

# CES Board Meeting

**August 25, 2016**

**In attendance:** Dawnn Brown, Amanda Forquer, Le Ann Hiatt, Angie Keshock, Lisa Murphy, Crystal Ott, Beth Young

**On Carmen:** Debbie Delp, Faye Wilson, Carol Bottoms, Patti Corfman, Linda Good, Marianne Guthrie

Crystal called meeting to order @ 10:06 am.

Roll call on agenda

**Dawnn Brown-Secretary's Report:**

Motion to accept meeting minutes with corrections by Angie, 2<sup>nd</sup> by Beth; minutes accepted

**Lisa Murphy-Treasurer's Report:** Lisa shared Treasurer's report.

- 061003 is the fund through which we are funneling expenses. Lisa will check into the \$3000 donation from Keith Smith & Chris Bruynis. There were CES promotional items (i.e. candy, gift bags). There was also a TERRSA expense in July for \$243.10.
- 309154 account was used for transfers for TERSSA support. In January, there was a 4-H donation of \$300 for sponsorship (account # 41141).
- Per Linda Good, Lisa will write a check from the CES account to Keith Smith/Lymphoma Society and the members of the band.
- POs for org 55110 workflow to Robin Gates now (instead of Lisa).

Motion to accept the Treasurer's report was made by Amanda, 2<sup>nd</sup> by Angie; report accepted.

FAS Report: 061003 CES Support Staff Association

Previous reported Balance: \$15,213.63                      **Current Balance:** \$15,861.87

309154 Chi Epsilon Sigma

Previous reported Balance: \$6,251.36                      **Current Balance:** \$7,405.36

Huntington Accounts (Savings & Checking accounts merged)

Non-Interest Bearing Checking

Previous Reported Balance: \$7,266.22                      **Current Balance:** \$7,091.22

## **OFFICER REPORTS:**

**Beth Young:** Beth reminded us to begin thinking of basket ideas for Annual Conference. She will send out an email in September as a reminder. Marianne mentioned the cash award for baskets. Crystal will ask Patti to add this information to the CES website.

**Amanda-Staff Advisory Council:** Amanda announced the applications for the Above & Beyond Award are due August 30, 2016. She reminded us to submit our colleague nominations. There's a chance to win money and be recognized at the annual banquet.

- The new members of the SAC will be onboard soon.
- Amanda is currently on the search committee for the Dean and is asking for quality suggestions.
- Amanda and other members of SAC hand delivered pad folios and the staff received them well. She is hoping to do something similar for next year, pending budget approval and welcomes gift suggestions for next year.

## **DIRECTOR REPORTS:**

**Ashley -Campus Director:** Ashley had no new members to report.

### **Faye-Southeast Director:**

- Paige welcomed a beautiful baby girl in June
- Vickie Snyder will become a grandma in September
- Kim Barnhart (Perry County) is retiring in September
- Marianne Guthrie will become a first time grandma in November

### **Angie-Northeast Director:**

- Northeast region had the support staff retreat in June. There was a table setup with candy to promote and answer questions about CES.
- An email blast was sent to new hires with information about CES

## **COMMITTEE REPORTS:**

**Nominating:** presented by Crystal (see handout)

- Michelle will lead the committee for a new set of officers since there are members who are completing the term in 2016.

### **CES Annual Meeting:**

- She will work with our committee to set a date for CES annual meeting.

**Professional Improvement:** per Michelle's report (see handout)

- TERSSA conference and staff retreats are opportunities for professional development. Amanda mentioned there are three Fred Pryor memberships available for \$189 (group rate) that include in-person and online workshops.

#### **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

#### **Membership & Annual Meeting Scholarship:**

- Beth is willing to help with Annual Meeting Scholarship. Crystal will follow up with Paige & Beth to inform of the requirements.

#### **Recognition:**

- Crystal will follow-up with Julie Evans for updates.

#### **Mentoring:**

- LeAnn, Peg, Angie, Michelle and Crystal worked together after the last CES meeting to review mentoring notes from Annual Conference. They were able to complete a draft of suggestions and sent it to Roger Rennekamp for review.

#### **Excellence in Extension Award:**

- Debbie received approval from Roger supporting the award. CES dues will be paid with county/department funding. She will contact Kim Showalter to update online application.

#### **TERSSA 2016 Annual Conference:** (see handout)

- Crystal mention to encourage other support staff to register for the conference.

#### **OLD BUSINESS:**

##### **TERSSA:**

- Crystal & Michelle have been approving expenses
- Marianne has been keeping track of sponsorships
- Any questions about the process, please contact Linda Good
- The CES org has changed to 55011 and now flows through Roger Rennekamp

#### **NEW BUSINESS:**

- Crystal is on the Extension planning committee for the Annual Conference. Per Jared, he noticed a recurrence of suggestions for more Annual Conference workshops pertinent to support staff. He has made it a goal to include more of these specific workshops.
- If there are any suggestions for Annual Conference please direct to Crystal.
- Debbie suggested we should recognize honorary members in particular those who have shown tremendous support to CES. Carol suggested Roger and Debbie suggested Jared.

**ADJOURNMENT:**

Motion to adjourn meeting @ 10:58am was made by Amanda; 2<sup>nd</sup> by Angie. Unanimously approved.