

OHCFR Advisory Board Conference Call Minutes
October 7, 2015
9:00 – 11:00 a.m.

Present on Conference Call: Kyle Bartholomew, Rachel Brown, Carmen Irving, Joan Jurich, Audrey Kraynak, Susan Peet, Courtney Walsh, and Maureen Blankemeyer

I. Welcome - President Audrey Kraynak welcomed the group.

II. Approval of Minutes from Prior Board Meeting - Carmen moved to approve the board meeting minutes from July 10, 2015 and Rachel seconded the motion. The motion carried.

III. Financial Report - Maureen reported a current balance of \$3087.15. Thus far in 2015 OHCFR has had \$1203.69 in expenses and \$415.00 in income (NCFR rebates) for the year. Joan moved for the financial report to be approved, Susan seconded the motion, and the motion carried.

IV. Old Business

A. NCFR Presentation Awards – Jin-Kyung Lee, an Ohio State University graduate student, is the 2015 award recipient.

1. Audrey will send acknowledgments to the award recipient as well as those who didn't receive the award.

B. Advisory Board goals/tasks to accomplish/identification of committees

1. Joan discussed having a strategic planning committee or subcommittees related to identifying tasks and goals.
 - a. It was decided that those of us who attend the NCFR conference will meet and brainstorm tasks/goals and bring information back to the rest of the Board at our December meeting. Other Ohio attendees at the NCFR conference will be invited to join the brainstorming session(s) via a message sent by Audrey to the listserv. Joan will be the contact person for OHCFR members who are interested in participating in the brainstorming.
2. Courtney suggested board members who do not attend the NCFR conference could bring ideas to the December meeting or send their ideas beforehand to those going to conference about:
 - a. committees they think the board needs
and/or
 - b. goals/objectives the board should have

C. Needs of CFLEs and ways OHCFR can support CFLEs – Audrey suggested we send out a needs assessment to CFLEs to determine their needs. Carmen offered to have student work on Qualtrics survey. Carmen, Joan, Audrey, Maureen will be the subcommittee to create this survey.

1. Audrey will request the most recent list of Ohio CFLEs from Alison Wickler.
2. Maureen will send Carmen the OHCFR needs assessment from years past (Ted Futris presidency days) and Audrey will look for the needs assessment that Sarah Schoppe-Sullivan sent out some years ago. We will pull ideas from these to create a new needs assessment for Ohio's CFLEs.

D. 2016 Election – Audrey will send out a call for nominations on the listserv.

1. Positions open:
 - a. President–elect
 - b. At-large Members of Advisory Board:
 - i. 2 professionals
 - ii. 2 students
2. Possible methods to use to run the election:
 - a. Susan noted that Canvas Big Blue Button would be an appropriate format for subcommittees to communicate or other conferencing, but *not* the elections. That is, it can be used for a small group of people, but is unwieldy for a larger group like our membership.
 - b. Kyle suggested we use a Qualtrics survey for the voting.
 - i. Rachel will create the Qualtrics survey requesting nominations. Audrey will send the Qualtrics link via the listserv so members can submit nominations. The call for nominations will indicate that members can self-nominate.
 - ii. Kyle will collect nominations and handle the ballot.
 - iii. Nominations will close Nov. 2nd
 - iv. Kyle will send out the ballot on Nov. 4th, then a reminder email on Nov. 12th, and a second reminder on Nov. 18th.
 - v. Ballots will close Nov. 20th.

E. OHCFR brochure update – Rachel had emailed us the infographic she created. Beautiful! Minor tweaking is being made on it.

F. Website – Courtney updated the Board members’ information on OHCFR blog. Rachel will send her the infographic to post on the blog.

G. Professional organizations that intersect with OHCFR – Susan will send the Board a list of the governor’s council for early childhood education. This list includes professionals that might intersect with OHCFR.

H. #FamilyWeek – Carmen, Kyle, and Courtney will work together on the #FamilyWeek campaign.

1. Audrey reported she saw an announcement in the Akron Beacon Journal for a children’s poster-creating contest on “What Does Family Mean to You.” She will look into seeing if OHCFR can share the contest information via our blog, listserv, and Facebook page.

V. New Business

A. NCFR changes to rebate – After the 2015 third quarter rebate checks are mailed to affiliates, NCFR will no longer mail rebate checks. Instead, they will do an annual wire transfer of our rebate money. This will begin in January 2016.

1. Receiving the rebate will be contingent upon affiliates submitting the following annual reporting materials to NCFR:
 - a. Information to renew our 501c3 status

- b. Prior year's financial activity
 - c. Prior year's programming activities
 - d. Updated membership and officer information, if applicable.
2. Affiliate presidents will receive the request for the annual report information via email each November.
3. The report information is due to NCFR by the end of January.
4. In January/early February, NCFR will prepay affiliates 75% of their projected annual rebates, in addition to the balance from 2015's fourth quarter.
5. At the end of 2016, NCFR will then conduct an audit and submit the actual balance due to affiliates in January 2017. At the same time in January 2017, affiliates will receive 75% of their projected 2017 rebates.

B. Other business – February is Family Life Education month. NCFR's Family Life Education (FLE) contest deadline is Oct. 14th. Next year an email will be sent to the listserv in September as a reminder to faculty teaching FLE courses who are interested in incorporating the contest into their syllabi.

VI. Meeting adjourned at 10:45 a.m.

Next meeting – Scheduled to be in-person on December 10, 2015 from 10:00 a.m. to 3:00 p.m. at the Union County Extension Office, 18000 St. Rt. 4, Marysville. If bad weather is predicted, we will hold a phone conference instead.

Respectfully submitted by Maureen Blankemeyer, OHCFR Secretary/Treasurer