



## **Chi Epsilon Sigma Board Meeting**

Monday February 19, 2018 @ 4:00 pm  
Nationwide and Ohio Farm Bureau 4-H Center  
2201 Fred Taylor Drive, Columbus OH 43210  
Gehres Room 214 (also available via Zoom)

### **Minutes**

Angie Keshock, 2018 CES President, called the meeting to order.

Attendees in Columbus: Angie Keshock, Beth Young, Marianne Guthrie, Linda Good, Carol Wagner, Adam Ziadeh

Attendees via Zoom: Sarah Mays, Ashley Gerber, Heather Keller

Guests: none

Secretary's Report: Linda Good

Minutes for November 8, 2017 CES Board meeting will be forthcoming

Minutes from Annual Conference CES meeting were compiled and emailed to Angie and Beth for review.

Draft for 2018 CES letterhead shared for approval - Approved

Letterhead will be posted in Box for Executive Board to use

Treasurer's Report: Marianne Guthrie – will be forthcoming

Financial report: 061003 CES support staff association

Previous balance: \$14,613.66

Current Balance: same

309154 CES – Previous Balance - \$9690.96

(There was a transfer of 9790.00 to bring fund to zero)

Current Balance: \$511.00

116570 OSUE TERSSA Conference

Previous reported balance: \$4,676.49

Current Balance: \$4676.49

Huntington Bank checking account:

Previous reported balance: \$ 6856.22

Current balance: \$6856.22

Further financials report: CES and TERSSA dues will be finalized and submitted this week. These transactions should appear in February reports. CES Excellence award needs to be processed and Silent Auction funds will need to be deposited.

CES Huntington Checking account - Transfer of signatures have not yet been processed. If Huntington Bank checking account is closed, that will not need to be done. Discussion by Executive Board – Is there a reason to keep the Checking Account? Consensus: To minimize paperwork and liability, a motion was presented to get rid of the checking account. Moved by Adam and seconded by Carol. Marianne will contact Lisa Wilson and request this account be closed and the check be mailed to Marianne for further processing.

Officer reports:

Past President: Michelle Moon –nothing to report

Vice President: Beth Young – nothing to report

Membership Secretary: Paige Matney - none

Annalist: Faye Wilson - none

Administrative Liaison – vacant

Historian – Sarah Mays – added a bunch of conference photos to Buckeye box.

Mentor Coordinator – Ashley Gerber – sent initial call for volunteers to be mentors (received response from 8-10), sent support staff onboarding documents. Plans to compile a list of volunteer mentors. Will watch welcome to extension emails and make contact with new staff.

SAC director – Terri Fisher - none

Campus Director – Adam Ziadeh - none

Southwest Director – Carol Wagner - none

Southeast Director- Vacant

Northeast Director – Heather Keller - none

Northwest Director – Emily Cordes - none

Emeriti Director – Teresa Funk – out due to illness

Committee reports:

Membership & Years of Service – Matney - nothing

Nominating – Young - none

Fundraiser – Silent Auction below

CES Annual Meeting – Keshock – nothing at this time

Budget and Finance – Guthrie - none

Outreach – Moon - none

Professional Improvement – Young - none

Constitution and Bylaws – Moon - none

Membership and Annual Meeting Scholarship – co-chairs Matney, Linda needs to connect with Paige

Annual Conference Activities – Keshock none at this time

Recognition – Mays none

Mentoring – Gerber none

Excellence in Extension Award – Matney, Moon none

Old Business:

OSUE Support Staff Onboarding documents – committee reporting Angie, Crystal and Ashley put together documents for onboarding. Angie will reach out to Cindy Torpa for sharing. It is in the box if anyone would like to review.

CES and JCEP Committee reports – Angie, Marianne, Linda and Beth attended as guests and observed JCEP Committee meetings (professional development, resource and management, and membership and scholarship). Very obvious CES needs to be involved. Discussions centered around DesigNEXT, Area Leaders and Annual Conference. The 2018 Annual Conference schedule did not work well for JCEP. They are checking to see if there are options to make changes. This may give CES options as well. Will need to keep communications flowing.

Membership Drive update/info: none

Report on TERSSA Conference: Linda shared - New Orleans, November 14,15,16

Do not have specifics on hotel cost or registration fee yet

All Extension Annual Conference Update – none

Change of deadline for scholarships/membership drive – looking at this due to JCEP merge

Community Service at Conference – Teresa Funk Food drive collection

Silent Auction at Conference – Beth Young 23 baskets, \$977.00 revenue (includes \$30.00 cash donation). This revenue is less than in previous years. May have been location issues. Lots of nice baskets.

Other Old Business: none

New Business:

Vacant positions: Administrative Liaison, SouthEast director

Marianne – recommended deleting Administrative Liaison, but keep regional director Position. Recommendation approved.

Angie will work to fill the Southeast director position

Marianne – suggests contacting Bradford Sherman to see if he has interest in serving in this position

Plaques for Excellence Award – Teresa Funk reported the plaque name plates on the Excellence Award (located in AG Admin) are all different fonts. Suggested to get plates remade so they all match. Ashley said it took company 8 months to get the name plate done. May want to go with another company. It was decided to table this discussion until Teresa Funk can be a part of the conversation (since she originally noticed the issue).

Linda – CES website challenges, Video needs to be removed. Who has access? Sarah will see if she can get access. She does not have access to make changes. Sarah will check with Cheryl Buck to see if she can get access.

Beth – Debbie Delp is retiring at the end of the month. Reception this Friday 4 to 6 pm at the Warren County office. Beth will forward an information email.

Adjournment:

Motion to adjourn by: Beth

Second by: Marianne

Vote Yes

Next meeting: April 16, 2018 at 4 pm (location to be announced)