**OSUEA Board Meeting**

**July 19, 1:30 – 3:00 pm**

**ZOOM Meeting**

**Attending**

Susie Busler, Janice Cowen, Donita Godwin, Duane Johnson, Lillian Larwood, Marilyn Lesmeister, Robin Maille, Jenny Rudolph, Carole Smith, John Williams

Roll Call

Chair, Marilyn requested a Roll Call vote by participants for one of two final THEME ideas. By recommendation of John Williams, absent participants shall have the opportunity to vote as well – without duplication of Board members who are present and voting. \*Completing the vote by e-mail resulted in a close vote, in favor of, “Together, Reaching all of Oregon.” (AnnMarie, Extension Marketing, will design one or more logos for consideration.)

**Secretary’s Report – Marilyn for Bob Parker**

Carole Smith’s name was added to the previous meeting minutes. Lillian moved to accept the Secretary’s Report, Jenny made the second.

**Treasurer’s Report – Lillian Larwood**

There are 2 outstanding checks. Refer to June 21, 2016 statement. $6,220 balance.

**Conference Planning**

**Registration Process-Marilyn for Kim Tarrant**

-Donita will talk with Kim Tarrant to explore whether or not the Esprit de Corps recreation (bowling fees and dinner) can be PAID online.

-Q. how long can workshop session descriptions be? A. 150 words is a good average. Idealogic will not place a limit.

-Janice will call Kim Tarrant regarding ease of use for retirees to access a discount code for the BBQ. The BBQ menu may be printed on the registration for participants to make informed decisions.

**Concurrent Sessions-Jenny Rudolph**

-A list of current workshop topics was available.

-Categories of topics include:

Diversity

Technology, Communications, Media

Safe a & Healthy Food Systems

Needs Assessments

HR/Office Management

-Committee has established guidelines for sessions to be taught by a team (including an expert and a practitioner).

-Learning objectives and potential presenters shall be identified.

-Recommendation was made to invite all participants to attend the Support Staff Luncheon on Monday. Board members agreed.

-During Affiliate meetings, have activities for support staff, e.g., UABC, Union representative, etc

**Extension BBQ, Monday Eve-Janice Cowen**

Fairgrounds is reserved. There will be a no-host bar. ESP sponsors the meal for $26 which is slightly below the staff per diem dinner cost of $28.50. $21 goes to ESP for dinner expenses & $5 goes to OSUEA. Bottled water may be free to diners, or $1 to supplement the ESP financial obligations to the beverage company. The menu will include vegetarian beans, pasta salads, bread and BBQ meat. Not sure is baked potatoes are part of the option, or could be?

The name of this event should guide program decisions, e.g., to include all levels of Extension careers.

**Keynote Presenters-Marilyn Lesmeister**

More info is needed on some speakers. Once THEME is determined, it will be easier to determine keynote speaker.

**Esprit de Corps-Donita Godwin**

Plans to change menu to add some healthier (veg) options. Participant cost was $12, but will be increased to $15. Last year $340 was collected. $342 expenses.

To reduce ‘no shows’ (10) compared to ‘sign ups’ (45) plans are to add a poster to the onsite registration area to refresh people’s schedules, and asking people to text Donita if they cannot attend bowling.

**Awards Committees-John Williams, Carole Smith, Weston Miller, Lyla Houglum**

Carole discussed some confusion in 2015 regarding people who were uncertain about when breakfast would be served. Duane suggested that the Hoecker’s would be interested in joining the brunch during the awards presentation Wed. a.m. there will be consideration to adjust timing on Wednesday morning events – and to print breakfast plans and brunch plans – frequently.

**Website Management-Lillian Larwood**

A list of past award winners is ready to be posted.

**Nominating Committee**

Jenny Rudolph, chair. Lillian Larwood will serve. Another committee member is requested.

**ADJOURNED**

Approx. 3:10 pm