

**OHCFR Board Meeting Minutes  
December 8, 2017 Meeting  
10:00 am – 3:30 pm**

**Richland County Extension Office  
1495 Longview Ave., Mansfield, OH 44906**

**In attendance:** Rachel Arocho, Rosemary Eustace, Carmen Irving, Amy Kelly, Audrey Kraynak (via phone), Katie LaPlant, Patrice Powers-Barker, Scott Tobias, Courtney Walsh, and Maureen Blankemeyer

**I. Prior Meeting's Minutes** – Amy made a motion to approve the minutes from the October 13, 2017 conference call meeting and Scott seconded the motion. The motion carried.

**II. Treasurer's Report**

- A. Maureen reported the current account balance is \$3647.63. Katie moved to approve the treasury report and Patrice seconded the motion. The motion carried.
- B. Student board members were reminded that they are reimbursed for their annual NCFR dues upon submission of their payment of dues receipt to Maureen.
- C. Maureen asked for someone to audit the treasury record during the meeting. This will be accomplished at a later date due to unforeseen circumstances that occurred during the meeting.

**III. Old Business**

**A. NCFR Round Robin** (Takeaways from the conference)

- 1. Scott reported that NCFR is trying to promote FLEs in home visitation with Head Start. They are looking at a program called Collaborative for Understanding the Pedagogy of Infant-Toddler Development (CUPID), specifically how CUPID's core competencies align with those of the CFLE.
  - a. A discussion ensued among board members about the drawbacks of CFLEs not being reimbursed by insurance. At the upcoming advisory board meeting, Scott will ask what the timeline is for when NCFR will be able to apply again for family life educators to have a billable code.
- 2. Patrice discussed the family coaching roundtable. Family coaching might be something undergrads should be encouraged to do. There are relevant webinars online that Patrice will share with us.
- 3. Several of us shared information from the conference that was relevant to our own practice/research interests.
- 4. The group briefly discussed the importance of NCFR continuing to work on bridging the gap between practitioners and researchers.
- 5. Patrice shared about the marriage/relationship education session and how the field needs to expand beyond the basic notions of communication, etc. Mindfulness also is important to incorporate.

- a. This prompted the board to discuss OHCFR addressing (e.g., through webinars) self-care, compassion fatigue, and mindfulness.

**B. OHCFR's NCFR Workshop Presentation** (Carmen, Amy, Patrice, Katie, Rachel)

1. There were 3 rounds/separate audiences of our workshop presentation with a range of diverse audiences (i.e., primarily students at one, mostly professionals at another).
2. Maureen gathered intel at the other roundtables. The highlight was TxCFR's policy-related roundtable. Maureen shared their infographic she purchased from them and will send out details about the session as well as the other roundtables she attended.

**C. Opiate Webinar Part II** (Carmen, Patrice, Rachel) - Prior to the webinar, 42 participants had registered. Patrice indicated others have contacted her since to see if the webinar would be posted online for later access. The webinar and accompanying slides are already posted on the OHCFR website, thanks to Courtney, our social media master.

1. Carmen recommended for future webinars that we have a timeline for when different tasks will need to be in place. The wonder-trio, Patrice, Courtney, and Rachel, had already drafted a template of tasks that need to be done. The board's communications team will build on this so it can be used in the future. All board members were asked to be willing to give feedback since most board members participate in some way with the webinars.
2. Maddie Hanson had contacted Carmen indicating we hadn't applied for CEUs for the second Opiate webinar. Audrey will follow up with Maddie to let her know the two separate sessions (Part 1 and Part 2) were both delineated in the original application for CEUs and she will inquire about what we need to do to allocate CEUs for those who attended part 2.

**D. CFLE Webinar** (Amy and Scott)

1. The webinar on how to move from provisional to full CFLE certification was pre-recorded and offered earlier this week. Scott and Amy used Camtasia for the video and audio editing and Kent State's WebEx account to host it. There were 10 registrants. A few people also called in for the webinar. Scott and Amy indicated in the future it will be useful for students and faculty who teach FLE classes.
  - a. Courtney will follow up with faculty around the state with the link to Scott and Amy's CFLE webinar.
  - b. Patrice suggested we may have to create a YouTube account and link the webinar from there.
  - c. The board discussed the possibility of Katie doing a webinar on studying for the CFLE exam, particularly since her master's thesis was on this topic.

**E. MNCFR reaching out to hear about OHCFR strategies** (Carmen) - After seeing the increase in our social media outreach, one of MNCFR's board members contacted Carmen. Carmen learned from their discussion that we're not the only affiliate concerned about ways to increase our membership.

- F. **Facebook/ Highlights Update** (Rachel and Courtney) – We have 170 likes and our Facebook page is getting a good amount of traffic.
1. The “Meet the Board” member spotlight of Audrey was posted recently. Rachel asked for new volunteers to be highlighted on the FB page. Prior spotlights of board members have been well received. All of the “meet the board” info from FB has been moved to the OHCFR website.
- G. **Finance Update** (Scott) - Scott spoke with Bethany Cox about establishing an investment account at the NCFR level to fund the affiliates. She is open to exploring this more later as we move forward. He also raised the idea with the board to inquire if NCFR would be willing to oversee an interest-bearing investment account for affiliates, provided we were able to raise enough funds to start getting a return. It would be an account that holds insurance and provides a stable return. Right now they’re paying out at about 2.5%. The board suggested Scott contact NCFR for information gathering on this matter.
- H. **Career Spotlight** -Maureen will send out an email to Jessica Needham welcoming her to OHCFR. Jessica was the first to be highlighted in our Career Spotlight series and the post received more interactions than any of our other posts.

#### IV. New Business

- A. **Bylaw Review and Revisions** – Maureen made a motion that we revise the bylaws to state that any nominee for president-elect must be a *current* internal board member or officer at the time of the election. Rachel seconded the motion. There was a unanimous vote of the board in support, and the motion carried.
- B. **Call for Officers** – Carmen reminded the board to be thinking about recruiting potential officers/board members.
1. After reviewing our bylaws, NCFR granted approval for OHCFR board members to extend their terms one year since we have no one currently in the President-Elect slot. The board members who were present agreed to extend their terms one year. Audrey offered to fill the President-Elect position.
- C. **2018 Webinar/Workshop Schedule** – To identify potential webinar topics and facilitators, the group brainstormed ideas, used the CFLE needs assessment replies, and responses we received at the Affiliates table during the NCFR conference. We decided to offer quarterly workshops/webinars and also provide a separate resource each quarter:
1. **Quarter 1:** Study Guide for the CFLE exam (live) – Katie LaPlant on Feb. 15<sup>th</sup> 12:00 - 1:00 pm
    - a. Q1 resource: Scott and Amy’s webinar on moving from provisional to full CFLE certification.
  2. **Quarter 2:** Childhood Trauma – Patrice has already talked with someone about this and she’ll follow up with them. Date: April or May

- a. Possible Q2 resource: A recording of Carmen’s mental health awareness presentation
  - b. Another possible Q2 resource: Co-sponsor Mental Health First Aid in-person workshop as we did last summer. Carmen would facilitate.
3. **Quarter 3:** Sexual Assault Prevention webinar (live). Date: Sometime between June and September. Scott will contact a possible facilitator.
- a. Q3 resource: A pre-recorded presentation by Dan Tobias on grief
4. **Quarter 4:** Self-care and compassion fatigue webinar (live). Date: Possibly early Dec. Carmen will send out an email to see if any Ohio members are willing to facilitate or co-facilitate this webinar. If not, as a back-up, Amy, Patrice, and Carmen will facilitate.
- a. Q4 resource: Patrice will create a recorded resource on mindfulness
- D. **Meet the Board** – The group decided to profile a board member every other month on Facebook. Board members who volunteered include: Patrice (January), Katie (March), and Rachel (May).
- E. **Professional spotlight-** Recommendations were a faculty member Carmen would contact, an executive director at a local agency Amy knows, and some nurses Patrice suggested.
- V. The meeting was ended due to a medical emergency of one of the board members (who as of this writing is doing much better). As Amy stated, “What a show of family as we pulled together as a team to support one of our own!”

**Items yet to be addressed:**

1. 2018 Meeting Schedule
2. FLE Month/Student Recruitment (Patrice)
3. NCFR Proposal Deadline—March 1, 2018

Respectfully submitted by Maureen Blankemeyer, Secretary/Treasurer and Katie LaPlant, board member and minute-taker extraordinaire.