



Chi Epsilon Sigma Board Meeting Minutes
Tuesday, June 22, 2021
10 am via Zoom

President Carol Wagner called the meeting to order.

Roll Call:

Chris Comden	Terri Fisher	Kay Kramer	Lori Moff	Carol Wagner
Patty Corfman	Ashley Gerber	Paige Matney	Vickie Snyder	Adam Ziadeh

Secretary's Report – Kay Kramer

Adam Ziadeh will be taking notes for this meeting. Minutes from the March 30 meeting approved with one typographical correction.

Treasurer's Report – Chris Comden

The May 31 treasurer's report as prepared by Chris Comden was presented. The silent auction transfer is still pending. The treasurer's report was approved.

Officer and Committee Reports

- **President and CES Annual Meeting Committee:** Carol Wagner
The annual meeting will again be virtual in 2021. The committee will be meeting soon.
- **Vice-president and CES Nominating Committee:** Patty Corfman
Patty will be putting together a Nominating Committee email to send out to solicit nominations for soon to be vacant officer positions.
- **Annalist and CES Outreach Committee:** Vickie Snyder
Newsletter is currently our tool for reaching out; the most recent newsletter has been sent with a goal of the next one to go out by September 1. Only a few have responded to the requests to serve on a committee. Vickie reminded everyone to remember their Secret Friend. The webpage will be updated to match the most recent Constitution and Bylaws. The newsletter was sent to various retirees and administration, as well as other state organizations. Miranda McElroy is posting things on Facebook on both the JCEP and Support Staff pages.
- **CFAES Staff Advisory Council Liaison and Fundraiser Committee:** Terri Fisher
The 1st round of Professional Development Award winners have been selected. The committee continues to look for volunteers for the Silent Auction committee.
- **Historian and Recognition Committee:** Ashley Gerber
Ashley has located the historical boxes and is making arrangement to pick them up. She is working with Paige Matney on the various awards and recognition items.
- **Support Staff Liaison and Professional Improvement and Activities Committee:** Lori Moff
Lori continues to send anniversary, birthday, and new employee emails. No Professional Development activities currently due to all of the other programs (WorkDay, 4-H Online v2) that we are currently training on.

CES Standing Committees and Chairs

Annual Meeting Committee, President (Carol Wagner – wagner.1142@osu.edu)

Nominating Committee, Vice President (Patty Corfman – corfman.4@osu.edu)

Membership and Annual Meeting Sponsorship Committee, Secretary (Kay Kramer – kramer.578@osu.edu)

Budget and Finance Committee, Treasurer (Chris Comden – Comden.1@osu.edu)

Extension Support Staff Excellence Award Selection Committee, Membership Secretary (Paige Matney – matney.30@osu.edu)

Outreach Committee, Annalist (Vickie Snyder – snyder.252@osu.edu)

Recognition Committee, Historian (Ashley Gerber – gerber.248@osu.edu)

Fundraiser Committee, SAC Representative (Terri Fisher – fisher.456@osu.edu)

Professional Improvement and Activities Committee, Support Staff Liaison (Lori Moff – moff.1@osu.edu)

Constitution and Bylaws Committee, Past President (Adam Ziadeh – ziadeh.4@osu.edu)

Old Business

➤ **JCEP Meeting Report** – June 7 meeting

- JCEP continues to work to incorporate Central State University into branding and membership. CES can't move forward with this piece until JCEP finalizes their part.
- JCEP is setting aside funds for JCEP memberships for potential members in counties with budgetary issues; all staff including Support Staff are eligible. Since this mirrors our CES Membership Grants, perhaps we should join JCEP on committees rather than continuing with our own committees and then report back to CES meetings what has been discussed.

➤ **JCEP Committees:**

- Professional Development: Carol Wagner - Hallway Conversations received great feedback, and they will be offering that program again.
- Resource Development: Chris Comden – shared budget information as presented in the Treasurer's Report.
- Marketing Committee: Vickie Snyder – Marketing committee is planning on redoing a video, and also redoing a single page and multi-page brochure.

➤ **TERSSA Update:** Christina Byrd – There will be no in-person TERSSA conference in Kitty Hawk in 2021. They will be joining in OSU Support Staff Conference with a separate session for TERSSA awards and elections. The 2022 conference will be 9/20-9/23 in Kitty Hawk. The 2023 conference will be held in Ohio.

➤ **Report on Qualtrics Survey** –

The Qualtrics survey looked at why members did or did not join CES/TERSSA/JCEP. Value and Benefits of membership seemed to be unclear for each of the 3 organizations. Most respondents were in favor of keeping the Affiliate JCEP membership level.

➤ **Standing Rules, Addendum, and Timeline**

- The most current version of the Standing Rules is available in Teams in the Constitution and Bylaws Committee folder.
- Adam Ziadeh moved to remove the addendum (Annual Meeting Checklist) and timeline from the Standing Rules and make them stand alone documents to become living documents assigned to the president and vice-president to be updated annually. Vickie Snyder seconded the motion. Motion passed.
- Adam Ziadeh moved to approve the Standing Rules as revised. Paige seconded the motion. Motion passed.

➤ **Excellence Award Winners** – The Excellence Award winners have not yet received their awards. Paige is following up.

New Business

- Membership Dues – discussion regarding CES/TERSSA and the affiliation with JCEP.
- Central State Constitution and Branding – on hold until JCEP has finalized their decisions.

Adjournment

➤ Adam Ziadeh moved to adjourn the meeting. Chris Comden seconded the motion. Motion carried.

Upcoming CES Board Meetings

August 24, 2021 – Zoom

October 26, 2021 – Zoom

Submitted by:

Kay Kramer

CES Secretary