

# **Minutes of the 2015 Oregon FCE Fall Conference Board Meetings**

Holiday Inn Portland South - Wilsonville, Oregon

Monday, October 5 and Wednesday October 7, 2015

Written and submitted by Scott Teeples – Oregon FCE Secretary

(Minutes review committee – Sandie Bolyard, Sally Wyffels, Scott Teeples and Patti Malanaphy)

Written – Oct 19, 2015; Revised 11-12-15; Revised 11-13-15; Revised 11-14-15;

Approved by Minutes Review Committee 11-16-15

## **Pre Conference Board Meeting Session (Monday, October 5, 2015)**

### **Call to Order**

- The meeting was called to order at 8:13AM by Patti Malanaphy.

**Minutes Review Committee:** Secretary, Scott Teeples asked President Patti Malanaphy if he could have a Minutes Review Committee for all minutes taken at the 2015 Oregon FCE Fall Conference. She appointed the following to serve on that committee: Sandie Bolyard, Sally Wyffels, Scott Teeples and herself, Patti Malanaphy.

### **Additions to Agenda**

- President Patti Malanaphy asked for any additions to the agenda. None at this time.

### **Roll Call**

- Roll call was taken by Secretary Scott Teeples
- Board members present were: President, **Patti Malanaphy**; VP of Program, **Deanna Hadley**; VP of Public Policy/International Rep, **Gay Jarvinen**; Secretary, **Scott Teeples**; Treasurer and Youth Education Rep, **Sandie Bolyard**; Past President/Marketing Rep, **Barbara Voltin**; District 3 Director, **Sally Wyffels**; District 4 Co-Director, **Anna Massingham**; District 5 Co-Director **Janet Allen**; District 6 Co-Director **Marilyn Thompson**; District 7 Co-Director, **Rachel Eastman**; and District 10 Director, **Phyllis McIntire**; Newsletter Rep, **Lynda Nyseth**.
- Board and Rep members absent were: District 4 Co-Director, **Geri Gustafson**; District 5 Co-Director, **Rosalee Ratto**; District 6 Co-Director, **Loretta McDonald**; District 7 Co-Director, **Marilyn Perkins**.
- Guests attending the meetings were: National FCE Past President, **Bonnie Teeples**, Oregon FCE Finance Committee Chair, **Dorene Garland**; and Nomination Chair, **Vicky Graves**.

### **Minutes**

- The 2015 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 Sally Wyffels, Gay Jarvinen, Patti Malanaphy and Scott Teeples. Due to the long time period, the minutes previously approved by the Minutes Review Committee and that the minutes had been previously emailed or mailed to each board member (without needed corrections), the minutes were not read.

- No additions or corrections were required and the board approved the minutes by consensus.

### Pledge and Creed

- The Pledge and Creed was led by Janet Allen

### Warm Up

- A Warm Up was led by Past President, Barbara Voltin

### President's Report

- President Patti Malanaphy gave a brief report on some of the things that she had done in the last year and what some of her goals were for herself and the organization. A more detail report would be given at the General Session. Those comments included:
  - Her attendance at the 2015 National FCE Conference in Blue Springs, Mo.
  - She introduced the name of the new National FCE President, Lynn Maples.
  - She introduced the new focus for National FCE which is going to be for "Human Trafficking".
  - The need to recruit new FCE members.
  - Everyone needs to work at getting the FCE name out. What FCE is doing now?

### Web Site and Oregon FCE Contact List

- Secretary and Oregon FCE Webmaster, Scott Teeples, gave a brief report about the Oregon Web Site (Oregon-FCE.org) and the Oregon FCE Contact List. He mentioned a couple of things:
  - The web site is up and running and that he is always looking to ways to improve it. Please send him things that he can put on the web site that can help Oregon FCE. **The web site can only be as good as you help him make it be.**
  - The cost of the web site is not a budgeted item. The web site costs have been paid by Scott Teeples or from donations from Individuals, Study Groups and County donations. He asked that you send the Oregon FCE Treasurer donations for the web site.
  - The Oregon FCE Contact List is a forever changing list. Scott stated that he really needs your help in keeping it updated. **Like the web site, the Contact List is only as good as you help him make it.**

### Treasure's Report

- Treasurer, Sandie Bolyard, gave a brief Treasures report. A more detailed report will be given in the Business meeting. Sandie did give a few comments at this time.
  - She had given each person present a copy of the Financial Report and asked if there were any questions.
  - She asked that if people are going to do "in kind donations" that they still fill out the proper forms so that she can know not only how much money is

being paid out but also how much money people are donating through “in kind donations”.

- She talked about a few suggested fundraising ideas including the “Bucks for Building” fundraiser suggest by Past National FCE President, Bonnie Teeples. No other suggestions were given at this time.
- She gave a sheet with information of a members count from across the state. Oregon FCE is down about 50 members from last year.
- She talked about some ideas for finding, recruiting and retaining new members. Some of those thoughts included:
  - The use of the Keeper’s Corner Scholarship for new and returning members.
  - Local individuals, clubs, groups, or other creative ideas for sponsoring new members or those members that may have financial hardships with paying FCE dues.

### **Vice President of Program**

- Vice President of Program, Deanna Hadley, gave a report which included these items:
  - She discussed the printing of Programs given at the State Conference. She said that a copy of the Programs need only be given to the County Presidents and not in addition to the District Directors. She felt this would be a money saving matter. The Handbook states that a copy should be given to the District Directors but she feels that should be changed. The general consensus was to only give copies to the County Presidents.
  - Discussion was also held as to the possibilities of using electronic media rather than doing so much printing.
  - She presented a plan to slim down the process of submitting evaluation reports of lessons that have been given in various groups, counties or districts.

### **Vice President of Public Policy**

- Vice president of Public Policy, Gay Jarvinen, gave a brief report. A half sheet report was handed out to all present.

### **Recess of Meeting**

- A recess of the meeting was called for by Patti Malanaphy at 9:50 AM.

### **Reconvene**

- The meeting was called back to order by Patti Malanaphy at 10:14 AM.

### **District Directors Reports**

- **District 1:** No report – No District Director
- **District 2:** No report – No District Director
- **District 3:** Sally Wyffels gave a complete report about the members and activities of her district. A written report was submitted.

- **District 4:** Anna Massingham gave a complete report about the members and activities of her district. A written report was submitted.
- **District 5:** Jan Allen gave a complete report about the members and activities of her district. A written report was submitted.
- **District 6:** Marilyn Thompson gave a complete report about the members and activities of her district. A written report was submitted.
- **District 7:** Rachel Eastman gave a complete report about the members and activities of her district. A written report was submitted.
- **District 8:** No report given – No District Director
- **District 9:** No report given – No District Director
- **District 10:** Phyllis McIntyre gave a complete report about the members and activities of her district. A written report was submitted.

### **Letter from Michael C. Denbo**

- A letter was read by Vicky Graves that was written by Michael C. Denbo. The letter was very well written and in it he expressed his concerns with an “Overall Charge” for the State FCE Conference versus a charge for the conference and then a selection for the chosen meals. A lot of discussion was held about the reasons why the Board voted to go to an “Overall Charge” for the State Conference. It is a very tough subject and there was a lot of positive discussion and after that discussion a motion was made by Sandie Bolyard and seconded by Jan Allen.

A motion was made by Sandie Bolyard, and seconded by Jan Allen, that in 2017 the District that host the Conference will reformat the Registration Form to have all meals and registration included; and a separate Tuesday registration without breaking down the cost of registration and meals.

Motion was voted on and passed 12-1

Note: The 2016 Conference will not have to adhere to this approved motion or the motion regarding this matter passed at the 2014 Post Conference Board meeting.

### **Nomination Committee Report**

- Viki Graves and Bonnie Teeples gave a report on the work of the Nomination Committee pertaining to upcoming elections at this 2015 Fall Conference. They submitted the following names in the following positions:
  - District 3 Director – Sally Wyffels
  - District 10 Director – Lendamai Poole
  - Vice President of Public Policy – Sandie Bolyard
- They also mentioned that there are people who want to be nominated for other open positions. Those people will need to be nominated from the floor. Those people and positions are as follows:
  - District 5 Director – Janet Allen
  - Treasurer – Bonnie Teeples

- The nomination committee also mentioned that several of the Nomination Forms need to be updated. Some of the changes needed include (1). Dates of Forms needed to be turned in. (2). Elimination of some of the obsolete terms on those forms. There was discussion and then a motion to make those corrections was made.

A motion was made by Bonnie Teeple - member of the Nomination Committee, (no second required because the motion comes from the Nomination Committee) that the Nomination Committee make the following changes to the forms as listed on their suggested list.  
Motion passed 13-0

### **National FCE Liability Insurance**

- Bonnie Teeple was asked by Patti Malanaphy to give some information on the new form used for the National FCE Liability Insurance. She informed everyone that we have a new agent in Klamath Falls, Oregon. It will be much easier to talk to the agent. She also mentioned that with the new form you can normally use the Certificate of Insurance for proof of insurance. If someone needs specific proof they can contact the insurance agency for a specific form for proof of insurance. Scott Teeple was asked to post this form on the Oregon FCE web site.

### **Finance Committee Report**

- Doreen Garland gave a report of the meeting that the Finance Committee had on Sunday, October 5, 2015. A written report was also submitted to the Secretary for the records. Some of the items that she reported on included:
  - Lendamai Poole and Cathryn Schabell had been appointed since the 2014 meeting of the Finance Committee.
  - Sandie Bolyard and Scott Teeple were appointed by Patti Malanaphy to the Finance Committee.
  - Sandie was voted in as Finance Committee Chair starting in 2016 and Scott Teeple was voted in as Finance Committee Secretary starting in 2016.

### **Recess of Meeting for Lunch Break**

- A recess of the meeting was called for by Patti Malanaphy at 12:08 PM.

### **Reconvene from Lunch Break**

- The meeting was called back to order by Patti Malanaphy at 1:05 PM.

### **Fun Activity**

- Bonnie Teeple presented a Fun Activity as a Warm Up for after lunch. It included a presentation on "Worse things could happen to Patti Malanaphy."

### **Special Project Report - Newsletter**

- Lynda Nyseth gave a report on the Oregon FCE Newsletter. She talked about the writing, publishing of the Newsletter. A written report was submitted.

### **Special Project Report - Oregon FCE Brochure**

- Alene Showers gave a report on the new Oregon FCE Brochure that is being developed. She mentioned that the committee had worked on getting the new brochure developed. Scott Teeples gave a report on some of the work that he had done on the brochure. A lot of discussion was done on the layout and development of the brochure. The committee will continue to work on the brochure and submit it to the Board at the 2016 Spring Board Meeting.

### **Report on Klamath County FCE – Kaleidoscope of Learning**

- Patti Malanaphy asked Scott Teeples to give a report on the Klamath County FCE – Kaleidoscope of Learning that was done in May. He reported that they had 12 various classes set up. He said it was a great success but had a very low turnout.

### **Special Project Report – International**

- Gay Jarvinen gave a report on what she had been doing as the International rep. She talked about the various ways people can send embroidery thread to the various countries. A written report was submitted. Gay mentioned that she would be willing to continue to be the International Rep even at the end of her term as Vice President of Public Policy.

### **Special Project Report – Youth**

- Sandie Bolyard gave a report about the Essay and Art Contest. A written report was submitted.

### **Special Project Report – Marketing**

- Since Bernie Voltin has resigned as Marketing Rep Chair, Barbara Voltin gave a report on Marketing. She submitted a written report on the vests and bags that they have sold. There was a lot of discussion on the subject. There was also a lot of discussion on other ways the FCE could be marketed. Discussion was also held about ways of doing fundraisers for Oregon FCE.

### **Special Project Report – Sunshine Lady**

- Anna Massingham, the Sunshine Lady, mentioned that Phyllis McIntire was going into the hospital.

### **Social Media Project Report**

- Sally Wyffels gave a report on her progress of putting a lesson, “Feeding a Family on a Budget” on Facebook. Sally explained the whole process.

### **FCL Training**

- Gay Jarvinen and Bonnie Teeples gave some FCL training on Making Changes. The training involved both written and physical activities.

### **Recess of Meeting**

- A recess of the meeting was called for by Patti Malanaphy at 3:00 PM.

### **Reconvene of Meeting**

- The meeting was called back to order by Patti Malanaphy at 3:13 PM.

### **District Changes (Number of Oregon FCE Districts)**

- District Change Committee member, Scott Teeples, led a discussion on the changing of the current 10 Oregon FCE districts to 4 Oregon FCE districts. He handed out a map and a written proposal of the changes. The proposal stated that, if passed, it would take effect on January 1, 2016. After considerable discussion and concerns from various board members it was decided that it would be better to go to 5 Oregon FCE districts. Scott said that he would change his proposal and map to reflect that decision. Scott will have the proposal, the map and a Motion Sheet prepared to present at the Business Meeting tomorrow. President Patti Malanaphy assigned a committee to make all changes on the Handbook, Bylaws and Maps as needed. Those committee members would be Bonnie Teeples, Sandie Bolyard and Patti Malanaphy.

### **Adopting the National Creed**

- Patti Malanaphy brought up the subject of Oregon FCE changing from the current Oregon FCE Creed to using the National FCE Creed. There was a lot of discussion but no decision was made. It was decided that Patti would write an article for the Oregon FCE Newsletter asking for impute on the subject.

### **Name of Oregon FCE Groups/Units**

- There was discussion as to what each of the Oregon FCE groups or units should call themselves. After the discussion it was decided that each group can identify themselves by whatever designation they desire.

### **2015 National FCE Conference Report**

- Patti Malanaphy gave a brief report on her attendance at the 2015 National FCE Conference which was held in Blue Springs, Missouri. There were also comments given by attendees Scott and Bonnie Teeples.

### **Newsletter (Cost of)**

- Patti Malanaphy led a discussion on the cost of the Oregon Newsletter. All agreed that the Newsletter was a very important item for Oregon FCE. The current approximant cost for the Newsletter is about \$400.00 per issue for a total of approximately \$1,200.00 per year. Suggestions included such things as:
  - Emailing the newsletter.
  - Charging extra for those that want a mailed copy.
  - Posting the newsletter on the Oregon web site.
  - Asking Districts, Counties, Study Groups or members for donations for the Newsletter.

- Patti asked Bonnie Teeples to write a Newsletter article asking for suggestions and/or donations to support the newsletter.

### **National FCE Alumni Association Fundraiser**

- Scott Teeples has asked Patti if he could do an auction as a fundraiser for the National FCE Alumni Association. Scott has produced a piece of metal art called a Double Elk Welcome. Each year the National FCE Alumni Association awards Scholarships to attend the National FCE Conference and the money raised at this auction would be sent to them for that purpose. The scholarship pays the registration cost of the National FCE Conference and is worth about \$350.00. Permission was given and the auction will be held at the meeting this evening.

### **Old Envelope and Letter**

- Sandie Bolyard had acquired an old letter with an FCE stamp on it. It will be given to the Oregon FCE Secretary, Scott Teeples, for safe keeping.

### **Adjournment of Meeting**

- The Board meeting was adjourned at 4:34 by President Patti Malanaphy.



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(Minutes review committee – Sandie Bolyard, Sally Wyffels, Scott Teeples and Patti Malanaphy)

Written – Oct 19, 2015; Revised 11-12-15; Revised 11-13-15; Revised 11-14-15

Approved by Minutes Approval Committee 11-16-15

### **Post Conference Board Meeting Session (Wednesday, October 7, 2015)**

#### **Call to Order**

- The meeting was called to order at 10:31AM by Patti Malanaphy.

#### **Roll Call**

- Roll call was taken by Secretary Scott Teeples
- Board members present were: President, **Patti Malanaphy**; VP of Program, **Deanna Hadley**; VP of Public Policy/International Rep, **Gay Jarvinen**; Secretary, **Scott Teeples**; Treasurer and Youth Education Rep, **Sandie Bolyard**; Past President/Marketing Rep, **Barbara Voltin**; District 3 Director, **Sally Wyffels**; District 4 Co-Director, **Anna Massingham**; District 5 Co-Director **Janet Allen**; District 6 Co-Director **Marilyn Thompson**; District 7 Co-Director, **Rachel Eastman**; and District 10 Director, **Phyllis McIntire**. Also attending were Treasurer-elect **Bonnie Teeples** and the new District Director 1-elect, **Lendamai Poole**.
- Board and Rep members absent were: District 4 Co-Director, **Geri Gustafson**; District 5 Co-Director, **Rosalee Ratto**; District 6 Co-Director, **Loretta McDonald**; District 7 Co-Director, **Marilyn Perkins**. Newsletter Rep, **Lynda Nyseth**.

#### **Spring Board Meeting**

- Patti Malanaphy set the tentative dates for the Oregon FCE Spring Board Meeting to be Monday, April 5, 2016 and Tuesday, April 6, 2016. The meeting will start at 1:00 PM so that it will be late enough that no one will need to spend the night on Sunday night. The meeting will also conclude early enough on Tuesday (5:00 PM or earlier) so that everyone can get home on time. **If anyone wants to spend Sunday or Tuesday night they will need to take care of the cost on their own.** There may be special circumstances if things arise.
- The meeting will only be for Board Members including the President, Vice President of Program, Vice President of Public Policy, Secretary, Treasurer, District 1 Director(s), District 2 Director(s), District 3 Director(s), District 4 Director(s), and District 5 Director(s). No Reps are to attend but can send information if they need to.

#### **Discussion Fall Conference on 2015 Oregon FCE**

- Discussion was held on the things that had happened at this conference. Those comments included:
  - Not having enough hotel staff to clean up when needed. They were not a lot of help at times.

- Don't have lesson taught in classrooms that you just got through eating in. There was not enough time for room clean up.
- A "Conference Grid Form" needs to be developed and used for room use and events happening during the conference. This would help with the coordination of room usage.
- Food and food service was good.
- **All Conference contracts must be read carefully, submitted to the President and approved by the President BEFORE being signed.**
- All Board Members must check all rooms at least ½ to 1 hour before an event to going to be held in that room. Hotel staff must be informed before event begins if room setup adjustments are needed. Hotel staff interpretations of drawing and setup are not always the same as our interpretations.
- Need raised head table for the business meeting.
- Need to have participant numbers for class sooner to the instructors so that we can try to limit the number of printed handouts.
- Let's look at a schedule to be able to teach the classes more than one time. A lot of work goes into the class development to only be taught once. Also, members need the opportunity to attend more classes.
- Good entertainment on Tuesday night for the \$125.00 that was paid out.
- Could do entertainment during Tuesday lunch.
- Button Man presentation was great. (The cost was \$50.00 plus meal for him and his wife)
- Rooms and room rates were good.

### **National FCE Alumni Scholarship Fundraiser**

- Scott Teeples gave a brief report on the National FCE Alumni Scholarship Fundraiser. He wanted to thank everyone for their contributions of \$370.00 to the scholarship. Those that contributed were:
  - \$125.00 – Alene Showers for the winning bid on the Double Elk Welcome
  - \$125.00 – Keeper's Corner LLC for the matching money of the bid.
  - \$100.00 – Donation by Patti Malanaphy.
  - \$20.00 – Donation by Sally Wyffels
- Scott also reminded everyone that at least one person needs to apply for the Alumni Scholarship that pays the registration at the National FCE Conference.

### **Reminder of "All in One Payment for 2017 Conference"**

- Patti Malanaphy reminded everyone that 2017 Oregon FCE Conference will have an "All in One Payment" registration form."

### **Reimbursement Forms**

- Patti Malanaphy and Sandie Bolyard reminded everyone to get their reimbursement forms filled out and turned in.

### **A Thank You to District 10**

- Everyone on the board agreed that District 10 had done a great job on the conference and wanted to thank them for all the work and effort they put forth in putting it on.

### **International Rep**

- Gay Jarvinen mentioned that although she is going off of the board as VP of Public Policy she is willing to stay on as the International Rep. It was approved by President Patti Malanaphy and the Board.

### **Bucks for Building, ACWW Coins for Friendship and Sales Room Reports**

- Reports were given for the Bucks for Building, ACWW Coins for Friendship and the Sale Room. The report were:
  - Bucks for Building - \$64.05. All money will stay with Oregon FCE.
  - ACWW Coins for Friendship - \$59.26
  - Conference Sales Room – No information given at this time.

### **Ideas for Classes during 2016 Fall Conference**

- A reminder was given to bring all ideas for 2016 Fall Conference Classes to the 2016 Spring Board Meeting.

### **Adjournment of Meeting**

- The Board meeting was adjourned at 11:38 by President Patti Malanaphy.