

CES Board Meeting November 12, 2015

In attendance: Christine Benson, Debbie Delp, Marianne Guthrie, Lisa Murphy, Crystal Ott and Beth Young

On Carmen: Ann Meyer, Kathy Mohler, Dawnn Brown and Michelle Moon

OFFICER REPORTS

Deb Delp – President - called the meeting to order. Past minutes were read and approved.

Lisa Murphy – Treasurer - shared the Treasurer's Report. As recommended at the August meeting, the two Huntington Accounts were combined. The savings account was closed and the remaining balance of \$1083.58 plus interest of 5¢ was transferred to the checking account.

A motion was made to approve the report.

Crystal Ott – Vice President - Crystal has arranged to have our financial records audited again this year. Sandy Smith, County Director in Carroll County has agreed to provide the audit. All required bank statements and documentation have been turned over to her for review.

Ann Meyer – Membership Secretary - Ann reported that as of today, we have 86 members (10 are new members) and 8 emeriti. Thirty-one members have joined TERSSA. This compares with 82 members in 2015. All dues received for CES and TERSSA have been sent to Columbus for processing.

Marianne Guthrie -- Past President - Marianne reported about the OSU Extension support staff listserv she is developing. It will be another vehicle for sharing information, asking questions and providing a sounding board, support as well as a mentoring tool for all support staff.

DIRECTOR REPORTS

Christine Benson - Campus Director – Christine reported that two new campus staff members have joined CES during the membership drive: Dawnn Brown, Administration and Shirley Lin, Business Office.

Due to health issues, Christine will step down as Campus Director at the end of the year.

COMMITTEE REPORTS

Membership/Years of Service - Ann is busy preparing 10 new member manuals and 13 length of service awards to be handed out at our Annual Meeting on December 7.

She also requested approval to purchase a travel drive so I can download all of the CES files to give to the next Membership Secretary.

Nominating Committee - Crystal Ott reviewed the current slate of officers and directors. All but two positions have been filled. She is still looking for candidates to serve as Southwest Regional Director and Emeriti Director. As you think about people for one of these positions, remember that Directors do not have to reside in the region that they represent.

Fundraising: Silent Auction - Beth Young reported that she has commitments for 10 baskets so far... and promises of more to come. Two new activities should help us grow this year: The County Basket Contest

offers a financial award to the county whose basket has the highest selling price; and the Recycled Treasures category for donations.

We will be able to keep the Auction open for both days of the conference due to a change in location. The Silent Auction will be in the Great Hall Meeting Room on the main floor of the Union. The decision was made because the space could be secured when not in use. Poster Session displays and the Wellness Checks were being scheduled in that room as well. We believe this will result in more traffic and visibility for our auction as well as for the poster session participants.

Budget & Finance - The committee met on October 6 to review financial reports and develop a budget for 2016. The report was included with the meeting notice for your review. The 2016 budget includes funds to support a TERSSA conference scholarship for a CES member.

Outreach - Marianne has begun contacting state TERSSA chapters regarding the TERSSA Annual Conference in Ohio next October.

Professional Improvement - The Professional Development Award application deadline has passed. Awards will be presented during the luncheon with JCEP at Annual Conference next month.

Constitution & Bylaws - Marianne recommended that a review of standing rules, handbooks and calendar be considered for 2016. Many of the sections contain out of date information.

Membership/Annual Meeting Scholarships - Faye Wilson was awarded an Annual Meeting scholarship. No Membership Scholarship applications were received.

Annual Conference Activities: Networking Event during Tuesday afternoon slot.

Recognition - Julie Evans has been working with Dorothy Rex through her niece Kathy Gamble to review applications and select the winner for this award.

CommTech was contacted, but chose not to review our entries in the Brochure, Newsletter and Website Contest. Submissions were graciously judged this year by Sally McClaskey, Education & Marketing Program Manager, 4-H Youth Development. Thank you Sally!

Excellence in Extension Award - Extension Support Staff Excellence Award has been finalized and will be presented at the Awards Dinner on Tuesday, December 7.

AD HOC Committee Report: 2016 TERSSA Conference - Kathy Mohler reported that planning committees are in place; and work is beginning to structure the event and identify needs. Location has been secured, a letter to prospective sponsors is in the works, funds have been established and a business office rep assigned. A chairperson still needs to be identified for the Tours committee. Leadership for all other committees has been secured.

OLD BUSINESS

2016 Budget Approval - The motion to approve the 2016 Budget as presented was made by Beth Young and seconded by Crystal Ott. Unanimously approved.

ADJOURNMENT

Motion to Adjourn was made by Lisa Murphy, seconded by Marianne Guthrie. Unanimously Approved.