

Ohio JCEP Board Meeting Minutes April 16, 2018

Attending the meeting in Ag Admin Auditorium were: Nate Arnett, Lisa Barlage, Lee Beers, Amanda Bennett, Cindy Bond, Chris Bruynis, Kathy Green, Candace Heer, Laryssa Hook, Jacqueline Kowalski, Elliott Lawrence, Clifton Martin, Rose Fisher Merkowitz, Kate Shumaker, Meghan Thoreau, Rhonda Williams, Danae Wolfe. CES Guests: Maggie Fitzpatrick, Marianne Guthrie, Linda Good, Beth Young.

Call to Order – Kate Shumaker, President called the meeting to order at 2:08 PM.

Officer Reports

- **President:** Kate Shumaker – Kate attended the Farm Bureau Presidents conference in Washington D.C. last month and found it very interesting. There were two very packed days. She connected with Adam Ward and had the opportunity to present on Extension's priorities.
- **President Elect:** Lisa Barlage – She is considering doing a survey to get feedback on possible format for an Extension conference day in December.
- **Past-President:** Rob Leeds – No report
- **Secretary Report:** Laryssa Hook – The minutes of the February meeting were presented. It was moved by Rhonda Williams and seconded by Jacqueline Kowalski to approve the February minutes. Laryssa reminded committee chair to send a summary to her at hook.26@osu.edu.
- **Treasurer's Report:** Nate Arnett – Nate reported that all pay-ins from the university and pay-outs to national organizations are complete and went smoothly. Current income is \$38,236.64. Expenses to date are \$19,684.56. Available Checking Account funds are \$144,967.11 and total Available JCEP funds are \$164,324.45. Chris Bruynis moved to accept the report and Lisa Barlage seconded the motion. Motion passed.
- **Annalist Report:** Michelle Treber sent in her report that there have been two passings: Marjorie Ann Dellinger, retired Office Associate and Charles Wurth, Program Manager, 4-H Camp Palmer who passed away February 26, 2018.

Retiree/Life Member Report – Rose Fisher Merkowitz reported that the Retiree Picnic is September 10th at Becks. Kate Shumaker will attend to represent JCEP.

Committee Reports

- **Global Relations** – Candace Heer reported that the Global Relations committee is seeking to learn more about established programs for international outreach that could lead to educational and teaching opportunities for Extension staff and faculty. Denise Johnson, Program Manager for Master Gardner Volunteers, presented information on the Master Gardner Volunteer Vacation to Ecuador in partnership with the Tandana Foundation. Jacqueline Kowalski will contact the Tandana Foundation.

Beau Ingle, Program Manager for International Programs in Agriculture (Mark Erbaugh, Director) presented outcomes and data collected on the 2017 International Survey of Extension. The committee will continue to work with Beau Ingle and Mark Erbaugh to further our goal of connecting Extension professionals to international outreach opportunities. Plan to have Chris Igodan, CFAES International Programs Leader, provide an update in an upcoming meeting.

- **Marketing** – Michelle Treber sent a report to Kate. Assignments will be posted on the website.
- **Membership Recruitment & Retention** – Kathy Green reported that this past month the committee made phone calls to new hires to invite them to today's meeting. The committee met with the Marketing Committee, and welcomed new hires. They are gearing up for the mid-year membership drive and will send the survey in May to get mid-year membership. The committee discussed the Ad Hoc committees work with CES/Affiliate/Full memberships.
- **Personnel** – Rhonda William reported they had questions on DesignExt, personnel and salaries. Roger addressed some of their questions in his time prior to the Board meeting. The committee wants to look at the bonus points for health benefits and have someone come to the next meeting.
- **Professional Development** – Amanda Bennett reported the committee met and discussed updates from the LOD team regarding Day 1 Orientation. The EdTech Group shared some initiatives around professional development they plan to implement in 2018 including training around developing county digital strategies for engagement. The committee discussed the lost list of specializations that are needed and are very outdated. In-services and mentoring program was also discussed.
- **Public Issues** – Chris Bruynis reported the committee did not meet today. They had a few members at the PILD conference in DC last week. Meghan Thoreau reported they learned about talking points in today's climate, and how to have civil conversations. Jackie Kowalski state is was great dialogue. Ohio 4-H youth happened to be there for a national 4-H conference, which created opportunity for value-added overlap.
- **Resource Development & Management** – Nate Arnett reported for the committee, as Dennis DeCamp had to leave for a county meeting. At the committee meeting Nate reported on all financials. Chris Zoeller and Dennis DeCamp reviewed financial records as presented by Nate. Financial documents were reviewed and all appeared accurate.

The committee discussed a modification of the Ohio JCEP reimbursement / payment to add fund transfers as a payment option. The committee also discussed maintaining the past treasurer as an individual able to sign JCEP checks in case the current treasurer is unable to sign for whatever reason, and needing to add the treasurer-elect as a signatory on the account. They recommended both the past treasurer and incoming treasurer be on accounts, and that be discussed under new business on agenda.

- **Scholarships, Grants and Recognition** – Clifton Martin reported the committee Manual need updated to add the Grants sub-committee. This committee has some work to do to roll that out. Creative Works sub-committee is considering some changes. They plan to keep the same October 1 deadline and will need to know conference plans. Kate Shumaker mentioned she will be following up with Roger and Cheryl Buck to put together a date to meet on this topic.

State Presidents Reports

- **ANROP** – Lee Beers reported that are working on a summer study tour to Stone Lab. They also are working on a spring Zoom meeting.
- **ESP** – Cindy Bond reported that Travis West is running for the Vice President position for North Central Region. Look for National ESP to send out ballots on these positions soon.
- **NACAA** – Jacqueline Kowalski reported that Dan Lima will be deployed mid-May to mid-October so she is standing in during this timeframe. The national meeting is drivable this year, so they expect a good turnout.
- **NACDEP** – Meghan Thoreau reported as Amanda Osborne is traveling in Costa Rica. They recently held their in-service and talked about how Extension is in good position for linking academic research to public issues. They are in good shape and only have a few details to work out for the annual NACDEP conference in Cleveland, Ohio on June 10th-13th.
- **NAE4HA** – Laryssa reported for Cassie Anderson that planning continues for hosting the 2018 national conference in Columbus the fall.
- **NEAFCS** – Kathy Green reported NEAFCS Annual Session will be held in San Antonio, Texas, September 24-28, 2018. They are working on awards.
- **NAEPSDP** – Danae Wolfe reported NAEPSDP hopes to grow members both in Ohio and at the national level. Each NAEPSDP committee member will reach out to a potential new member for the May recruitment period.

NAEPSDP conference is open to everyone (not just paid members). The 2018 NAEPSDP Annual Conference will be held December 11-13, 2018 at the Hilton Alexandria Old Town.

The committee also discussed the most needed topics for professional development across entire organization. These topics include digital engagement strategy (infographics, social media management, augmented reality, digitizing curriculum, evaluation, digital storytelling).

Old Business

CES Joining JCEP

Nate reported the Ad hoc committee met. He passed out a proposal, which

included a report on their meeting and recommendations from the committee. The report is attached to the minutes. Several scenarios were considered by the committee as part of this process.

There was discussion on the proposed structure and dues, including how it would impact ESP membership, and awards structures. There was discussion on pros and cons of ESP being a separate membership from JCEP. There was question on the possibility of CES membership to ESP. It was found that at the national level ESP includes the possibility of support staff joining the organization. Linda Good stated the CES board would be meeting later in the day to discuss the proposal. A by-law proposal will be brought forth for the Board's June meeting.

New Business

Treasurer Account Signatories

Nate moved to add Melinda Morrison as an additional signatory to JCEP checking accounts. Candace Heer seconded the motion. Motion passed.

Adjournment – Rhonda Williams moved to adjourn. Clifton Martin seconded. Meeting adjourned.

Upcoming Meeting Dates:

June 18 – JCEP Committees (10-12); Board (1-4) Meeting (possible Admin 1-2p)

August 20 – JCEP Board Meeting by ZOOM (10-12)

October 15 – JCEP Committees (10-12); Board (1-4) Meeting (possible Admin 1-2p)

Respectfully submitted:

Laryssa Hook

Ohio JCEP Secretary

An Ad Hoc committee was formed at the February 2018 Ohio JCEP Board Meeting to look at dues rates and levels and make a proposal to the JCEP Board.

Members were: Rob Leeds, Kate Shumaker, Marianne Guthrie, Angie Keshock, Beth Young, Kathy Green, Nate Arnett

Objectives:

- Explore full and affiliate membership levels and create definition of benefits and dues amounts
- Explore the mandate for Ohio JCEP members being ESP members in light of a potential national ESP dues increase
- Explore a dues structure that maximizes individual value and choice, does not increase individual dues, and leaves Ohio JCEP in a solid fiscal situation

Key Current Details:

319 Full Ohio JCEP members with National ESP membership included = \$85 state and \$40 national (\$45 national for new members)

72 CES members = \$25 state dues and \$10 national

National ESP is exploring increasing dues (perhaps beginning in 2020)

No changes to dues or process for other national organizations reflected in this proposal

Proposed:

Full Annual Ohio JCEP members = \$65 state

Benefits: Full access to Ohio JCEP scholarships, awards, can hold office, support for attending JCEP/PILD conferences, full participation in Ohio JCEP committees, membership enrollment managed by Ohio JCEP

Affiliate Annual Ohio JCEP members = \$20 state

Benefits: Limited Ohio JCEP scholarships (\$500 budget for affiliate-only scholarships), can hold Ohio JCEP office to represent CES only, not eligible for Ohio JCEP awards (May be eligible as part of a team if meet the requirements and for state program area professional organization awards if a member), full participation in Ohio JCEP committees but no Chair/Chair-elect roles, membership enrollment managed by Ohio JCEP

National ESP membership (optional) = \$40 national

Benefits: Full access to National ESP scholarships, awards, and other member benefits and leadership opportunities consistent with other national professional organizations.

Impacts:

A number of scenarios were considered weighing many variables and the proposed dues would return an estimated conservative surplus budget (\$2,000-8,000 including endowment earnings).

It is anticipated that ESP membership may decrease if made optional but fiscal impact is minimal since dues amount covers cost therefore equaling neutral fiscal impact to the overall budget.

Changes would need to occur to the Ohio JCEP By Laws and potentially the Constitution.

Questions:

Are CES the only group eligible for affiliate membership?

What other benefits might there be and are those listed what we would propose?

Should we include CES in support to attend national JCEP and PILD Conferences?

Ohio JCEP Board Meeting Minutes June 18, 2018

Attending the meeting in Ag Admin Auditorium were:

Cassie Anderson, Nate Arnett, Lisa Barlage, Lee Beers, Amanda Bennett, Cindy Bond, Kathy Goins, Candace Heer, Jacqueline Kowalski, Elliott Lawrence, Rob Leeds, Rose Fisher Merkowitz, Melinda Morrison, Kate Shumaker, Meghan Thoreau, Michelle Treber, Danae Wolfe. CES Guests: Marianne Guthrie, Linda Good, Beth Young. Intern Guest: Ryan Kline

Call to Order – Kate Shumaker, President called the meeting to order at 1:50 PM.

Officer Reports

- **President:** Kate Shumaker – Kate and Lisa as the President and President-Elect met with Roger and Jared to discuss Annual Conference. Further discussion will happen under old business. Annual conference will stay in January connected to the Community Engagement Conference for one more year. The Community Engagement Conference will take place Tuesday and Wednesday. Thursday will have Extension Awards and all day Friday will be a JCEP meeting day. There may be a possible option to have the yearly JCEP conference not be connected with CE Conference following January 2019.
- **President Elect:** Lisa Barlage – Lisa is looking at ways to make the JCEP meetings more efficient, as often the meetings extend to 4 PM and several leave prior to the end of the board meeting for evening functions in the county. She is considering doing a survey to assess the need of having Program Area Leaders/AD's attend the JCEP meeting every time. There are other opportunities to connect with AD's that did not historically exist. This would provide the opportunity for the dialogue with Administration to happen over lunch.
- **Past-President:** Rob Leeds – No report
- **Secretary Report:** Candace Heer – Candace presented the April minutes as previously sent by Laryssa. Corrections were noted: CES is officially CES Support Staff and Rhonda Williams name needed corrected in the Personnel Committee report. It was moved by Rob Leeds and seconded by Kathy Goins to approve the corrected April minutes. Motion passed.
- **Treasurer's Report:** Nate Arnett – Current income is \$38,748.77. Expenses to date are \$22,247.29. Available Checking Account funds are \$143,015.78 and total Available JCEP funds are \$162,373.12. Cassie Anderson moved to accept the report and Amanda Bennett seconded the motion. Motion passed.

- **Annalist Report:** Michelle Treber reported Susan Hodson Rinehart, 59, passed away on April 11, 2018. She was a former 4-H Extension agent in Green, Jackson, and Hocking Counties. James Skeeles, 68, passed away on June 13, 2018. He retired from OSU Extension with 40 years as an Agriculture and Natural Resources educator.

Retiree/Life Member Report – Rose Fisher Merkwitz reported that the Retiree Picnic is September 10th at Becks. Kate Shumaker will attend.

Committee Reports

- **Global Relations** – Candace Heer reported committee members provided updates on their international connections, work, and a submitted grant. Committee members also provided information on Global One Health OSU Office of International Affairs and Greater Columbus Sister Cities International. The committee will continue to follow up with The Tandana Foundation regarding their volunteer and study tours. The International Extension Programs of OSU Extension (iexp.osu.edu) website was viewed and the committee came up with a list of questions to ask Chris Igoden, CFAES International Programs Leader, regarding the website. The committee plans to set up a meeting with Mark Erbaugh and Beau Ingle from International Programs in Agriculture and Chris Igoden in our continued efforts to collaborate.
- **Marketing** – Michelle Treber reported they generated a list of ideas to market JCEP to new and current employees.
 - Set up a table outside Ag. Admin. Auditorium to welcome new members and to have information about committee meetings – so people are not wandering around looking for committees. Also have a Question Box available.
 - Ask each committee to make a 45-second video about their committees & why members should join. “What’s in it for me”?
 - Annual Conference Award information – send to all members electronically after the conference so people can follow up and see networking possibilities. People would have an electronic record of awards, presentations, etc. for documentation.
 - Zoom meeting options – available so members can zoom in if they would like. Zoom program area meetings, discussion & board meeting. Zoom meeting option for all committee meetings so that travel is not a concern.
 - Contact Mark Light about organizing a closed FB group.
 - Area Leaders – ask Area Leaders to remind people to join JCEP & awareness of dates of meeting. Have them encourage new hires to look at “Why I should Join JCEP” video.
 - Quick Qualtrics Survey for members. Idea: have a drawing for \$25 or \$50. Ask Kirk & Nate about survey.
 - JCEP – different tag lines with a message. 2 weeks before ½ year registration & 2 weeks before full registration. **Need to find out dates for this.
 - Contact Cheryl Buck – to see if there is a list serve, people are new employees, 1-5+ years, & others. Networking strengths.
 - Marketing – CES staff

- **Membership Recruitment & Retention** – Kathy Goins reported they discussed the mid-year membership drive and that 4 new people joined. There was discussion that quite a few of the new employees were SNAP-Ed or EFNEP and had no access to funds to join.

Fall membership drive will be in late August. Debby Lewis requested that the committee get information on the national organizations and report back to her so that she can create the membership survey with the 2019 fees.

There was more discussion about Central State employees wanting to join Ohio JCEP and the committee is seeking guidance on how or if we can include them in the fall membership drive. At this time, Central State employees are encouraged to join their national organization.

The group discussed the proposed changes to the Ohio JCEP By-Laws and the incorporation of CES as affiliate members. There were no concerns from committee members related to the proposed changes.

- **Personnel** – Rhonda Williams – No report.
- **Professional Development** – Amanda Bennett reported the committee did not meet today.
- **Public Issues** – Chris Bruynis – No report.
- **Resource Development & Management** – Nate Arnett reported that the committee met and reviewed recent financials. They held a discussion about the proposed dues and by-laws.
- **Scholarships, Grants and Recognition** – Cassie Anderson reported the committee reviewed Creative Works awards categories. They are streamlining and merging some of the categories, and adding categories for online and social media. The deadline will stay as October 1 this year.

State Presidents Reports

- **ANROP** – Lee Beers reported the ANROP study tour will be on September 10, 2018 from 9 AM to 4 PM at Stone Lab. They will tour Stone Lab research facilities, followed by a field tour of the Lake Erie algal bloom. Cost is \$76/person for ANROP members (at cost), and non-members can attend at \$100/person. Cost includes transportation and lunch. Deadline to register is Sept. 7.

ANROP would also like to be included in the JCEP online voting for officers. Past elections were conducted informally, and we would like to standardize the ANROP election process to match that of NACAA.

- **ESP** – Cindy Bond reported that Travis West was elected North Central Region Vice President for ESP. He will serve on the National Board for 2 years starting in October at the Annual Meeting Sept. 30th 2018. Early registration is open for the ESP National Conference in Manhattan, Kansas the dates of Sept. 30 to Oct. 3.

- **NACAA** – Jacqueline Kowalski reported the ANR annual retreat was well attended. The national meeting is next month in Tennessee. Ohio performed very well in awards behind Florida.
- **NACDEP** – Meghan Thoreau reported they just finished hosting the national conference. Some highlights from conference shared. It was a success and over 200 people attended.
- **NAE4HA** –Cassie Anderson reported the national conference is coming up in October. Emails asking for volunteers will be coming out soon.
- **NEAFCS** – Kathy Goins reported NEAFCS conference is coming up in September in San Antonio, Texas. Ohio received many awards.
- **NAEPSDP** – Danae Wolfe reported NAEPSDP conference is in December in Virginia. She encouraged others to attend the conference, as they provide great professional development.

Old Business

By-Law Changes

The proposed by-laws were reviewed (attached to the minutes). Article II changes allow two membership categories and deletes the line regarding JCEP membership including National ESP membership. Article III changes add CES Support Staff positions to the board. There are also changes to Article VII on Fiscal Matters which bring the by-laws up to date with recent practices. Discussion included an explanation of the two membership levels. The new Affiliate level provides members a reduced fee rate, and accordingly, limits participation for scholarships, awards and board representation. CES Support Staff are in favor of the change.

Rob Leeds moved to approve the by-law changes as presented. Kathy Goins seconded. Motion passed. Kate welcomed CES Support Staff and the membership chair will now add them to the fall election process.

OSU Extension Annual Conference/JCEP Annual Meeting and Awards

Kate shared what had been discussed so far, which is that this event will remain in January with the Community Engagement Conference. Jared Morrison attended the meeting to discussion location options. The meeting will take place on Friday and space is the priority. The awards program can be Thursday evening at the Union at the end of the engagement conference. Funding looks to be between \$14,000 to \$25,000.

The list of options are:

- Ohio Union – space is available, majority would take place on the first floor with a few rooms available on second floor for breakout sessions; moderate on price scale; drawbacks – no free parking.
- Fawcette Center – space is currently held; cost of full day \$24,000; logistical issues last year stemmed from planning the day on short notice and we can overcome this issue this year; free parking/free Wi-Fi

- Nationwide Ohio Farm Bureau 4-H Center – hold placed on it already; would be using all of the rooms; \$2,000 for the space and choose a caterer on their approved list; total under \$14,000 for a full day
- New Marriott Columbus – space available with breakout rooms; \$139 per rate for rooms with free meeting rooms with food/beverage minimum of \$15,000, free parking/free wifi/free meeting rooms

Rooms to block with rates:

Marriott on Olentangy – all around \$100 per night (109-119)

Hampton Suites

Hilton Garden Inn

Spring Hill Suites

The board discussed which options are realistic. CES Support Staff will also be meeting and have breakout sessions with JCEP conference plus their breakouts. All Extension support staff are invited.

Of the viable options, consensus was the 4-H Center is too tight to fit all of association meetings. The Fawcett Center is too tight on space as well. The benefit to the Marriott is we can stay where the conference is held. The Union has parking expenses, but the space is familiar to us. It would also be easier logistically to not have to move the CES Silent Auction.

Melinda Morrison moved to go use the Ohio Union as our location for the Extension annual conference in 2019. Cassie Anderson seconded. Motion passed.

With the location preference, now the planning committee will be developed. The plan is for committee representation is:

Professional Development Committee (1-2 people)

Scholarship, Grants & Recognition (1-2 people)

Past President (Rob Leeds)

President Elect (Lisa Barlage)

CES (1-2 people)

Jared Morrison

Learning Organization Development representative (Danae Wolfe)

New Business

JCEP Dues

Nate Arnett moved to approve JCEP dues for 2019 as \$65 for full JCEP membership, \$20 for affiliate membership, and \$40 for national ESP membership. Danae Wolfe seconded.

Announcements

Kate asked for business items that should be on the agenda for the next meeting.

Cindy Bond requested to add to the agenda a review of the by-laws regarding Article III, Section 3 in which “A member shall hold only one Board voting position at any one time.”

We currently have several members holding dual positions.

Upcoming Meetings

August 20 – JCEP Board Meeting by ZOOM (10-12)

October 15 – JCEP Committees (10-12); Board (1-4) Meeting (possible Admin 1-2p)

Adjournment – Cindy Bond moved to adjourn at 3:25 PM.

Respectfully submitted:

Laryssa Hook

Ohio JCEP Secretary

Ohio JCEP Board Meeting Minutes August 20, 2018

Attending the web meeting were: Cassie Anderson, Nate Arnett, Lisa Barlage, Lee Beers, Cindy Bond, Dennis DeCamp, Kathy Goins, Candace Heer, Melinda Hill, Laryssa Hook, Rob Leeds, Clifton Martin, Kate Shumaker, Meghan Thoreau, Michelle Treber, Rhonda Williams, Suzanne Windon, Danae Wolfe, Gwen Wolford.

Call to Order – Kate Shumaker, President called the meeting to order at 10:01 AM.

Officer Reports

- **President:** Kate Shumaker – Kate has been working on annual conference planning. She will share more on this under old business.
- **President Elect:** Lisa Barlage – She is working on setting the 2019 meeting dates.
- **Past-President:** Rob Leeds – He is working on the nominations slates. In keeping with the same timeline as last year, elections will be in November.
- **Secretary Report:** Laryssa Hook – The minutes of the June meeting were presented. Laryssa mentioned that the draft that had been emailed prior to the meeting contained incorrect information on JCEP dues. It should state \$65 for full JCEP membership, \$20 for affiliate membership and \$40 for National ESP dues. It was moved by Rhonda Williams and seconded by Dennis DeCamp to approve the corrected June minutes. Motion passed.
- **Treasurer's Report:** Nate Arnett – Nate reported current income is \$38,760.68. Expenses to date are \$27,010.91. Available Checking Account funds are \$138,068.07 and total Available JCEP funds are \$157,425.41. Rob Leeds moved to accept the report and Clifton Martin seconded the motion. Motion passed.
- **Annalist Report:** Michelle Treber reported three passings:
 - Tammy Dobbels, 47, former OSU Extension Agriculture and Natural Resources Educator, passed away on June 29, 2018
 - Dawna Jo Kiesling, 65, passed away on July 26, 2018. She was the SNAP Ed Program Assistant, Highland County
 - Joe D. Pittman, 82, passed away on August 6, 2018. He was an OSU Extension Emeritus who retired as East District Extension Director in 1992.

Retiree/Life Member Report – Gwen Wolford reported the Retiree Picnic is September 10th at Becks. Among those attending are Kate Shumaker to represent JCEP, Jackie Wilkins to represent Administration, and Jera Oliver from Advancement. Registration deadline is September 1st.

Committee Reports

- **Global Relations** – Candace Heer reported the committee has a meeting scheduled at 9:30 AM, Monday, September 10, 2018 at the Ag Administration Building - FAES Library room, with a Zoom connection available. Chris Igodan, Leader: International Extension Programs and Mark Erbaugh and Beau Ingle of the

International Programs in Agriculture (IPA) office will be joining them at 10:00 AM in a continued effort to collaborate. This meeting is for all interested groups associated with international efforts in CFAES. It is an opportunity to provide updates and share plans and ideas.

- **Marketing** – Michelle Treber reported the committee generated suggestions to market JCEP to new and current employees. In October, the committee will reach out to committees to see if they would be willing to make a 45-second video about their committee & why members should join their committee—“What’s in it for me”? These short videos will highlight the focus of the committees.

The marketing committee decided that it would be helpful to set up a table outside Ag. Admin. Auditorium to welcome new members, and to have information about the location of committee meetings as members arrive.

- **Membership Recruitment & Retention** – Kathy Goins reported the committee is preparing for the membership drive in October. They have contacted State presidents to confirm national dues for next year. Debby Lewis is working on creating a survey that encompasses the new tiers of memberships and next year’s national dues.
- **Personnel** – Rhonda Williams reported they have some concerns about communication from administration. In October, they plan to have someone from Your Plan for Health come and talk about point options for employees that are not on central campus.
- **Professional Development** – No report.
- **Public Issues** – No report.
- **Resource Development & Management** – Dennis DeCamp remarked on the continued excellence that Nate provides to the treasurer position. He reported that committees should submit budget proposals by the October committee meeting. Their committee will also conduct the audit in October.
- **Scholarships, Grants and Recognition** – Clifton Martin reported they are getting ready for awards. He will also send an email soon to advertise the next round of scholarship opportunities.

State Presidents Reports

- **ANROP** – Lee Beers reported that are getting ready for their summer study tour to Stone Lab. Cost is \$76.
- **ESP** – Cindy Bond reported three Ohio ESP members will receive awards during the ESP National Conference in Manhattan, KS from September 30-October 4.

Ohio’s increase in ESP membership has given Ohio eligibility for an additional voting delegate. Ohio can have four voting delegates for the 2018 conference. To date Melinda Hill, Travis West and Cindy Bond have indicated they will act as voting delegates.

National ESP is updating the membership dues collection process. The majority of states enter membership as individuals. There are five states, including Ohio, that enter membership as a group. Individualized options are available for those states.

- **NACAA** – No report.
- **NACDEP** – No report.
- **NAE4HA** –Cassie Anderson reported Ohio NAE4-HA is hosting the national meeting Oct -12, 2018. A recent email went out requesting volunteers for over 400 opportunities. To volunteer, go to go.osu.edu/NAE4-HA or contact Joy Sharp or Rebecca Supinger. We are approaching 800 registered for the conference, with several Ohio folks presenting or being recognized with awards.
- **NEAFCS** – Kathy Goins reported they are getting ready for annual conference in San Antonio in September. They currently have 43 who plan to attend. Ohio has 15 people doing presentations and 10 people receiving awards.
- **NAEPSDP** – Suzanna Windon reported the 2018 NAEPSDP Annual Conference will be December 11-13, 2018 at the Hilton Alexandria. Several are interested in attending and they are looking into getting a van. The proposal deadline has been extended to August 26.

Suzanna also noted she has accepted a position at Penn State, so Danaea will take over leadership of the association.

Old Business

OSU Extension Annual Conference/JCEP Annual Meeting and Awards - Update
Kate stated they are working on the exact title for the meeting. It will be held in the Ohio Union. She shared there is a draft agenda for the day, which will include JCEP and CES annual meetings, two break outs for professional development, the Keith L. Smith Lecture on Innovation in Extension, and state association meetings. There will be a request for proposals for the professional development sessions, along with the request for the engagement conference proposals. You are able to submit for both conferences, or choose to have your proposal considered for one of the two.

Several JCEP committee chairs are involved in the conference. Amanda Bennett is representing Professional Development and involved with the sessions. Clifton Martin will be working with the awards portion of the meeting. A conference planning committee meeting will soon take place to discuss further planning.

New Business

Bylaw Issues

Article III, Section 3: A member shall hold only one Board voting position at any one time.” Cindy Bond explained that we currently have three members in 2 voting roles. This item in the bylaws had not been caught during last year’s nomination and election process. As we move into nominating

colleagues to run for open offices and selecting committee chair-elects for 2019, we need to be aware of this bylaw.

It was suggested that we could give nominees a choice if they want to step down from a role to run for a position. It was also noted that all of the current conflicts will not exist next year.

Adjournment – Dennis DeCamp moved to adjourn. Meeting adjourned at 10:49 AM.

Upcoming Meeting Dates:

October 15 – JCEP Committees (10-12); Board (1-4) Meeting (possible Admin 1-2p)

Respectfully submitted:

Laryssa Hook

Ohio JCEP Secretary

Ohio JCEP Board Meeting Minutes October 15, 2018

Attending the meeting in Ag Admin Auditorium were:

Cassie Anderson, Nate Arnett, Lisa Barlage, Amanda Bennett, Cindy Bond, Chris Bruynis, Linda Good, Heather Gottke, Marianne Guthrie, Laryssa Hook, Candace Heer, Melinda Hill, Jacqueline Kowalski, Rob Leeds, Clifton Martin, Rose Fisher Merkwowitz, Melinda Morrison, Sabrina Schirtzinger, Kate Shumaker, Michelle Treber, Elizabeth Varanese, Rhonda Williams, Danae Wolfe, Beth Young.

Call to Order – Kate Shumaker, President called the meeting to order at 2:05 PM.

Officer Reports

- **President:** Kate Shumaker – Kate reported that after membership renewal started she received emails regarding splitting of JCEP and ESP membership. We may need to revisit this and she will bring it up under new business. In reflection, Kate felt communication to the membership was not ideal and she accepted responsibility for the lack of communication. She also suggested forming a policy ad hoc committee.
- **President Elect:** Lisa Barlage – Lisa reported the 2019 JCEP meeting dates are set. They are listed under new business on the agenda. Ag Admin is undergoing renovation in the spring, so the later meetings will be at the 4-H Center. They are waiving the fee, but due to the food policy there will be a higher lunch cost.

Lisa requests each committee chair send their annual report to her by December 3rd. Send them to barlage.7@osu.edu.

- **Past-President:** Rob Leeds – The nominating committee will operate on the same timeline as last year. The voting ballot will come out the first week of December. ANROP will be added to the ballot this year. He asked for opinions on how long to run the ballot, noting that results are needed by middle to end of December. Chris Bruynis noted that the Public Policy committee would like the results closer to mid-December so they can begin working with those elected for their attendance at PILD conference.
- **Secretary Report:** Laryssa Hook – Laryssa presented the August minutes as previously sent. It was moved by Rhonda Williams and seconded by Rob Leeds to approve the minutes. Motion passed.
- **Treasurer's Report:** Nate Arnett – Nate reported that we have reached the end of the fiscal year, so this report is also the annual fiscal report. Current income is \$45,511.85. Expenses are \$37,136.64. Available Checking Account funds are \$139,306.72 and total Available JCEP funds are \$163,213.60. Nate noted that the

miscellaneous line is where we covered NACDEP, so that is about \$8000 off from what was budgeted. NAE4HA expenses will be in the 2019 fiscal year and are not part of this report. Chris Bruynis moved to accept the report and Clifton Martin seconded the motion. Motion passed.

- Annalist Report: Michelle Treber – No report.

Retiree/Life Member Report – Rose Fisher Merkwowitz reported about 75 people attended the Retiree Picnic. Jackie Wilkins gave a presentation. The 2019 picnic is September 9th at Becks in London. Chris Olinsky and Pete Lane are the 2019 board contacts.

Committee Reports

- **Global Relations** – Candace Heer reported the committee met and set a goal to further connections with the college regarding international coordination. They hope to use a more systematic approach to making Extension personnel aware of global opportunities. Elizabeth Varanese will be the 2019 committee chair.
- **Marketing** – Michelle Treber reported the committee met and discussed several strategies, one of which they tried today prior to the committee meetings. Shannon Carter was available the entrance of the Ag Admin building to greet people, answer questions and direct people to committee meeting locations. It is hoped this welcoming effort will help new employees feel more comfortable when attending the meetings. The person working this position needs to know in advance where committees will meet. They plan to have a question box next time.

The committee discussing having a closed Facebook group for JCEP in general. It could inform members of meeting information and general announcements.

The committee plans to work with the Membership committee to have a table together at Annual Conference to promote JCEP.

The committee wants to work on short (45 second) videos about each committee, and why to get involved in their committee's work.

The committee also wants to reach out to Area Leaders to find new employees and encouraging folks to join OJCEP. New hires should be encouraged to look at the "Why I should join JCEP video" listed on the Ohio JCEP website.

Sue Hogan will be the 2019 committee chair.

- **Membership Recruitment & Retention** – Sabrina Schirtzinger reported they have 186 complete membership so far: 157 were for full membership for JCEP; 149 of those also joined ESP; and 11 for affiliate level. This is likely about half of the expected membership numbers. Membership is due by the end of the month. There is a statement in the confirmation email on how to make changes, which will help those who might be confused about ESP being separate this year. Kathy Goins will send out a reminder about funding requests and approval. If there are any new staff since October 1st, notify Debby Lewis so she can send them the membership email.

- **Personnel** – Rhonda Williams reported they met with Cindy Torppa to express concerns. Some of the goals of the committee are to revisit salary adjustments, and review how having a Bachelor's Degrees vs Master's Degrees for educator positions is working. Rhonda asked a question of policy regarding their chair-elect. If Area Leaders are considered administrators, then according to by-laws they cannot be on the personnel committee. This affects the person who would be the 2019 chair. Since they supervise personnel, it was determined area leaders would not be able to service on the personnel committee. The 2019 chair will be determined later.

Note: On October 31st, Rhonda reported by email that Greg Meyer will serve as the 2019 chair.

- **Professional Development** – Amanda Bennett reported the committee identified three things they want to accomplish:
 1. Identify one central web page for professional development information
 2. Send a survey for professional development needs for 2019
 3. Identify available JCEP funds for professional development.OJCEP scholarship and grant opportunities were mentioned as funds currently available to members, and Lisa Barlage mentioned ESP National has professional development funds available as well.

Tim Malinich will be the 2019 committee chair.

- **Public Issues** – Chris Bruynis reported the committee met with Adam Ward to look at strategies for working to communicate and interact with government officials regarding Extension. He asked that the committee and JCEP specifically look at the following three (3) areas:
 1. Recruitment of Community Influencers.
 2. Training to prepare staff for working with government officials to both help with ease and comfort as well as streamlined representation and expectations.
 3. Gathering input on previous Statehouse visits (and what should be done for the future).

The committee explored ways to look at current issues to share with the rest of the state in a way that is concise and effective, ensuring we prepare our colleagues for any number of scenarios that might come their way.

Plans for the PILD training and Legislative Luncheon will be priority for this committee in the near future.

- **Resource Development & Management** – Dennis DeCamp reported the JCEP checking account was reviewed and all funds balanced for the 2018 fiscal year. They thanked Nate for his efforts as Treasurer and welcomed Melinda Morrison, who will assume the role of Treasurer for 2019. It has been a positive year for the committee. They believe all accounts are in positive condition as they move into the 2019 fiscal year. Chris Zoller is the 2019 chair.

Nate reported they are working on incorporating CES into the 2019 budget. If

committees have budget requests, please communicate those as soon as possible. Also, a request for reimbursement for a 4th voting delegate for attending ESP National Conference will be brought up under new business.

- **Scholarships, Grants and Recognition** – Clifton Martin reported the committee is moving forward with awards. The window to apply for awards is now closed. The committee decided to re-open nominations for Special Chapter Awards to get additional submissions. The goal for next year is to get the grants sub-committee underway. Emily Marrison is the 2019 chair.

State Presidents Reports

- **ANROP** – Lee Beers – No report.
- **ESP** – Cindy Bond reported the 2018 Epsilon Sigma Phi National Conference was October 1-4, 2018 in Manhattan, Kansas. Ohio contributions included:
 - Six members of the Ohio ESP Chapter attended. Other than the host Kansas, Ohio had largest delegation in North Central Region.
 - Three concurrent sessions- Judy Villard, Travis West, and Treva Williams and Dennis Decamp
 - National Committee Member- Membership Recruitment and Retention Committee, Travis West
 - North Central Region VP- Travis West elected for two year term
 - For the first time Ohio had Four voting delegates – Travis West, Ohio Chapter Past President; Cindy Bond, Ohio Chapter President; Melinda Hill, Ohio Chapter President Elect; and Denis Decamp
 - Four awards- Distinguished Service, Brian Raison; Early Career, Michelle Treber; Administrative Leadership, Jeff McCutcheon; and Diversity/Multicultural Team, Dennis DeCamp and Treva Williams
 - Merits of Achievement were awarded to the states from bronze (beginning level) through platinum (highest level) using a fifteen-questionnaire rubric. Three states were recognized who received the highest Merit of Achievement Award of Platinum. In addition, Ohio was recognized as having the highest score.
 - Recognition for Endowment Contributors- special mention to higher than \$1000 to Alpha Eta Chapter Ohio; Clarence Cunningham, Life Member; and Gwen Wolford, Life Member

At the meeting it was voted to increase dues, effective 2020. The 2019 conference for 2019 will be October 14-17th in Colorado Springs, Colorado.

Cindy also reported that Travis West created a chart to help members understand the differences in the benefits of membership to OJCEP and ESP. There was brief discussion about service awards listed on the chart, as several organizations have awards by that title. A notation was added to the chart in this regard.

- **NACAA** – Jacqueline Kowalski reported that Gary Wilson was inducted in the Hall of Fame. They are currently soliciting applications for the Steve Ruhl award. She asked about how Central State members could join. Other groups have had them join directly through the national organization. Jacqueline as reported that Dan will soon be back from his tour in the service.

- **NACDEP** – Amanda Osborne reported that Meghan Thoreau is the 2019 State President.
- **NAE4HA** – Cassie Anderson reported there were over 950 registered for the national conference, which Ohio hosted in October. Ohio had 123 participants attend. She is working on recruiting for the upcoming election.
- **NEAFCS** – Candace Heer reported over 40 from Ohio attended the NEAFCS conference in San Antonio, Texas. Ohio received many awards.
- **NAEPSDP** – Danae Wolfe – No report.
- **CES** – No report.

Old Business

OSU Extension Annual Conference/JCEP Annual Meeting and Awards

Kate shared that planning is coming along. There is another web meeting later in the week. Proposals are currently under review by the committee. There will be 3 break-out times with 6 sessions offered each time. The Global Relations committee asked if they could set up an informational table. Kate will ask at the upcoming Zoom meeting.

New Business

2019 Meeting Schedule

Lisa shared the 2019 meeting dates, noting that some of the meetings are in Ag Admin and some will be at the 4-H Center. Kate asked for opinions on what to do during the time between committee meetings and the board meeting. Specifically, should we offer both lunch with AD's and the time with the someone from Administration. When we have both, then the board meeting is pushed back to 2 PM. Some board members need to leave the meeting prior to adjournment due to county commitments. The result is a lack of quorum and the board cannot vote on motions. Lisa may consider having one or the other, and not both at the 2019 meetings.

The 2019 meeting dates are:

- February 18 – Board and Committees at Ag Admin Auditorium
- April 22 - Board and Committees at Ag Admin Auditorium
- June 17 – Board and Committees at 4-H Center Auditorium
- August 19 – Board Only Zoom
- October 21 – Board and Committees at 4-H Center Auditorium

Consider appointment of a Policy Committee to review Constitution and By-laws

Kate suggested the creation of an ad-hoc committee to address some of the policy issues that came forth this past year. By-laws allow an ad-hoc committee to be appointed for up to 12 months. Under the old OAEP structure before JCEP, there had been a policy committee. In the last couple years there have been several policy items that the executive committee has handled. Kate handed the suggestion over to Lisa to address as the 2019 president.

Resource Development & Management Expense Request

Nate asked for approval to support a 4th delegate for the 2018 ESP Conference, due to having an additional voting delegate for the amount of up to \$1200. Cassie Anderson moved to approve the expenditure. Rhonda Williams seconded. There were not enough members who remained present at the meeting to take a final vote. It was decided Kate would send an email vote after the meeting.

Upcoming Events

Community Engagement Conference

Wednesday, January 23 and Thursday, January 24, 2019

OSU Extension Annual Conference

Thursday, January 24 and Friday, January 25, 2019

Adjournment – Cindy Bond moved to adjourn.

Respectfully submitted:

Laryssa Hook

Ohio JCEP Secretary

Two items of business happened after the October 15th meeting:

Resource Development & Management Expense Request

The motion on the October 15th meeting was to support a 4th delegate for the 2018 ESP Conference for the amount of up to \$1200. Cassie Anderson moved to approve the expenditure. Rhonda Williams seconded. On November 5, Kate reported 14 vote to approve the motion, 0 votes against the motion, and 11 who did not vote. Motion passed.

Extension Annual Conference Financial Donation

On November 15, Kate requested a special vote of the board via email on an issue of JCEP Board business related to Annual Conference. An immediate vote was needed to determine the registration fee and allow registration to open on schedule.

Lisa Barlage, on behalf of the Annual Conference Planning Committee, made a motion to make a \$2000 donation from the ESP Endowment Fund towards the support of OSU Extension Annual Conference. Nate Arnett seconded the motion through email.

*Rationale: Since JCEP actively pursued moving forward with an Annual Conference planned by JCEP it is a show of good faith that our organization also puts some funds towards the program.

Kate reported 19 people voted to approve the motion and 0 votes against the motion. Motion passed.