

Minutes of the Oregon FCE Spring Board Meeting

OSU Extension Office – Redmond, Oregon

Monday and Tuesday – April 3-4, 2017

Written and submitted by Scott Teeples – Oregon FCE Secretary

Written 4-6-17; Revised 4-8-17; Revised 4-9-17; Revised 4-12-17

Approved by Minutes Review Committee (Patti Malanaphy, Janet Allen, Sandie Bolyard and Bonnie Teeples) April 12, 2017

Monday, April 3, 2017

Call to Order

- The meeting was called to order at 1:00 PM 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.

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.

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, Janet Allen, Sandie Bolyard and Bonnie Teeples.

Roll Call

- Roll call was taken by Secretary Scott Teeples.
- Members present were: President, Patti Malanaphy; VP for Program, Barbara Voltin; VP for Public Policy, Sandie Bolyard; 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-Directors, Marilyn Perkins and Rachel Eastman; and District 5 Director, Jan Allen.
- There were no absent board members.

Pledge and Creed

- The Pledge of Allegiance and the Oregon FCE Creed were presented and led by Loretta McDonald.

Ice Breaker/Warm Up

- An Ice Breaker/Warm Up was presented and led by Lendamai Poole. It consisted of some small gift bags that had been placed around the meeting room and were moved “left” or “right” as she read a story about Cupid and other characters.

Minutes Approval for 2016 Fall Conference Board Meeting

- 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 2016 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 Patti Malanaphy.

Oregon FCE Website and Oregon Facebook Page and Contact List Report

- Scott Teeples, Oregon FCE website Webmaster, gave a report on the Oregon website www.Oregon-FCE.org and also on the Oregon FCE Facebook page. He mentioned that he can post almost anything that members of Oregon FCE would like him to post. Scott also used a computer and projector and showed both the website and the Facebook page to all of the board members. Scott also mentioned that the fee from the website has come due and will be requesting approximately \$149.00 for that fee. Scott mentioned that through the new website donation request, there has been over \$200.00 donated for the website. Any extra money not used will be held over for next year. He did remind everyone that the Website and Contact List is only as accurate as everyone helps him make it. Scott requested that everyone send him update materials as needed.

Correspondence

- Scott reported that he had not received any correspondence as of this date. Patti Malanaphy did report that she had received a thank you card from Beverly Earnhart, ACWW – USA President, for making her feel welcome at our 2016 Fall Conference.

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 357 to 328. With the loss of membership the projected loss in revenue will be down again Bonnie presented the Adopted Budget that was approved at the 2016 Fall Conference but it was based on 360 members so it will need to be adjusted. She mentioned that with the loss of membership it will be very difficult to balance the Adopted Budget.
- Bonnie report also included various donations that have been given by members through donations by members on the 2017 Registration Form. Those donations, as of March 31, 2017, included:
 - Website: \$204.00
 - Newsletter: \$777.50
- Bonnie also reported that the Keeper’s Corner LLC– Antique, Craft and Collectible Mall - Oregon FCE Booth (donated by Bonnie and Scott Teeples) and located in

Klamath Falls, has earned \$457.90 as of March 31. Items being sold are being donated by Oregon FCE members across the state and other donors located in Keeper's Corner.

- A copy of the Treasurer's Report will be filed for review.

Oregon FCE - National FCE Conference Scholarship

- Patti Malanaphy appointed a committee to write and set up guidelines for use of this scholarship. The money has been raised by auctions at the Fall Conferences. The money is to be used to help Oregon FCE members who want to attend the National FCE Conference. Patti appointed Bonnie Teeples (chair), Sandie Bolyard and Sally Wyffels to the committee.

Margaret Seibold Scholarship

- Patti Malanaphy appointed a selection committee for the Margaret Seibold Scholarship. Those appointed were Bonnie Teeples (chair), Sally Wyffels and Jean Baker.

President's Report

- Patti Malanaphy gave a 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.

Meeting Recessed: 2:32 PM - 2:47 PM

VP for Programs Report

- Barbara Voltin 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 and Character Counts Essay and Art Work Contest

- Sandie Bolyard, Heart of FCE Rep, reported on the Oregon Heart of FCE nominations. Sandie stated there were 3 nominees this year.
- Sandie Bolyard gave a report on the Character Counts Essay and Art Work Contest. Sandie reminded everyone that the contest is for any 4th grader, 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 Sandie Bolyard (chair), Janet Allen, Rachel Eastman and Anna Massingham to be the selection committee for both the Oregon Heart of FCE and Character Counts contest.

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 about these events.
- Anna mentioned that she had sent out one card. She also mentioned that on May 9, 2017, Ella Lang will be 100 years old. She suggested that we honor her at the 2017 Fall Conference. Anna also had a birthday card passed around to the board members that she will give to Ella.

Nomination Committee

- Barbara Voltin (term expires 2017), Nomination Committee Chair, gave a report on the Nomination Committee. She reported, that in addition to the one other committee member Anne Engen (term expires 2018), there needs to be one other member appointed to the committee (term expires 2019). Patti Malanaphy will ask Sharyl Michael if she will accept that appointment.
- An election for Group 2 – “Shall consist of President Elect becomes President and Director from District 1” (See Bylaws on page 21) will need to be voted on at the 2017 Fall Conference. A Secretary will also be elected to fill a 2 year term left vacant by Scott Teeples becoming President.
- Everyone was encouraged to look for good qualified people to fill these positions.

Mentoring New Officers at All Levels

- Discussion was held about the concern that everyone needs to help with the mentoring of all new of FCE officers whether it be on at the Committee, Group/Club, County, District, or the State level. We need to do more than “drop them the box and leave.” Outgoing officers need to spend time teaching and mentoring new incoming officers.

Appointment of Anna Massingham as District 3 Co-Director

- Discussion was held about the fact that due to an oversight by everyone that we had not noticed that Anna should have been elected, for 2 years, as District 3 Co-Director during the 2016 Fall Conference Business meeting. With the approval of the Executive Board, Patti Malanaphy appointed Anna to that position.

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 submitted in written form and given orally by Lendamai Poole.
 - 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 and Rachel Eastman.
- District 5 report was submitted in written form and given orally by Jan Allen.
- Note: Patti suggested that District Directors include in their reports, not only the numbers of members that are no longer FCE members, but their names. She also ask that they report the reason why they are no longer members and what action, if any, was used to encourage them to return to membership. Scott volunteered to help develop a form to help give this report.

Oregon FCE Newsletter Report

- A report of the Oregon FCE Newsletter was given by Sally Wyffels because the Oregon FCE Newsletter editor, Lynda Nyseth, was not at the meeting. Sally gave both a written and oral report.
- After the report was given there was a lot of discussion on what we could do to help Lynda Nyseth with the production of the Newsletter. That discussion and suggestions included:
 - All of us on the Board need to submit articles.
 - The Executive Board should review the Newsletter before it is published. Lynda would email it to the Executive Board. They would review the Newsletter and return suggestions within 5 days.
 - We could have a section for “New Member Hi-lights.” Members of the various clubs/groups would need to submit this information.
 - Memorials should be submitted for current or past members that we have lost.
 - In an effort to save money, members desiring to do so, could inform Lynda not to send a written copy of the Newsletter. These members could get their Newsletters via email or the Oregon FCE website.

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 vests. During that discussion there was a motion made to buy more FCE bags.

A motion was made by Bonnie Teeples and seconded by Sandie Bolyard that the Board buys 25 FCE bags, 5 of each color, to be taken to the 2017 National FCE Conference and be sold for \$25.00 each. Motion was voted on and passed 12-0.

International ACWW Report

- Sandie Bolyard gave both a written and oral report on International ACWW. She encouraged everyone to participate in the Women Walk the World and to take and submit pictures.

Meeting Recessed for the day - 4:56 PM (meeting will resume tomorrow at 8:00 AM)

Tuesday, April 4, 2017

Meeting Reconvened from yesterday

- President Patti Malanaphy called the meeting to order at 8:11 AM

Roll Call

- All Board members present

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 3 nominees they have selected Gay Jarvinen of Klamath County as the 2017 Oregon FCE Heart of FCE winner. The other nominees included:
 - Myrna Loucks – Washington County
 - Donna Hulett – Yamhill County

Character Counts Essay and Art Work Contest Committee Report

- Sandie Bolyard gave a report of the Character Counts Essay and Art Work Contest. She announced the winner, the placers. This year there were only 3 entries that qualified.
 - 1st place: Owen Welch, Klamath County (\$100 prize)
 - 2nd place: John Lindsay, Morrow County (\$75 prize)
 - 3rd place: Ella Widdoss, Jackson County (\$25 prize)

FCL Training

- Bonnie Teeples and Scott Teeples gave an FCL Training session on the development of a Vision/Mission Statement. Scott gave a presentation and discussion on how our personalities can be represented by various shapes including Squares, Triangles, Zees, and Circles. Discussion was also held on how some of us are lots of shapes. Bonnie went through the ways of developing our Vision/Mission Statements. She used a “self-quiz worksheet” and instructions to do this process. Bonnie gave a challenge to develop your Vision/Mission Statement at a later date.

2018 Oregon FCE Fall Conference

- A report on the 2018 Oregon FCE Fall Conference was given by Marilyn Perkins, Rachel Eastman and Barbara Voltin. The Conference is going to be hosted by Districts 2 and 4. The tentative location will be at the Red Lion in Pendleton, Oregon. A theme of REAP the Benefits of FCE with the letter R representing “Real Friendships”; E representing “Education”; A representing “Activities”; and P representing “Personal Growth”.
- Patti Malanaphy appointed a Site Committee to do the work of reviewing the site(s) and working out all of the contract details. Those appointed were: Bonnie Teeples (Chair), Patti Malanaphy, Scott Teeples, Rachel Eastman and Tom Currin.

- District 2 and District 4 have already set up a Conference Committee including: Barbara Voltin, Marilyn Perkins, Loretta McDonald, and Rachel Eastman. Other members can be added as needed.
- With the approval of the Executive Board, Patti Malanaphy appointed Barbara Voltin as Treasurer for the 2018 Conference.

Review of Guidelines and Qualifications for State Board Members

- Patti held a discussion about the Guidelines and Qualifications of State Board Members. A review of the Handbook and Bylaws was done and comments given by several of the Board members. Part of the discussion was that the Handbook and the Bylaws needed to be revised to meet the needs of Oregon FCE with the change in the number of members across the state and their willingness to serve on the State Board. Several suggestions were given and noted including making some changes to both the Handbook and Bylaws.

Handbook/Bylaws Review and Needed Updates

- After the discussion on the needed changes to the Handbook and Bylaws it was decided that a Handbook and Bylaw Review Committee was needed. With the approval of the Executive Board the following were appointed to that committee: Bonnie Teeples (chair), Sally Wyffels, and Scott Teeples. They are to work on it and report their progress at the 2017 Fall Conference.

Digitizing of Oregon FCE Records

- Bonnie Teeples asked for time to discuss the possibility of digitizing the old Oregon FCE records. All agreed that it should be done. Patti Malanaphy gave her permission and blessings for Bonnie to look into this process including the items need to be digitized, the methods, the cost and possible methods of funding the project. Bonnie will report her progress at the next Board Meeting.

Meeting Recessed: 11:50 AM – 12:08 PM

Lessons for 2017 Oregon FCE Fall Conference

- Barbara Voltin led a discussion on the suggested lessons to be taught at the 2017 Oregon FCE Fall Conference. With the help of Bonnie Teeples using a computer and projector, the suggestions were projected on the board. Discussion was held on several of the choices. Due to the time of the day, Patti decided we could discuss them while we ate lunch.

Meeting Recessed for Lunch: 12:35 PM – 1:13 PM (Lunch provided for \$6.00 by District 2)

Lessons for 2017 Oregon FCE Fall Conference (continued)

- After some additional discussion the following classes were selected:
 - **Rebooting Family Relationships** – Bonnie Teeples and Janet Allen.
 - **The History of Clothing** – Kerry Mauk and Gay Jarvinen.

- **Safety First-Fire Evacuation/Escape Plans for Your Home** – Ed Dolan and Scott Teeples.
 - **Bladder Infections**– Barbara Voltin and Rachel Eastman.
 - **Where Did That Saying Come From?** – Sandie Bolyard and Patti Malanaphy.
 - **AA/Addictions** – Frank H. and Anna Massingham
 - **Iceland- (Wednesdays General Session Class)** – Sally Wyffels and Anne Engen
- After the selection of lessons was done, several suggestions were given including:
 - That those who suggest or endorse one of the Lesson topics are willing to write and present that lesson.
 - The presenters write and develop lessons with all information such as Leader Guides and participant handouts so that the lesson can be taught by others throughout the state.
 - The presenters writing and presenting the lessons follow all Guidelines as listed in the Handbook.
 - That presenters need to be reminded of the due dates by the VP for Program.
 - The presenters need to adhere to all funding guidelines.
 - That Barbara Voltin – VP for Program and the Oregon FCE Executive Board will review all programs before they are presented.

Finance Educational and Enhancement 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.**
- It was also noted that Patti Malanaphy has, at their approval, removed Scott Teeples and Lendamai Poole from the Finance committee. Patti has appointed Gay Jarvinen and Kerry Mauk as members of the Finance committee. Due to Scott being taken off the Finance Committee, a Finance Committee Secretary will need to be elected by that committee.

2017 Oregon FCE Fall Conference

- Janet Allen, District 5 Director, gave a report on the progress of the 2017 Oregon FCE Fall Conference. Other parts of the report were given by Bonnie Teeples, Sandie Bolyard and Scott Teeples.
- Things discussed were:
 - The theme of the Conference will be “Southern Oregon Charm”.
 - The conference will be held in Klamath Falls at the Shilo Inn.
 - The registration will be an “All in one registration fee” including meals and registration. One day registrations are available.

- Room rates will be \$85.00 for up to 4 per room. Room costs include a free breakfast for up to 4 people.
- Drawing tickets for various items will be \$1.00 each or 6 for \$5.00.
- 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 to support the Oregon FCE National Scholarship Fund or the Margaret Seibold Scholarship Fund.
- Each District will be also asked to bring items for the Sales Room.
- Each District is expected to bring a Gift Basket valued at \$40.00+ as a door prize.
- There will be various tours on Monday for those that want to go.
- First Timers will receive both an FCE member pin and a First Timer ribbon.

A motion was made by Bonnie Teeples and seconded by Janet Allen that the State Board purchase 25 member pins from NaFCE to be given to 1st timers @ annual conferences. Motion was voted on and passed 12-0.

A motion was made by Sandie Bolyard and seconded by Rachel Eastman that we purchase 60 colored ribbons @ \$.50 each for first timers to conferences. The total cost would be \$30.00 Motion was voted on and passed 12-0.

A motion was made by Bonnie Teeples and seconded by Sandie Bolyard that Scott Teeples purchase laminating sheets to be used on County delegate and Oregon FCE Board member tents for the Annual Business meeting. Motion was voted on and passed 12-0.

2017 National FCE Conference

- Patti Malanaphy gave a report on details for the 2017 National FCE Conference. She encouraged all to attend. Information she gave out and other information from others included:
 - The 2017 National FCE Conference will be held in Omaha, Nebraska on July 20-23, 2017.
 - Registration forms can be found at www.NaFCE.org.
 - Those interested in going should apply for the National FCE Alumni Scholarship which will cover the entire cost of registration (approximately \$350.00) of the conference.
 - Those interested in going should apply for money from the Oregon National Conference Scholarship Fund.

Next Board Meeting

- The next Board meeting will be held October 2-4, 2017 at the 2017 Oregon FCE Fall Conference in Klamath Falls, Oregon – Shilo In.

Adjournment: Patti Malanaphy adjourned the meeting at 2:28 PM