

Ohio JCEP Board Meeting Minutes January 23, 2017

Attending the meeting in Ag Admin Auditorium were: Rob Leeds, Pam Montgomery, Nate Arnett, Laryssa Hook, Kathy Bruynis, Travis West, Beth Boomershine, Cassie Anderson, Jessica Rockey, Jacqueline Kowlowski, Ashley Kulhonek, Amanda Bennett, Tammy Jones, Curtis Young, Kathy Green, Michelle Treber, Shannon Carter, Nikki Conklin, Laura Fuller, Amanda Osborne, and Doug Foxx. Suzanna Windon, guest.

Call to Order – Rob Leeds, President called the meeting to order at 1:05 PM.

Officer Reports

- President: Rob Leeds – Rob welcomed everyone to the board.
- President Elect: Kate Shumaker was unable to attend – no report.
- Past-President: Pam Montgomery – no report.
- Secretary Report: Laryssa Hook – The minutes of the October meeting were corrected on page 1 to list the 2017 Ohio JCEP Nomination Slate rather than JCEP Officers. It was moved by Travis West and seconded by Laura Fuller to approve the October minutes as corrected. It was moved to Curtis Young and seconded by Cassie Anderson to approve the Annual Meeting minutes as presented. It was noted that report summaries from each committee chair should be sent to Laryssa at hook.26@osu.edu for inclusion in the minutes.
- Treasurer's Report: Nate Arnett – Nate reported that all checks to pay national organization membership dues had been sent. Current checking account balance was \$85,860.03, and there is a balance of \$108,342.25 in total JCEP funds. Doug Foxx moved to accept the report and Shannon Carter seconded the motion. Motion passed.

Nate reviewed the 2017 budget and actual expenses for 2016. There are 315 confirmed JCEP/ESP members. The 2017 projected income is \$45,900.00, and projected expenses are \$47,175.00. Beth Boomershine asked for an increase in the scholarship expenses, as there was a net gain in 2016 of over \$10,000. The SGR committee asked to add a grant program and set aside \$500 for each project area. This would bring the total expenses for the scholarships line to \$12,000. Beth moved and Kathy Bruynis seconded the motion. In discussion, Nate reflected we have room for a negative budget for this year. Beth stated that if approved, Lisa Barlage will be the chair of this new grant program. Question was called and motion passed to add \$2000 to the scholarships line item. Laura Fuller moved and Travis West seconded to approve the amended budget. Motion passed.

Nate reminded those attending PILD and JCEP conferences to pay expenditures up front and then send the reimbursement form to Nate. When using Extension funds to pay up front, but sure to use a fund that can receive reimbursements.

- Annalist Report: Michelle Treber – no report

Retiree/Life Member Report – Nikki Conklin – The picnic date is set for September 11, 2017. She thanked the board for the \$250 in the budget. Their goal this year is to get more of the recent retirees to attend.

Committee Reports

- **Global Relations** – Jackie Kowlowski, reported that the committee meet with Chris Igoden. He is working on an Extension international website. Their next charge is to raise funds to help internationalize Extension. Two of their goals are to work on ways to better highlight what is happening with speakers and other international topics, and to finish up a fact sheet they are writing. The International Extension Conference is April 24-28 in Minneapolis, Minnesota.
- **Marketing** – Shannon reported for the committee – The committee reviewed the video that was made at the end of last year. The video is available on YouTube and communicates the value of joining JCEP. The committee looked at ways to share and promote the video with new and existing members. This year the committee wants to update their brochure. The committee also met with the membership committee on ways to use the available tools to recruit new members.

Membership Recruitment & Retention – Tammy Jones - The committee reviewed the guidelines and worked on corrections. The committee will request board approval of the edited guidelines at the next meeting. 2016 committee accomplishments were reviewed, which include the updated brochure, new promotional display, and membership drive. The display is currently housed by Kim Showalter and will be available to borrow.

The committee discussed projects for 2017. The brochure and membership list need to be updated on the Ohio JCEP website. Tammy will contact Mary Griffith/Cheryl Buck to have this completed. Tammy shared a sample email for the committee to review. This message will be sent to all new hires after their Day 1 orientation. This email will include an attached brochure and a link to the marketing video. The committee will follow-up with phone calls to new hires in early May after they receive their mid-year membership invitation.

The committee reports the following membership enrollments to date: OJCEP 315, NACAA 86, NACDEP 29, NAE4-HA 125, NEAFCS 51, ANREP 24, NAEPSPD 11.

- **Personnel** – Kathy Bruynis reported that the committee met with Roger and will continue to involve him in discussions. Three cabinet members are looking at the A&P process and tying it back to the performance review. Roger docu-signed the paper work for the new rate to go into effect as of January 1 for those who fell under the threshold. Approximately 20 were affected. Administration is looking at moving Educator I to a bachelor's degree, but must have a master's degree for Educator II. The committee also did some brainstorming on personnel topics.
- **Professional Development** – Curtis Young reported the committee met in person and Zoom. Christy Clary is chair. Amanda Bennett will be filling the chair-elect position as Robbie Zigler had the position and will be retiring. The committee discussed onboarding of employees, including spreading out the days and

modifying the schedule. They discussed the different needs of new employees (ie coming into a vacant position vs following an established educator) and looked at making onboarding more flexible to fit needs. Debby Lewis came to the meeting to provide an update on the reporting system called VITA. They are working on the ability to search using keywords to see who does work in various topic areas, similar to what could be done in the old system before RiV. The committee wants to be able to tap into “hidden talent” beyond what is captured in specialization.

- **Public Issues** – Laura Fuller – Critical Conversations retreat was held January 10-11 at Sparkspace in Columbus. Out of that, they have several deliverables planned, the first of which should be done this month and will be a packet and timeline for those involved in the Legislative Luncheon on 2/15. Similar packets are being made for the Budget Talks and Congressional Aid Tours. Other deliverables include some pre-made activities to do in your office for strengthening relationships with public officials. The committee would also like to partner with the SGR Committee to begin a Commissioner Friend of Extension Award to be presented at the Commissioner Association’s Banquet.
- **Resource Development & Management** – Doug Foxx – The committee met and reviewed the October to December records. They would like to know from each committee any plans committees have that may require funds. Looking ahead, the chair of this committee and the treasurer will both need filled for the fall nomination slate. They are looking for anyone who might be interested. If we know someone, please pass names on to the committee. Nate stated that he anticipates requests for funds to start coming in from the two national conferences Ohio will host in 2018.
- **Scholarships, Grants and Recognition** – Beth Boomershine – The committee met with eighteen members present. During the meeting, members reviewed the annual conference award ceremonies and made recommendations for improvements next year. Sub-committees gave reports and chair-elects were appointed for each sub-committee. Trainings on how to apply for awards were discussed. The committee also voted to add a grant sub-committee, and ask the board for an additional \$2,000 in the budget to fund the grant program. Clifton Martin will be chair-elect of the SGR committee.

State Presidents Reports

- **ANROP** – Laura Fuller reported for the association. They are still looking for a president-elect.
- **ESP** – Travis West – Travis shared that Ohio ESP membership is 315, making us the largest state membership for ESP. Proposals are due for National meeting on March 20 for the 2017 conference in Wilmington, NC. Travis shared the benefits of presenting at National conference, and encouraged us to consider presenting cross programmatic webinars through National ESP. The deadline is Feb. 1. Travis reminded us that PILD is April 2-5, 2017 in Washington DC and ESP Awards must be submitted for National by March 1.
- **NACAA** – Curtis Young reported for Amanda Douridas (on maternity leave). The ANR summer retreat will be in June. The 2017 national meeting is in Salt Lake City.

- **NACDEP** – Laura Fuller – The 2017 NACDEP Conference is in Montana. OSU has at least seven people presenting sessions (perhaps more). OSU is hosting the NACDEP conference in 2018 in Cleveland.

Three people were elected to the national NACDEP Board: Brian Raison as regional representative, Nancy Bowen as Treasurer, and David Civitolo as President-Elect. David is also chairing the planning committee for the 2018 conference. Laura Fuller is serving in an appointed position as the NACDEP Representative to the PILD Planning Committee.

They have been working on a handbook for Ohio NACDEP presidents. They plan to share it with the other associations.

- **NAE4HA** – Jessica Rockey – Jessica reported that proposals were due for the NAE4HA conference January 20 (deadline was extended). They are waiting to hear about opportunities for peer review of proposals. Ohio's current active membership is 129; Life membership 14; and student membership 1. The 2017 national conference is November 12-16 in Indianapolis. The State 4-H in-service is February 7. National NAE4HA Award deadline is March 1.
- **NEAFCS** – Shannon Carter – Shannon reported that records reflect 51 NEAFCS memberships with new hires interested in joining as well. NEAFCS Annual Session will be held October 16-19, 2017 in Omaha, Nebraska. The online system is currently open for conference session proposals, posters (Showcase of Excellence), and awards applications. Proposals are due February 15. Ohio's deadline for awards is February 15 with selected awards going on to the national competition. Ohio's Family and Consumer Sciences program impacts are due February 1. Brian Butler is helping to coordinate the submission of Ohio data.
- **NAEPSDP** – Suzanna Windon (guest) – Suzanna provided us some background of the National Association of Extension Program & Staff Development Professionals organization. NAEPSDP was created in 2010 and was recently acknowledged by National JCEP. The organization provides an organized forum for Extension program and staff development professionals, who are actively engaged in or have a strong commitment to program and staff development in the Cooperative Extension System, to come together. There are currently 11 Ohio members. They are not officially part of the Ohio JCEP Board at this time.

Old Business

Revised Job Descriptions

Rob asked that past chairs work on job descriptions for their committees. He requested these be done by the end of the year so they can be used in 2018 by the incoming chairs.

Central State Membership in National Organizations

National organization presidents were asked last fall to ask their respective association how membership is handled in other states when there are two Extension programs in the same state. Travis inquired with several folks when he attended the ESP conference. He found that membership is to be one chapter per state, and all the memberships run through that chapter.

Nate expressed this may create some challenges with payment through the business office. But, stated that checks could be used to work it out.

It was brought up that Central State employees will also need to make some decisions on association membership, since their county positions include more than one area in their position.

Membership committee will need to contact Central State during the membership drive. There may be a need for recognition committee to work with Central State for some of the national association awards.

The one Central State employee that wanted to join for this year ended up enrolling directly to the national organization, but that was not the organization's preference.

Tammy Jones, chair of membership committee, will reach out to Roger on this topic.

New Business

NAEPSDP Becoming Part of Ohio JCEP

Nate stated that this would mean a change in the constitution, which would need brought to vote at the annual meeting. Rob encouraged Suzanna to inquire with their membership to see if they seek to be part of Ohio JCEP. If they do, it would go to the executive committee to handle the request. In the meantime, they are welcome to attend the next meeting as a guest.

Adjournment - Pam moved to adjourn, Travis seconded. Meeting adjourned.

Upcoming Meeting Dates:

March 20, 2017 Ag Admin Auditorium (Committees 10-12, Dialogue 1-2, Meeting 2-4)

May 22, 2017 Carmen Connect (10:00 am – 12:00 noon)

June 19, 2017 Ag Admin Auditorium (Committees 10-12, Dialogue 1-2, Meeting 2-4)

September 11, 2017 Carmen Connect (10:00 am – 12:00 noon)

October 16, 2017 Ag Admin Auditorium (Committees 10-12, Dialogue 1-2, Meeting 2-4)

January 23-25, 2018 Annual Conference (Recently announced)

Respectfully submitted:

Laryssa Hook

Ohio JCEP Secretary