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MINUTES  
CHI EPSILON SIGMA  
JULY 28, 1988

Members present: Dorothy Rex, Marilyn Bloom, Jacque Mueck, Micki Daniels, Irene Moore, Becky Hooper.

President Dorothy Rex called a meeting of the officers. Irene had requested assistance with planning the annual meeting and developing the scholarship application form. Irene will then present information to the next meeting of the officers and directors on August 11.

ANNUAL MEETING

Everyone was in agreement to try a breakfast buffet this year. The cost will be \$8.75/tax = \$10.15. It was decided the fraternity will pay \$5.15 for each member from the treasury. The balance of \$5.00 can be put on each individual's expense account. The CES business office will pay the bill and the fraternity will reimburse expenses associated with the breakfast. Costs for honorary members will come from the fraternity treasury also.

Irene had been asked if the fraternity would be willing to subsidize the speakers for the workshop as was done last year. Everyone agreed since we do not plan to have a speaker for the annual meeting, we would not subsidize speakers' expenses.

A draft of the agenda for the annual meeting was distributed by Irene. Some minor changes and revisions were made from officers' suggestions. Irene will VAX a copy of the revised agenda to officers and directors. Everyone agreed we would not have a head table this year. A podium will be used in front, but officers and honorary members will be seated with the group.

It was suggested the directors be responsible for an "ice breaker" or some type of activity to get members to become better acquainted. This could happen at the beginning as members register, as everyone is seated around their tables, or after the program. Possible topics for table discussion are: upcoming opportunities for awards other than newsletters, financial records, office efficiency, etc.; how can the fraternity get more members involved; a retrospective view of the first year - What did we learn? What do we need to change? What are our strong points? etc. More discussion will take place at the August 11 meeting.

SCHOLARSHIPS

Irene passed out copies of the scholarship application. A couple suggestions were made and revisions will be incorporated. The applications will be sent in the weekly packet on August 8 -- to be returned by September 6. Certificates will be presented at the annual meeting. A cover letter will accompany the application explaining selection process, obligations of the recipient, and time frame for use. Irene will have Keith Smith review the application and letter.

A scholarship committee was selected: Keith Smith - administration, Carlene Hamilton - honorary member, Jamie Nightingale - director, and Irene Moore - president-elect. Irene will make the contacts. This committee will be responsible for reviewing applications and making selections for the two \$200 scholarships. The committee will also need to sanction the awardee's use of the money before being spent to insure it is in line with the objectives of the fraternity of professional improvement with the Ohio Cooperative Extension Service.

#### YEARS OF SERVICE RECOGNITION

Jacque will have a list of members and years of service to distribute at the August 11 meeting. Certificates will be awarded at the annual meeting for 15 and 20 years of service. Paper weights will be awarded for 25, 30, and 35 years service.

#### MEMBERSHIP

A membership listing was distributed. There is a drop in membership this year, but the deadline is still a few days away. Jacque will have an updated list for the August 11 meeting.

#### NOMINATING COMMITTEE

Jacque reported the nominating committee is working on the selection of a 1st vice-president. A name will be presented for approval at the August 11 meeting. Duties of the position will need to be developed. The president-elect will serve as a mentor.

Jacque asked if the fraternity would be willing to recognize a fellow co-worker of her's who developed and helped her with the d-base program. The officers approved her to get a thank-you card and a \$10 coupon book from a local restaurant. Jacque will be reimbursed for these expenses.

#### INVITATION TO OTHER STATES

Micki passed out a copy of the letter that was sent by Keith Smith to the staff development specialist in other states and the USDA person in Washington, DC.

#### OTHER ITEMS OF BUSINESS

The charge for pin replacement will be \$2.19 (actual cost to fraternity).

No more cancelled meetings or activities. This decision was made in reference to the summer picnic which was cancelled because of low registration. We will plan to always have a back-up or "plan B" to avoid cancellations. Too much time and preparation takes place to cancel at the last minute.

Deadline for next newsletter is September 1.

Constitution - need to consider.

The officers will plan to meet in October to make final arrangements for the annual meeting.

A discussion was held on travel expenses when officers and directors meet. Mileage expenses average about \$200 per meeting. It may not be feasible to have officers and directors meet as often as a group. We don't want to use all our money up in travel expenses - let's put it to use for the total membership. But also realizing as a new organization, the fraternity requires extra organizational and planning meetings.

The next meeting of the officers and directors will be August 11, Room 111, Ag Admin. Jacque to make reservations at the Golf Course for lunch. She will also make arrangements for parking stickers. Becky to send out reminder notices to everyone.

Becky Hooper  
Secretary/Treasurer

c: B. Moser  
C. Cunningham  
K. Smith  
F. Hutchinson  
District Supervisors