

Ohio JCEP Board Meeting Minutes March 20, 2017

Attending the meeting in Ag Admin Auditorium were: Rob Leeds, Pam Montgomery, Nate Arnett, Laryssa Hook, Kate Shumaker, Karen Bruns, Amanda Douridas, Travis West, Cindy Bond, Myra Moss, Laura Fuller, Kathy Green, Michelle Treber, Shannon Carter, Tammy Jones, Candace Heer, Jacqueline Kowlowski, Kathy Bruynis, Christy Clary, Beth Boomershine

Call to Order – Rob Leeds, President called the meeting to order at 1:07 PM in the Ag Admin Auditorium.

Officer Reports

- **President:** Rob Leeds – Rob gave highlights on his recent attendance at a Farm Bureau County Presidents conference in Washington D.C.
- **President Elect:** Kate Shumaker reported that in February she attended the JCEP conference.
- **Past-President:** Pam Montgomery – no report.
- **Secretary Report:** Laryssa Hook – The minutes of the Januray meeting were provided. It was moved by Laura Fuller and seconded by Shannon Carter to approve the January minutes. The minutes were approved.
- **Treasurer's Report:** Nate Arnett reviewed the finance report and noted we are the revenue is high compared to expenses. NACDEP has not cashed the dues check that had been sent in November. Nate is going to inquire about the checks status. Current checking account balance was \$134,336.43. The current ESP endowment earnings is \$13,739.33; current use fund balance is \$732.52; and conference endowment earnings is \$6,556.19. Total available funds are \$155,364.47. Pam promoted giving to the ESP account through campus campaign (#602003). Christy Clary moved to accept the report, Kathy Bruynis seconded. Motion passed.
- **Annalist Report:** Michelle Treber reported there has been one retiree and one employee death.

Retiree/Life Member Report – Karen Bruns reported that she and Nikki Conklin are meeting with Becky Cropper and Nikki Eyre to plan the picnic on September 11.

Committee Reports

- **Global Relations** – Jacqueline Kowalski reported that the committee meet by Zoom last month and also met today. They finalized questions for the survey and discussed the difference between international touring trips vs. training trips.
- **Marketing** – Shannon Carter reported Marketing had joint meeting with Membership to discuss marketing pieces (video & 1-pager) and using these items to recruit new members in a mid-year membership drive. Marketing then met separately to develop a 1-pager on Q & A for helping new employees join JCEP.

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- **Membership Recruitment & Retention** – Tammy Jones reported they met jointly with the Marketing committee to review the email message that will go out to all new hires after Nov. 1, 2016. They have the list ready for the May membership drive. The groups discussed items for the marketing FAQ sheet, and how/where to market JCEP within Extension. The committee also made task assignments and a timeline for conducting the May and October membership drives.
- **Personnel** – Kathy Bruynis reported the committee decided on personnel topics or presentations for 2017, which are health care changes, salary studies, A&P promotion process and changes, and the on-boarding process. They also discussed the streamlined performance evaluation documents. They noted the support staff version does not have a goal section. Greg Davis gave a presentation on the Campus Campaign. He wanted to make sure that everyone understands the difference between Campus Campaign and Bucks for Charity. Campus Campaign is for OSU donations staying in house meaning funds stay within University programming. Bucks for Charity to money collected goes to outside organizations. Everyone counts as a donor no matter the amount given. He also discussed adding a tag line to our signature on emails with a link to a program where donations can be made.
- **Professional Development** – Christy Clary reported the committee met face to face and via zoom. A sub-committee had been working on updating the “Program Personnel Onboarding Process Outline for New Employees”. The entire committee reviewed the new version prior to the meeting and suggestions were provided. The sub-committee is going to edit based on recommendations, and look at the Orientation Self-Check to merge anything missing to make this one document. From discussion, another sub-committee was formed to develop a Supervisors check-list for onboarding. The committee also continued a discussion on what can be done to meet the needs of programmatic leadership that used to be filled by district specialists.
- **Public Issues** – Laura Fuller reported the committee is working to adapt some legislator package items from MSU with branding some updates. As this project wraps up, they are thinking about putting together some fact sheets on emerging issues and ways to tag them as a series across program areas. PILD is coming up soon and they want to know who is going so they can coordinate the meetings and hill trips with gov affairs. Adam Ward has started and Laura is helping him with his new role for this conference.
- **Resource Development & Management** – No report.
- **Scholarships, Grants and Recognition** – Beth Boomershine reported the committee’s topics of discussion included sub-committee reports, the new Grants and Marketing Sub Committee structure, and the timeline changes for awards due to the Annual Conference date change. With the new date for annual conference, the committee the awards deadlines and decided to keep the October 1 due date. The committee is also working to update Team Teaching and Creative Works award submissions so that they can be done online or submitted into a box rather than being sent via mail. All award forms should be posted online in July.

State Presidents Reports

- **ANROP** – Myra Moss reported she had attended JCEP conference. She announced the Ohio study tour will be May 24th. They will get going to Jackson to see a bourbon maker made of oak and tour the Vinton experimental forest.
- **ESP** – Travis West shared that proposals are due for National meeting on March 20 (today) for the 2017 meeting in Wilmington, NC. PILD will take place April 2-5, 2017 in Washington DC. April 1 is the deadline to submit National ESP Committee applications. He encourage colleagues to consider applying. It is a great experience to work with colleagues cross the country and helps you learn more about ESP at the National level. ALL State ESP winners from December have submitted their applications for National competition.
- **NACAA** –Amanda Douridas reported submissions for NACAA annual meeting were completed on March 15. The meeting is July 9-13 in Salt Lake City. The summer retreat is June 7-9 at Geneva on the Lake.
- **NACDEP** – Laura Fuller reported the national meeting is in Big Sky, Montana in June. They are working on the 2018 national conference in Cleveland. Due to low response on award applications, they are working on a mentoring process to encourage more submissions. They are looking at a systematic approach and chart for award opportunities and due dates. The committee also discussed interest in professional development on designing online courses.
- **NAE4HA** – Jessica Rockey reported that proposals were due for the NAE4HA conference and they are waiting on acceptance results. ASA/DSA/MSA/25-year award applications were submitted to national by March 1, along with many other applications for communicator and specialty awards. They are currently working on States Night Out ideas for Indy, and awaiting on registration info to open for the conference. Planning committees for NAE4HA 2018 in Columbus continue to meet. There will be a face-to-face meeting of committee chairs on April 18 at conference venue. Jessica represented NAE4HA at JCEP conference Feb. 8-9, great opportunity to make connection with North Central RD's and 4-H colleagues nationwide.
- **NEAFCS** – Shannon Carter shared that Kathy Green will be attending the upcoming PILD Conference. Eight Ohio affiliate award nominees have moved on to the National awards selection process. Proposals and Showcase of Excellence (poster session) submissions are currently being selected. 2017 NEAFCS Annual Meeting is in Omaha, Nebraska, October 16-19. Registration information will be made available later this spring.

Old Business

Revised Job Descriptions

Rob reminded all committee chairs to 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.

NAEPSDP Becoming Part of Ohio JCEP

Suzanna was unable to attend. No report.

Central State Membership in National Organizations

Tammy Jones stated that she followed up with the questions the board had and does not yet have a clear answer. Nate proposed that Executive committee set a meeting by June to have an overall look at the constitution and bylaws.

New Business

Changes to the Guidelines for Membership Recruitment and Retention

Tammy presented the wording for the guidelines. All changes were related to format or grammar. No board action needed.

Committee Meeting Times and Locations

Laura asked that the meeting times and locations for JCEP committees be sent to the JCEP membership email list to aid everyone finding the meeting locations when they are not meeting in Ag Admin Auditorium.

Membership and Elections

Kate brought up a discussion from the Membership and Marketing committee meeting. With the changed schedule of Annual Conference, they will affect the membership and election process. Executive committee will need to address this issue.

2018 NAE4-HA Conference Request for Funding

Melinda Morrison, Treasurer for the 2018 NAE4-HA Conference, and Lisa McCutcheon, Co-Chair for the conference, asked for financial support. They requested a minimum of \$10,000 and asked if the Nate, as JCEP treasurer, could manage the funds. This will allow any unused funds to remain with Ohio JCEP. Nate indicated he was comfortable with that role. Laryssa moved and Pam seconded to refer this request to the development committee. Discussion included that there would also likely be a request from NACDEP for the Cleveland conference. Some also wondered what level of support was given to NAEFCS when they hosted several years ago. Motion passed. Lisa then mentioned that the 4-H National Conference is in the campus campaign with fund #315727.

Announcements – Annual Conference dates are January 23-25th.

Adjournment - Laura moved to adjourn, Christy seconded. Meeting adjourned.

Upcoming Meeting Dates:

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

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

September 11, 2017 Zoom (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

Respectfully submitted:

Laryssa Hook

Ohio JCEP Secretary