

Ohio JCEP Board Meeting Minutes April 22, 2019

Attending the meeting in Ag Admin Auditorium were: Lisa Barlage, Eric Barrett (via Zoom), Ed Brown, Marianne Guthrie, Candace Heer, Melinda Hill, Sue Hogan, Laryssa Hook, Jacqueline Kowalski, Erika Lyon, Greg Meyer, Gigi Neal, Christine Olinsky, Amanda Raines, Laura Rohlf, Melinda Ryan, Carol Smathers, Michelle Treber, Kathy Tutt, Elizabeth Varanese, Danae Wolfe, Beth Young, Adam Ziadeh, Chris Zoller.

Call to Order – Lisa Barlage, President called the meeting to order at 1:30 PM.

Officer Reports

- **President:** Lisa Barlage – Lisa met with Roger and addressed communication about open Extension positions, new hires, position changes, and retirements. We used to get these communications by email from Extension HR. Under the college HR, we are not getting these notices. Roger plans to check on this.

This year Extension Annual Conference will be in December, separate from the Community Engagement Conference which will still be in January. Lisa committed JCEP to help, and we will be working with Jared Morrison to plan. They are holding the dates of December 16-18, and the conference will be two of these three days.

In March, Lisa went with Ohio Farm Bureau to Washington, D.C. It was a great opportunity to discuss many issues.

- **President Elect:** Chris Zoller – Chris noted concerns he has heard from counties about the transition to OCIO for IT support and the associated costs.
- **Past-President:** Kate Shumaker – no report.
- **Secretary Report:** Laryssa Hook – Laryssa presented minutes as emailed, and read a correction to the Global Relations committee report. Candace Heer moved to approve the February minutes as presented with the verbal correction. Seconded by Jacqueline Kowalski. Motion passed.
- **Treasurer's Report:** Melinda Morrison Ryan – Melinda presented a current financial report. Available Checking Account funds are \$135,919.85, and the total of the program account funds is \$151, 145.27. Total available JCEP funds are \$174,006.47. Adam Ziadeh moved to accept the financial report and Laura Rohlf seconded the motion. Motion passed.

Melinda stated she is currently the only signer on the checking account. It was suggested that Chris Zoller be the second signer since he is President-Elect and will be on the board for a couple more years. Melinda moved to add Chris Zoller to the checking account and Melinda Hill seconded the motion. Motion passed.

Melinda stated the president is currently paying for lunch out of pocket and then getting reimbursed. She checked into getting a debit card and it is allowable. Michelle Treber moved to get a debit card for the JCEP checking account. Adam Ziadeh seconded. Motion passed.

- **Annalist Report:** Michelle Treber – Michelle reported John Ruoff, 79, passed away on March 26. He was a 4-H educator in Clermont County, a district 4-H program specialist, and 4-H educator in Auglaize County.

Retiree/Life Member Report – Chris Olinsky stated she will coordinate with Michelle on death notifications. The 2019 picnic will be September 9th at Beck's and save the date notifications will be sent out soon. Invitations will go out early July. Guest speakers will be from OSU Advancement and a speaker about retirement.

Committee Reports

Global Relations – Elizabeth Varanese reported the committee met to work on a presentation for Farm Science Review, a presentation for Annual Conference, and to set forth plans for a study tour. The committee is putting together a database to find those employees who have international experiences and those who are multi-lingual.

- **Marketing** – Sue Hogan reported the committee is creating a closed Facebook group for JCEP and will work with the membership committee to send it out. During the meeting today they filmed interviews of various members and committees for footage in the new video.
- **Membership, Recruitment & Retention** – Kathy Tutt reported that the committee met and discussed the proposed changes to the Ohio JCEP Membership brochure, including CCS and Affiliate membership information. The proposed brochure changes were agreed upon and given to Debby Lewis for her to update the brochure. In addition, the group discussed proposed changes to the Ohio JCEP Web page to include CCS and Affiliate membership information. The proposed web page changes were agreed upon and will be forwarded to Cheryl Buck for updating.

Kathy Tutt and Beth Young will present JCEP membership information at Support Staff conference on May 30th. The committee is asking for those who have attended conferences, received awards, or scholarships related to Ohio JCEP to share their story with a picture. Send pictures and information to Kathy. The information will be used in a slide show and highlighted on the Ohio JCEP Facebook page.

Debbie Lewis indicated she no longer can support the mid-year membership drive. The committee decided to discontinue the mid-year membership drive. New employees are encouraged to join directly through their national organization for any discounts associated with that membership, and then join Ohio JCEP during the annual drive in October.

- **Personnel** – Greg Meyer reported the Personnel Committee met with Jessie Buxton, Fiscal Officer for County Operations, to discuss changes to the structure of

the Extension business operations. The former Extension business office has been replaced by the FAES Finance Service team (processes financials) and Extension Operations (handles fiscal questions and serves as the point person for questions). It was recommended that Extension Operations send an email to All Extension detailing the new changes. Additional discussion included issues with OCIO and problems with the vendor payment system.

- **Professional Development** – Danae Wolfe reported for Tim Malinich. The committee reviewed the new 8-week onboarding plan proposed by LOD. They discussed the pros and cons of having it run through ACEL.
- **Public Issues** – Carol Smathers reported for Heather Gottke. The committee met and discussed ways to provide updates of public policy to JCEP members. They also discuss ways to do work collaboratively with CFAES Public Affairs (Adam Ward's office). Adam would like to have streamlined information and develop an "issues calendar". The committee also wants to explore how to make PILD more effective for those members who attend.
- **Resource Development & Management** – Lisa noted the committee needs a chair. She will recruit a chair from the JCEP membership.
- **Scholarships, Grants and Recognition** – Laryssa Hook reported for Emily Marrison. All subcommittees met and each subcommittee is working on updating their duties and responsibilities for the SGR Manual. The scholarship committee reported that of the 12 scholarship submissions in the last round, 5 were awarded. The next scholarship deadline is May 1 and the application will now be electronic.

The grants subcommittee reviewed 10 submissions and 2 were selected to receive \$500 each. The committee would like to increase the amount requested in next year's budget from \$2000 to \$4000 for these grants. This will provide more opportunity to support fantastic ideas and encourage cross programming efforts. There are two rounds of applications, roughly April 1 and October 1 deadlines. Currently the committee is awarding \$1000 per round.

State Presidents Reports

- **ANROP** – Ed Brown reported they are planning for a fall study tour to Stone Lab
- **ESP** – Melinda Hill reported the National ESP conference is October 14-17, 2019 in Colorado Springs and they are starting to get proposal acceptances out. Travis West is on the national board as a VP North Central Region.

There are professional development mini grants available and Melinda will work with the professional development committee to solicit ideas to bring forth to the board.

We have 38 new member certificates that were sent after Annual Conference and Melinda is considering how to distribute them.

Melinda noted that when it is time to renew membership in the fall it will be important to communicate that those that want to join ESP will need to select it on the

membership form. Area leaders and mentors could help make new employees aware that ESP is necessary to be eligible for some of the awards.

- **NACAA** – Jacqueline Kowalski reported the annual meeting submissions are due soon. The conference is September 8-12 in Fort Wayne. Fifty-four communication awards were submitted from Ohio, and we were the 2nd highest state. They are planning for the summer retreat, which is June 5 & 6 at Deer Creek State Park.
- **NACDEP** – Meghan Thoreau – No report.
- **NAE4HA** – Laura Rohlf reported the national conference is in November at the Greenbrier in West Virginia. They have selected the Ohio award winners that will move on to regional competition. Lisa McCutcheon and Sally McClaskey were guests to the meeting and they provided a financial summary of the 2018 national conference (attached). The conference total income was \$54,675 and the summary included an expenditure plan for the profits. It was suggested that these funds used for first-timers would off-set the 4-H first timer awards in the JCEP budget.

Amanda Raines spoke briefly about her PILD experience. She noted that the information sent from the public affairs office ahead of the conference did not include Extension. Most of the information was on the water quality initiative. JCEP sends many of the attendees to represent Extension. There may need to be some communication with Adam Ward to clarify the goals of the trip, and how the goals fit Extension programming.

- **NEAFCS** – Candace Heer reported the NEAFCS Annual Session is September 30 – October 3, 2019 in Hershey, Pennsylvania. Ohio submitted 15 abstract proposals for peer review. Nine presentations were accepted (4 Concurrent Sessions and 6 Showcase of Excellence/World Café/Ignite). Eight competitive award and 2 Distinguished Service awards were submitted to NEAFCS.
- **NAEPSDP** – Laryssa gave a report sent to her by Danae Wolfe. The NAEPSDP committee met and discussed goals for 2019. Our 2019 goals include the following:
 - Market our association to Area Leaders, who we believe will find benefit in the professional learning opportunities offered at the national level.
 - Develop some verbiage for committee positions, mission, vision, goals, etc.
 - Identify 2-3 professional learning opportunities for our members
- **TERSSA** – Beth Young – University of Maine Extension has joined TERSSA and they are up to 10 states in the association. Mississippi State will host the fall TERSSA Conference.

Old Business

Possible Policy Committee Discussion

Lisa asked for feedback on the idea of adding a policy committee. Laryssa stated having a committee that looks at issues of policy could provide consistency. Board members turn over in one or two years, and by the time you understand how the board operates, most terms are over. Lisa expressed having a parliamentarian could be a useful task of this committee as well. Laryssa moved to have the president appoint a policy task group

in the interim of pursuing adding a policy committee in the bylaws. Kathy Tutt seconded. Motion passed. Chris Zoller offered to lead the task group this year. Lisa will send an email to seek membership for interest in joining this group.

New Business

OSU Extension Annual Conference Meeting Dates

The meeting will be two days of the three days in December on hold for the conference, which are December 16 -18. It will likely not be in Columbus and could be at a state park lodge.

Announcements

Next year's Community Engagement Conference will be in conjunction with the University's sesquicentennial.

- a. January 28, 2020 – Sesquicentennial Academic Summit – The Urban-Serving Campus
- b. January 29, 2020 – Community Engagement Conference – Theme TBD

Upcoming Events

Meeting dates:

June 17 – Board and Committees at 4-H Center Auditorium

August 19 – Board Meeting via Zoom

October 21 – Board and Committees at 4-H Center Auditorium

Adjournment – Greg Meyer moved to adjourn.

In May, CES emailed a request to use their funds. On May 7, Lisa Barlage sent the following message to the board:

Please vote by email by May 10 to approve or not approve the following motion by Board member Beth Young, 2nd by Adam Ziadeh –

- Ohio JCEP would provide \$250 to the Support Staff Conference to be held on May 30, 2019 from the CES Support Staff Association Fund. This would cover expenses for the OSU Branded Folders for participants and supplies for a community service project (Project Linus: No Sew Fleece Blanket Kits).

Note – this money is not part of the regular Ohio JCEP Budget – but is carryover from TERSSA/CES that they use to sponsor awards and cover other expenses. There is over \$20,000 total in their accounts.

The afternoon of May 10, Lisa notified the board that the motion passed 22 in favor – 0 against. TERSSA/CES will work with Melinda to figure out which way they want to go with that funding.

Respectfully submitted:

Laryssa Hook

Ohio JCEP Secretary

2018 NAE4-HA Conference Ohio JCEP Board Report / Request

Conference net income \$169,837.15
Ohio 4-H Professional's share \$74,918.58

Expenditure Plan:

- 33 conference co-chairs given \$475 for 2019 conference registration
Total: \$15,675
We will ask the 2019 conference hosts to provide a registration code that will only apply to early-bird registration fees.

- Active committee members given \$100 toward 2019 conference registration
Total: \$9000
Committee co-chairs will be asked to provide the names of committee members who were active throughout the planning process and during the week of the 2018 conference. This benefit will also apply only to early-bird registration. No more than 90 people.

- Support for OSU Collegiate 4-H to host a future regional or national conference
Total: \$10,000

- Support fund for new 4-H professionals, in their first three years of employment, to attend their first NAE4-HA conference. \$200 each / one time only.
Total: \$10,000 (will support 50 individuals)

- \$10,000 in a fund for Ohio to host a future conference (e.g., National Conference on Volunteerism).

Grand total: \$54,675

Two additional recommendations:

- Cover the expense of Ohio's State's Night Out dinner at the 2019 NAE4-HA national conference to celebrate the success of hosting the 2018 conference. Require attendees to pay \$20, with the balance being paid from the 2018 conference proceeds.

- All remaining funds are to be deposited into the JCEP 4-H program fund for use as directed by 4-H state officers.

Submitted by Sally McClaskey and Lisa McCutcheon,
2018 NAE4-HA Conference co-chairs
4/22/19