



Chi Epsilon Sigma Board Meeting

Tuesday, May 12, 2020 @ **10:00 am**
ZOOM ONLY MEETING

MINUTES

President Adam Ziadeh called the meeting to order, and the following 18 individuals were in attendance: Terri Fisher, Ashley Gerber, Marianne Guthrie, Lee Ann Johnson, Kay Kramer, Paige Matney, Vickie Snyder, Carol Wagner, Adam Ziadeh, Ann Meyer, Arlene Duffey, Vicki Myers, Lori Moff, Linda Good, Miranda McElroy, Christina Byrd, Sarah Mays and Stephanie Knight.

Secretary's Report - Kay Kramer

LeeAnn Johnson moved to approve the minutes of the March 10, 2020 meeting. Marianne Guthrie seconded the motion. Motion passed, and the minutes were approved.

Treasurer's Report – Marianne Guthrie

Marianne had emailed the treasurer's report.

Items to note: TERSSA dues have been paid

Few adjustments yet to me made by Melinda Ryan, JCEP treasurer, once offices and financial transactions resume normal operations.

There are still a few transactions pending for the Silent Auction.

Carol Wagner moved to approve the Treasurer's Report, Lee Ann Johnson seconded the motion. The motion passed.

Officer Reports:

Annalist – Vickie Snyder

Vickie is requesting an article from each office by the last week of May for publication in an early June newsletter.

14 Secret Friends are participating this year.

She is working with Christina on updating the TERSSA and CES Chapters pages on the CES website.

The 1st Quarter newsletter was well received, with several email replies from readers.

Central State University staff have been invited to join OSU CES; will they need their own constitution and bylaws? Reaching out to North Carolina to see if they have separate organizations for their associations. Are there a very limited number of CSU support staff that would make it difficult to create their own organization?

Still no access to the website; While waiting, should confirm if CES and TERSSA are included on JCEP page references; Terri Fisher to check on this.

CFAES Staff Advisory Council Representative – Terri Fisher

SAC email went out yesterday (May 11) seeking staff input on return to work and feedback is appreciated. The committee will be meeting Thursday.

Historian – Ashley Gerber (per email)

Once the temporary COVID-19 office closure has expired, I will make arrangements with Stark County office to pick up remaining CES historian boxes previously in Lisa Parker's possession before she left. Then, I can scan everything to Box (if it hasn't been already).

After Annual Conference in December, the CES display was taken to Adam's office in Columbus (thank you Patti Corfman for delivering!). This is a central location. I don't have an actual inventory of what's included and I'm sure it may need updates. Prior to the next event where it is to be displayed or when I make it to Cbus next, I'll try to have Adam send me pictures of the display board or pick it up so that I can prepare updates if necessary. I think the tablecloth needs washed too!

Support Staff Liason – Lee Ann Johnson

Lee Ann is attempting to repopulate information on retirees and is making progress. Teresa Funk is interested in serving as SSL once Lee Ann retires.

Lee Ann is hoping to update the CES promotional brochure.

President – Adam Ziadeh

Please submit newsletter articles by the end of the month.

Box folders have been created for each officer; please upload all committee reports there.

Zoom recordings of the meetings are currently housed in the President's folder.

Committee Reports

1. Extension Annual Conference will be going virtual this year. Save the date will not go out until after May 22 meeting.
2. Looking for additional members on all CES committees.
3. Some resources from the LOD page have been posted to the TERSSA page and are being widely used. Ann Meyer will be joining the Professional Improvement and Activities Committee.

There was a request to add the committee structure and chairs on future agendas. Adam will make that change.

Request for CES members to sign up for committees if they haven't already.

Committee Listing and Chairs:

1. **CES Annual Meeting Committee** – Shall plan the details of the CES Annual Meeting held in conjunction with the OSU Extension Annual Conference.
 - Chair: President (Adam Ziadeh – ziadeh.4@osu.edu)
2. **CES Nominating Committee** – Shall secure nominations from the CES membership and prepare a slate of all CES officer positions to be presented to the membership prior to the CES annual meeting.
 - Chair: Vice President (Carol Wagner – wagner.1142@osu.edu)
3. **CES Membership and Annual Meeting Scholarship Committee** – Shall be responsible for soliciting applications for the CES Annual Meeting (1) and CES Membership (6) scholarships.
 - Chair: Secretary (Kay Kramer – kramer.578@osu.edu)
4. **CES Budget and Finance Committee** – Shall be responsible for developing and proposing the budget.
 - Chair: Treasurer (Marianne Guthrie – guthrie.76@osu.edu)
5. **CES Extension Support Staff Excellence Award Selection Committee** – Shall be responsible for coordinating this annual award including publicity, selection, securing the plaque and processing the paperwork for payment of this award.
 - Chair: Membership Secretary (Paige Matney – matney.30@osu.edu)
6. **CES Outreach Committee** – Shall be responsible for keeping contact with other state CES chapters and promotion in new states.
 - Chair: Annalist (Vickie Snyder – snyder.252@osu.edu)
7. **CES Recognition Committee** – Shall be responsible for securing nominations and overseeing the selection process for the CES Members Years of Service Awards, New Member Induction, and Dorothy Rex Inspirational Award. Explore other opportunities for recognition.
 - Chair: Historian (Ashley Gerber – gerber.248@osu.edu)
8. **CES Fundraiser Committee** – Shall be responsible for all CES fundraisers.
 - Chair: SAC Representative (Terri Fisher – fisher.456@osu.edu)
9. **CES Professional Improvement and Activities Committee** – Shall explore educational opportunities for professional development and will promote to support staff. Activities will also be explored to build CES membership relations.
 - Chair: Support Staff Liaison (Lee Ann Johnson – johnson.82@osu.edu)
10. **CES Constitution and Bylaws Committee** – Shall be responsible for reviewing proposed changes and updating the CES constitution and bylaws and standing rules.
 - Chair: Past President (Beth Young – young.1414@osu.edu)

Old Business:

JCEP Meeting Report from April 20, 2020 Meeting – Carol Wagner

Discussion regarding increasing the scholarship cap to \$500/person for a total of 5 scholarships; Annual Conference concerns: personal concern for safety, budgets – lower cost for a virtual event, planning committee is considering recommendations on going virtual this year.

❖ Professional Development – Carol Wagner

Support Staff onboarding continues to be on hold

Can still join some JCEP committees for those that need more members

Adam to ask JCEP to distribute JCEP letter with a list of committees still in need of members

Currently 22 Programs Assistants and Educators going through Onboarding
25 are signed up for fall onboarding

Cost concerns for annual conference; recommending to the committee to consider spreading it out over multiple days to limit daily hours on Zoom sessions

TERSSA Annual Conference UPDATE

- ❖ 2020 North Carolina has been cancelled; no virtual option
- ❖ Proposal to maintain current officer team, host in NC in 2021 and OH in 2022
- ❖ They are continuing with the 2021 conference because it is in conjunction with their state meeting
- ❖ Grant Extension is possible for 2021 trip to Kitty Hawk
- ❖ Additional opportunities to apply for JCEP scholarships, Staff Development Grants and stack them for additional funds for our members who attend
- ❖ Marianne is in the process of deferring the grant funds and confirming that they can be deferred for that length of time

Support Staff Liaison – to be filled by Teresa Funk, unless other nominations are received. If other nominations, a full election will be held.

New Business:

Committee Member Requests

- ❖ Very few responses to request for committee members
- ❖ Adam to send a reminder with a call to join committees being reiterated

Newsletter

Please submit articles by the end of May

Constitution and Bylaws approved via email vote; link to these items will be included in upcoming newsletters.

TERSSA 2021

Postponement to be discussed at next Thursday's planning meeting

ADJOURN

Marianne Guthrie moved to adjourn; Lee Ann Johnson seconded the motion

NEXT MEETING – SEPT 1 – moved to ZOOM; Adam to send out calendar invite

Personnel Webpage – once website access, begin to add Support Staff Specializations

Respectfully submitted,
Kay Kramer
2020 CES Secretary

Upcoming CES Board Meetings: 4-H Center, Columbus, Ohio and by Zoom
September 1, 2020
November 3, 2020