



**Chi Epsilon Sigma Board Meeting Minutes**  
**Tuesday, February 9, 2021**  
**9:30 am via Zoom**

President Carol Wagner called the meeting to order at 9:05 am.

**Roll Call:**

Chris Comden	Terri Fisher	Kay Kramer	Lori Moff	Carol Wagner
Patty Corfman	Ashley Gerber	Paige Matney	Vickie Snyder	Adam Ziadeh

Guest speaker Debby Lewis was in attendance as well as an additional 23 CES members: Maryann Andrews, Kathy Blevins, Beth Brown, Christina Byrd, Sarah Chain, Meghan Cotton, Judie Gaerke, Marianne Guthrie, Jennifer Hubert, Sherry Hutchins, Heather Keller, Angie Keshock, Deb Knowles, Sarah Mays, Miranda McElroy, Ann Meyer, Erin Miller, Vicki Myers, Ken Stewart, Elaine Stottsberry, Laurie Ward, Faye Wilson, Beth Young

The meeting opened with a presentation by Debby Lewis regarding CES/JCEP membership.

**Secretary's Report – Kay Kramer**

The November 3 minutes were approved.

**Treasurer's Report – Chris Comden**

The December 31 Treasurer's report as prepared by Chris Comden was approved.

**Officer Reports**

▪ ***Past President – Adam***

Standing rules are in the process of being reviewed. The membership section is still in need of review. References to Buckeye Box will be replaced with One Drive or Teams, as appropriate. The CES Timeline and the Annual Meeting checklist are being removed from the Standing rules. The Timeline is being moved to the President and Vice-president section; The Annual Meeting Checklist is being transferred to the Annual Meeting Committee section. The committee will be reconvening Friday at 10:30 to continue the review.

▪ ***Membership Secretary – Paige Matney***

Paige will be following up with Debby Lewis to obtain a final membership report.

▪ ***Annalist – Vickie Snyder***

Vickie has requested all newsletter articles by February 22, newsletters to go out Mar 1. Secret Friend survey will go out once final membership list is received. See addendum 1 for full report.

▪ ***Historian – Ashley Gerber***

Will be gathering historical documents from Stark County to scan; also updating display board currently in Adam's office once travel is again allowed.

- **CFAES Staff Advisory Council Liaison – Terri Fisher**

The SAC awards program was on January 22. They held a very nice ceremony prior to the start of the State of the College address.

- **Support Staff Liaison – Lori Moff**

13 Cards and “well wishes” have been sent since January 1.

## **CES Standing Committees and Chairs**

**Annual Meeting Committee**, President (Carol Wagner – wagner.1142@osu.edu)

**Nominating Committee**, Vice President (Patty Corfman – corfman.4@osu.edu)

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

**Budget and Finance Committee**, Treasurer (Chris Comden – Comden.1@osu.edu)

**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 (Lori Moff – moff.1@osu.edu)

**Constitution and Bylaws Committee**, Past President (Adam Ziadeh – ziadeh.4@osu.edu)

### **Committee Reports**

- **CES Recognition Committee: Paige** (covering for Ashley)  
Amazon cards were sent to the Years of Service Award recipients.
- **CES Fundraiser Committee – Terri**  
The Silent Auction was virtual in 2020. This incurred Nelnet fees for each item purchased. Total item sales were \$972. The committee is open for suggestions for 2021. It is anticipated that there will be an in-person and virtual option available for 2021.
- **CES Annual Meeting Committee: Carol**  
Meeting went well. Appreciation to Shirly Brooke-Jones for her comments. The meeting has been recorded and uploaded to TEAMS – Support Staff.
- **CES Budget and Finance Committee – Chris**  
CES Checking account will be going away. All funds will be processed through Workday.
- **CES Outreach Committee – Vickie**  
Christine Barrier of North Carolina joined the meeting for Annual Conference. Continuing to look for opportunities for interaction and participation.
- **CES Professional Development Committee – Lori**  
No specific programs planned due to the ongoing learning curve for Workday, 4-H Online v2, and the Master Gardener database.

- **CES Membership and Annual Meeting Sponsorship Committee: Kay**  
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)
  - No expense occurred for Annual Meeting Sponsorship.
- **CES Annual Conference: Carol**  
The committee welcomes ideas for Annual Conference activities.
- **Extension Support Staff Excellence Award Selection Committee – Paige**  
Awarded to Vicki Myers for 2020. Still awaiting funds. Hoping to mail plaques prior to Paige's maternity leave.

### **Old Business**

- JCEP Meeting Report from February 1:
  - Scholarship Committee – Kay - 1<sup>st</sup> round applications are being reviewed.
  - Membership Committee – Beth – currently reviewing membership numbers
  - Marketing – Vickie – discussion about when TERSSA registration starts, and if it can be marketed with JCEP materials.
  - Professional Development – Carol – working to be sure that committee is a stand-alone and not just part of LOD
- TERSSA - Christina Byrd  
North Carolina's meeting is March 9 to determine status of 2021 Conference in North Carolina.

### **New Business**

- Debby Lewis – presentation of CES Dues and fees
  - Send out a Qualtrics survey to assess options

### **Adjournment**

- Beth Young moved to adjourn the meeting. Christ Comden seconded the motion. Motion carried.

### **Upcoming CES Board Meetings**

Tuesday, March 30, 10:30 AM

Tuesday, August 24, 10:30 AM

Tuesday, June 22, 10:30 AM

Tuesday, October 26, 10:30 AM

Submitted by:

Kay Kramer

CES Secretary

## **ADDENDUM 1:**

### **CES Annalist, Feb meeting:**

Winter **NEWSLETTER** – Jan to March:

- Goal to have newsletters out by March 1, June 1, Sept 1 and Dec 1
- Have articles emailed by Feb 22
- President's letter
- reports from all officers, info or tips or updates from any member/retirees and info on Annual Meeting
- Award photos with plaques- and write-ups- Excellence and Dorothy Rex
- Thanks Kay for report in Dec on years of service, new members, and Sponsorship lists
- Will need OJCEP awards (our newsletter got 2<sup>nd</sup> place!) write up by awardee
- Silent Auction report
- TERSSA report
- Committee reports- if different than officer reports
- Committee signup webform/promotion
- Secret Friend webform/promotion – 2020 revelation

### **WEBPAGE:**

- Updated C&B link on Leadership page, updated officer list/photos, meeting dates and 2019 Annual Meeting Minutes- need Annual Meeting award photos- please check webpage for your office- what needs attention?
- Waiting for full membership list before updating membership roster on the webpage
- Secret Friend – waiting for full membership list before promoting
- Committee Signup Webform – waiting for full membership list before promoting

**Membership** – make note of retirees throughout the year

Did Melissa Hoppes change jobs – still in Extension?

Do we have membership rosters through the years being tracked by the year?

Request full OJCEP membership lists for all years CES is in: 2018, 2019 and 2020 -missing 6 in 2020

OJCEP list sent is only those who paid the \$10- not including those who only paid the \$20 OJCEP Affiliate dues- which we were told ARE the CES Dues – full list needs checked over well as many of our members paid more money than they needed to- as in ESP and other dues- need to connect with them to ensure that they INTENDED to pay for more... credit back those who did not know the difference in dues

**In Memorial** – make note and send names so board is aware, Annalist track for AMtg

**CES History Ppt** – updated to 2020 Annual Meeting – need this past AM photos of winners – have plaques been mailed out to winners? Would like to have a photo of V Myers and C Byrd WITH award

**Outreach** – invited via email to our Annual Meeting Zoom: TERSSA officers and Sister Chapter officers (Honorary Members and Retiree members invited by Membership Secretary)- was extremely pleased with the input during our annual meeting by Shirley Brooks-Jones (Honorary) and Christine Barrier (TERSSA-NC).

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

Support Staff Facebook page- add CES items, notify OJCEP if anything can be shared on their Facebook page – Miranda McElroy – recently added meeting dates for 2021