

CES Board Meeting

February 28, 2017

In attendance: Dawnn Brown, Terri Fisher, Marianne Guthrie, Angie Keshock, Paige Matney, Sarah Mays, Michelle Moon, Lisa Murphy, Crystal Ott

On Carmen: Faye Wilson, Beth Young

Guests: Jared Morrison

Michelle called meeting to order @ 10:43 am.

Roll call on agenda

Dawnn Brown-Secretary's Report:

Dawnn presented and welcomed questions/corrections to meeting minutes for November 8, 2016.

Motion to accept Secretary's report was made by Marianne, 2nd by Angie. Minutes approved.

Lisa Murphy-Treasurer's Report:

FAS Report: 061003 CES Support Staff Association

Previous reported Balance: \$ 21,650.65 **Current Balance:** \$21,650.65

309154 Chi Epsilon Sigma

Previous reported Balance: \$6,491.36 **Current Balance:** \$7,695.70

Huntington Accounts (Savings & Checking accounts merged)

Non-Interest Bearing Checking

Previous Reported Balance: \$7,091.22 **Current Balance:** \$6,866.22

Motion to accept the Treasurer's report was made by Dawnn, 2nd by Angie; report accepted.

OFFICER REPORTS:

Past President-Crystal:

Crystal will soon begin working to update the constitution's bylaws. She extends an invitation to anyone is willing to assist with the updates.

Crystal has also been working closely with Michelle to help her transition smoothly into her role as CES president.

Membership Secretary:

Paige inquired on how to handle the boxes of files she has from past Membership secretary activity (emails and other correspondence). Crystal suggested scanning paperwork to a flash drive to reduce clutter. Michelle suggests the funds be used to create the new CES membership handbook can be used to purchase flash drives for storage of this information.

Annalist-Faye: Faye asked for newsletter ideas.

Michelle suggests that TERSSA conference information can be given to Faye to include in newsletter (a 'Save the Date' announcement). Michelle is working to get further details of this year's TERSSA conference and get that to the CES membership as soon as possible.

Administrative Liaison-Beth: The update for the silent auction will be included in the newsletter.

Beth welcomes suggestions for increasing participation in the silent auction.

For the 2016 TERSSA conference, there were 35 baskets, 9 recycled treasures. Proceeds totaled \$1286.00 down from last year's \$1701.00.

To increase participation in silent auction, Crystal suggests encouraging county offices to create a basket. Marianne mentioned there is cash available to the county to create silent auction baskets.

Jared mentioned the 2018 Annual Conference is slated for Monday, January 23 @ the 4H Center and Tuesday, January 24th and Wednesday, January 25th @ The Ohio Union.

SAC Director-Terri:

SAC meeting is scheduled for the week of March 6th.

Campus Director-Ashley:

No report.

In Ashley's absence, Crystal requested an updated membership list and list-serve information. Paige is the contact to access both.

Southeast Director: Marianne

April 7th is the Spring Bash. During this event, information regarding TERSSA and North Carolina tourist packets will be handed out.

The Facebook page for support staff as well as the support staff email list are both up and running. Crystal suggests we advertise the email list launch. Marianne will send an 'all-extension' note to announce the Facebook page and email list.

Emeriti Director-Teresa:

Report presented by Michelle.

Teresa suggests that CES make donations to scholarship funds in honor of recently deceased members, Tonya and Micki. Marianne mentioned that the regional directors initiate the paperwork for these donations. She will place the instructions for this on the CES website.

COMMITTEE REPORTS:

Outreach:

Crystal has also been working closely with Michelle to help her transition smoothly into her role as CES president.

Constitution & By-Laws:

- Debbie doesn't anticipate any changes to the bylaws this year.
- There will be recommendations for revisions to the standing rules and handbook and will not require a vote of the membership. The revised version will be sent in October for review and will be approved at the November meeting

OLD BUSINESS:

- Crystal presented Honorary member to Jared Morrison
- Lisa mentioned in her report; she will finalize & email the update to the group
- Michelle is interested in creating a plan for leftover money from TERSSA. Crystal mentioned that once updated final report is received, final expenses will be paid.
- Marianne spoke about the 2017 TERSSA conference and the possibility of taking a bus from Columbus to North Carolina. Administration may absorb some of the cost or attendees may have to cover the full cost. Marianne requested suggestions from the membership on how to make the trip more affordable. As it stands, estimated registration is \$130-\$135 and estimated lodging (3 nights) is \$1275 per person.
- A grant request was submitted and hope to have an answer by March 2017. Administration is requesting a formal proposal from CES for fund support. This will be submitted after grant decision. Michelle contacted North Carolina team to request a conference agenda that will be submitted with the proposal.

NEW BUSINESS:

- Crystal mentioned that Roger selected Karen Argabright to work on onboarding document packet for Extension. Karen requested CES updates from Crystal. Per Crystal, the CES information in the packet needs updated and invited the board members to assist with this process.
- Roger asked why JCEP and CES were separate organizations. Michelle will email members a history of each board for review and asked for members to submit a list of pros & cons for JCEP and CES becoming one organization. At May meeting, feedback and results will be discussed and an anonymous survey created afterwards.

ADJOURNMENT:

Motion to adjourn meeting @ 12:17 pm was made by Marianne; 2nd by Angie. Unanimously approved.