

CES Board Meeting Minutes

February 10, 2015

In attendance: Christine Benson, Deb Delp, Linda Good, Marianne Guthrie, Michelle Moon, Lisa Murphy, Crystal Ott, Melissa Walters and Beth Young

On Carmen: Barbara Rowe (Adams County member), Tami Combs, Julie Evans, Amanda Forquer and Ann Meyer

Deborah Delp called the meeting to order.

Minutes of the October 21, 2014 Board meeting were reviewed and approved as presented.

Financial Report will be postponed until later in the meeting.

Officer Reports

First to speak was Michelle Moon, the VP of 2014. Michelle was explaining that the VP is in charge of the Professional Improvement Award Committee which is formed prior to the Annual Conference. The VP sends out a search and puts a committee together which reviews the applications. The applications are voted upon. Another responsibility of the VP is to arrange for the annual audit of the Treasurers report. The VP is also to back-up the President if needed.

Crystal Ott has just started the Vice President's role. She met with Michelle Moon to talk about the transition.

The next position is the Annalist position. Deb has had this position for the last two years. There are three major parts to this position; the first is creating the newsletter for the members four times a year. Developing and maintaining the website, and the Secret Friend activity. Deb will turn over the duties to Melissa Walters who is new Annalist.

Melissa Walters will meet with Deb Delp on the Annalist duties. She is knowledgeable about the website migration and access restrictions. Due to these restrictions CES Member Patty Corfman is our designated website editor working with Melissa.

Administrative Liaison Beth Young is responsible for the Silent Auction and will take the lead on other fundraising projects we may determine necessary. Last year we had 23 baskets. CES raised \$894.00 compared to \$813.00 in 2013. All checks and cash were sent to the Business Office.

The Historian is now Julie Evans and last year was Crystal Ott. Crystal stated that she chaired the Recognition Committee. She keeps track of all records of CES, including event programs, workshops and pictures. She also maintains the poster display. Julie and Crystal met at the end of Annual Conference and transferred all of the materials. Most of historian duties are focused late summer and fall.

Mentor Coordinator is Lee Ann Hiatt and she is continuing in this position, but was unable to attend the meeting.

Ann Meyer is Membership Secretary and her duties include: collecting membership fees, maintaining membership records, length of service awards. She also has responsibility for CES Scholarship applications, the Support Staff Excellence Award, etc.

SAC Coordinator, Amanda Forquer. She keeps CES up-to-date with the Staff Advisory Council, and vice versa.

Campus Director, Christine Benson is filling a position which has been vacant. Christine has spoken with Terri Fisher. She is working on getting the plaque updated. Christine is open to suggestions about how she can support CES.

The West Region Director is Linda Good. She sent an email message to the West Region staff with today's meeting agenda, and asked for their questions and comments. No response this month.

The South Central Region Director is Tamara Combs. She has been sending out monthly emails to the members in her region.

The Northeast Region Director is Michelle Moon and she is taking over for Kathy Minor. Dawn Ford-Cramer, from Belmont County retired in February. We sent her a card and told her to stay in touch. Portage County is hiring a new office associate. Michelle will contact her about CES membership as part of her outreach efforts.

Committee Reports

Ann Meyer reported that 14 members will be receiving length of service awards in 2015.

Outreach, Marianne Guthrie: In addition to being Past President she chairs the Outreach committee. This committee is responsible for outreach to other states regarding establishing a CES chapter.

Professional Improvement Award Committee is chaired by Crystal Ott. She works with Ann Meyer on selecting award winners each year. In addition she has been working with Amanda Forquer on a Professional Development program sponsored by CES through Fred Pryor Trainings. They are currently working on finalizing cost estimates and pricing. They are looking at funding through a SAC grant and Extension Administration to reduce CES exposure.

Recognition is being represented by Julie Evans. No report.

Mentor Coordinator Lee Ann Hiatt is not here today.

Old Business

★ By-Laws changes were reviewed at the January Executive Committee Meeting. As the next step in the process the Board must approve the changes, so they can be submitted to the General Membership along with the 2015 Budget for approval.

Marianne Guthrie made a motion to approve the changes as presented; seconded by Beth Young, and unanimously approved.

★ CES financial audit was conducted and everything was correct.

Linda Good made a motion to accept the audit; seconded by Melissa Walters, and unanimously approved.

★ CES Recognition of Dr. Smith due to his imminent retirement at the end of June. We had previously discussed a reception and approved a donation to the Lymphoma Society in the amount of \$200 in his honor. Crystal and Debbie will work out details.

Treasurer's Report: For 2015, the budget will reflect the calendar year, which is the operating year for the organization rather than the university's fiscal year. This will create some additional work for the treasurer, but will be a better planning tool for the organization. Cindy Buxton worked with Lisa Murphy, Treasurer to prepare the budget. Lisa will request that a journal entry be done to transfer dues and annual meeting fees.

New Business

★ Professional Development Workshop: Save the date for the Fred Pryor seminar. She created a promotional flyer and scenarios about what we should charge. The SAC grant would affect the cost. A discussion about pricing ensued. It was agreed that CES members should see a benefit to membership in either a discounted rate or preference in registration.

Many options were presented and discussed including discounts ranging from \$5.00 to \$20.00. Other costs of attendance including mileage and the cost of lunch were also discussed. No consensus was achieved at this meeting. It was premature to establish a price when funding possibilities were undetermined. Debbie reminded the Board that ultimately CES is responsible for the entire cost of this event, regardless of attendance by members or non-members. Crystal and Amanda would review options once all potential funding sources were known to assure that members saw a tangible benefit to membership.

★ Ad Hoc Committee for 2016 TERSSA Annual Conference: When Linda Good assumes the Presidency of TERSSA for 2016, Ohio hosts the TERSSA Annual Conference. This will be a major project that will be our time to shine in this national affiliation. Linda sent an email to all CES members asking for their thoughts and ideas about location, venue, timeframe and length of the conference itself, speakers were requested. Two former CES Presidents have already come forward to support this effort. Kathy Mohler, CES Emeriti Director has agreed to co-chair the event with Linda. Linda Newman has agreed to serve as tech support for the event.

Linda Good made the motion that we form an AD Hoc Committee to plan this event drawing from CES members with and without current TERSSA membership. The motion was seconded by Michelle Moon and unanimously approved.

FYI - This year's TERSSA Conference will be held in Tupelo/Verona, Mississippi, September 9-11.

★ CES Regional Directors: The re-alignment of regions in Extension will require that we comply with our current bylaws and elect a director for each region OR change our bylaws yet again to remove the requirement to have a director from each region in Ohio. After reviewing current membership numbers, the motion was made and seconded to add a Northwest Region, rename the West Region to Southwest Region, combine the Central Region with the Campus membership, and realign membership in the Northeast and Southeast Regions to reflect their current EERAs.

The motion was seconded and unanimously approved.

Adjournment

Melissa Walters made a motion for adjournment; seconded by Michelle Moon. Meeting adjourned.