



Chi Epsilon Sigma Board Meeting Minutes

Tuesday, March 30, 2021

10 am via Zoom

The meeting opened with Jeff McCutcheon, Director of Operations, providing a time for Questions and Answers. He answered questions submitted prior to the meeting, as well as any that came up during the discussion and break out rooms.

President Carol Wagner called the meeting to order at 11:35

Roll Call:

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

An additional 22 CES members were in attendance: Tracy Blackstone, Kathy Blevins, Debbie Bowman, Sarah Chain, Deb DeWese, Linda Good, Katie Gorrell, Marianne Guthrie, Jen Hubert, Angie Keshock, Sara Mays, Miranda McElroy, Ann Meyer, Erin Miller, Jenny Morlock, Vicki Myers, ShaLise Simmons, Wendy Ward, Carla Wickham, Faye Wilson, Drudy Yoakam, Beth Young.

Secretary's Report – Kay Kramer

Ashley Gerber moved and Lori Moff seconded a motion to accept the minutes from the February 9 meeting. Motion passed.

Treasurer's Report – Chris Comden

The March 30 Treasurer's report as prepared by Chris Comden was presented. Patty Corfman moved and Sarah Mays seconded a motion to approve. Motion passed.

Officer Reports

- **Annalist – Vickie Snyder** – see addendum
- **Historian – Ashley Gerber** – Ashley is working with Paige Matney to obtain pictures of the award winners from the Annual Meeting.
- **CFAES Staff Advisory Council Liaison – Terri Fisher** – Had first meeting of year March 9 to plan for upcoming year; Misty Harmon, Extension FCS Educator in Perry County, is Council Chair this year
- **Support Staff Liaison – Lori Moff** Lori has sent 8 anniversary, 14 birthday, and 3 new employee emails.

Committee Reports

- **CES Annual Meeting Committee:** Carol Wagner

The annual meeting will again be virtual in 2021. They are still accepting members for the committee. Additionally, they are looking for suggestions for virtual Annual Meeting Activities.

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)

➤ **CES Nominating Committee:** Patty Corfman

Patty is looking at reviewing old documents in preparation for fall's nomination process.

➤ **CES Fundraiser Committee:** Terri Fisher

- Silent Auction Proceeds deposit - Jesse has it in his "stack". He thinks he can do this as a funds transfer and will try to have it posted this month.
- 2021 Conference will be virtual, so plan for a virtual silent auction again. We have the system figured out so volunteering for the committee will be easy (2020 volunteers cordially invited to serve again)

➤ **CES Outreach Committee – Vickie** Newsletter is currently our tool for reaching out; Miranda McElroy is posting things on Facebook on both the JCEP and Support Staff pages.

Old Business

➤ **JCEP Meeting Report** – most information from the March 21 JCEP meeting was covered by Jeff McCutcheon during the Question and Answer discussion at the beginning of the meeting.

➤ **JCEP Committees:**

- Professional Development: Carol Wagner - Hallway Conversations received great feedback, and they will be offering that program again.
- Resource Development: waiting on Workday processes, continuing the dues discussion, dues for 2022 will not likely be free.
- Scholarship Committee: Kay Kramer - The first round of Professional Development scholarships have been awarded.
- Membership Committee: Beth Young - They are seeking a representative from Central State University (CSU). They are looking at pursuing a dues sponsorship similar to the ones awarded by CES.

- Marketing Committee: Vickie Snyder – Marketing committee is trying to find a way to connect with CSU and make sure that all committees are inclusive of CSU
- **TERSSA Update:** Carol Wagner – There will be no in-person TERSSA conference in Kitty Hawk in 2021. They have set dates for their state conference in 2022. A Virtual conference has been suggested, but no plans have been made. Uncertain if there will be a virtual conference in 2021 or if the conference will be in Ohio in 2022 or 2023. Discussion to include TERSSA in our Support Staff Conference, but uncertain if this will happen.
- **Report on Qualtrics Survey** – postponed until Adam is available

New Business

- Jeff McCutcheon provided a time of Q and A at the beginning of the meeting.
- Kaylee Port will be our speaker in June
- Jesse Buxton to be the speaker at the August meeting

Adjournment

- Vickie Snyder moved to adjourn the meeting. Patty Corfman seconded the motion. Motion carried.

Upcoming CES Board Meetings

June 22, 2021 – Zoom

August 24, 2021 – In person?

October 26, 2021 – In person?

Submitted by:

Kay Kramer

CES Secretary

CES ANNALIST REPORT FOR MARCH 30, 2021

I would like to include those who believe they are CES members from 2020- and since FREE how can it hurt to include them? Debby Lewis had responded (in GREEN) to my inquiry back in November of those who paid the \$20 Affiliate Dues for 2020 and didn't pay the \$10 CES support and what they marked for RE-UP for 2021.

Joy	Bodner (renewed 2020 JCEP affiliate membership, but did not join CES or TERSSA for 2021)
Eileen	Gundelfinger (renewed 2020 JCEP affiliate membership, but did not join CES or TERSSA for 2021)
Stacy	Hicks (renewed 2020 JCEP affiliate membership, but did not join CES or TERSSA for 2021)
Twila	Wright (did not respond to this year's membership survey)
Drudy	Yoakam (renewed affiliate membership AND chose to join both CES and TERSSA in 2021) so, since she did ma

Katie Gorrell, Renea Magrum - paid the \$10 in 2020-just didn't reply to the survey for 2021- okay to include them this year? This could be 6 more members to COUNT for 2021- and since no money transpired, would be a good way to show inclusiveness and care. And before the Fall Membership Drive comes up, that we clarify with all support staff the difference and/or change the membership form. I would like to send them the newsletter, to invite them to join committees and to take part in the Secret Friend, and to ADD them to the membership list... your thoughts??

NEWSLETTERS:

- Winter- Jan to March sent on March 1st- next issue, Spring for April to June – deadline to get articles in will be May 24th... aim to have out week of June 1st...
- Contacting retirees to write articles, and Shirley Brooks Jones has agreed to do some more writing for the newsletters
- Need all officers to be writing – should be something to report on position happenings within 3 months' time – if nothing to report on for your position, then ask to do a Personal Glimpse article- will share out in next 3 newsletters

WEBFORMS:

Committees – only 2 responses so far:

- Jennifer Hubert – Budget and Finance Comm, CES Professional Improvement and Activities Comm,
- Anne Meyer – CES Membership and AM Awards Comm, CES Extension Support Staff Excellence Award Comm,

SECRET FRIEND :

- 9 signed up so far, 2 Board officers... due date today, need to get Matches out for Easter holiday, hold up was waiting on decision about memberships- decided to move ahead, hope next year to have out in January

WEBPAGES: where does the file for an updated Standing Rules stand, need for posting to the webpage
Other webpage updates?

OUTREACH COMMITTEE REPORT:

NEWSLETTERS GOING OUT – shared out to 6 groups- CES members, Honorary Members, Retirees, Administration, Sister Chapters' Presidents, TERRSA Officers

JCEP FACEBOOK AND SUPPORT STAFF FACEBOOK PAGES: please share info with Miranda as needed for posting- Have put up the TERSSA dates, Virtual?