



Chi Epsilon Sigma Board Meeting Minutes

Tuesday, September 1, 2020, 10 am

Via Zoom

President Adam Ziadeh called the meeting to order at 10:05 am.

Roll Call: The following board members were in attendance: Terri Fisher, Ashley Gerber, Heather Keller, Kay Kramer, Vickie Snyder, Carol Wagner, Beth Young, and Adam Ziadeh. Additional attendees included Linda Good, Vicki Myers, Sara Mays, Christina Byrd, Kim Howard, Miranda McElroy, Shannon Castillo, Erin Mancuso, Deb Knowles, and Patty Corfman, and Lacie Murray.

Officer Reports

Secretary's Minutes: The May 12 minutes had been sent via email for consideration.

- Vickie Snyder moved and Carol Wagner seconded a motion to approve the minutes. Motion passed.

Treasurer's Report: Marianne Guthrie submitted the August 28 treasurer's report via email. Adam highlighted key information.

- Carol Wagner moved to approve the treasurer's report, Beth Young seconded the motion. Motion passed.

Annalist: Vickie Snyder

- Requested an article from each officer for the July, August, September newsletter with a focus on the dues update, membership, and anything related to annual conference; Also a personal glimpse from Adam.
- Articles should be submitted next week if possible, September 15 at the latest.
- Sent an email to Paige and Ashley inquiring about awards to be able to include information on that nomination process for the Excellence Award, Dorothy Rex Inspirational Award, and the "Creative Works" contest through OJCEP in the newsletter to encourage nominating and entering.
- Has received multiple retiree inserts for the newsletter.
- **WEBPAGE:** Received access to the CES webpages right after our last CES Zoom meeting and have been updating, reorganizing; moved the Honorary page to Membership as they are 'current' members and been adding photos as they can be found and much more, an on-going project.

CES Staff Advisory Representative: Terri Fisher

- SAC has been busy responding to emails, especially those related to COVID
- Please continue to ask questions – can ask questions via the website or email Terri directly
- She is working on an article regarding the Virtual Silent Auction to include in the newsletter

- They welcome any input that can be shared regarding virtual silent auction if anyone has experience with something similar.
- Working with ShaLise to include silent auction announcements with Annual Conference information.

Historian: Ashley Gerber

- Display board needs updated
- She will work with Adam to access the board and evaluate the needed updates.

Support Staff Liaison: Heather Keller

- Sent 19 birthday and 10 anniversary well wishes since LeeAnn's retirement in late June
- LeeAnn had wanted to update the CES Promotional Brochure; Heather will send to Vickie for inclusion on the website and the link in the newsletter once it has been located/updated.

Committee Reports

Annual Meeting Committee – Adam

- CES is still seeking members for all the committees. Adam will send an email asking for additional committee members for CES Annual Meeting Committee and all CES committees.
- Tentatively, CES annual meeting scheduled for Dec 7 from 9 am – 10 am, followed by a break from 10-12:45 if we needed additional time. JCEP tentatively scheduled for Dec. 8.
- Chad Littlefield, CEO of We and Me, Inc. is the confirmed keynote speaker for Annual Conference.

CES Standing Committees

- **CES Annual Meeting Committee • Chair:** President (Adam Ziadeh – ziadeh.4@osu.edu)
- **CES Nominating Committee • Chair:** Vice President (Carol Wagner – wagner.1142@osu.edu)
- **CES Membership and Annual Meeting Scholarship Committee. •**
Chair: Secretary (Kay Kramer – kramer.578@osu.edu)
- **CES Budget and Finance Committee •**
Chair: Treasurer (Marianne Guthrie – guthrie.76@osu.edu)
- **CES Extension Support Staff Excellence Award Selection Committee •**
Chair: Membership Secretary (Paige Matney – matney.30@osu.edu)
- **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)
- **CES Recognition Committee • Chair:** Historian (Ashley Gerber – gerber.248@osu.edu)
- **CES Fundraiser Committee • Chair:** SAC Representative (Terri Fisher – fisher.456@osu.edu)
- **CES Professional Improvement and Activities Committee •**
Chair: Support Staff Liaison (Heather Keller – keller.85@osu.edu)
- **CES Constitution and Bylaws Committee •**
Chair: Past President (Beth Young – young.1414@osu.edu)

Nominating Committee – Carol

- Carol is waiting for final TERSSA updates to move forward with nominations for new officers
- TERSSA officers are continuing their role due to the postponement of the conference in North Carolina until 2021; TERSSA conference will be in Ohio in 2022
- Carol will reach out to Membership Secretary Paige to determine which officer positions are slated to be re-elected this year to determine which positions should be filled. If needed, board will meet again near October 1 to discuss the nominating and election process.

Membership and Annual Meeting Scholarship Committee – Kay

- CES generally awards membership dues scholarships to 3 new members and 3 non-current members. Will need to be reevaluated based on outcome of vote regarding dues for CES for 2020.
- If no charge for Virtual Annual Conference, that scholarship will not be needed in 2020 either.

Outreach Committee – Vickie

- She has been in contact with North Carolina to determine how they handle their state organization with multiple universities in the state for insight related to how Ohio should structure to include Central State. CES is an OSU Extension organization.
- Emailed our Sister Chapter folks in Louisiana in regards to the storms there, two of their members responded that they didn't get a direct hit, but some had lost power and lots of sticks to pick up.
- Indicated to President Adam that when travel is lifted and some free time can be found with approval to travel to West Virginia to see if we can help reinstitute a CES chapter there.

Recognition Committee - Ashley

- Reaching out to Paige to get Awards process going.
- Miranda McElroy has Kathy Gamble contact information related to Dorothy Rex Award if needed.
- Ashley will not be available at Annual Meeting, so someone else will need to plan to present awards.

Fundraising Committee – Terri

- Shipping issue is biggest challenge for Silent Auction. Easier items to ship? Include in starting bid? Several viable options.
- FCS silent auction donors were expected to cover the cost of shipping items to the buyer.

Constitution and Bylaws Committee – Beth

- Most updated version of C & B and Standing Rules is currently posted on the website, but still revisions to be made.
- Will be meeting again to determine if additional changes will need to be voted on at the Annual Meeting
- Beth will follow up with Vickie Snyder regarding the additional changes.

Old Business

JCEP meeting report from August 17 meeting: Adam

- JCEP has voted to waive 2020 dues for returning members. New members will still pay full JCEP dues. All members will still have to pay their dues to their respective national organizations.
- JCEP has asked that CES also waive 2020 dues for returning members; to be voted on under new business.
- All CES Board members should review the Constitution and Bylaws to determine which JCEP committee they should be serving on; Marianne has removed herself from JCEP Personnel Committee and joined Resource Development and Management Committee per Constitution and Bylaws.

JCEP Professional Development Committee – Carol

- They are discussing Mentors and Mentor assignments
- They are aware that Support Staff Onboarding still needs to happen
- Per Adam – Call for proposals and posters for Annual Conference will be going out soon. If CES members feel they have something to present and they are comfortable presenting at that level, Adam encourages them to “put their name in the hat”.

JCEP Personnel Committee

- \$15 hourly minimum wage went into effect Sept 1; those currently making \$15 will be moved to \$16 after September.
- Discussed filling positions
- Will be discussing P & T at the next meeting

Secret Friend

- Vickie requesting we alert officers when support staff leave Extension as we need this information for committees, responsibilities, and what we do as CES Board. This case involves a support staff who is in the Secret Friend activity and their ‘friend’ will need re-matched.

Webpage Update Status – Vickie

- If any member notices anything else that needs changed, contact Vickie
- Support Staff specializations are now included in the OSU Extension Personnel Directory (link is on the CES Home Page). Please enter up to 5 “Specializations” [in your section of your office’s staff page found on the About TAB] so support staff can search statewide for mentoring help in specific areas

New Business

TERSSA Update – Christina Byrd

- TERSSA Conference: North Carolina September 21-24, 2021
- Ohio October 9 – 13, 2022 tentative
- Christina and planning committee will be submitting a budget proposal to CES Board in November, followed by submission to JCEP and Administration for approval and support.

- Budget includes a 5% contingency increase based on unknowns of receiving quotes 2 years in advance.

Support Staff Liaison

- Heather Keller has been filling this role since LeeAnn's retirement in late June.
- Vickie Snyder moved to officially vote in Heather Keller as Support Staff Liaison, Sarah Mays seconded. Motion passed.

2020 JCEP and CES Dues

- JCEP has voted to forego dues charges for JCEP for returning members; non-current and new members will need to pay JCEP dues
- Will still need to pay dues for national organizations.
- JCEP has requested that CES also waive \$ 10 dues/support for continuing members.
- 2020 dues: JCEP Affiliate - \$20, JCEP Full - \$65, TERSSA \$ 15, CES \$10 support
- JCEP will continue to handle the membership drive for collection of national organization dues
- JCEP will financially assist organizations if not collecting dues creates a financial hardship
- Currently 61 members who paid the CES support; Adam to ask JCEP to cover the \$610 in forfeited dues if needed to cover the expenses for scholarships and awards.
- Carol moved to waive the 2021 CES dues (paid fall 2020) for returning current CES members. Vickie Snyder seconded the motion. Motion passed.

Scholarships

- \$330 currently budgeted for 6 member dues scholarships and 1 annual conference scholarship. Standing rules allow these scholarships to also cover JCEP Affiliated membershipscholarships.
- Scholarship recipients to be given CES chartfields to pay for dues rather than initiating a transfer after.
- Vickie Snyder moved to award 6 scholarships of \$35 each to non-current members to cover the cost of \$20 JCEP Affiliate and \$15 TERSSA dues for 2020 only. Miranda McElroy seconded the motion. Motion passed.

CES Annual Meeting

- Proposed meeting time is December 7 from 9 am – 10 am, followed by a break from 10 -12:45 if we need additional time.
- Annual Conference Agendas, etc. tentative until 9/21 meeting. Any suggestions or ideas, please send to Adam
- Adam will send email later asking for members to serve on the Annual Meeting Planning Committee
- Need to think about how to digitally present notebooks (or their equivalent), pins, etc. or mail them?

Next CES Board Meeting: November 3 via Zoom; primary focus Annual Conference, Annual Meeting

Carol will evaluate if an October meeting is needed for Nomination and Election purposes

- Vickie Snyder moved to adjourn; Carol Wagner seconded the motion. Motion carried.

Submitted: Kay Kramer, CES Secretary

Action Items:

All Officers:

- Submit newsletter article to Annalist Vickie Snyder by September 15 at the latest
- Review the Constitution and Bylaws to determine which JCEP committee is linked to your office

Ashley Gerber:

- Work with Adam to access display board to be updated
- Reach out to Paige to work on Awards for CES Annual meeting

Heather Keller:

- Send updated CES Promotional Brochure to Vickie for inclusion on website, in newsletter

Adam:

- Send email encouraging CES members to join committees

Carol:

- Reach out to Membership Secretary Paige to determine which officer positions are slated to be re-elected this year to determine which positions should be filled.
- If needed, board will meet again near October 1 to discuss the nominating and election process.

Beth:

- Follow up with Vickie regarding additional changes to C & B

Christina and planning committee:

- Submit TERSSA budget proposal to CES Board in November, followed by submission to JCEP and Administration for approval and support.

The following are motions that were sent via email from Adam on Monday, September 21 and are included as an addendum to the September minutes.

Moved by Vickie, seconded by Kay:

I move to amend the motion previously adopted during the September 1 board meeting to now read: Pay 6 CES awards of up to \$45 each to non-current members to cover the cost of \$20 JCEP Affiliate dues, \$10 CES support and \$15 TERSSA dues for 2021 membership. If a member chooses not to join TERSSA, their award amount is limited to a maximum of \$30 for JCEP Affiliate dues and CES Support.

Moved by Vickie, seconded by Kay:

I move to pay the 2020 CES Annual Meeting Award of up to - but not to exceed- \$100 of actual costs, to ensure participation in the CES Annual Meeting at Extension's Annual Conference.

Per Adam 9/25/2020 email:

Hello CES Board,

Thank you all for voting on the two motions emailed on Monday. Both motions are approved.