



Chi Epsilon Sigma Board Meeting Minutes
Tuesday, October 26, 2021
10:30 am via Zoom

President Patty Corfman called the meeting to order at 10:30 am.

Roll Call:

Patty Corfman	Ashley Gerber	Paige Matney	Beth Young
Terri Fisher	Kay Kramer	Vickie Snyder	

An additional 16 CES members were in attendance: Kathy Blevins, Debbie Bowman, Christina Byrd, Katie Gorrell, Marianne Guthrie, Jen Hubert, Sherry Hutchins, Angie Keshock, Deb Knowles, Miranda McElroy, Vicki Myers, Carol Wagner, Wendy Ward, Brittany Weaver, Faye Wilson, and Drudy Yoakam. Total attendance: 23

Secretary's Report – Kay Kramer

Vickie Snyder moved to approve the August 24 minutes. Ashley Gerber seconded. Motion passed.

Ashley Gerber moved to approve the June 22 minutes. Beth Young seconded the motion. Motion passed.

Treasurer's Report – Chris Comden

The Treasurer's report will be reviewed at a later date as Chris Comden is unable to attend.

CES Standing Committees and Chairs

Annual Meeting Committee, President (Patty Corfman – corfman.4@osu.edu)

Nominating Committee, Vice President (Beth Young)

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 (Beth Young – young.1414@osu.edu)

Officer and Committee Reports

- ***President/ Annual Meeting Committee – Patty Corfman***
 - CES Annual Meeting will be held Monday, December 6 from 10:30 – 11:30. Patty is requesting approval from Jeff and Jackie to have the meeting in person at the Franklin County Extension Office with a “tasting” event. Potential program – “Pita Tree Appetizers” with Jenny.
 - This is CES’s 35th year, so they are planning a celebration cake. Miranda McElroy volunteered to make the cake.
 - Professional Development activity in the afternoon to be included to allow for lunch as part of the meeting. Suggestions: Excel, time savings tips, Bob Concitis for fiscal update.
 - There will be both a Zoom and an in-person option for the CES meeting.
- ***Past President/ Constitution and Bylaws Committee – Vickie Snyder***
 - Working File now in Teams
 - OSU Extension – replace with Extension to include Central State University
 - Update to sponsorship committee section to reflect Workday processes

➤ Vickie Snyder moved to update the CES Standing Rules as presented, Paige seconded the motion. Motion passed.
- ***Vice President / Nominating Committee – Beth Young***

5 positions currently open. They have nominees for all except secretary. Please contact one of the committee members if interested.

Historian: Miranda McElroy	Past President: Beth Young
Membership Secretary: Paige Matney	Vice-President: Christina Byrd
- ***Secretary / Membership and Annual Meeting Sponsorship Committee – Kay Kramer***

There were no applications for the Membership Sponsorship; deadline for the Annual Meeting Sponsorship is November 14
- ***Membership Secretary / Extension Support Staff Award Committee – Paige Matney***
 - Membership Dues drive launched October 31.
 - Support Staff Excellence nomination window closes November 1. Currently 1 complete nomination.
- ***Annalist / Outreach Committee – Vickie Snyder***
 - Retiree Membership – please provide home email address to Vickie or other CES Board Member to retain CES membership after retirement.
 - See addendum at end of minutes
- ***CES Staff Advisory Committee / Fundraiser Committee – Terri Fisher***
 - CFAES Staff Awards request for nominations was sent out via email from Sara Tallmadge earlier today to the CFAES Staff listserv. Nominations are due November 1 and recipients will be recognized by the dean early in 2022.
 - Silent Auction will be online again. There are some nice “baskets” already submitted and more continue to come in.

▪ **Historian / Recognition Committee – Ashley Gerber**

- A new home for the CES display is needed. Franklin County potentially has room to store it, and that would keep it centrally located.
- Ashley is working on awards photos and years of service awards.
- 1 Nominee for the Dorothy Rex award has been received; nominations due November 1.
- Ideas for years of service awards are needed since gift cards are no longer feasible.

Old Business

- JCEP Meeting Report from October 18
 - Some discussion at meeting regarding allowing an Affiliate Member to serve as treasurer due to Support Staff having Fiscal access that many educators do not. Discussed if JCEP would cover cost of difference between Affiliate and Full Membership.
 - JCEP continues to work on updating the constitution and bylaws. They anticipate one more revision before finalizing.
- JCEP Committee Reports
 - Membership Committee – registration deadline is October 31. The committee is calling new hires (within the last year) to encourage joining
 - Great year to join with discounted dues of \$10 Affiliate Membership and \$30 Full Membership
 - Vickie requested list of Support Staff who have not joined CES so CES can reach out directly. Very few days until deadline. Jen Hubert and Beth Young both on the committee and will see if they can get the information.
- TERSSA Update – Christina Byrd

TERSSA was invited to Support Staff Conference; there were some in attendance
2 Golden Apple Awards were given – being sent prior to the 11/15 meeting.
2022 TERSSA Conference will be in Kitty Hawk, September 2022
2023 TERSSA Conference will be in Ohio, 100th Birthday of Waterman Farm
Voting is now open for officers; members should have received an email to submit votes.

New Business

- What is our voice? CES has been only voice for Support Staff in the past
 - In the past, had regular meetings with the Director of Extension; Patty is proposing bringing those back in 2022
 - Patty also wanting to reinstitute timelines for each of the officer/committee roles to complete various tasks
- Patty will be scheduling a meeting of the Annual Meeting Committee

Adjournment

- Patty Adjourned the meeting.

Submitted by:

Kay Kramer

CES Secretary

Annalist report, Oct 2021

- 1) Newsletter deadline – please have all officer articles in by November 18 for a planned date of sending out by December 1st (our goal for 2022 will be to have deadlines more in line to the meeting dates and not so late in the season that they represent, will work with President Patty on dates)

- 2) Clarification of OJCEP and CES Memberships: (meeting with CES Pres. Patty Corfman, Membership Sec. Paige Matney, Annalist Vickie Snyder along with OJCEP Melinda Ryan and Debby Lewis)
 - Do not need to be a member of OJCEP to join CES
 - OJCEP Affiliate is not limited to Support Staff only, but limited to Program and Office Support, that has now been changed on the OJCEP page
 - The comparison chart to show the different types of membership, that Debby Lewis has shared, has been edited to move CES from the list of National Organizations to the top of the page along with the OHIO organizations, to show TERSSA separately and moved OJCEP the Affiliate beside the full membership
 - Updated CES Standing Rules to remove the wording there about OJCEP dues to be that of CES membership dues -(includes link to the OJCEP membership page) since previously no mention of the CES dues (implying one had to join OJCEP in order to join CES)
 - In order to correct our past membership lists, we have requested the files from Debby Lewis for all the years that CES has merged with OJCEP (2019, 2020 and 2021)... those files are still being migrated from BOX and once received we will make the comparisons and corrections.
 - a. Sponsorship changes made to Standing Rules to include removal of amounts to pay due to changing fees, wording on the financial piece,
 - b. Other changes to the Standing Rules – removal “OSU Extension” to be just “Extension” to be inclusive of Central State University – for Ohio’s Land Grant Universities

- 3) Email addresses added to TEAMS file (ongoing update requested) for all groups that the newsletter is sent to, to include our Retiree Membership list