



Chi Epsilon Sigma Board Meeting Minutes
Tuesday, November 3, 2020
10 am via Zoom

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

Roll Call:

Heather Keller
Kay Kramer

Paige Matney
Vickie Snyder

Carol Wagner
Beth Young

Adam Ziadeh

Additional CES members in attendance: Christina Byrd, Marianne Guthrie, Sarah Mays, Miranda McElroy, Lori Moff, Lacie Murray, Vicki Myers, Brittany Weaver, Carla Wickham

Secretary's Report – Kay Kramer

Vickie Snyder moved to approve the September 1, 2020 CES Board Meeting minutes. Beth Young seconded. Motion carried.

Treasurer's Report -

Adam has requested the financial report from Melinda Ryan, JCEP treasurer, and will provide any updates and review via email.

Officer Reports

- ***Past President – Beth Young*** The Constitution and Bylaws committee is meeting Thursday and will be preparing a Qualtrics to send out for a member vote of recommended changes. Carol Wagner has offered to help with the Qualtrics survey.
- ***Membership Secretary – Paige Matney*** Paige will be in contact with OJCEP to receive an updated 2021 membership roster.
- ***Annalist – Vickie Snyder***

FALL NEWSLETTER – asking for articles by Nov 15th to have the newsletter out by end of November- need reports from all officers, info or tips or updates from any member/retirees and info on Annual Meeting

For some reason when I sent the Newsletter to the CES membership listserv, it didn't flow to Paige, sent out on 9/18- went to members 9/21 after I sent directly to Paige to send on... not sure what to do about that...Will keep an eye on future communications going to CES listserv

Sent steps for updating Constitution & Bylaws and Standing Rules and several edits to be made to Beth Young September 11 and asked the board to review and respond, Kay sent in edits 9/21

For Annual Meeting:

SECRET FRIEND REVEAL – have a slide ready for Annual Meeting Zoom

IN MEMORIAL – have a slide ready for Annual Meeting Zoom – please get names to me of CES members who have passed away – especially any known in past year

CES HISTORY SLIDESHOW: will work with Miranda McElroy in finding any updates needed to be current with CES Board member photos, award winner photos, location of annual meetings

▪ ***Support Staff Liaison – Heather Keller***

Since the September meeting I have sent:

- one Welcome Packet via email to a new hire, which includes: Welcome email that also explains about professional organizations available and the Support Staff Onboarding Guide.
- 12 – Birthday Wishes
- 2 – Retiree Birthday Wishes
- 11 – Work Anniversaries
- 1 Congratulations Card to Ashley Gerber
- 7 emails to recently hired Support Staff briefly explaining OJCEP, CES and TERSSA and encouraging them to visit the CES webpage to find more information.
- Reached out to fellow Support Staff, that mentioned she was new during the Support Staff Conference, to make sure she had received the welcome packet.

Heather is working on the promotional brochure. Vickie has located something that was distributed at Annual Conference; there is also a tri-panel brochure that was originally on JCEP website. Looking for feedback on changes, updates, does it need branded? Will be linked on CES website. If using a JCEP document, rather than a document specific to CES, will need to work with JCEP to make sure appropriate changes are made.

Additional document that is needed is a CES membership enrollment document that clarifies how to join OJCEP, CES, TERSSA without mistakenly joining other organizations.

Further discussion with Debby Lewis and Melinda Ryan needed regarding the best way to show CES “dues” or “support” on the Qualtrics membership registration form. Potentially even a screen recording walking through the process of completing the Qualtrics survey to join OJCEP, CES, and TERSSA.

Committee Reports

➤ **CES Annual Meeting Committee: Adam**

Annual meeting will be a virtual meeting as part of Extension Annual Conference. Committee is meeting tomorrow to review the PowerPoint. Award nominations are due November 6. Currently there is 1 nomination for Support Staff Excellence Award. None for Dorothy Rex Inspirational Award. Certificates, plaques, and awards will be shipped to the recipients.

➤ **CES Nominating Committee: Carol**

Nominees have been solicited for offices as needed. Bios are due to the committee by November 10. The Qualtrics survey to elect offices must be sent the week of November 16 to meet the requirement of 15 days prior to Annual Meeting. Carol will provide a newsletter article regarding elections to be included in the November newsletter.

CES Standing Committees and Chairs

Annual Meeting Committee, President (Adam Ziadeh – ziadeh.4@osu.edu)

Nominating Committee, Vice President (Carol Wagner – wagner.1142@osu.edu)

Membership and Annual Meeting Sponsorship Committee, Secretary (Kay Kramer – kramer.578@osu.edu)

Budget and Finance Committee, Treasurer

Extension Support Staff Excellence Award Selection Committee, Membership Secretary (Paige Matney – matney.30@osu.edu)

Outreach Committee, Annalist (Vickie Snyder – snyder.252@osu.edu)

Recognition Committee, Historian (Ashley Gerber – gerber.248@osu.edu)

Fundraiser Committee, SAC Representative (Terri Fisher – fisher.456@osu.edu)

Professional Improvement and Activities Committee, Support Staff Liaison (Heather Keller – keller.85@osu.edu)

Constitution and Bylaws Committee, Past President (Beth Young young.1414@osu.edu)

➤ **CES Membership and Annual Meeting Sponsorship Committee: Kay**

We have been asked to not use the term scholarship per Jesse Buxton – that term is reserved for academic scholarships.

Three individuals applied for and were awarded the Membership Sponsorship.

- Beth Brown, Richland County, Amount: \$30 for Dues: OJCEP and CES
- Melissa Hoppes, Office Associate, SNAP-Ed, EFNEP, Amount: \$45 for Dues: OJCEP, CES, TERSSA
- Faye Wilson, Athens County, Amount: \$15, Dues: TERSSA (returning member, so CES and OJCEP dues are \$0)

Jesse Buxton has been notified of the recipients and is making the necessary adjustments to the spreadsheet to reduce the expense on the county fund and add a line for the CES.

We currently have 1 applicant for the Annual Meeting Grant. Deadline is November 16.

- **CES Budget and Finance Committee** – In the absence of a treasurer, Adam is working on the budget for Annual Meeting.
- **CES Extension Support Staff Excellence Award Selection Committee** – Paige has received one nomination; she is expecting a second one by Friday.
- **CES Outreach Committee** – Vickie will invite via email to our Annual Meeting Zoom: TERSSA officers and Sister Chapter officers

(Honorary Members and Retiree members to be invited by Membership Secretary)

Newsletter Outreach Includes Sister Chapters, TERSSA Officers, OSU Extension Administration, CES Retirees, Honorary Members and CES Members

- **CES Recognition Committee** – Paige is working through the lists of awards provided by the Recognition Committee in Ashley's absence.
- **CES Fundraiser Committee** – Thus far, there have been limited submissions of silent auction items. However, Extension Annual Conference registration materials have not yet gone out. Additional communications will be sent to CES, Extension -Misc, and Area Leader listservs, as well as information going out with Annual Conference information. Deadline for submission of items has been set to November 20, with an anticipated auction opening date of November 30 through conference end December 9.

Old Business

- JCEP Meeting Report from October 12:
 - JCEP will be adding a non-discrimination statement to their Constitution and Bylaws. They are also adding a Policy Committee.
 - The Professional Development Committee will be adding 2 CES Support Staff members to the Mentoring Task Force.
 - Currently reviewing proposal submissions for Extension Annual Conference.
- Committees
 - It is not too late to join either a CES or JCEP committee. The committees continue to meet and will continue into next year

New Business

- Please submit articles to Vickie for the November newsletter by November 15.
- TERSSA Update: Christina Byrd
 - Due to a resignation in another state, Christina is now TERSSA president and will remain so until 2022. She is finalizing the TERSSA National Conference Proposal to submit to the CES Board, and then to Jackie.
- 2021 JCEP and CES Dues – need to meet with JCEP to discuss the wording for CES Dues/Support/Sponsorship, etc to clarify confusion during annual membership drive. Adam to schedule Zoom call with Carol Wagner, Melinda Ryan, and Sabrina Schirtzinger (JCEP Membership Chair) to discuss appropriate wording and hopefully resolve the issue.
- Annual Meeting update – award nominations are due November 6. Annual Meeting Award applications are due November 16 for members with financial need.
- Social Media
 - The need to utilize the Support Staff Facebook page to promote CES and provide CES updates was discussed. Relevant items should also be provided to JCEP to include on the JCEP Facebook page. Items related to the newsletter can also be included on these pages. All board members and CES committee members are encouraged to post information on the Support Staff Facebook Page. Outreach Committee, preferably a volunteer and not the chair, should review the Support Staff Facebook page as well as the JCEP page to make sure the appropriate updates are being included. The Constitution and Bylaws committee will add this as a role for the Outreach Committee.
- 2020 Membership List from OJCEP incorrect
 - During the 2020 membership drive, 6 members pd CES/TERSSA dues without paying OJCEP Affiliate dues. An additional 8 paid Affiliate dues, but not CES/TERSSA dues.

Paige will request a complete list of the 2021 JCEP membership drive, and not just the CES/TERSSA list, to review for potential errors in membership selections and payments. We need to work with Melinda Ryan, JCEP treasurer, Sabrina Schirtzinger, Membership Chair, and Debby Lewis who creates the Qualtrics membership survey to be sure that the appropriate selections are available and address any potential errors.

- The CES board expressed its appreciation and gratitude to Marianne Guthrie, who has resigned from the treasurer position. There is a nominee for Treasurer on the 2021 ballot.
- As we have been asked to not use the word “scholarship” for non-academic financial awards. Carol Wagner moved to rename the Membership and Annual Meeting Scholarships as Membership and Annual Meeting “Sponsorships”. Paige Matney seconded the motion. Motion carried.
- Carol Wagner provided a review of the Support Staff Conference held October 22, 23, 26, and 27. She expressed her appreciation to ShaLise Simmons, the LOD team, and the Support Staff Conference Planning Committee. She had heard positive feedback on the schedule, session topics, and the relevance of the topics, and has relayed that to ShaLise. She again expressed her appreciation to all that served on the committee and reminded everyone to complete the evaluation that was recently sent out by ShaLise.
- Adam, on behalf of the Annual Meeting Committee, moved that the board pay postage to ship any Annual Meeting Awards since the Extension Annual Conference is virtual this year. Vickie Snyder seconded the motion. Motion passed.

Adjournment

- Carol Wagner moved to adjourn the meeting. Beth Young seconded the motion. Motion carried.

Upcoming CES Board Meetings

Annual Meeting: December 7, as part of Extension Annual Conference

Submitted by:

Kay Kramer

CES Secretary