

**OSUEA Board Meeting Minutes  
November 20, 2018**

Attending: Hein, Wendy; Davis, Lindsay; Larwood, Lillian; Bohle, Mylen; Ahern, Katie; Gandy, Jon- 4-H; Warnock, Deb; Smith, Carole; Rudolph, Jenny; Arispe, Sergio  
Minutes recorded by Bourdeau, Virginia; Secretary

9:00 am - Call to Order

- President's Report (Wendy)

Didn't have anything specific- on to the agenda.

- Secretary's Report.

Additions or corrections? None offered- Mylen moved, Katie seconded to accept minutes- motion passed. Lillian will post them on the website.

- Treasurer's Report-Lillian- separate document

About half of the membership are paid. Money moving slowly from business office.

People buy awards et al for conference get Lillian the bills asap to pay. Other bills come in after Extension conference for other things. Encourage folks who haven't paid- including Board Members! FCH has an earlier deadline for the national award eligibility, so they need to get paid.

Affiliates

Gandy, Jon- 4-H- Working on the April PNW conference and ideas for Oregon staff only day at the conference to discuss at the upcoming meeting at Annual Conference. Location will be at Mt. Bachelor Village.

Deb Warnock-ESP- Involved in the BBQ- so will cover that later.

Arispe, Sergio- OAEA- Annual meeting at Extension conference. The Spring Conference will be in Bandon, Cassie Bouska will coordinate as incoming president.

Withee, Shana- FCS - not attending

Strong, Nicole –ANREP – not attending

Committee Chairs, Co-Chairs

*Membership* Hunt, Susan – Will send another email next week to remind folks to pay and get the numbers up

*Professional Development and Posters*- Lindsay-

Last minute preparations. Amanda Bielenberg, Ext. Admin. Conferences, has numbers for who is registered for which classes. Focused on the getting the key not run thru done this week and next.

*Extension Tours Committee*- Mylen

After Thursday will know who is signed up for each of eight tours. It looks like all the tours are filling and will be held.

*Esprit de Corps*- Debi Warnock, -

Planning for 120 people to attend, a handful of retirees are coming to help. Janice and Bill Smiley, John and Rosie Nyberg, also Deb's husband.

Sandra is planning to do most of the set up on Sunday.

Lillian- The fairgrounds rented for Sunday so we can set up.

Does anyone know what time set up is? The Clatsop crew will get there around 3:00- will check with Sandra.

Lillian- Needs 3 volunteers to help in the registration area on Monday night. Wendy, Mylen will help.

Lindsay- Message from Amanda- 112 are registered on line.

Lillian has an additional 7, not on line. Mike Knutz is working to get the program together.

Lindsey and Barb Brody will MC

Wendy asked about the life member presentation plan. Duane is registered and will be recognized as the first life member. Do we need to give Duane a certificate? Do we recruit for other to become life members? Thoughts?

Lillian- We need a one page sheet to explain the new process to membership.

Lillian- remember to bring things for the bucket raffle at the BBQ.

*Search for Excellence*

Landgren, Chal – not on the call

*Public Relations & Cooperator Awards* - Sergio

Scripts ready to go. Nominators are being contacted. Katie Ahren and Darrin Walenta, reading the scripts. Cooperator awards, lots of 4-H folks and finalizing details. The Hilton Garden Inn is sold out on Wednesday night with guests.

*Faculty and Staff Awards*- Carole-

Finishing up details. Plaques are ordered – getting pictures to put together the PowerPoint. With Amanda's help we are organizing the program. Chal ordered awards via Carole. Hookers will be there for breakfast and the award program. Discussion- Since they sponsor the awards will OSUEA will pay for their breakfast? We have in the past.

Wendy- can we add “Award Donor Meal” as part of the financial report?

Lillian- moved that we formally capture in the awards procedure that the cost of donor’s attendance/ meal is covered by OSUEA if they attend. Sergio seconded- motion passed

*Fundraising - Prof Dev Fund- Lillian*

The committee has met and have a new brochure.

At each of the association meetings someone from the committee will be promoting the ongoing payroll deduction process to donate to the fund. Also reminding people to apply for funds for their professional development.

People should buy tickets to the bucket raffles- Tuesday and Wednesday PM we’ll draw tickets. If you are bringing something with alcohol (wine) that has to be in the Monday evening raffle only. We are trying to grow the endowed part of the fund so additional funds are available for staff to use. The tour money goes into that fund. Help is needed to sell tickets both days.

## OLD BUSINESS

Annual Conference (Amanda)- not on the call

Lindsey Davis- reading email from Amanda:

“Registration closes on thanksgiving; just sent out a reminder. We have registered 252 so far, so numbers are down a bit from last year as a whole

- I’ll be emailing at the end of day tomorrow (to all session/tour leaders) with numbers, locations, set up info, etc.
- We have 112 for BBQ, 177 for keynote, 136 for breakfast awards, 84 for dinner awards (this does not include all of the awardees/guests, which will double that, but this is by far the lowest it’s been in years).
- Keynote mock run throughs will be happening with 4 of our keynotes at LaSell’s tomorrow (with coaches); the other two will run through their presentations next week. For keynote MC, we were planning to have Scott and Lindsey do a welcome/introduction, and then hand off to Lindsay Davis (although I have not gone over this with Lindsay yet; Lindsay, I’ll touch base with you) to introduce/pass off to the first speaker
- Working on script with dinner awards team
- Ordering breakfast, dinner, and main EAC programs today
- Finalizing all special set ups (admin update, provost luncheon, headshots, courageous conversations, etc.) today during meeting with Scott and Lindsey S.
- Meeting with alumni center and catering contacts tomorrow (at 9am and 10am, respectively) to review everything
- Any feedback on our future of EAC session? Lindsay and I to work on that next week
- Next week will be doing things like banquet seating chart, dinner tickets, name tags; finalizing powerpoints/scripts; getting awards checks; etc.”

Discussion of planned meeting and additional process for getting feedback on the type and style of future Extension Annual Conferences. OSUEA collaborative agreement to work on the conference expires in June 2019.

Wendy- per the Collaborative Agreement OSUEA is responsible for Peer reviewed sessions; Awards, OSUEA meeting and Affiliate meeting time. Ex Admin does feel they can do the conference without OSUEA partnership.

Lillian- Collaboration Agreement on OSUEA website for review. On the right, Extension annual conference- Board members may wish to review this before the feedback session at the conference.

Wendy- Beyond the session at EAC how do we collect feedback?

Discussion - Evaluation could be sent to everyone so those who don't attend could provide feedback. Are there things that OSUEA what to know for the future? Discussion of what should be asked on an evaluation. What the value is of being all together as an "Extension family"? How do we know what the vision is for the whole Extension team?

Carole Smith- what's missing is when our classified staff doesn't feel they are part of the family and come to an all extension conference.

Do we need a separate registration for those who did NOT attend? Can code the program to go to one set of questions if folks attended and another set of questions if folks did NOT.

Wendy- Annual Meeting Agenda

- Board Vacancies- Discussion of status, various persons were suggested to be asked for different positions.
  - o Treasurer-
  - o Pres Elect- Elissa Wells is willing to run
  - o At-large (2)-

Lillian- what is the status with Bob Parker's retirement? Wendy will follow up.

Lillian- Reading from the Bylaws: All vacancies, except President and President elect, can be appointed by the Board.

Wendy- Discussion of normal business of the annual meeting. Should we discuss the future of Extension Conference?

Suggestion to put a few copies of the Collaborative Agreement on the table to get folks thinking and ask them to go to the afternoon session and take the survey. Also offer a channel for feedback to OSUEA leadership.

Lillian- we should discuss the new life member process and fund raising for Professional Development fund

Wendy- Process for adding Life Members.

Confirm details. Duane is our banner carrier for new membership type, how do we provide a way for people to sign up for the next year? What fee should we charge? The regular \$20.00 for membership? Discussion.

Mylen moved to set the membership cost for life members at \$20.00- Lindsey second- Motion passed.

Wendy asked Lillian and Sue to do a handout for the BBQ and Membership Meeting about the life member process. An amendment will need to be made to the membership form for 2019.

Wendy will take care of the certificate for Duane.

Lillian – start with the draft information, finalize for our operating procedures, also have copies at the membership meeting.

Discussion for how to track life members, add to email distribution, and membership spreadsheet.

For the membership meeting – Lillian will provide a list of members to pass around for folks to initial by their names if they are attending.

For the membership meeting

Wendy will have an agenda,

Lillian the treasures report,

Virginia Minutes from Bob Parker from 2017

ALSO on the tables:

Life member info sheet

OSUEA /Exten Admin Collaborative agreement

Professional Development fund

Adjourned 10:38 AM