

# 2022 Oregon FCE Fall Board Meeting Minutes

Hilton Garden Inn - Springfield, Oregon

Pre-Conference Meeting – Monday, October 3, 2022.

Post-Conference Meeting – Wednesday, October 5, 2022

Written by Patti Malanaphy: 12-10-22

Revised (with Patti's permission) by Scott Teeples: 10-26-22 @ 9:27 AM

Approved by Minutes Review Committee: 12-29-22

## Pre-Conference Meeting

### Call to Order

- The meeting was called to order at 8:00 A.M. by President, Scott Teeples
- Scott welcomed all board members and guests to the meeting.
- Scott reminded everyone to turn off cell phones or turn off ringers.

### Minutes Review Committee

- The Minutes review committee appointments were made and consist of Sandie Bolyard and Barbara Loughnot.

### Meeting Guidelines

- Scott reviewed guidelines with the Board.
- Avoid side conversations and stay on agenda items.
- Breaks will be taken as needed and are not scheduled on the agenda.
- Everyone participates in discussions.
- Items can be added to the agenda as needed.

### Parliamentary Procedures Basics

- Minutes can be "Approved" after any needed changes are done. A motion is not required.
- They can be approved by "Consensus." Any motion coming from a committee does not require a second. The correct wording to make a motion is "I move that...."
- Except for spending money, not everything needs a Motion. Lots of decisions can be made by "Consensus" of the group.

### Working Lunch:

- Scott mentioned that we will have a "Working Lunch" today. Lunch will be delivered about 12:00 Noon. The Board meeting will continue while we eat lunch.

### Roll Call

- **Officers and Board Members (8):** President, Scott Teeples; VP for Programs, Rene' Metter; VP for Public Policy, Sandie Bolyard; Secretary, Patti Malanaphy; Treasure, Bonnie Teeples; District 1 Director, Kay Gooding; District 3 Director, Anne Engen; District 5 Barbara Loughnot.

- **Absent Board Members (2):** District 2 Co- Directors, Loretta McDonald, and Marilyn Thompson.
- **Guests or Reps Attending (3) :** Sally Wyffels - Vice President for Program, candidate; Karen Baker; and Lynda Nyseth, Newsletter Editor
- **Total Present (11):** 8 Board members, and 2 guest/ reps.

**Pledge and National Creed:**

- Group participation.

**Motivation/Inspiration/Ice Breaker:**

- Scott provided Oregon FCE website Quiz!
- Scott reviewed the Oregon FCE Website [www.oregon-fce.org](http://www.oregon-fce.org) quiz.

**Minutes Approval for the 2022 Spring Board Meeting:**

- Scott reported that the 2022 Oregon FCE Spring Board Minutes were reviewed and approved by the Minutes Review Committee.
- Those Minutes were approved by consensus of the Board.

**Correspondence by mail, or email or phone:**

- Secretary reported none received.
- Scott reported none received.

**Treasurers Report:**

- Bonnie provided each member with a written report and gave an oral review.
  - Balance Sheet Assets Checking and savings \$66,069.12
  - Profit and Loss Sheet Net Income \$2,173.60
  - Bottom Line Sheet \$66,069.12 and 131 members.
  - Keepers Corner Booth \$2,037.74
  - Pennies/ACWW \$182.10
  - Treasurer presented proposed 2023 Operating Budget:
  - Bonnie provided copy of budget and gave oral review.
  - Total operational cost \$3,360.00
  - The proposed budget was approved by consensus to be submitted to the voting body for approval.

**Treasures Report of Other Miscellaneous Items and Discussion:**

- **2023 Membership Forms:**
  - Bonnie gave a brief explanation of the form.
- **Keeper's Corner Fundraising:**

- Bonnie reminded everyone to work at obtaining items for the Fundraising Booth.
- **Reimbursement Form Explanation + How to fill it out correctly:**
  - Bonnie explained how this form was to be filled out.
- **Donation/Receipt Form for Donations (explanation):**
  - . Bonnie explained the form.
- **Keeper's Corner Membership Scholarships:**
  - Bonnie reminded everyone of the Scholarship and where it can be located.
- **2022 FCE National Conference Scholarship (\$200.00):**
  - Bonnie reported that there was a total of 5 of these scholarships given for a total of \$1,000.00 taken from the General Fund.
- **2022 Oregon FCE – Friends of FCE State Conference Scholarship:**
  - Bonnie reported that there were 5 applicants for this scholarship. There will be enough money from "Friends of FCE Donors" to pay for this.
- **Margaret Seibold Scholarship Committee (Bonnie):**
  - Bonnie explained this scholarship and where to find it.
- **State FCE Board/Finance Committee:**
  - The Board approved money for the placers of the Essay and Artwork Contest in the amount of \$200.00 for 2<sup>nd</sup>/3<sup>rd</sup> grade and in the amount of \$230.00 for 4<sup>th</sup> grade. **The Board approved a total of \$430.00 for this fund.**
- **FCE Angel Membership Scholarship:**
  - Bonnie explained this scholarship and where to find it.
- **Helping Hands for Those in Need Assistance Scholarship:**
  - Bonnie explained this scholarship and where to find it.

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

- **Board Officer Reports (written and oral).**
  - President Scott Teeples provided oral and written report.
  - VP President for Programs Rene' Metter. No report.
  - VP for Public Policy Sandie Bolyard gave written and oral report.
  - Secretary Patti Malanaphy - none.
  - Treasurer Bonnie Teeples – Written and oral report was previously given.
  - District 1 Director Kay Gooding gave oral report and written report.
  - District 2 co-Directors – Bonnie Teeples gave an oral report for Loretta McDonald who was absent from the meeting.
  - District 3 Director Anne Engen gave written and oral report.
  - District 5 Director Barbara Loughnot gave written and oral report.

- **Developed Lesson Fall Conference for 2022 - Comments and Question**
  - “Great American Women You’ve Never Heard of.”
  - Developed & presented by Kerry Mauk and Sandie Bolyard
  - “Lookouts of the Pacific Northwest.”
  - Developed and presented by Karen Baker and Cynthia Gibson.
  - “How about a Date.” What do the Dates on Food Products Really Mean.”
  - Developed and presented by Scott Teeples.
  - “Positive Thinking.” Developed and presented by Bonnie Teeples.
  - “Positive Leadership – Traits by Birth Order.” Developed and presented by Barbara Lougnot.
  - “ACWW – Our Global Sisterhood.” Developed and presented by Bonnie Teeples.
  - Extra Lesson: Women of 1952 – Developed and presented by Anne Engen and Salley Wyffels.
- **Committee Reports**
  - **Nomination Committee Report:** (Sally Wyffels, Lynda Nyseth, Bonnie Teeples)
    - **This Year** – Group 1 (2022) elections: (start serving in 2023)
      - President Elect (No nominees)
      - Vice President for Programs (nominee Sally Wyffels)
      - Secretary (No nominees)
      - Note: Since there are no nominees for Secretary, President Elect and District 2 Director, we will need to make decisions about appointments for these positions.
    - **Next Year** – Group 2 – (2023) elections (start serving in 2024)
      - President (because of no nominee in 2022)
      - District 1 Director – kay Gooding.
  - **Handbook/Bylaws Committee:**
    - Sandie Bolyard, Barbara Lougnot, and Bonnie Teeples will review handbook.
  - **Heart of FCE Committee** (Sandie Bolyard):
    - 2022 Winner: Cynthia Gibson
  - **Essay and Artwork Contest Committee** (Sandie Bolyard):
    - 2023 Oregon Essay and Artwork Contest for 2<sup>nd</sup> and 3<sup>rd</sup>. grades
      - Theme: “What I Love about living in Oregon”
      - Sandie Bolyard gave oral and written report.
    - 2023 Oregon Essay and Artwork Contest for 4<sup>th</sup>. grade.
      - Theme: “Caring”
      - Sandie Bolyard gave oral and written report.

- **Appointment for Various Committees.**
  - **Nomination Committee:** Sally Wyffels, Lynda Nyseth and Bonnie Teeples.
    - Suggestion is to keep the same members until they resign.
    - The Board agreed with this suggestion.
  - **Marketing Rep:**
    - What is “Marketing of FCE?” – See Oregon FCE Handbook
    - No appointment made
  - **International Rep:**
    - ACWW – Lynda Nyseth approved by consensus.
- **Other Reports or Needed Discussions**
  - 2022 National FCE Conference – Portland (Clackamas), Oregon (Attendees)
  - Oregon members attending were eleven (11).
  - 2023 National FCE Conference will be held in Erlanger, Kentucky.
  - ACWW-USA Conference. Dates will be on website.
  - ACWW World Triannual Conference - 2023 in Malaise.
  - Information on ACWW Website.
- **Oregon FCE Zoom Lessons**
  - First Wednesday each month 10:00 AM. Scott Teeples host.
  - Need presenters and more Oregon members attending.
- **National FCE Fundraisers:**
  - Direct Donations
  - Dimes for Donation – “A dime at a time.” Send to State Treasurer.
  - Legacy Fund
  - Fundraising Booth at Keeper’s Corner (donations of items needed)
- **Prompt Communications Discussion:**
  - Communicate to all Board members via phone, text, email, etc.
  - Respond promptly.
- **Finding, Recruiting and Retaining New Members:**
  - Give out invitation to join Brochures
  - Invite to attend your study group meeting and special events.
  - Offer your FCE Business cards when meeting people.
  - Talk to people you meet.
- **Other Discussion Items:**
  - Report of Volunteer Hours to VP for Program, Rene’ Metteer.
  - Comfort Bears State Service Project. Study Groups can continue participating.
  - Recognitions for their dedication to FCE.
  - Officer Name Badges should be worn when attending all FCE events.
  - Officer Business cards. Scott will provide cards.

- Officers needed for National FCE. Contact Scott if interested.
  - FCE Bling Pins – Contact Bonnie.
  - Oregon FCE Lapel Pins – Contact Scott.
  - Oregon FCE Leadership Contact List. Scott needs all changes, or corrections sent to him. He will send out list for review.
  - Dates of events in Oregon FCE – Email them to him. Scotts wants to attend if invited.
  - Volunteer Hours Awards given to FCE members at the State Conference.
  - All board members should write articles. Provide pictures. Scott will post them on the website. Website/Facebook [www.oregon-fce.org](http://www.oregon-fce.org).
- **Special Projects Reports:**
    - **Sunshine Lady**
      - Anna Massingham was absent. Please contact her for any care cards that need to be sent out.
    - **Oregon FCE Newsletter Editor:**
      - Editor Lynda Nyseth will give written and oral report at FCE Business meeting.
      - Deadline for next Newsletter is February 3, 2023.

## **New Business**

- **Discussion About Past Current and Future Conferences**
  - Location – Good for the next year 2023.
  - Contract with Hotel – Bonnie and Scott Teeples.
  - Hosting – Oregon State Board
  - Conference Registration Form – Oregon State FCE Website.
  - Conference Treasurer – Bonnie Teeples.
  - Cost of Conference – Open
  - Conference Chairs - Open
  - Duties List (emails, Zoom, phone, in person)
  - Conference Speakers – Monday Night open
  - Lessons (To be determined)
  - Monday Afternoon Lessons/Presentations. To be determined.
  - Tours open for suggestions
  - Fun Activities Games – Lynda Neyseth.
  - Conference Theme open for discussion.
  - Scott will send email out to members for ideas.
  - Awards: First timers and Years of Membership,
  - Volunteer Hours, Outgoing Officers, Special Awards.
  - Memorial Service - Bonnie will read names at business meeting.
  - Country Store - Members to provide donated items for sale.
  - Door Prizes - Live Auction (Scott)
  - Conference Evaluations (Forms provided)

▪ **2022 Conference Information for Board Members:**

- Program Conducting Book - Provided to board to make notes in.
- Payment of meals and rooms for guest speakers.

▪ Motion: I, Bonnie Teeple's move: That Oregon FCE pay the cost of the room for one night and registration for one day for Terri Santini our Monday evening Speaker. Signed by Bonnie Teeple's Seconded by Patti Malanaphy. Vote Passed - Vote Count 7.0

- Head Table: Scott provided a seating chart.
- Officer Installation Ceremony. Patti Malanaphy will lead ceremony.
- Pages, Timers, and Counters assigned for Tuesday Business meeting.
- Volunteer Hours Awards certificate procedures.
- Wednesday morning Memorial service. Members will have the opportunity to honor and remember those members who have passed.
- Post Conference Board will meet Wednesday after last session.

• **Other New Business:**

- Bonnie presented the 2023 Operating Budget to the Board.

○ The board voted in favor of the proposed budget in favor 7 to 0.

• **Other Items:**

- 2023 Oregon FCE Awards: Essay and Artwork, Heart of FCE Community Service. Forms are available on the Oregon Website.
- 2023 National FCE Awards and Contest Forms available on the National Website.
- Community Service Award Forms on the National Website.
- Open Brochure Contest Forms on websites.
- Program Award and Spirit of FCL Award on websites.
- FCL Certification - Hours needed. Information on the National website.

• **Your Assignment from Scott:**

- Go forth and spread the information you have receive these days. Make FCE the best that it can be.

• **Final Thoughts:** All board members shared their thoughts and ideas.

**Adjournment: October 3, 2022, Time: 12:33 PM**

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## Post-Conference Meeting

### Call to Order

- The meeting was called to order at 9:22 A.M. by President, Scott Teeples
- Scott welcomed all board members and guests to the meeting.
- Scott reminded everyone to turn off cell phones or turn off ringers.

### Roll Call

- **Officers and Board Members (9):** President, Scott Teeples; VP for Programs, Rene' Metter; VP for Public Policy, Sandie Bolyard; Secretary, Patti Malanaphy; Treasure, Bonnie Teeples; District 1 Director, Kay Gooding; District 3 Director, Anne Engen; District 5 Barbara Loughnot; Sally Wyffels, VP for Program-Elect.
- **Absent Board Members (2):** District 2 Co- Directors, Loretta McDonald, and Marilyn Thompson.
- **Guests or Reps Attending (2) :** Anna Massingham, and Ann Conklin
- **Total Present (11):** 9 Board members, and 2 guest.

### Post Conference Discussions and Other Items

- **Conference Summary – What we did right? (Board)**
  - Stayed on task. Things moved along smoothly.
  - Good organization. Lots of help from the entire “village”.
  - Great items brought in for the Country Store, the Raffles, and the Live Auction.
  - Wonderful new change from the old Sales Room to the Country Store.
  - Lots of fellowshiping with everyone.
  - A good feeling throughout the Conference.
- **Conference Summary – What can we improve on? (Scott)**
  - Country Store needs a few changes for the pickup of items including these suggestions:
    - Do the drawing earlier in the evening to help prevent the big rush.
    - Only allow a few in the Store at a time for pickup. Someone may have to monitor the door.
  - Have a Craft or Game Activity on Monday afternoon at 2:00 PM and then the class at 3:45 PM. For many, the night games and crafts were too late at night.
  - Still offer the Game Night for those that may still want to do it.



- **Discussion About Past, Current, and Future State Conferences**
  - **Location:** Works well, keep it here.
  - **Hosting:** Worked very well this year. Let's do it again next year.
  - **Contract with Hotel:** Keep it the same.
  - **Conference Registration Form:** Works well.
  - **Conference Treasurer:** Works well.
  - **Cost of Conference:** May have to adjust if prices increase.
  - **Conference Chairs:** Work well.
  - **Duties List (emails, Zoom, phone, in person):** Worked very well. Let's do it again next year.
  - **Conference Speakers (Monday night):** Good this year, find another good one next year.
  - **Lessons:** Great lessons this year.
  - **Monday Afternoon Lessons/Presentations:** Worked well but may need to adjust for Craft Activity time at 2:00 PM.
  - **Tours:** Has worked well for self-guided tours.
  - **Fun Activities/Games:** We will work to adjust on times.
  - **Conference Theme:** We will ask for suggestions and Board will decide Theme for 2023.
  - **Awards:** Awards all went well.
    - First Timers
    - Years of Membership
    - Volunteer Hours
    - Outgoing Officers
    - Special Awards
  - **Memorial Service:** Bonnie did a great job. Let's do it again next year.
  - **Country Store:** Went very well this year in the new format. Lots of great items were brought in.
  - **Door Prizes:** Lots of great items were brought in.
  - **Live Auction:** Went well again.
  - **Conference Evaluations:** It is a very nice form to use. Almost all were returned.

### Other Items/Reminders

- Please remind all of your Study Groups and Counties to send in information, to Scott Teeples, for the Contact List.
- Zoom meetings for the Board have been working very well. Please plan on meeting several times throughout the year as we need to.
- Please update your email addresses if you change them.
- Please check your emails often and reply to them as soon as you can.
- Please fill out your reimbursement forms and get them to Bonnie ASAP.
- Discussion was held about whether we should have the “Friends of FCE Conference Scholarship” again. It was agreed that we should. This year the total awarded was \$750.00. We will need to find those “Friends of FCE” next year to help with the funding.
- **Spring Board Meeting discussion.** It was agreed that we should do the 2023 Spring Board Meeting via Zoom. Scott will select a date in March and set up the Zoom link. Please be prepared with reports and other needed information.
- **“Final Thoughts” (Scott Teeples)**

***Your 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. Be the example of recruiting members... recruit one or two yourself.***

Adjournment: 10:17 AM