

OSUEA Board Meeting Minutes  
February 22, 2017  
*APPROVED May 24, 2017*

Attending (Asterisk denotes voting member):

Bob Parker, Jenny Rudolph\*, Candi Bothum\*, Stephen Fitzgerald\*, Amy Derby\*, Wendy Hein\*, Katie Ahern\*, Shanna Northway\*, Mylen Bohle\*, Amanda Bielenberg, Lillian Larwood, Sergio Arispe

Jenny reviewed the minutes from the December Board meeting and asked for corrections & comments. Lillian said she think Marilyn Lesmeister is leading the effort to work on the brochure.

Treasurer report: Lillian is working to complete the final budget report for 2016. There are some issues reconciling payments from OSUEA vs Administration on some Annual Conference items. Overall the Conference did well and the Association budget is in good shape. Many expenses come from the committees so the Chairs need to define their needs and let us know. The budget should be completed by the March Board meeting. Overall the Association has more money for 2017.

Membership: Lillian reported substantial increases in membership over 2016:

2016: 190 total members, 162 paying dues and 28 1<sup>st</sup> year members.

2017: 222 total members, 189 paying dues and 33 1<sup>st</sup> year members.

Almost all of the affiliate organizations processed more dues.

Jenny commented that we need to have an OSUEA email list serve to facilitate messaging.

2016 Annual Conference review:

Jenny asked everyone to review the 2016 Annual Conference evaluation report. The conference had more offerings for support staff, which was well received. The catering was discussed with OSU catering as there were problems with poorly trained staff. Catering has many new and better trained staff.

Tours. It was suggested we need to offer some new choices. We continue to have problems with people who sign up for tours then don't attend. The scheduling is tight and more can be done to improve attendance such as: announcing the tour schedule at Conference; send reminders of the tours ahead of Conference; and charge \$5 or \$10 to provide an incentive to attend. We need to provide better information for the attending the tours such as where and when to meet, etc. A suggestion was made to create a drawing. If people find they can't attend a tour as planned and let us know, they can enter a drawing for some kind of reward. Some commented that may not be effective as there wouldn't be enough lead time.

Shanna commented that one of the problems with attending tours is that other meetings are scheduled after arriving at Conference, often overlap the tour schedule and can't be planned for. Jenny commented she feels we should continue with the tours and will work with Mylen on improvements.

The 2017 Annual Conference is scheduled for December 4-7.

Updates:

Lillian said that when she became Treasurer 2 years ago she inherited two boxes of odds and ends. It was discovered that 17 years ago OSUEA was declared inactive as a Corporation by Oregon State. Apparently the annual report wasn't sent in as required. We can get reinstated by needs some paperwork and we have to pay the required \$50/year fees that were missed, or around \$800 to \$900. Lillian suggested we get reinstated, the funds are available. Wendy Hein made a motion to reinstate, Steve Fitzgerald seconded. Motion passed. Jenny suggested we put a reminder in the budget to pay the \$50 fee.

Lillian said we need new signers for the bank accounts and also asked if we're using the same name on all accounts as the name has changed over the years. The IRS has the old name so tax forms have "doing business as..." added. She also emphasized that when OSUEA files taxes it's only for OSUEA, affiliates have to do their own. OSUEA is a 'mutual benefit' corporation, not a 501(c) 3. We're still tax exempt but charitable donations to the organization are not tax deductible. If established as business expense, donations can be tax deductible.

By-Laws. Lillian commented that we need to go through the By-laws and determine which lines actually need to be there and which ones need to be in an Operations Procedures or Policy Manual. Marilyn Lesmeister has a manual which contains a template for writing by-laws. Lillian and Marilyn will make the first cut at this then bring to the Board. Lillian mentioned that non-profit organizations cannot legally conduct votes by email. Legislation is now being considered in Oregon to make emails legal. Conference calls are ok because we can hear each other. And votes by consent must have 100% consent.

Meeting schedule. Jenny asked if the scheduling works ok, please let her know if there are conflicts.

Lillian commented that for committees with co-chairs, the co-chairs can give reports.

Announcements.

Jenny: People need to verify their roles on conference committees.

The OSU Statewides day at the Capital is scheduled for March 2<sup>nd</sup>.

Quite a few people will be attending PILD!

Wendy: 4H kids will be attending the National 4H conference the week before PILD so let her know about the legislative issues pertaining to their districts for when they meet their Legislators.

Meeting adjourned.