

Oregon State University Extension Association

Board Meeting minutes

September 21, 2007

Meeting called to order by Anne Manlove, OSUEA President.

Attending: Deb Maddy, Jeanne Brandt, Shana Withee, Ross Penhallegon, Troy Downing, Rick Fletcher, Viviane Simone-Browne.

Minutes from June 5, 2007 approved with correction regarding PILD attendance.

Treasurers Report had not been distributed.

Limited funds remaining in checking. (approx. \$300)

Largest annual cost for polycom services for board meetings. \$160/meeting.

Ann is concerned that we are spending more funds for annual operations than we are taking in for dues. There is no other source of income at this time.

OSUEA provides partial funding for 2 people to attend PILD (Public Issues Leadership Forum) annually. It is expected that the person who attends on behalf of OSUEA one year will return as the Oregon delegation group leader the second year.

Outreach and Engagement Strategic Conference (the event formerly known as Extension Annual Conference, scheduled in December this year).

Committee met 2 weeks ago. Deb Maddy addressed name change: We are aware of new Division of Outreach and Engagement, meant to align OSU extended campus and extension efforts. This conference will help the two organizations learn from each other and come to understand the distinct cultures of each organization. Scott felt it was in the best interests of this division to combine conferences. OSU Outreach has 40 staff, up to 300 faculty involved in efforts. These people will be invited. The conference is during finals week, so level of participation of faculty is uncertain.

Conference details:

Dec. 3. Monday. Opening Reception 5:30 – 6:30 pm. Co-hosted by OSUEA and Division of Outreach and Engagement. Will be an opportunity to make connections and learn more about opportunities to cooperate.

Reception is to connect people. Anne asked for volunteers to help decide how to connect new extension people and outreach people with others there. Some suggestions were pairing experienced staff with new, color coded nametags or ribbons attached to nametags. Ann will continue to work on this effort.

There will be a no-host bar. Crackers and cheese sponsored by Division. Fresh fruit

donations. Jeanne will ask Janice Smiley about the possibility of OSU NEP providing pear slicers as gifts and for individual use at the reception.

6:30 pm Banquet. Outreach and Engagement Division Awards. Scott Reed will announce which specific awards this includes Sept. 24. Expect these will be Dean/Directors Awards, Alberta Johnson Awards, Oscar Hagg Award, USDA Awards.

*Hoeckers will be invited to the Wednesday morning event. Awards and grants they are sponsoring will be given out at that time.

Dec. 4. Tuesday. "The Program"

8 am – 5 pm, Keynotes and concurrent sessions of interest to all in Division of Outreach and Engagement. Suggestions for topics requested. Committee will meet next week to determine agenda.

Keynote will include some explanations of what the new division is, who is involved, etc.

Dec. 4. Banquet. Cooperators Awards. Holly Berry is working on details.

Dec. 5. OSUEA Annual Meeting and Awards Breakfast.

7:30 breakfast served.

8:15 Business meeting. 30 minutes.

Committee reports, minutes, treasurers report on tables so people can read them. Election of officers. (Membership committee will work on nominations).

8:45 Awards 45 minutes.

9:30 break and poster viewing in lobby.

10:00 – 11:00 Search for Excellence presentations

11:30 ESP Awards

Noon Conference Capnote address

Poster sessions: Committee chair, Linda McMahan would like a longer time frame for posters to be on display. Anne will check into possibility of having posters put up Tuesday. Lillian Larwood is interested in having some posters regarding ESP International efforts up at that time as well.

OSUEA Affiliates are scheduling meetings during Outreach and Engagement Conference. They should have priority for time during this week. Some will meet Monday afternoon, some will meet Wednesday. Not all scheduling complete.

Professional Development Fund. Steve Bowers OSUEA representative.

Committee has recommended a \$1000. limit per person per year.

Discussion: Some feel that OSUEA membership should be a requirement to receive funds. When these funds were combined with Staff Development funds from extension administration, this requirement was eliminated.

Deb thought that at the time the funds were combined, they were about equal. Sources of additional funds going into account are not tracked. Director's funds are meant for use by all employees.

Duane reminded us that original funds were from National 4-H conference. These funds will not be available for Outreach people.

*Is Extension admin. continuing to contribute to this fund, or are all new deposits by contribution of members and fundraising?

It was moved that: OSUEA members will be eligible for \$1000/year and Non-members will be eligible for \$500/year from Staff Development Fund. Motion seconded, approved.

Viviane expressed concern with faculty/staff having to indicate personal contributions toward professional development activities to be eligible for funds. Not all counties can support faculty that attend multiple conferences, meetings. People should be selective which they attend. Deb felt that faculty on campus attend more professional improvement activities and are not expected to contribute toward the expenses.

Anne will visit with Steve Bower and Janet Drollinger further about this topic, including the proposed different dollar amounts for members versus non-members. They will determine need to bring before Exec team.

Peggy Hoecker has expressed concern that OSUEA is not spending enough funds from their account. Suggested raising grant funds. However, there was only one grant application last year. The fund should be able to support 2 grants along with cash stipends for award recipients.

OSUEA Budget/Membership

As mentioned in Treasurer's report, OSUEA is spending slightly more than they are taking in on an annual basis.

Shana reports that there are 130 members. 18 first year members that pay no dues. 2006-2007 fiscal year, expenses about \$3500, income around \$3100.

Increase in membership would cover this deficit.

There are 113 FTE extension field faculty. 58 FTE campus faculty. These are not people, but FTE. Shana will ask Janet Drollinger for a list of current extension employees.

Shana has one list of 380 potential OSUEA members. She will review the list for new members who did not pay dues their second year and for old members whose membership has lapsed. She will mail out the lists for others to review for potential recruiting efforts.

Many affiliates must have their dues submitted to national by Dec. 10. With the

conference this year in Dec., this will be difficult to manage.

Ag affiliate collects their own dues, does not have OSUEA treasurer collect them. Does this result in OSUEA dues not being paid by those members?

Duane reminded us that OSUEA membership needs to be connected to affiliate membership, so the affiliates should be active in recruiting.

Shana challenged OSUEA members to recruit 2 new members each.

Dues increases: none at national level. ESP will increase \$10. No others known this year.

Public issues Leadership Forum (PILD)

April 28-30. Information is on JCEP website. Hotel has changed. Book early for hotel space.

Affiliates need to recruit members to attend. In past years, volunteers have attended. Maybe a volunteer can be team leader.

Feb. 1 deadline for ESP PILD scholarships.

Administration report

Decisions on Regional Directors:

Keith Deim will be Regional Director West effective Oct. 8. Will be located on campus. Coming from Clemson U. Has purchased house and sold house.

Doug Hart began as Regional Director East on Sept. 1. Is receiving orientation on campus. There should be space at Cascade Campus, Bend, in mid-Oct.

FCD- no report.

4-H.

Dana. In-process of getting newsletter out to membership before national meeting. Many new 4-H staff. Trying to educate these new people on the value of association.

ESP

Duane for Jim. National ESP conference a week ago. 13 Oregon attendees. 5 recognized nationally. Dan McGrath national presenter in pre-conference sessions.

Extension BBQ during University week. raised over \$1000 at silent auction. Will sponsor International workshop during spring training, To be transmitted electronically. Lillian Larwood coordinating.

ESP awards nominations due Oct. 19. to Joy Jones, Awards Chair.

International programs poster session, being coordinated by Lillian Larwood.

JCEP Regional training in Feb, in San Diego. "Working with international audiences."
Will be transmitted by eXtension, may be delayed transmission.

Duane is National ESP President and will be inducted into the National 4-H Hall of fame.
Congratulations Duane!

ACAA

Troy. Annual meeting Dec. 3. 1-3 pm.

No state professional improvement conference this year. Some will attend Western
Regional training conference in Tucson, AZ in Oct.

July, NACAA conference in Michigan. Several from Oregon attended.
Work continues toward hosting NACAA in Oregon in 2009. 15-18 committees.
Committees will ask for help as they determine what needs to be done. Will meet at
Convention Center in Portland first week of Nov., to view facilities and make contact with
management.

ANREP

Viviane. There is no state or regional organization so all activity at national level.
National conference May 2008. Theme: "Following in Aldo Leopold's Footsteps."
Abstracts coming in. Program chair is also chair for Galaxy III.

Changes in 5 committee chairs this year. Seeing budget cuts across UD+S, so many from
the south cannot travel to meetings. Looking at offering professional development
alternative ways- electronically.

Committees:

Esprit de Corp- no report

Professional development- no report

Search for excellence- no report

Membership: Shana. See notes under Budget/membership earlier in minutes.
We need to update brochure. Anne will work with Shana. Chocolate candy bars will be
given out when dues are paid at conference in Dec. Also stickers for nametags.

Staff Awards. Rick. Accepting nominations until Oct. 19. Announcements of wards has
gone out. Website being updated. Spoke to staff chairs, reminded them about
nominations.

Fundraising. (Professional development Funds) Janice Smiley ready to go at Dec.
meeting. Will let everyone know what to bring.

ESP may do a fundraiser auction of their own at their meeting in Dec.
Considered fundraiser auction for OSUEA directed at adding to budget. Decided to work on increasing membership.

Public Relations. Cooperators nominations being accepted. Banquet planning underway.

Long Term history. No report.

Administration: Distributing state funds. Last funds will be distributed based on input from staff chair meeting.

3 counties working on service districts: Douglas in May 2008, Jackson November 2008 and Clackamas November 2008.

Linn County advisory council going to County Commissioners to ask for Service district formation.

National Associations of Community Development Extension Professionals (NACDEP):
Is there any Oregon membership? There are no state or regional chapters.

No other business.

Meeting adjourned. 11:39 am.

Minutes prepared by Jeanne Brandt