

**OHCFR Advisory Board Agenda  
Vermillion's Ritter Public Library  
5680 Liberty Ave.  
Vermillion, OH  
June 17, 2016  
10:00 am – 3:00 pm**

**In attendance:** Kyle Bartholomew (via phone), Rachel Brown (via phone), Carmen Irving, Audrey Kraynak, Katie LaPlant, Patrice Powers-Barker, Courtney Walsh, and Maureen Blankemeyer

**I. Prior Meeting's Minutes** – Audrey moved to approve the minutes from the March 7, 2016 advisory board conference call and Patrice seconded the motion.

**II. Treasurer's Report** - Maureen reported the current account balance is \$3462.23. Katie moved to approve the treasury report and Patrice seconded the motion.

**III. Old Business**

- A. **Amazon Smile** – Audrey emailed Allison Wickler at NCFR, who said since we have our own federal ID number, we should be able to apply for an account with Amazon Smile separately from NCFR. Audrey then talked to Tahera Mamdani, NCFR's Director of Finance, who said we can register as a non-profit with the state of Ohio if we choose.
1. Diane Cushman will send a signed letter to anyone who donates to OHCFR. Additionally, Audrey received sample letters to acknowledge receipt of donations that we can send out ourselves.
  2. Audrey will follow up with Tahera to see if we can get donations from Ohio donors to NCFR's Amazon Smile account directed to OHCFR's (future) Amazon Smile account.
  3. Kyle will look into what it takes to get an EIN specifically for OHCFR.
- B. **OHCFR Website and Brochure** – Courtney will disable the link to the brochure on our website since it includes information about the travel award, which we have suspended at this point.
1. Courtney suggested we add a "Resources" tab to our website. She asked what we want on the Resources page. She suggested we break down the resources into the following separate sections: local, state, and national resources.
    - a. Carmen suggested we limit the list to resources for family science professionals.
    - b. Advisory board members: Please send Courtney suggested national, state, and local resources that we use as family professionals.
    - c. In the fall newsletter Audrey will request that members send their recommended resource links to Courtney to post on the website.
    - d. Audrey will ask Jason Samuels to remove Joan as an administrator of the website and replace her with Carmen. The administrators will then consist of Courtney, Audrey, Carmen, and Maureen.
  2. Instead of the trifold brochure we used in the past to recruit students, we will use our infographic. Rachel will update the infographic and send it to Courtney.
    - a. Courtney will post the updated Infographic in the "Join Us," "About," and "Resources" pages of our website.

- C. **Family and Consumer Sciences Social Media Campaign** - Patrice gave an update on what is being done with the FCS social media campaign. Family and Consumer Sciences has an outline of messages they want to disseminate to certain audiences. Patrice suggested as we continue to develop our website, we make a concerted effort to help get that information out through our website and Facebook page.
1. Maureen will add everyone as administrators to OHCFR's FB page.
- D. **Affiliate Ribbons at NCFR Conference** – Maureen contacted Becky Ward to pass along Kyle's suggestion for all Affiliate advisory board members to have ribbons for their NCFR conference name tags that identify them as board members. This could facilitate greater communication within and among affiliates. Becky forwarded the request to the NCFR conference committee in April.
- E. **Compilation of Workshop Topics from Our CFLE Needs Assessment** – Audrey compiled and distributed a handout categorizing suggested workshop topics that were reported by Ohio CFLEs on the needs assessment that went out in January. Audrey placed the workshop topics into the CFLE content areas.
1. Maureen suggested we use these to help us think of resources we'll send to Courtney for the website.
- F. **Strategic Planning** – This subcommittee was chaired by Joan. Members include Audrey, Carmen, Rachel, and Maureen. There has been no further steps taken since the February strategic planning meeting. We agreed to schedule a strategic planning meeting at the NCFR conference to move forward. Carmen will send a Doodle Poll closer to conference date when everyone has a better idea of when they will be there.
- G. **Non-Monetary Award** – In light of funds being low and the moratorium on the travel award, we raised the possibility at our last meeting of presenting a non-monetary award.
1. The board discussed that some areas, such as Extension, do benefit from non-monetary state, and especially national recognition awards.
    - a. Audrey suggested since we do not have a conference scheduled at this point, there is no opportunity to give the recognition in-person.
  2. Kyle suggested instead of the three \$200 travel awards, for now we give a smaller award: a 1-year NCFR membership, which is \$75 for the student-1 level and \$110 for the professional level with no journals.
    - a. The board discussed that this is basically the same as our OHCFR Practitioner Impact Award with the addition of funding for a 1-year membership and the recognition of a student.
    - b. Audrey suggested we wait until next year to award it and use this year to plan for the award and market it. The group discussed possible times and events at which to present the award, such as during Family Week.
    - c. The board decided to further develop this idea and launch the announcement during FLE month in February. Kyle, Patrice, and Carmen will constitute the subcommittee and update the board at our fall meeting.
  3. Courtney will put an announcement on the website that the advisory board recommended we suspend the travel award for now.
- H. **Bylaws** – Audrey incorporated points from SCFR's bylaws to help us update our bylaws.
1. Rachel made the motion to have our Past President term be changed to 2 years from 1. Carmen seconded the motion.

2. The board went through each section of revised bylaws and discussed recommendations.
3. Audrey and Maureen will make the final revisions.
4. Audrey will then send the revisions to the advisory board for final review.
5. Audrey and Maureen will work with Rachel to send out the proposed revisions via a Qualtrics survey to the OHCFR members for a vote.
  - a. The survey will present the revisions to the bylaws section by section.
  - b. Rachel will include the original bylaws and proposed revisions with the proposed changes highlighted.
6. A note will be included stating that editorial revisions are not shown, only substantive changes.

#### **IV. New Business**

- A. **FLE Planning Wheel** – Katie and Patrice gave an update on the family life education methodology planning wheel they developed and will be presenting with Carmen and Jacqueline Kirby Wilkins at the NCFR conference.
  1. Katie emailed the board an infographic of the Planning Wheel. It was derived from NCFR's FLE material, but packaged in a different format intended to be user-friendly for people who do not come from a family science background. They want it to be used with students, but also practitioners involved in FLE methodology-related work.
- B. **BillTrack50** – Maureen reported on and will send the advisory board a written summary of her phone call with Jennifer Crosswhite about BillTrack50.
  1. The board decided to use topics identified through our CFLE needs assessment to help us determine what legislation to begin following.
  2. Katie, Audrey, and Maureen agreed to be the OHCFR trainees for BillTrack50.
  3. Maureen will contact Katie, Audrey, and Jennifer to coordinate a training date.
- C. **Elections for 2017** – The following positions will need to be filled: President-Elect, Secretary/Treasurer, 2 Professional Board Members, 2 Student Board Members
  1. Carmen will send out position descriptions and invitations for nominations to department heads to pass along.
  2. Maureen will post the call for nominees on Kent State University's HDFFS page, which has an audience of current and former students and new professionals.
  3. Courtney will post the call on our website.
  4. Audrey will send out an e-newsletter in July with a heads-up that we will be requesting nominations.
  5. We will send out nomination requests in late September and hold the voting in October.
  6. Rachel will create and manage a Qualtrics survey for the voting.
- D. **Upcoming Board Meetings** – Carmen will send out Doodle Polls to schedule the dates for our fall conference call and December face-to-face board meeting.

**V. Adjournment** – Kyle made a motion to adjourn the meeting, Maureen seconded. The meeting was adjourned at 2:58 pm.

Respectfully submitted by Maureen Blankemeyer, Secretary/Treasurer.