

2023 Oregon Association for Family and Community Education

“Strengthening individuals, families and communities through continuing education, developing leadership and community action.”

President: Scott Teeples; **VP for Program:** Sally Wyffels; **VP for Public Policy:** Sandie Bolyard;
Secretary: None; **Treasurer:** Bonnie Teeples; **District 1 Director:** Kay Gooding;
District 2 Director: Loretta McDonald; **District 3 Director:** Anne Engen; **District 5 Director:** Barbara Lougnot
ACWW Oregon Coordinator: Lynda Nyseth



2023 Oregon FCE Spring Board Meeting Minutes



Saturday, March 25, 2023 @ 10:00 AM – via Zoom

Written by Scott Teeples, Friday, March 31, 2023 – Approved by Sandie B. and Lynda N. Tuesday, April 17, 2023

Call to Order and Beginning of Meeting

- Meeting was called to order by Scott Teeples @ **10:11 AM**
- Scott informed everyone that the meeting is being recorded.
- Scott reminded everyone about the Zoom meeting guidelines.
- Scott reminded everyone about phones, background noises etc.
- Scott assigned the Minutes Review Committee to be ALL of the Board Members. He asked that each Board member take notes of the meeting. Please use the REPLY ALL feature with all corrections of Minutes.
- Scott reviewed all of the Meeting Guidelines, Parliamentary Procedures, and Zoom Guidelines.
- Scott called roll:
 - The following were present: President, **Scott Teeples**; Vice President for Program, **Sally Wyffels**; Secretary, **None**; Treasurer, **Bonnie Teeples**; District 1 Director **Kay Gooding**; District 2 Director, **Loretta McDonald**; District 3 Director, **Anne Engen**; District 5 Director, **Barbara Lougnot**; ACWW Oregon Coordinator: **Lynda Nyseth**,; FCE Newsletter Editor, **Lynda Nyseth**; Website, **Scott Teeples**; Contact List, **Scott Teeples**; Nomination Committee Chair, **Sally Wyffels**.
 - The following were absent: Vice President for Public Policy, **Sandie Bolyard**; Youth Education, **Sandie Bolyard**. (Sandie was in hospital with broken leg and could not attend meeting)
 - A total of 8 members were present, 1 member was absent.

- Loretta led the group in the National Pledge of Allegiance and the National FCE Creed.
- Barbara led the group in an Ice Breaker of 2 Truths and 1 Lie. Everyone really enjoyed the activity and learned something about the other Board members.

- Scott asked for official approval of the 2022 Fall Board Meeting Minutes. A motion was made by Kay Gooding to approve them, a second to the motion was made by Bonnie Teeples. Motion passed 7-0.

- Scott reported that there was no current correspondence that needed action taken on.
- Bonnie Teeples, State Treasurer, gave a written and oral Treasurers' Reports including:
 - A General Treasurers' report.
 - The Profit and Loss form.
 - Balance Sheet
 - Bottom Line form that included the total financial value of Oregon FCE, and membership totals. It also indicates the changes from past years.
 - Keeper's Corner Fundraising booth and the income it is bringing in.
 - Membership forms and procedures for filling out correctly.
 - Reimbursement forms and how to fill them out correctly.
 - Donation forms.

Old/Unfinished Business

- **Board Officer Reports**
 - **President** (Scott Teeples): Written and oral report given.
 - **Vice President for Program** (Sally Wyffels): Oral report given. She will send a written report later.
 - **Vice President for Public Policy** (Sandie Bolyard) Absent, no report given.
 - **Secretary** – if needed (none)
 - **Treasurer** – other misc. items (Bonnie Teeples) No additional report.

- **District 1 Director** (Kay Gooding) Oral and written report given.
 - **District 2 Director** (Loretta McDonald) Oral report given. She will mail in a report later.
 - **District 3 Director** (Anne Engen) Oral and written report given.
 - **District 5 Director** (Barbara Lougnot) Oral and written report given.
- **2023 Fall Conference Report**
 - **Progress of the 2023 Fall Conference** (Scott):
 - Fall Conference Site Committee - All State Board members.
 - Duties of Conference List. It is pretty much up to date and filled out with assignments.
 - Program Book. Scott indicated that we needed 3 people to do Inspirations before each meal. Those volunteering to do those were Anne Engen, Monday night; Sally Wyffels, Tuesday, Lunch; and Kay Gooding, Tuesday night.
 - **Hotel Contract and Other Details** (Bonnie):
 - Scott and Jacob have both signed the contract for the hotel and the Conference.
 - Meeting room fee of \$250.00 per day for Tuesday and Wednesday for a total of \$500.00.
 - Room rate of \$119.00 per night plus tax
 - No free breakfast with rooms but breakfast will be available for purchase at the hotel starting at 6:00 AM.
 - Jacob has sent the meal cost menu to Bonnie. Bonnie will get with Sandie and start working with the total cost of meals.
 - We may have to schedule in, and pay for, one or two breakfasts as some of the meals, to meet the meal cost minimum for the Conference.
 - The Conference registration fee may need to be raised.
 - **Monday night speaker or entertainment** (Scott):
 - Scott has contacted the OSU Agent, Kayla Bordeloh. She is willing to come on Monday night and do a presentation on Wildfires. She lives in Corvallis and will not charge us. ***We will need to pay for her dinner that night.***

- **Monday afternoon Crafting Activity (Scott):**
 - Kay Gooding reported that Myrna's daughter is willing to do the Crafting Activity on Monday afternoon. Washington County will take care of the cost of this activity.
- **Tuesday afternoon speaker or entertainment (Bonnie):**
 - Bonnie is working with Linda Norris, of Eugene/Springfield Tourism, for a group that can come in and give us some entertainment. ***We may have to pay them a small fee of some type.***
 - If Bonnie cannot work something out, Scott may give a short presentation on the Oregon and National FCE websites.
- **Friends of FCE Scholarship for 2023 State Conference (Scott)**
 - Needs some revisions. Scott will take care of this and submit it to the Board.
 - Scott suggested that this Scholarship be funded by funds coming from the Keeper's Corner Fundraising booth.

- A motion to do so was made by Barbara Lougnot and seconded by Kay Gooding. Motion passed 7-0.

- **Awards to be given at State Conference (Scott)**
 - Years of FCE
 - Volunteer Hours Awards
 - Others as needed.
- **Suggestions for location of future Fall Conferences (Scott)**
 - Discussion was held. Everyone feels we should keep it in the same place as long as we can.
- **Lessons for 2023 Fall Conference (Scott)**
 - **These lessons must be developed and submitted to VP for Program (Sally Wyffels), VP for Public Policy (Sandy Bolyard) and President (Scott Teeples) on or before the due dates.**
 - **July 15, 2023** – Blurb (brief synopsis) Include the title, presenter's names and a brief biography for each presenter. ***Blurb must also be sent to Newsletter Editor, Lynda Nyseth.***

- **August 1, 2023** – Rough draft of lesson with all materials.
 - **September 1, 2023** – Final draft of Lesson (for approval) including Leader’s Guide, Handouts, PowerPoints Presentations (if used) and all other information. ***Note: Do not mass print materials for lessons until lessons are approved by Sally, Sandie and Scott.***
 - **September 15, 2023** – Function Forms (page 61 of Handbook). Sent to Bonnie (Conference Chair), Sandie (Assistant Conference Chair), Scott, and Sally.
1. **(T) Ovarian Cancer, the Silent Killer** – Patti Malanaphy and ???
 2. **(T) Easy Ways to Go Green** – Sandie Bolyard and Kerry Mauk
 3. **(M) Cascadia Subduction Zone** – Bonnie Teeples and Barbara Loughnot
 4. **(T) Savory Meals for 1 or 2, Ways to a Joyous Life** - Anne Engen and ???
 5. **(W) Human Trafficking, It’s Not Just Sex Trafficking** – Scott Teeples and Bonnie Teeples
 6. **(T) Filling Your Pantry on a Budget** – Ann Conklin and ???
- **Guidelines for lesson formatting** (Scott)
 - Make your lessons look like they were written and produced by a professional, you are one. Take some pride in your work. They represent the professionals we are as FCE members.
 - Use a Title page including: (Would you print/purchase a book without a cover?)
 - A bold title of the lesson
 - Name of those that wrote and developed the lesson including any titles or FCL titles you may have earned.
 - Dates of the development and presentation of the lesson.
 - A few graphics to dress up the title page.

- Be sure to use pages numbers on each page. Preferably in the footer of the document.
 - Include a brief outline of the lesson.
 - Be sure to put references as to where you obtained your information.
 - Include a list of items that will be needed for the presentation.
 - See Oregon FCE Handbook pages 59-60 for other guidelines.
 - Other suggestions:
- A list of the number of lessons to be printed for District Directors, and County Councils will be sent to those writing and presenting the lessons. These lessons must be put in large envelopes and distributed at the Fall Board meeting.
 - Reimbursement for the costs of printing and producing lessons will be done for those that submit them on the official reimbursement forms with receipts. Maximum reimbursement is \$75.00 per lesson.
 - Digital forms of lessons, **including all handouts**, need to be emailed to Scott so they can be put on the Oregon FCE website.
- **Committee Reports**
 - **Nomination Committee** (Sally Wyffels, Lynda Nyseth, and Bonnie Teeples)
 - The Committee will start working on these positions. They will be voted in at the 2023 State Conference (**Start serving January 1, 2024**) *Group II* Shall consist of the President-elect becoming President and Director from District I.
 - Discussion of Secretary of this term (2023-2025). The nomination Committee will work on finding someone that is willing to do this position. One suggestion was Dawn Westphal.

- Discussion of President of the term (2024-2026). Scott said that he will fill out the forms and submit them unless there is another candidate for the position of President.
- **Handbook/Bylaws Committee (Bonnie)**
 - Bonnie mentioned that there are a few needed changes in the Hand Book and the By-Laws. Discussion was again held on combining Treasurer and Secretary, or (if needed) having the President appoint the duties of the Secretary to one of the other officers.
- **Various Scholarship Committees (Scott)**
 - Discussion was held about the following Scholarships:
 - Margaret Seibold Scholarship Committee (Bonnie)
 - FCE Angel Membership Scholarship Committee (Scott)
 - Keeper's Corner Membership Scholarships (Bonnie)
 - Helping Hands for Those in Need of Assistance Scholarship (Scott)
- **Heart of FCE Selection Committee (Sandie) Note:** Report was given by Bonnie Teeples because Sandie was absent.
 - The number of applicants submitted was 2.
 - Judging Team will be Kay Gooding and Loretta McDonald. They met at the end of the Zoom meeting to read, discuss, and vote on the applicants.
 - 2023 Heart of FCE winner will be announced after the selection.
 - Sandie and Bonnie will take care of getting the winner being sent to National FCE before April 15.
- **4th Grade Essay and Artwork Selection Committee (Sandie) Note:** Report was given by Bonnie Teeples because Sandie was absent.
 - The number of applicants submitted was 49 (all from Klamath County) 3 schools, 4 classes.

- Judging Team was set up by Sandie Bolyard.
 - 1st place: **Ella McClure**
 - 2nd place: **Natalee Lockrem**
 - 3rd place: **Olivia Kern**
 - Sandie and Bonnie will take care of the money awards and the 1st place winner being sent to National FCE before April 15.
 - Sandie and Bonnie will take care of inviting the 1st place winner to the 2023 State Conference to be recognized.
- **3rd Grade Essay and Artwork Selection Committee** (Sandie) Note:
Report was given by Bonnie Teeples because Sandie was absent.
- The number of applicants submitted was 37. (All from Klamath County) 3 classes
 - Judging Team was set up by Sandie Bolyard.
 - 1st place: **Vincente Rodriquez**
 - 2nd place: **Uriah Thompson**
 - 3rd place: **Makenkie Lawson**
 - Sandie and Bonnie will take care of the money awards.
 - Sandie and Bonnie will take care of inviting the 1st place winner to the 2023 State Conference to be recognized.
- **2nd Grade Essay and Artwork Selection Committee** (Sandie) Note:
Report was given by Bonnie Teeples because Sandie was absent.
- The number of applicants submitted was 1. (From Klamath County)
 - Judging Team was set up by Sandie Bolyard.
 - 1st place: **Kellen Stock**
 - 2nd place: No Entry
 - 3rd place: No Entry
 - Sandie and Bonnie will take care of the money awards.
 - Sandie and Bonnie will take care of inviting the 1st place winner to the 2023 State Conference to be recognized.

- Appointments needed on various Committees. (Scott)
 - Marketing Rep: None were assigned at this time.
- **Other Reports or Needed Discussions**
 - **2023 National FCE Conference** (Scott)
 - Erlanger, Kentucky Dates: August 3-6, 2023
 - The conference fee will be \$300.00.
 - National FCE Alumni, and Oregon FCE Scholarships are available. See Scott or Bonnie for details.
 - Information is found on National FCE website www.nafce.org
 - **National FCE Alumni – National Conference Scholarship** (Scott)
 - **2023 National Conference Scholarship Committee** (Bonnie)
 - **National Brochure Contest** (Scott)- Due to NaFCE HQ: June 15, 2023
 - **Open Brochures Contests (3)** (Scott) – Due to NaFCE HQ: April 15, 2023
 - **All other National FCE Contest including Heart of FCE and 4th Grade Essay and Artwork Contest** (Scott) – Due to NaFCE HQ: April 15, 2023
 - **ACWW-USA Area President** (Bonnie)
 - ACWW World Triannual Conference
 - Dates: May 17-25, 2023 Place: Kuala Lumpur, Malaysia
 - You can attend the Conference virtually. See the website www.acww.uk.org/worldconference
 - **Oregon FCE Zoom Lessons** (Scott)
 - They are on the first Wednesday of each month at 10:00 AM
 - They have been done monthly since January 2021
 - All have been recorded and are on YouTube links on Oregon website www.oregon-fce.org/oregon-fce-zoom-lessons-on-youtube
 - Scott is looking for Lessons and Presenters
 - We need help from Oregon FCE Board members and Oregon FCE members in participation and presentations.
 - **Prompt communications of all Board Members** (Scott)

- All Board members need to check their emails, or phone messages at least every few days.
 - **Report of Volunteer Hours to Sally Wyffels** (Scott)
 - **Reporting of Volunteer Hours to National FCE – new form** (Scott)
 - **Finding, Recruiting and Retaining New Members** (Scott)
 - Invitation to Join, and Oregon Membership Brochures
 - What is FCE? business cards.
 - Scott’s Challenge to all members
 - **Officer name badges** (Scott)
 - Please wear your badge at all County, District, and State functions.
 - Sally Wyffels will need one.
 - **Officer business cards** (Scott)
 - Sally Wyffels will need some cards.
 - **Officers needed for National FCE** (Scott)
 - **FCE Bling Pins** (Bonnie)
 - These pins are available for \$10.00.
 - **Oregon FCE Lapel Pins** (Scott)
 - Scott purchased these pins. They are free for each Oregon FCE member or Friend of FCE.
 - **Oregon FCE Leadership Contact List** (Scott)
 - Please check this list over and let Scott know of any needed changes. It is emailed at times, but can be located on the Oregon FCE website Members Page. Password is **fce1939** (lower case letters).
 - **Dates of events in Oregon FCE** (Scott)
 - Please let Scott know of any events you are doing, and he will help with emailing the information out, or posting it on the website. Please invite Scott to attend.
- **Special Projects Reports**
 - **Sunshine Lady** (Anna Massingham)

- Please call, or mail Anna information needed so she can send out Cards or letters to those that need it. Her email is currently NOT working.
- **Oregon FCE Newsletter** (Lynda Nyseth)
 - Deadlines for Newsletter
 - All Board Members need to write articles.
- **Website/Facebook** (Scott) www.oregon-fce.org
 - Check out the website and the Facebook page. There is a lot of useful information on the website. Please let Scott know of any needed changes.
- **Oregon Membership Email List** (Scott)
 - Let Scott know if you need anything emailed out to all of the Oregon FCE members. Email him the information and he will forward the email and the information.

New Business

- Approval of official Oregon FCE Membership Brochure
 - Scott suggested that the Oregon Membership Brochure, that he has developed and put on the Oregon website, be voted in as the current official Oregon FCE Membership Brochure.
 - Scott showed the Brochure via the website and discussion was held. Voting was done after the discussion.
- A motion to adopt the Brochure was made by Lynda Nyseth and seconded by Sally Wyffels. Motion passed 7-0.

Other Items

- **FCL Certification Challenge** (Scott)
- **2023 National FCE Mid-Year Meeting – Monday, March 27, 2023, via Zoom** (Scott and Bonnie)
 - Bonnie will register and send the link for this event to all Board members.
- **Your Assignment: Go forth and spread the info you have received these days. Make FCE the best that it can be.**

- Next Board Meetings:
 - Wednesday, September 6 @ 12:00 PM Noon via Zoom.
 - Monday, October 2, 2023 @ 8:00 AM (in person) at the 2023 Oregon FCE Fall State Conference
- “Final Thoughts” were given by All Board Members

Adjournment: Time: 1:44 PM