Badges:** Scott provides badges for officers. Badge to be worn at all FCE meetings or events.
  - **Business Card:** Scott will order from Vista Printing 500 business cards for anyone at a cost of \$9.99. Email Scott at [sfteeples@charter.net](mailto:sfteeples@charter.net) to order.
  - **Oregon FCE Statewide Service Project:** Comfort Bears. FCE members are making Comfort Bears to provide the Police and Fire departments to give children. Please send any pictures of your groups making and distributing the Comfort Bears to Bonnie or Scott so they can put them on FCE Facebook.

- **Volunteer Awards:** Recognize FCE Study Groups, Counties and individuals who have given many hours volunteering in their communities. (100+ -500+ - 1000+ hrs.) Hours counted for one year. September 1 thru August 31. Awards given at State Conference. Application due September 15<sup>th</sup>. Prior to Fall State Conference. Forms available on the Oregon Website [www.oregon-fce.org](http://www.oregon-fce.org).
- **Donations for Oregon FCE:** There were no donations at this time. Scott has posted donation forms on the website. To be used when sending in donations.
- **Zero Hunger Challenge:** Bonnie gave oral report and will present Zero Hunger power point lesson at the general session.
- **OSU/FCE - MOU:** Scott gave oral report. Discussed some of the changes between OSU and FCE. Scott is working with Patty Case who is the liaison with OSU, and he is working on the handbook.
- **Appointments for Committees:** President Scott Teeples appointed committees.
  - Budget Committee (Treasurer +2)
  - Margaret Seibold Committee (1) Cynthia Gibson
  - Nomination Committee (1 or 2)
  - 2020 Fall Conference Site Committee (District Director + 2) Anna Massingham and Sally Wyffels
  - Finance Committee (2)
  - Angel Membership Scholarship (1)
  - Conference Guidelines Update Committee (3) Bonnie Teeples; Barbara Voltin and Dawn Westphal
- **New Business:**
  - **Update of 2019 FCE Fall Conference:** Dates will be October 7-9, 2019. Theme: "Passport to FCE". Kay Gooding gave oral report/update where the committee is at planning the conference. They will be meeting with the Hotel to discuss selections of rooms and meals at their next planning meeting. Scott and Bonnie invited to attend meeting at Hotel. Date and time TBA.
  - **Future State FCE Fall Conferences:** Bonnie and Scott discussed guidelines, registration forms and money collected to be done by State Board Treasurer. All Conference registrations will be "All Inclusive." The registration form will also allow for one day registration. Costs of decorations provided at conference will not come out of registration funds. After discussion with the board, Treasurer Bonnie Teeples made a motion that the Conference registration be done by the State Treasurer.

**I, Bonnie Teeples move the State Board take over the Registration form and collecting the registration money for the Annual Conference.**

**Seconded by Barbara Voltin.**

**Motion Passed by Voice Vote.**

- **Lessons given at Fall Conference:** Discussion, should lesson be hard copy or digital, and posted on the website. Should we continue to print hard copies for all VP's DD and Counties. Many suggestion and ideas were discussed. Use power point/flash drives. Possible mail out if needed. Bonnie will check cost of flash drives. No decision made at this time. Will review again at Spring Board meeting in March 2019.
- **Community Service Award-State/National Award:** Due to the President March 1 and judged at Spring Board Meeting. Due to National FCE by April 15. Scott will appoint 3-5 people for Judging Committee. We should be recognized for services we do for our community. Discussion made that the state could offer monetary reward from general fund. Cynthia Gibson made a motion to offer community service reward.

**I, Cynthia Gibson move that the State Awards \$100 for 1<sup>st</sup>. place, \$75 for 2<sup>nd</sup> place, and \$50 for 3<sup>rd</sup> place for The Community Service Award. The 1<sup>st</sup> place winner to be submitted to National. This is for Study Groups and Counties.**

**Seconded by Kay Gooding**

**Motion Passed by Voice Vote**

- **Conducting Program Book:** President Scott Teeples provided program book. Notes can be made in book as needed.
- **Rules of Conference Changes:** Debate time from attendees is limited to 10 minutes. Change passed by consensus.
- **Payment of meals for winner of Essay and Art Contest:** Discussion was held about paying for those invited to attend the State Conference with the winner. Everyone thought we should pay for it. Money comes out of registration. Passed by consensus.
- **OTHER ITEMS:**
  - **National FCE Awards and Contest Results (Scott and Bonnie Teeples):**
    - Essay and Artwork Contest: 1<sup>st</sup>. place Oregon- Rylee Palmer, Morrow County, Oregon
    - Open Brochure Contest: "Membership Promotion" 1<sup>st</sup>. place Oregon- Scott Teeples
    - Open Brochure Contest: "Tools" 1<sup>st</sup> place Oregon - Scott Teeples
    - Open Brochure Contest: "Other" 1<sup>st</sup> place Oregon - Scott Teeples
    - Superior Unit Award: Contemporaries SD- Klamath Falls, Oregon
    - Program Award: (No Entry)
    - Spirit of FCL (No Entry)

- Community Service Award: Klamath County
  - These awards are also listed in the Oregon FCE Newsletter.
- **2019 and 2020 National FCE Conference:** TBA.
- **National FCE Website:** Scott Teeples has developed the National FCE website. You can review it at [www.nafce.org](http://www.nafce.org).
- **Letter to New Members:** Scott Teeples has developed a “Letter to New Members”. He sends this out to all new FCE members welcoming them to Oregon Family Community and Education.
- **Lost Members Letter:** Scott Teeples is developing a letter to mail out to all “Lost FCE Members.”
- **New Study Group:** Bonnie and Scott reported they have a new FCE Group in Klamath Fall.
- **Possible New Club:** Cynthia Gibson reported on possible new study group in Eagle Point.
- **New Member Recruitment:** Scott Teeples held discussion on Finding, Recruiting and Retaining New Members. Invite them to your study group meeting and special events. Offer brochure “An Invitation to Join”. Give them the Website address. Whenever you meet new people talk about FCE!
- **2<sup>nd</sup> and 3<sup>rd</sup> Grade Essay and Art Work Contest proposal:** Scott Teeples presented the idea of Oregon FCE offering a 2<sup>nd</sup>. And 3<sup>rd</sup>. grade Essay and Art Work contest for the State of Oregon. A discussion was held, and it was approved by consensus that we will do it. Scott Teeples appointed a committee to set this up by November 1, 2018. Those appointed were Scott Teeples; Sandie Bolyard; Cynthia Gibson and Kay Gooding.
- **ACWW Triannual:** Conference will be in Melbourne, Australia April 2019. Bonnie and Scott will be attending representing Oregon, USA. Bonnie Teeples is running for ACWW USA President. Bonnie will be a great representative for Oregon and United States.
- **National FCE Awards and Money Awards:** Scott Teeples won \$300.00 for the (3) 1<sup>st</sup>. place National Brochure Contests that he won. \$60.00 was spent at the National Conference so there is \$240.00 left to spend across the State of Oregon. Scott will present his National Awards display at the conference. Scott has posted the National FCE Contest and Awards on the Oregon and National websites.
- **Head Table Assignments for Conference:** President Teeples has assigned the Head Table seating chart to persons scheduled.
- **Pages, Timers and Counters for Business Meeting:** Scott will assign Pages, Timer and Counters for Business Meeting on Tuesday. Timer 1 (debates); Page 1 (communications and doors); Page 2 (communications and doors); Counters 1-2-3- for voting.
- **Volunteer Hours Awards Certificate procedures:** Scott went through the basis procedures for giving out the awards.

- **JustServe.org:** Scott gave information about this website. He would like to post Oregon FCE's need for volunteers to join our organization. Everyone agreed it would be a good idea.
- **Program Book for the Conference:** Scott reviewed Program Book for the 2018 Conference.
- **Post Conference Board Meeting:** The Post Conference Board Meeting will be Wednesday right after last session. Sally and Cynthia will present Lesson on Australia during that session.
- **Spring Board Meeting:** Monday/Tuesday, March 25, 2019 at 12:00 Noon in Redmond, Oregon. Place Super- Eight
- **Your Final Assignment:** Go forth and make Oregon FCE the best it can be.

**Adjournment 3:02 PM**

### **Wednesday, October 3, 2018 (Post-Conference Meeting)**

#### **Call to Order**

- The meeting was called to order at 10:26AM by President Scott Teeples.
- A reminder was given by Scott Teeples to either turn cell phones off or turn the ringers off.
- Minutes Review Committee Appointment (Scott Teeples) Same as Pre-Conference
- Review of Agenda/Additional to Agenda

#### **Roll Call**

- Roll call was taken by Secretary Patti Malanaphy.
  - Members present: President: Scott Teeples; Secretary: Patti Malanaphy; Treasurer: Bonnie Teeples; VP for Programs: Barbara Voltin; VP for Public Policy: Sandie Bolyard; District 3 co-Directors: Sally Waffle and Anna Massingham; District 4 co-Director: Rachel Eastman; District 5 Director: Cynthia Gibson; District 3 Director-Elect: Anne Engen; and District 2 co-Director Loretta McDonald.

#### **Old/Unfinished Business**

- **Conference Report:** Rachel gave verbal report on 2018 conference. Forty-Six (46) registered. Room and food staff was great. Self-guided tours were well received. Speakers and entertainment informative and entertaining.
- **Discussion on Conference:** Discussion that all lessons should be in digital form. Presenters must stay within their allotted budget of \$75.00. Rachel made a motion as to cost of Australia lesson.



I Rachel Eastman move that presenters at the 2018 Conference for

Wednesdays lesson on Australia be

Allowed up to \$150.00 to cover costs

Associated with the lesson.

- **Committee Appointment Report:** Scott Teeples has appointed Renee Metteer and Anna Massingham to the finance committee. Nominating committee: Sharyl Michael; Patti Malanaphy; Kerry Mauk.
- **Conference Summary:** What we did right/what we can improve on. Scott led the discussion.
- **Increasing Membership Goals:** If our goal is to increase our membership, we need to offer our members and prospective members lessons that are timely, topical, and connect to their needs and the community. To be effective, our lessons need to be intergenerational and address current societal issues that can affect us all.
- **Officer Training.** How did it go? Do we do it again? Very well attended and presented. Good response from attendees. Attendees asked questions. Duties and responsibilities for officers/leaders made clear. Officers should pass it forward all materials, notebooks, records to Officer's assuming positions. Let new leaders know we will not let them fail. Be available to assist with training/help as needed. Follow up with training session at future State Conference.
- **FCL Certification Challenge:** Scott challenged all officers to be working toward your 30 Hours for FCL Certification.

### New Business

- **Conference Registration Form Reminders:** Addition to registration forms shall have Tuesday for one day attendance. Conference committee cannot refund funds if unable to attend, and cancelled. But, can have it transferred to another person.

### Other Items/Reminders

- **ACWW Zero Hunger Challenge:** Bonnie reminded everyone to take the ACWW Zero Hunger Challenge back to their Districts, Counties and Study Groups.
- **2019 FCE Fall Conference:** Date is October 7-9, 2019 at the Monarch Hotel in Clackamas, Oregon. Conference committee arrange appointment with Hotel staff to discuss meals; rooms and set up for meetings and lessons; sales room.
- **Future State FCE Fall Conferences:** Read all Conference Guidelines in Handbook. Deposits to Hotels for State Conferences will be paid by State FCE. State Conference Registrations Forms, registrations, and money collected to be done by State Treasurer.

All Conference Registrations will be “All Inclusive”. We will allow for a one day registration. We must make sure this is done. This was passed by the Board at the 2013 Fall Conference Post Board Meeting. Costs of Conference decorations don’t come out of registration.

- **Community Service Award - State Contest/National Award:** Due to President by March 1 so they can be judged at Spring Board Meeting - due to National FCE by April 15<sup>th</sup>. Forms are available on the FCE website.
- **Fall Conference Lessons on Website:** All lessons given at the 2018 Conference will be in digital form and will be posted on the Oregon FCE website.
- **Methods of Finding, Recruiting and Retaining New Members:** Scott reviewed, again, methods of doing this. He also challenged everyone to be doing it.
- **Oregon FCE State Essay Contest for 2<sup>nd</sup> and 3<sup>rd</sup> Graders:** Scott reminded everyone that we need to get all of the forms and contest rules done and then that we need to do a good job of getting the word out about this new contest.
- **Vouchers \$\$\$ from National 1<sup>st</sup>. places in Brochures:** Scott reminded everyone of the \$300.00 - \$60.00 = \$240.00 available to spend. He would like to share this across Oregon.
- **Spring Board Meeting:** Monday/Tuesday, March 25-26, 2019; at 12:00 Noon in Redmond, Oregon. Place TBA.
- **Marketing report:** Four FCE Bags sold in the sales room totaled \$100.00. Sales room total sales of \$357.50.
- **Your Final Assignment:** Go forth and make Oregon FCE the best it can be. If you don’t share the information you were given here, you’re not getting the job done.

**Adjournment: 11:25AM**