

MINUTES

COMMITTEE MEETING OF OHIO COOPERATIVE EXTENSION SERVICE SUPPORT STAFF FRATERNITY

MARCH 25, 1987

Members present: Dorothy Rex, Micki Daniels, Becky Hooper, Irene Moore, Marilyn Bloom, Jacqueline Mueck, and guest Paul Hothem.

Committee members met at 12:00 noon in Mt. Vernon with two priority items to develop: 1) the budget and 2) the announcement article to go in the Brown Letter. Dorothy introduced Paul Hothem, Knox County Extension Agent and representative from Epsilon Sigma Phi.

Paul had read the minutes from past committee meetings. He felt the committee was well established but did offer the following suggestion. First and foremost we need to create interest and establish legitimate reasons why a person would want to be affiliated with this fraternity. What benefits will be realized from membership? Paul explained what he tells new agents when presenting information on Epsilon Sigma Phi to them. Examples: educational benefits, spokesperson for the group, recognition, develops effective working relationships within the organization, and encourages professionalism.

Micki reported Dr. Cunningham had presented the support staff fraternity concept and possible sponsorship to a recent Epsilon Sigma Phi meeting, and they were supportive of the idea. She also reported Dr. Keith Smith had written to ten states inquiring about support staff fraternities similar to what we are organizing in Ohio. All responded, indicating no such organization.

"BROWN LETTER" ARTICLE

In discussing the Brown Letter article, committee members felt it would be best to just "spark interest" at this time and come back later with full details and a membership registration form. Members are to get their suggestions for the article to Becky by April 4. She will pull together this information and compose the Brown Letter article as well as an "Interest Form" to be completed by support staff and emeriti. The following will be included on the form: name, location, position, years of service, comments and suggestions. This information will aid the committee in further organizational efforts. Becky will send to Micki by April 7 the article and interest form for the April 20 letter.

Committee members agreed it would be beneficial if county chairpersons and district supervisors received a letter from Director Sprott announcing the development of the support staff fraternity and asking for support and cooperation. Micki will develop a letter to go out under Dr. Sprott's signature and include it also in the April 20 Brown Letter.

The official letter of invitation and a brochure with a tear-off membership registration will be developed and sent out with a near future "Brown Letter."

BUDGET

A lot of "brainstorming" took place in collecting thoughts and ideas on how to develop a budget. In order to eliminate costly postage expenses, most mass mailings will be included in the weekly mailing package to each office. This would also include the quarterly newsletter which will be printed in a local Extension office but then shipped to Columbus for distribution.

The committee plans to develop official letterhead and envelopes. Marilyn Bloom offered to design this using the Print Shop computer program and bring a sample to the next committee meeting. To be included on the letterhead are CES (Chi Epsilon Sigma) and a listing of officers.

One of the most costly items in the budget will be printing of materials which would include the letterhead, envelopes, membership cards, the constitution and by-laws brochure, etc. Paul Hothem suggested checking with the Franklin County Extension Office; he felt they may have a good printing setup and would be able to accommodate our printing needs. Micki will follow up with Chairman McNutt to see if this is a possibility. If this does not work out, we'll need to obtain estimates from other printers.

Micki suggested it would be beneficial to have a three-ring notebook to distribute to members when they join. This would be a handy way of keeping all materials and pertinent information together. The notebook could have a clear cover and we could insert a cover page with the fraternity emblem or seal. Would Epsilon Sigma Phi be interested in sponsorship of this item?

Other possible expenses to be considered would be lapel pins for charter members, award plaques for recognition, and expenses associated with the annual meeting (guest speaker, room rental, etc.).

The following is a proposed budget contingent on approval from Administration.

**PROPOSED BUDGET - FIRST YEAR
CHI EPSILON SIGMA
SUPPORT STAFF FRATERNITY**

PRINTING\$ 500.00
LAPEL PINS (charter members)	500.00
ANNUAL MEETING	300.00
3-RING NOTEBOOKS	200.00
POSTAGE	50.00
AWARDS	50.00
MISCELLANEOUS	<u>100.00</u>
TOTAL\$1700.00

PROPOSED BUDGET - SECOND YEAR
CHI EPSILON SIGMA
SUPPORT STAFF FRATERNITY

PRINTING\$ 500.00
ANNUAL MEETING	300.00
POSTAGE	50.00
AWARDS	50.00
MISCELLANEOUS	<u>100.00</u>
TOTAL\$1000.00

The second year budget eliminated the lapel pins (charter members) and notebooks (hope to have a supply on hand to cover new membership).

OTHER ITEMS DISCUSSED

August 1 was decided as the due date for yearly dues. This would allow the membership chairman and treasurer time to pull together information and records for the annual meeting in October.

Jackie Mueck will be the membership chairman. She will collect and keep records of the membership forms and dues. The money will be forwarded on to the treasurer for deposit.

Committee members liked the idea of a breakfast gathering for the annual meeting. It will be held the second day of the annual two-day in-service training for support staff. It would probably work best to have the breakfast at the same location as the in-service. The committee will work closely with Dr. Smith to incorporate the breakfast with the other planned activities and include the breakfast registration on the in-service registration form.

In referring back to minutes of our last meeting, a discussion followed as to whether or not we would invite non-members to participate in the annual meeting. The committee agreed we would not. This is a privilege of membership.

Before the next committee meeting, members need to think about information to be included in the letter to support staff/emeriti and how do we sell the idea of a fraternity to potential members. This letter will be very important in getting the message across and include all the necessary information.

The following dates were scheduled for future committee meeting dates:

April 10, May 8, June 12, July 10, August 7, September 4, October 2

Next meeting will be held in Mt. Vernon at the Extension Office - 1:00 p.m.

Respectfully submitted,

Becky Hooper

— INTEREST FORM —

EXTENSION SUPPORT STAFF FRATERNITY

RETURN TO: Becky Hooper
East District Extension Office
16714 SR 215
Caldwell, Ohio 43724

RETURN NO LATER THAN MAY 8

NAME _____

JOB TITLE _____

YEARS OF SERVICE _____

LOCATION: COUNTY _____

DISTRICT _____

STATE _____

EMERITUS _____

Are you interested in joining the Extension Support Staff Fraternity?

YES _____ NO _____

COMMENTS:

SUGGESTIONS:

EXTENSION SUPPORT STAFF FRATERNITY -- It is appropriate during Professional Secretaries Week to announce the establishment of a fraternity for Extension support staff - "Chi Epsilon Sigma (CES), Alpha Chapter." The purpose of this fraternity is to organize a peer group for support staff with a common purpose and interest in enhancing employment with the Ohio Cooperative Extension Service. What does this mean to you personally? Educational opportunities, recognition for excellence in job performance, recognition for years of service, and encouragement of professionalism within the Extension Service.

A committee representing state, district, and county offices is currently organizing efforts with support from Administrative Cabinet. Please fill out the attached interest form which will provide information to aid the committee in their organizational procedures. The committee will be meeting again on May 8, so please return the form by that date. Complete details will be sent to you in the near future. (JMS)



Ohio Cooperative Extension Service
The Ohio State University

East District
16714 S.R. 215
Caldwell, Ohio 43724
Phone 614-732-2381

April 9, 1987

TO: DIRECTOR SPROTT
DR. CLARENCE CUNNINGHAM
Dr. Keith Smith

Dear Director Sprott, Drs. Cunningham and Smith:

Enclosed are the minutes from the recent Extension support staff fraternity committee meeting. You will note in the minutes that we have developed a one and two year budget as you had requested Director Sprott.

If you would like more input as to how and why we came up with our figures, please contact President Dorothy Rex. We would be more than willing to meet and discuss further.

Thank you for your support and cooperation.

Sincerely,

A handwritten signature in cursive script that reads "Becky Hooper".

Becky Hooper
Secretary

Enclosure

c: D. Rex