



Chi Epsilon Sigma Board Meeting

Monday, May 9m 2022 @
10:00 am ZOOM ONLY
MEETING

MINUTES

President Patty Corfman called the meeting to order, and the following board members were in attendance: Christina Byrd, Patty Corfman, Terri Fisher, Katie Gorrell, Paige Matney, Vicki Snyder, Lori Moff and Beth Young

President Report/Annual Meeting Committee - Patty Corfman

Patty informed the group that the gavel was found. Patty explained that she was sending out a survey regarding CES to plan to meet in person for the annual meeting. The survey would determine a date to do so. Patty discussed that she would like to have the following items on the CES radar 1) Bring Back Membership Awards 2) Last week in Jesse's meeting he mentioned in would be nice to have a CES Mentor Award and acknowledge someone who mentors you within the organization. 3) Between now and annual conference see if we can have people who are brand new join before membership drive. 4) How would you like to be recognized for a job well done or appreciated?

Past President/Constitution and Bylaws Committee - Beth Young

Beth explained that a meeting was scheduled for February and that was cancelled. She stated she will send out doodle poll for meeting so updates will be available for August meeting. Discussions were had about combining OSU and Central State Bylaws. Beth also stated it was not yet time for nominations yet

Secretary - Katie Gorrell explained that the unapproved February meeting minutes were out there and Patty Corfman suggested minutes be approved. Paige made a motion to approve and Beth seconded that motion. February minutes were approved.

Treasurer's Report - Chris Comden (not present)

Patty shared the financial report on behalf of Chris. Chris later joined in and stated that all expenses from last years annual conference had hit and she was only awaiting payment for excellence awards. Paige offered to reach out to Bob Concitis regarding still not having received payment for the awards. CES Voted several years ago that the award recipient would receive \$1000 which was \$500 from CES and \$500 from extension. Awaiting this transfer to take place. HR is not cooperating re: Payroll Taxes. \$500 extension and \$750 CES would give them \$1000 after taxes. Jesse had mentioned that the hold up on this was an error due to the dates. Hopefully this issue is resolved. Paige was to cc: Jesse and Bob on the request. Patty asked if it was easier to request \$500 then another \$500 but it was discussed they would still be taxed.

Silent Auction items funds now need to be deposited into CES as a gift. Katie made a motion to approve and Paige seconded that. Motion passed. Patty is to post to main CES channel.

Special Guest Jesse Buxton –

Patty asked Jesse to stay on and discuss moving grant and contracts funds into FD111. Primarily discussing moving equity balance in FD522 to FD111 for the grants we owned as a county unit. Go back to the 30561 balance (500, 501, 502 series funds – not 503) 522 converted to GR worktag. Equity balance reprint – reprint through March. See what equity balance is in 522 and move to 111 because we aren't getting any revenue into these 500 accounts anymore. All goes into OSP. If you are sending funds down to Columbus to reduce local checking send it down to FD111 not 522. All revenues should go into FD111 not FD522 do not put any further funds into FD522. In order to keep track of what area own what amount of the fund balances you will to move money and add Program Values. 500 Funds were set up in Peoplesoft as similar mindset as Miscellaneous Designated Funds. Source will determine where funds go until we can accept grants locally. Hopefully the switch over with program values will be beneficial and help keep better balances. Regarding NelNet the goal is to a Web Form or Spreadsheet with ongoing monthly maintenance. ETB Template – Journal Entry Transfer - move credit card revenue into program values. Bulk Upload before close of current month. Credit card fees as it relates to the 2.5% is one month behind. Move revenue only not revenue and fees. Christina asked about tags being created. Any tag requests should be sent to Jesse. Program values already exist for Carteens, MGV's etc. Set these tags up how best suits your office – most educators have an assignee level work tag. The more work tags added the more educators have to remember. Work tags created will carry forward to next year. Jesse believes GENRX tag exists. Set up a meeting with Jesse re: Worktags for your office. Get balances to him then work on pulling down to program value then educators can start using long term.

Membership Secretary/Extension Support Staff Excellence Award - Paige Matney

Nothing official report.

Annalist/Outreach Committee -Vicki Snyder

Vicki shared the idea of the Newsletter Every Quarter – start thinking about what can go in to the newsletter. Also, determine, is it still important? Is it getting read? Is it pertinent? Vicki is looking for input from each board member. 6/21 deadline – April – June looking for things this month. Items to consider including are photos, Dorothy Rex and Excellence Award Winners, any address changes or updated info for those on the retirees list. – add into teams. Sarah and Vicki have been tasked to move web pages from Extension to Operations. JCEP has been working on moving theirs over as well. Send committee meeting dates and meeting pics

to Vicki and she will add to the web page. She is working on History Power Point. Secret Friend is moving forward. Committees put your meeting links from Zoom on teams.

CES Staff Advisory Representative/ Fundraiser Committee – Terri Fisher

Teri shared that the Staff Advisory Committee meets tomorrow. First in person meeting on Columbus Campus. She will report back to this group. Is there anything this group wants reported up the channel, if so, let Terri know. Silent Auction Gift Basket Requests will be coming out soon. Not sure if venue for annual conference has been secured. They have ideas but so far nothing has been secured. If anyone hears of confirmation post on CES

Historian – Vacant

Patty shared we would like to fill this soon.

Support Staff Liaison/ Profession Improvement Committee – Lori Moff

Lori shared she is still sending emails re: recognition of birthdays, anniversaries etc. Also asked the group to consider what trainings they would like to see, i.e. Excel, One Drive etc.

OLD Business:

- **JCEP Meeting Report form February 7, 2022 Meeting** – Patty Corfman

Professional Development

Patty Corman stated she can get information to JCEP

Resource Development Committee – Also no one in attendance to discuss this topic.

Scholarship Committee – Also no one in attendance to discuss this topic.

- **TERSSA Update** – Faye Wilson/Christina Byrd

Christina reported that she did not attend. Faye called out for assistance with bus parking update. Christina stated that it would be ok to park at her church in Canal Winchester. Faye thanked those who have helped or said they would help and she will send save the date and put it on teams as well as add zoom link to watch.

Old Business: None

New Business:

- **CENTRAL STATE**

Patty Corfman shared that she talked to Admin regarding support of the Staff Excellence Award. Central State need to take it back to their administration regarding payment of the other ½ of the award should someone at Central State receive the award. If they are not willing to pay ½ maybe CES can pay the other ½. Asked Shelby to let us know how we can support her in getting more Central State Members.

Other New Business

- Patty Meeting with Administration on 6/13 get questions or suggestions to Patty.

ADJOURN

Vicki made a motion to adjourn and Christina seconded that motion. Meeting was adjourned. Next meeting is 8/8/22.

Respectfully submitted,
Katie Gorrell
2022 CES Secretary