

OSUEA Board Meeting  
Minutes – Revised as of Oct. 4, 11:30 a.m.  
**September 13, 2016**

Attendance: Marilyn Lesmeister, John William, Carole Smith, Darrin Walenta, Robin Maille, Lillian Larwood, Debbie Warnock, Duane Johnson, Shanna Northway, Shana Withee, Chal Landgren, Sandra Carlson, Jenny Rudolph, Ana Lu Fonseca,

Meeting was called to order and roll call taken by President Marilyn Lesmeister. Marilyn requested to reverse the agenda order and discuss the OSUEA Annual Conference first and committee reports at the end.

Old Business

Marilyn emailed a description of the Conference format shortly before the Zoom meeting, asked members to review and reply back with corrections etc. asap.

The registration process is being worked on and will be tested before going live. Registration will officially open Oct. 17 and run for three weeks. It was noted that people want to know the dates ASAP, Marilyn will get that information out soon.

In 2015 OSUEA had \$43k to plan and implement the Conference, this year we have \$50k. The registration fee has been raised \$15, from \$30 to \$45. The change was discussed and voted on by the OSUEA officers.

Promotions are going out weekly and the OSUEA website is key for promoting the event so asked everyone to go to the site and review. **In many counties and departments, it is possible to pay membership dues through a department or county Index Number.**

Duane Johnson asked how we are reaching out to retirees, timing is key for these folks. Life members might also be interested so we should send them information as well. Comment: retirees don't want too many e-mails. Marilyn suggested that we consolidate committee communication to retirees. Do we have contact lists for these individuals? Several Board members offered to assist and find list(s). **A committee member asked if there could be a Board position designated to represent retirees.** This will be placed on the agenda for New Business later today.

The overall Conference agenda was discussed.

Monday:

Concurrent sessions will be running through the afternoon, 4H and Forestry have Program meetings scheduled.

Volunteers will be needed to help with setup for the evening BBQ.

The Benton County Fairgrounds have been booked and costs will be less than 2015. Deb **Warnock** and Janice Cowan head up the BBQ committee. Menu includes tri-tip, baked beans, spinach salad, pasta salad, baked potato bar, rolls and dessert. The menu will be put on the registration materials. The price is up 1 dollar to \$27, in alignment with Ext. per diem for evening meal.

The OSUEA web page will be used to promote the event and explain what the money goes for. We're concentrating on bringing in newer Extension staff who are the future! Invitations will go out when the new logo is available.

Sandra reported the fundraising target during the BBQ is \$800. Board members are asked to encourage colleagues to contribute items for the auction.

Tuesday:

Administration Update session will run from 8 to 10 a.m. Lunch is at 11:15 and the Keynote speaker will be **Carson Tate**, who will speak for 90 minutes about tips and techniques for understanding ourselves and others. This will fit into our "Together" reaching all of Oregon theme for the Conference. The Board Member vote to invite Carson Tate to be the keynote speaker was very close. There was good participation in the voting process. Carson may be invited to do an additional session on work/life balance. Concurrent sessions will run in the afternoon. Tours will start at 3:15 which offer diverse options, some will have limited space and be on a first come, first serve basis.

Evening activities will include the traditional Bowling Night.

Wednesday:

Wednesday is awards day. The Annual OSUEA business meeting starts at 8 a.m. and at 9 a.m. there will be a buffet style breakfast. 9:30 to 11:00 will be the OSUEA Celebration and Awards and it will be emphasized the event is for all Extension staff. Changing the name to get that across was discussed. Carole Smith and others will wordsmith and come back with ideas. We need to emphasize that it's a celebration for everyone that is hosted by OSUEA.

Noon. New faculty meeting with Lindsey Shirley and Scott Reed, then concurrent sessions in the afternoon.

Poster session and no host reception in the late afternoon.

A photographer will be available for taking professional photos for no cost to staff.

John Williams reported that the evening awards dinner will be much the same as last year. The costs last year could have been a problem so adjustments were made for 2016. So far he has received 6 nominations for Cooperator of the Year and 6 more reportedly in the works, deadline is Sept. 15. This event also needs to be advertised as something all staff should attend.

Volunteers will be needed to help with the event. Marilyn suggested John add a description of the event for registration and promotion information, he will work on it.

Carole Smith reported that the Hoeker grants are coming in but we need to encourage more people to apply or nominate colleagues for their good work.

Chal Landgren reported that we need more Search for Excellence nominations.

Thursday:

**Breakfast has been added to the schedule on this day.** FCH and Ag will have program meetings in the a.m., Snap Ed and OFNP will have their meetings/trainings in the late morning and afternoon. It was discussed that it's difficult for Snap Ed and OFNP to attend the Monday BBQ because of the required trainings and difficulty with being able to attend all 4 days of Conference.

Concurrent sessions will run into the afternoon.

Jenny Rudolph provided an update on all conference concurrent sessions. She reviewed that a time slot is being held for a work/life balance session. She also reported that there was some confusion about the process for getting training suggestions to the planning committee and we need more clear guidelines on submitting ideas. In general, it's desirable to have topics that are more broadly applicable to staff members.

#### New Business

Regarding the proposal to include a retiree position on the Board, Marilyn asked for ideas on the pros and cons. Janice Cowan thought we might get more participation at events from retirees. Duane suggested that retirees represent a mixed bag of interests and motivations to participate so has mixed feelings about a retiree Board position. Lillian suggested that we find someone who would be interested in chairing a committee to look at the option and maybe try it for 2 years and see how it goes, go from there. Duane said he would do some brainstorming with Roger Fletcher.

Marilyn asked for a subcommittee to look at Board member position descriptions and include the topic in the Business Meeting at Conference. PDs have not been looked at and could need modifying.

**By Laws. Marilyn reported that at the Annual Conference, additional elements of the ByLaws will be reviewed.** Several Board members and OSUEA members will be invited to review the Association bylaws again and propose changes that were not considered for vote last year. Janice Cowan volunteered. All members were requested to bring suggestions to the next Board meeting. Marilyn will check with Janice Smiley on what was worked on last year. Lillian Larwood noted that the By Laws are lengthy and it might make more sense if they were more 'lean and mean'. It would be easier to change as needed if parts were in an Operational Procedures format rather than By Laws.

Marilyn asked if the Zoom format works ok for the monthly meetings, Board members agreed that it does.

It was discussed whether the Board role and responsibilities with planning the Annual Conference is ok or if we need to address concerns, modifications, needed changes with our partnership with Administration. What's working and what's not? Duane asked, Is administration committed to participating in planning the annual conference, or does the Board need to go back to them about the partnership?

Marilyn noted that the Board membership is changing but there does not seem to be an official orientation process for new Board members. This may be a problem. It is usually the responsibility of the past President with help from the Board. Janice Cowan thought it would be a good idea to have a process in place as the learning curve can be a problem. Duane said the monthly meetings help to get more members engaged which helps to strengthen the organization.

Duane noted that there are two major athletic events occurring during Conference, women's (Monday) and men's (Wednesday) basketball games which could make parking a problem. John Williams will figure out where the cooperator awardees will be able to park.

### Committee Reports

Nominating Committee report. All Board Member positions that are expiring this year have the option to serve another term. All have agree to be on the ballot for another term. Lillian Larwood said that the President Elect and Treasurer positions will be open. Individuals are considering the option to serve. Lillian encouraged Board members to continue recruiting new members to serve on the Board.

Membership Committee Report. Shana Withee reported that we have 162 paid and 28 free members for a total of 190. She doesn't expect we'll have more 2016 memberships. The form for 2017 membership is now on the website. She also requested that someone be recruited for a co-chair for the Membership Committee since she is preparing to retire.

Bob Parker asked for approval of the August Board meeting minutes. A motion was made, seconded and passed.

Financial report. Lillian commented that dues have to be paid in order to be eligible for awards. We have **\$6,315** in checking and another **\$7,635.16** in the Money Market fund. Carole Smith made a motion that the financial report be approved, Bob seconded it and it passed.

Next meeting: Scheduled for October 4<sup>th</sup> at 1:30 p.m.

Marilyn adjourned the meeting.