

OHCFR Advisory Board Meeting Minutes
OSU Extension – Union County Office
Marysville, OH
JULY 10, 2015
10:00 am – 3:00 pm

In attendance: Kyle Bartholomew, Rachel Brown (via phone), Carmen Irving, Joan Jurich (via phone), Audrey Kraynak, Susan Peet, Courtney Walsh, and Maureen Blankemeyer

- I. **Welcome** – President Audrey Kraynak welcomed the group and introductions were made.
- II. **Approval of Previous Minutes** - Carmen moved to approve the board meeting minutes from December 2014 and Rachel seconded the motion. The motion carried.
- III. **Financial Report** - Maureen reported a current balance of \$3123.09. Thus far in 2015 OHCFR has had \$1000 in expenses (conference co-sponsorship) and \$255 in income for the year (NCFR Rebates). Kyle moved for the financial report to be approved, Carmen seconded the motion, and the motion carried.

IV. Old Business

A. **Contact Info** - Board members were asked to provide updated contact information on a sheet of paper that was passed around.

B. **Annual Report** - Audrey shared the 2014 Annual Report with the board members.

C. **Report from OACYCP conference** – Audrey gave an overview of the conference that OHCFR co-sponsored. There were approximately 85 attendees. She noted the extensive casual networking opportunities provided in addition to the workshops and keynote speakers. Audrey asked the group to consider if we want to co-sponsor with OACYCP again. She distributed material from the spring conference to help board members decide.

D. 2015 Outstanding Ohio NCFR Presentation Awards

1. Students will continue to be required to include verification from their advisor documenting the student's authorship on the proposal they submit to OHCFR.
2. After some discussion, the board decided to stay with the \$200 amount per award (undergraduate, graduate, and professional).
3. Evaluation guidelines
 - a. On the call for submissions, Audrey will request that proposals be sent in a Word document with names removed from the submission.
 - b. Maureen will send NCFR's 2015 rating criteria to Audrey so we can review the proposals using the same criteria NCFR reviewers used.
 - c. In the event of a tie, a new reviewer will be asked to break the tie.
 - d. If board members submit a proposal, they must recuse themselves from reviewing their own submission.
 - e. If a proposal is part of a symposium, the submission must consist of the submitter's own portion of the symposium.

- f. Submitters must have 1st authorship on the proposal.
 - g. All submissions must be accompanied with the corresponding NCFR acceptance letter.
 - h. Discussants will not be considered for the award.
4. Use of social media to solicit proposals – We saw an increase in traffic on our Facebook page and website once we started initiating more posts last fall, so we will send out a call for the Outstanding Ohio NCFR presentations via social media. Specifically:
- a. Audrey will send the call for proposals to Carmen. Carmen will post it to the blog site. Rachel will disseminate the call for proposals via Twitter. Additionally, Audrey will send it out via the listserv.
 - i. Initial call will be sent out July 27th
 - 1. Second call sent out the week of Aug 31st
 - 2. Due date: September 15th
 - 3. Audrey will get proposals to reviewers Sept. 21st
 - 4. Reviews are due to Audrey by Oct. 2nd
 - 5. Award recipients will be announced by Oct. 9th
 - ii. Carmen proposed an earlier schedule for our 2016 call for proposals in order for recipients to be notified in advance that they will have the award money to supplement their conference travel funds. The board decided on the following:
 - 1. In the beginning of May we'll put out the first announcement about the Outstanding Ohio NCFR Presentation travel award.
 - 2. The first week of June (soon after NCFR notifies authors of acceptance) we'll send out the 2nd contact/call for proposals.
 - 3. The third contact/call for proposals will occur 2 weeks prior to the deadline.
 - 4. The deadline will be the end of June.
 - 5. This gives the President 1 week to coordinate the submissions and disseminate them to reviewers.
 - 6. Reviewers will have 2 weeks to review.
 - 7. The plan is to notify award recipients at the end of July.
 - 8. Specific dates will be determined at our December board meeting.
 - iii. In the call for proposals, we will omit our prior requirement that recipients must present their research at our co-sponsored conference. Instead there will be a stipulation that award recipients provide a brief summary (500-800 words) of their research and what they gained at the conference. This information will be posted on the OHCFR blog.
 - 1. The week before the NCFR conference, recipients will receive a reminder to be thinking about what to include in the summary while at the conference. They will also be asked to submit a photo with their post. Examples of what the photo may depict include their own presentation, that of

- someone else who inspired them, a selfie, a photo of them with an NCFR “big cheese,” or other.
2. On Nov. 23rd a reminder will be sent to recipients that the summary and photo are due in a week.
 3. Dec. 1st will be the due date for summary and photo.
- iv. We will add a disclaimer in the notification sent to award recipients: “In the event you are unable to attend the NCFR conference, please notify Audrey Kraynak (arkraynak@aol.com) or Maureen Blankemeyer (mblankem@kent.edu) so we may reallocate the funds.”

E. Advisory Board Membership

1. **Responsibilities/Requirements** – The board brainstormed about the following:
 - a. Susan suggested we meet quarterly, keep the meetings short, promote more consistent activity, and add more members to the board.
 - b. Carmen: It may help attendance at board meetings to set up our meeting dates ahead of time, perhaps for an entire year.
 - c. Joan: We should come up with a strategic plan, but also have subcommittees of approximately 2 board members each who would take responsibility for a specific set of responsibilities.
 - d. Maureen: Allocating specific responsibilities to each board member may help promote ownership.
 - e. Carmen: We might identify additional people from our membership to come on the board and fill optional positions (e.g., website chair, conference/ program chair).
 - f. Joan: One subcommittee could be specific to CFLEs – How can we better serve the CFLEs in our state? What can we do to be supportive of Ohio practitioners and what kinds of resources could we develop? We’d recruit subcommittee members from the membership.
 - g. Carmen: We could also highlight the work coming from Ohio CFLEs, sharing this with others in the state.
 - h. Courtney: We might first make a list of what tasks we want to be accomplished. Then we would identify the subcommittee topics.
 - i. Susan: We could share a list of subcommittees with our members, but also follow up with a phone call to individuals we see as potential subcommittee members.
 - j. Audrey: For each committee we will need to define the responsibilities.
 - k. Joan: We could first reach out to people we know on our membership list. Then after a year or so, maybe send out a list of the subcommittees to all OHCFR members.
 - i. Joan: Specifically, we should first identify our committees. Then we’ll recruit a small number of people we already know to be part of those small committees along with pre-identified OHCFR board members. After they meet as a group, they should decide what the goals of each committee will be.
 - ii. Audrey will contact the other affiliate presidents to see what subcommittees they have in their affiliates.

2. **Level of NCFR Dues to be Reimbursed to Student Board Members** – In light of the availability of journals online, OHCFR will reimburse student board members at the basic (i.e., 1-journal) student level of NCFR membership.
 - a. The board voted in favor of updating the bylaws to clarify this, but an email was submitted to Allison Wickler to determine if we need to have the members vote on this. Her response indicated she forwarded our question to Jeanne Strand, who would be out of the office until July 21st.

3. Election for 2016

- a. Susan and Rachel's terms are ending in Dec. 2015.
- b. Suggestions were offered regarding types of electronic media we could use for virtual board meetings.
 - i. Susan will look into if we can use Canvas Big Blue Button.
 - ii. Kyle and Carmen suggested Skype, Google Hangout, and CarmenConnect.
- c. Kyle agreed to handle the election process using Qualtrics.
 - i. Candidates will send their photo and bio directly to Kyle.
 - ii. This summer Audrey will make an announcement to the members that we will be seeking nominees for the board so it is on members' radar.
 - iii. The actual call for nominees will be posted in October.
- d. In addition to the 2 board slots that will be open, we also will request nominees for some at-large members: 2 students and 2 professionals.

F. OHCFR brochure

1. Courtney updated the OHCFR brochure.
 - a. She will correct Joan's affiliation so it reads Ohio University.
2. Kyle and Rachel will transfer the tri-fold brochure content into an infographic.

V. New Business

- A. **Website** - Courtney Walsh agreed to maintain updates based on items we send to her.
 1. We will send a message via the listserv inviting members to follow our blog, which is linked to our Facebook page.
 2. Board members should send information to Courtney to update the blog and we can send out notice of updates to the members at least once every 2 or 3 weeks.
 - a. These do not have to be original pieces developed by board members. That is, podcasts, articles, etc. that have already been created can be sent to Courtney to post.
- B. **Conference Sponsorship for 2016 and Publicity/Community Relationships** – The board discussed various organizations we might partner with for a conference (e.g., OAFCS, OAMFT)
 1. Most of this time was spent discussing alternatives to conference co-sponsorship for next year, such as smaller activities throughout the year to raise awareness about OHCFR and increase membership (e.g., design a T-shirt contest; use social media during National Family Week, which is Thanksgiving week, to request that people post how families across cultures in the US celebrate Thanksgiving).
 - a. Susan offered to look through the membership list and find websites and professional organizations that would intersect w/ OHCFR.

- b. The following project garnered the most discussion from the board:
#OhioFamilyWeek – We'll create this hashtag, tweet it out, and have it on our Facebook page, along with a post along the lines of: "It's Ohio Family Week. Post your pics and descriptions related to your family's Thanksgiving foods, traditions, and customs." We could then put the resulting text into Wordle to generate a word cloud and share it with others. We would also post a 2-5 minute slideshow/video of the resulting photos of how Ohio families celebrate Thanksgiving. This will be done via Facebook and Twitter.
 - i. Carmen will write a news release so the announcement gets distributed widely. She'll send it to the rest of the board so we can have our respective local papers publish the announcement. We also will send the announcement to other related organizations.
 - ii. The week prior to Family Week, we will send out the announcement.
- C. **Audit of books** – Carmen will audit the books at the December meeting and Rachel will assist.
- D. **Impact Award** – Discussion postponed until later.
- E. **October and December board meetings** – Carmen will send the board a Doodle Poll to identify dates for these meetings.

VI. **Meeting adjourned** at 3:03 pm.

Respectfully submitted by Maureen Blankemeyer, OHCFR Secretary/Treasurer