

## OSUEA Monthly Board Meeting Minutes

November 22, 2017

ROLL CALL: Jenny Rudolph\*, Lillian Larwood, Shanna Northway\*, Mylen Bohle\*, Katie Ahern\*, Marilyn Lesmeister\*, Wendy Hein\*, Candi Bothum\*, Jeff Sherman\*, Amy Derby\*, Shana Withee (joined later), Steve Renquist (joined later)

9:00 am - Call to Order

- **President's Report** (Jenny Rudolph) – Lindsey Shirley, Wendy Hein, Hollie Conger and Kim Tarrant and I all met via video conference with our Keynote speaker to discuss her presentation. Tania Luna was great and we are just awaiting a few more details on arrangements for her keynote topic and her travel arrangements.
- **Secretary's Report** (Bob Parker)  
No report
- **Treasurer's Report** (Donita Godwin)  
Donita sent the financial report for you to review via email. She will be out of town for the conference so Lillian will be doing the treasurers report on December 6<sup>th</sup>. Donita will work with Amanda B. and Hollie C. on the complicated transfer of funds collected via the registration system in Mid-December and January.
- **Membership Report** (Shana Withee)  
Dues are due on December 1<sup>st</sup>. Our dues collected is down so far this year (only 111 ish collected so far). Our conference takes place after the deadline for dues this year, so we haven't had a face to face opportunity to encourage people to get those in. Jenny will contact Donita about making the current dues collected spreadsheet available to all the affiliate heads via shared drive so that each affiliate can encourage those people who haven't yet turned in their form to get that in.
- Committee Reports:
  - **BBQ –**  
So far 104 staff plus 8 retirees are attending. Yes, people can still sign up to attend (email Hollie Conger to add your name) and there is always extra food if people happen to just show up. Hollie confirmed that we can accept late registrations with payment via OSU Index on Monday of the event. Otherwise bring cash or check to the door. Sandra has volunteers lined up for Sunday evening at 6:30 to help with setting up at the Benton county fairgrounds. Stop by and help if you are able to. Last minute set up will take place at 9am on Monday morning. Katie and Mylen volunteered to help with the check in table on the evening of the event. If you can also help at the check in table please arrive at 5:30 and let Lillian know.
  - **Faculty Staff Awards Breakfast-**  
We know that all awardees have been notified. It will be a full program this year. 152 people are signed up to attend.
  - **Cooperators Banquet-**  
We are all very excited that 11 people from the Bob's Red Mill organization (including co-owners and Senior VPs) will be attending the event to accept the Cooperators Award. Bob Moore himself will be coming to accept the Friends of Extension award on behalf of himself and his wife Charlee Moore. Because we have such wonderful high profile attendees, additional VIPs from the University like the Dean of the CPHHS will also be coming. Hooray!
  - **Fundraising-**  
Bring items for the bucket drawings! We need to raise about \$800 for Monday night to break even on that event with the rental, insurance and OLCC bartender. See the email that was just sent out this week for more information. Tuesday through Thursday the bucket drawing items will be displayed on a table in the back of the ballroom. Jenny will make announcements on Monday during the networking lunch and also during breakfast the rest of the week to promote the fundraising efforts in addition to promoting the Professional Development Fund itself. Only direct contributions to the OSU Foundation (via cash, check or payroll deduction) for the Prof Dev Fund are tax deductible. The bucket drawing tickets, donated bucket drawing items, and the tour fees are going to support the PDF, but are NOT tax deductible.
  - **Tours-**

Just over 100 people are signed up for tours this year, which is great! That will be a lot of money we are raising for the Professional Development Fund. We had so many tour offerings that several will need to be cancelled due to only 1 or 2 people signing up. All the other tours that still have space available will be promoted through an email next week that will be sent out to the OES listserv. We will try to fill all of those tours to capacity to raise even more money for our fund. 29 people also signed up for yoga during that time, but that one is Free this year. Next year we should charge for that one too.

○ **Bowling-**

Only 12 people have signed up for bowling. The budget for the event between bowling fees and food is \$500. That means at least 34 need to sign up for us to break even. The group discussed whether or not to cancel the event. Katie will check on whether or not we can get the deposit back from the MU. \* Update \* we are cancelling this event and everyone will be notified of the cancellation via email thru the idealogic system. We will add a question on the conference evaluation about the Tuesday night event to determine what should happen next year. One idea is to have an "affiliate's night out" and each program / affiliate can plan their own event since Ag already has their Meet and Greet that night anyway.

○ **United Academics Drop-In Event-**

Jenny was contacted by the American Federation of Teachers and they have planned an event at the Hilton Garden Inn on Tuesday December 5<sup>th</sup>. Here is the information from their organizer Elizabeth Gemeroy:

*I wanted to let you know that we have scheduled the United Academics event for Tuesday December 5th from 5:30-8:30 at the Hilton Garden Inn. It is a "drop in" event, but there will be a bit more formal Q&A as well as some background for the event around 6pm and again around 7:30 or 8pm. There will be appetizers and drinks. The event is open to all extension academic faculty at OSU.*

The OSUEA is not involved in the planning of that event. If you are interested in going you can find out more on their website: <http://www.uaosu.org/whats-happening/>

○ **Poster Session-**

All posters can be set up in the Alumni Center starting Tuesday December 5th from 3:30 to 5:00 PM or again Wednesday December 6th from 7:00 to 11:00 am. We are providing tables for the posters but authors are responsible for bringing some kind of support tri fold, etc. to hang their poster on. All posters should be up before the Lunch with the Provost which begins at 11:30 am on Wednesday. The poster session will be STAFFED with all authors (both peer reviewed and posters for sharing) from 4:30 to 5:30 PM on Wednesday December 6th. This overlaps with the no host bar and reception for Cooperators Awards so that people can have their drink and mix and mingle with the authors. Posters can be taken down and removed after that session from 6:00 to 8:00 PM. We will need to have table cards available that indicate which posters are Peer Reviewed. It should say something to the effect of: "OSUEA Peer Reviewed Poster". Hollie already has the list of posters so she should know how many tables to request from the Alumni Center for set up.

## OLD BUSINESS

● **Conference Registration Update** (Jenny R.)

Registration is now closed and all workshop presenters have been notified with the number attending their session and their room assignments. Only one event had very low numbers registering which was the Sea Grant Program Meeting (only 2 signed up). Hollie will notify Dave Hansen as Sea Grant folks may not be aware they should be attending the conference.

● **Annual All Member Meeting / Bylaws** (Jenny R., Marilyn L., Candi B., et al)

92 people are signed up for our All member meeting. We will have a very full agenda so any officer or committee reports should be just 1 or 2 seconds in length. The focus of the meeting will be voting on the revised Articles of Incorporation and the Bylaws. Those were sent Monday to our whole membership for review. Next Thursday another email will be sent as a reminder to review those documents to be able to easily facilitate the meeting. Candi Bothum will be our Parliamentarian at that meeting. She will think about how best

to facilitate that vote on bylaws and come up with an appropriate ballot. The Thursday Nov 30<sup>th</sup> email that gets sent should include:

- Minutes from last year's meeting for review
  - Link to current bylaws
  - 2 documents attached with proposed changes to articles of incorporation and bylaws
  - Any pertinent instructions from our Parliamentarian about that vote
- **Election of Directors and Officers** (Wendy H., Jenny R.)  
**LAST CALL for self-nominations for Board positions!** Send your self-nomination to [Wendy.Hein@oregonstate.edu](mailto:Wendy.Hein@oregonstate.edu). There are 5 open positions: President Elect, Secretary, 3 Director at Large Positions. All are due to current terms expiring. So far Virginia Bordeaux is the only person to nominate herself for a position (she will be on the ballot for Secretary). Wendy and Jenny also have a list of people who they are contacting to join the board that were nominated by peers. Stay tuned for the ballot.

#### NEW BUSINESS

- **Conference Evaluation** (Jenny R. and Marilyn L.)  
Jenny has the questions that were used from the last 2 years and will put together a draft. Hopefully the survey (in qualtrics) will be ready to send the week after the conference. It will ONLY include questions about general sessions, OSUEA Events, and conference logistics. No questions will be asked about individual workshop sessions or program meetings. So all conference presenters will be notified to plan their own evaluation based on the content they are presenting or to line up a peer review of teaching evaluation (or CET, I suppose). Let Jenny know if there is a burning question you are just dying to ask on the eval.

#### Approval of Minutes:

Jenny sent the August board meeting minutes to the group for review and approval. Wendy made a motion to approve. Marilyn 2<sup>nd</sup>. Motion passes with a vote of 8 people yes and 1 person abstaining. Lillian will add to the website. Notes from October (which was a planning committee meeting) do not need to be voted on but will also be added to the website.

#### ADJOURN

Jenny Rudolph

2017 OSUEA President