



## **Chi Epsilon Sigma Board Meeting**

Monday June 16 2018 @ 9:00 am  
Room 100, AG Admin Bldg  
2120 Fyffe Rd, Columbus OH 43210  
(also available via Zoom)

### **Minutes**

Beth Young, 2018 CES Vice President, called the meeting to order.

Attendees in Columbus: Beth Young, Marianne Guthrie, Linda Good, Carol Wagner, Sarah Mays, Sarah Chain, Sarah Mays, Faye Wilson, Terri Fisher, Patti Corfman, Kay Kramer

Attendees via Zoom: Lee Ann Johnson, Vicky Snider, Ashley Gerber, Terri Elaine Stottsberry, Angie Keshock

**Secretary's Report:** Linda Good

Minutes for April 16, 2018 CES Board meeting were approved and requested to be posted to the CES website

**Treasurer's Report:** Marianne Guthrie – will be forthcoming

Financial report:

061003 CES support staff association Previous balance: \$4,411.68

Current Balance: 17,097.66\*\*

309154 CES – Previous Balance - \$7,828.14

Current Balance: \$ - 699.00\*\*

116570 OSUE TERSSA Conference

Previous reported balance: \$4635.41

Current Balance: \$4,676.49\*\*

\*There will be a one time adjustment due to getting expenditures and revenue from the 2016 TERSSA Conference into the correct funds. The previous balances listed here were if those adjustments had been made at that point in time. As of this date, the adjustments have not been made. When they are complete, those adjusted figures will be reported along with the amount of the adjustments.

Huntington Bank checking account:

Previous reported balance: \$ 6, 717.96

Current balance: \$6,942.96. This includes \$225.00 in dues and \$138.26 reimbursement for CES Supplies

Motion to approve the Treasurer's report - moved by Linda and seconded by Sarah Mays.

**Officer reports:**

Past President: Michelle Moon –absent  
Vice President: Beth Young – nothing to report  
Membership Secretary: Paige Matney – nothing to report  
Annalist: Faye Wilson – Newsletter is almost done. Linda indicated she will need to rework her TERSSA articles and resubmit to Faye.  
Administrative Liaison – vacant  
Historian – Sarah Mays – none  
Mentor Coordinator – Ashley Gerber – Continuing to send documents out to new employees. Cheryl Buck is working on the branding  
SAC director – Terri Fisher - Reminder to submit CFAES Staff Advisory Council Award applications and nominations.. CFAES Staff Professional Development Award applications for first round funding were due Friday, June 15.  
Nominations for Staff Recognition Awards for the Shirley Brooks Jones Citizenship Award and the Key Values, Innovation and Special Recognition Awards are due by June 30. Details and applications are available on the CFAES Staff advisory Council web site. All applications are to be sent to the Staff Advisory Council Awards Committee c/o Joy Bauman.  
Campus Director – Adam Ziadeh - absent  
Southwest Director – Carol Wagner - none  
Southeast Director- Lee Ann Johnson – Continuing to recognize birthdays in her region.  
Also emailed SAC awards information.  
Northeast Director – Heather Keller - absent  
Northwest Director – Emily Cordes - absent  
Emeriti Director – Teresa Funk – absent

### **Committee reports:**

Membership & Years of Service – Matney - Questions: change membership year to 2019 instead of the confusing 2018-2019 – per board – yes.  
Nominating – Young - none  
Fundraiser – nothing at this time  
CES Annual Meeting – Keshock – nothing at this time  
Budget and Finance – Guthrie – pulling in committee members. Will have a budget proposal for the board by October 1<sup>st</sup>.  
Outreach – Moon - none  
Professional Improvement – Young - none  
Constitution and Bylaws – Moon - none  
Membership and Annual Meeting Scholarship – co-chairs Paige and Linda.  
Questions on membership scholarships –what should the award be? CES membership only or include JCEP dues. Per board – JCEP offers membership scholarships so the CES membership scholarship should only cover CES.  
What should the membership dues be? Current dues are \$25.00. Per board – table this discussion until JCEP board meets. Then the CES Budget committee will meet, take JCEP proposals into account and propose a CES membership fee to the board. This propose will be emailed to the board prior to the next CES Executive Board meeting.  
Annual Conference Activities – Angie is reaching out to Jared and Amy to see how the Focus Groups went. She will be working with them as we move forward.  
Recognition – Mays none  
Mentoring – Gerber nothing additional

Excellence in Extension Award – Matney, Moon none

### Old Business:

**OSUE Support Staff Onboarding** documents –Angie will reach out to Chrstial about getting co-ownership to this document

**CES and JCEP Committee** reports – Marianne, Linda and Beth

JCEP is sticking with the January date (alongside the Community Outreach and Engagement Conference) but will work to improve on the Extension day.

**Membership Drive** update/info: on hold for JCEP final membership decision

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

Contracts are still being signed. Total TERSSA 2018 member: 189 (not yet confirmed)

Total Ohio members: 65; 2<sup>nd</sup> to North Carolina's: 81

Added 4 from Missouri for 2018; may have lost South Carolina due to retirements. Stay tuned.

**All Extension Annual Conference Update** – Dates: Tues, Wed, Thursday January 22, 23, 24, 2019. Linda, Marianne and Beth met with Dr. Rennenkamp concerning CES funds and professional development. Clarification on TERSSA Conference funds – these are owned by CES, not TERSSA and seed money for next TERSSA conference held in Ohio. Question was posed: would CES have Administration's support for a stand alone support staff development day? Support was given as – yes, Extension Administration fully supports support staff professional development. Attendees were not advised negatively on a stand alone support staff professional development day. The question of financial support was raised. Nothing definitive, but can be approached once more planning and details are made available.

**Change of deadline for scholarships/membership drive** – No change

**Community Service at Conference** – Discussed at last board meeting

**Silent Auction at Conference** – Yet to be determined. Posed idea of the basket raffle being on multiple day.

Other Old Business: none

### New Business:

**Focus Group for Professional Development.** 10 attendees are meeting today with Jared Morrison immediately following the CES Board meeting. Jared will work on getting more signed up for additional meetings. Had to cancel other locations due to low attendance. Need a minimum of 7 attendees for a focus group. Might utilize ZOOM.

**Administration financial support for CES Support Staff Excellence Award** – Marianne indicated there is nothing to report at this point. This support has been missing for several years. Marianne is continuing to work with Extension Administration to retrieve these funds.

Adjournment: Motion for Adjournment by Carole and Seconded by Terri. Meeting adjourned.

**Next meeting:** Monday, August 20<sup>th</sup>, **time and location?**