



## **Chi Epsilon Sigma Board Meeting**

Monday October 15, 2018 @ 4 pm  
Nationwide and Ohio Farm Bureau  
4-H Center, Gehres Room  
2201 Fred Taylor Dr Columbus OH 43210  
(also available via Zoom)

### **Minutes (approved 3/10/2019)**

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

Attendees in Columbus: Beth Young, Marianne Guthrie, Linda Good,  
Sarah Mays, Sarah Chain, Terri Fisher

Attendees via Zoom: Paige Matney, Heather Keller, Carol Wagner, Cathy Minor, Adam  
Ziadeh,. Angie Keshock

**Secretary's Report:** Linda Good

Minutes for June 18, 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: 17,097.66.

Current Balance: 17,097.66.

309154 CES Development Acct.– Previous Balance - \$ - 699.00

Current Balance: - \$357.92 (all gifts)

116570 OSUE TERSSA Conference

Previous reported balance: \$4676.49

Current Balance: \$4,676.49 No change

Huntington Bank checking account:

Previous reported balance: : \$6,942.96

Current balance: \$6,942.96. No Change

Marianne reported there will be a journal entry by October 31<sup>st</sup> to clear up balances. Then the  
funds will be turned over to JCEP and the checking account closed. All checks for expenses will  
then come from JCEP from the CES line item (example: gift cards for years of service). All CES  
account numbers will remain as listed above.

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

**Officer reports:**

Past President: Michelle Moon –absent

Vice President: Beth Young – nothing to report

Membership Secretary: Paige Matney – membership enrollment is now open  
Annalist: Faye Wilson – nothing to report  
Administrative Liaison – vacant  
Historian – Sarah Mays – nothing to report  
Mentor Coordinator – nothing to report  
SAC director – Terri Fisher – If you have interest in serving on the SAC – please let her know.  
Campus Director – Adam Ziadeh - nothing to report  
Southwest Director – Carol Wagner - nothing to report  
Southeast Director- Lee Ann Johnson - nothing to report  
Northeast Director – Heather Keller - nothing to report  
Northwest Director – Emily Cordes - nothing to report  
Emeriti Director – Teresa Funk – absent due to illness

### **Committee reports:**

Membership & Years of Service – Matney - nothing to report  
Nominating – Young – Beth asked for clarifications on open positions due to the merger with JCEP. After discussion, it was clarified the only position up for nominations is Vice President.  
Fundraiser – Working with Jared and Kate concerning the Silent Auction. It was decided to run the Auction during Extension Annual Conference (Day 2 & 3). Set up with be Thursday a.m. We need to encourage counties to participate. CES members volunteering to assist: Adam, Marianne, Linda, Paige and Heather.  
CES Annual Meeting – Keshock – nothing at this time  
Budget and Finance – Guthrie – no audit needed/no activity  
Outreach – Moon - none  
Professional Improvement – Young - none  
Constitution and Bylaws – Moon - none  
Membership and Annual Meeting Scholarship – co-chairs Paige and Linda.  
Joined forces with Beth to formulate a Qualtrics to cover Membership scholarship, Annual Meeting Scholarship and Professional Development Scholarship. Beth will be emailing out the Qualtrics.  
Annual Conference Activities – Angie is working on this project  
Recognition – Mays none  
Mentoring – Gerber none  
Excellence in Extension Award – Matney, Moon none

### **Old Business:**

**OSUE Support Staff Onboarding** documents – are in the works

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

**Professional Development Committee** – Linda

The committee decided to move forward with 3 action items: Collect what is already out and connect them to JCEP website; Identify needs by a quick survey to ALL staff of top 3 “wish I had training on” questions; ascertain who would be best to lead the training.

Also want to see is there commonality across all staff needs (program area and support staff). Support staff are encouraged to participate in this survey to voice our needs.

There will be a write in option for clarification and specifics

**Branding update:** All websites will need to be updated with the new branding. Cheryl

Buck is heading up this project.

**Needs Assessment:** 9,600 were sent out with a 37% response rate. Most counties received approx. 40 responses. The counties will receive a report showing their local county response and state response for comparison. The Needs Assessment committee is working with County Stewards doing Plan of Work.

**Mentorship:** Discussion on **how mentors** are assigned to program staff. Process doesn't appear to be uniform across the state. Mention that Support Staff mentor process also needs to be addressed. JCEP is asking for a clear and uniform process of assigning mentors for all new staff.

**Membership Drive** update/info: membership is open until October 31<sup>st</sup>. Currently 18 CES members submitted memberships. Question concerning process for **CES Emeriti** membership. Emeriti must contact CES to remain as a member. These folks will be tracked by CES.

**Report on TERSSA Conference:** Linda shared - New Orleans, November 14,15,16  
10 Ohio CES members registered.

**TERSSA Update:** The 2019 TERSSA Conference: a Virtual conference is being considered. Stay Tuned. At this moment, no one from Ohio has put in their name to serve on the 2019 TERSSA Board. It is important that Ohio has a seat at the table. The TERSSA Executive Board is currently researching the cost of a stand alone website due to limitations on the Wixsite. Please like and post to the TERSSA Facebook page.

**All Extension Annual Conference Update** – Dates: Tues, Wed, Thursday January 22, 23, 24, 2019. Extension Annual Conference will run the afternoon of 23 and all day on the 24<sup>th</sup>. JCEP is not responsible for the Annual Conference, but is responsible for vetting the professional development submission. CES needs a member on the committee. Adam has offered to serve. Linda will contact Amanda Bennett and give her Adam's Contact info.

**Change of deadline for scholarships/membership drive** – In line with JCEP deadlines

**Community Service at Conference** – Teresa Funk will be contacted

**Silent Auction at Conference** – See above under Fundraising Committee

Other Old Business: none

### **New Business:**

**Professional Development** –it is vitally important that CES serve as an advocate for support staff professional development. The merger with JCEP will be a tool for a bigger voice and leverage in this specific challenge.

Adjournment: Motion for Adjournment by Carol and Seconded by Sarah. Meeting adjourned.

**Next meeting:** TBD?