

MINUTES
CHI EPSILON SIGMA
August 9, 1990

Officers Present: Irene Moore, Marilyn Bloom, Jill Kelley, Phyllis Althouse, Dorothy Rex, Evelyn Roediger

Directors Present: Betty Kidd, Kathy Moritz, Mary Rae

President Irene Moore opened the meeting of the officers at 9:30 A.M. We met in Room 111 in the Ag Administration Building on OSU Campus.

Discussion:

Menu for Annual Meeting luncheon was discussed and it was decided to order: chilled fruit cup with sauce Sabayon; Open Face Hot Hilton Club; Eagle Brand Snack Chips; Fresh Broccoli Spears; and Rainbow Sherbet.

The luncheon will cost \$10 per person, however, CES will pay \$5 of that from their dues. An article should be put into the CES Newsletter stating this fact. (Also, please add this statement in the newsletter, "Please share your newsletter with your faculty." We believe faculty will be more supportive if they are kept apprised of our Fraternity.

Irene and Marilyn will prepare a survey to send to former members with such questions as: what do you think CES should do?, did you know scholarships are given by CES, CES is for support to staff, CES has educational meetings, \$5 is paid towards meal at Annual Meeting, CES is and has been a voice of support staff on In-Service Planning Committees.

Board of Directors joined the group at 10:00 A.M.

Minutes and Treasurer's Report - Stand approved. Balance of checking account - \$298.32. The OSU Development Fund account balance is \$280 as of June 28, 1990. Thanks to each person who is donating toward CES' future.

Membership - Jill Kelley reported 88 members.

Jill will make a presentation to the new support employees at the Fall Orientation Meeting.

A letter to new employees - that they will soon be eligible to become members of Chi Epsilon Sigma Support Staff Fraternity. Items to be incorporated into letter include how the Fraternity came into existence, when it was organized, and purpose. Note that it offers the opportunity to meet others we work with through telephone, VAX, etc. Note that we have a representative on the In-Service Planning Committees. Jill will get a list of non-renewals and ones eligible to join in the next year. Phyllis Althouse will prepare the letter.

Question: If a support staff member has a job promotion and is no longer Classified Civil Service, can they belong to CES? It was decided that their title is insignificant if they wish to stay in contact with support staff. If they get promotion they are welcome to be in Fraternity. Our constitution states the members must do some clerical duties. Betty Kidd moved that we add Associate Membership to our constitution. These members would be support staff who have been promoted but continue to work with Extension support staff in their present position. Marilyn Bloom seconded the motion. Motion passed. This motion will be presented to the membership at the Annual Meeting.

Concern: Some Agents and Supervisors of Support Staff are not letting their support staff come to the in-service meetings. How can we treat the situation? Is Gail Gunderson available for support staff? Marilyn will contact Jo Jones regarding introducing Gail to Extension support staff at the In-Service and inform them of who to contact if they have problems.

Annual Meeting:

Marilyn Bloom, as member of In-Service Planning Committee, notified us that the Fall In-Service will be held at the Hilton Inn North in Columbus (near the crossroad of I-270 and St. Rt. 23) on October 23-24, 1990.

On October 23 at 12:00-2:00 P.M, we will hold our CES Annual Meeting which will consist of a luncheon meeting and guest speaker, Nancy Utterbrock who will also be the In-Service keynote speaker. The Fraternity will pay Nancy \$50 for a presentation at our luncheon. The topic will be about attitude enrichment and self esteem.

CES Fraternity has been asked to give recognition at the In-Service meeting of our Scholarship winners. Irene will make this presentation, relate a short history and purpose of our Fraternity. Introduce Dorothy Rex as our Founder, and introduce the 1990-91 officers and board members.

A motion was made by Betty Kidd for members to invite new employees with less than one year Extension employment to come to our Annual Meeting and luncheon. Kathy Moritz seconded the motion. The new employees would be able to mark their In-Service registration form that they plan to attend. Their cost would be \$10 which is the amount of the luncheon. Motion passed. Marilyn will notify Jo Jones so this can be added to the registration form with special note that they must be employees with less than one year's Extension employment.

Committee to work on CES Fraternity Display for the In-Service - Dolores Koppes and Karon Dellinger. Irene will contact Dolores and Karon. Irene will check with a person she knows about making a CES Banner for the display and for our meetings.

1990 Honorary Member: The Officers and Board chose Jo Jones, Leader, Personnel Development, Ohio Cooperative Extension Service as our 1990 Honorary Member.

Evelyn will send a letter to Jo and will also send a letter to past Honorary Members inviting them to the Annual Meeting.

Program: All Honorary Members (along with dates they were honored) are to be listed in the Annual Meeting program.

Set up before meeting: Since most Officers and Board members will be involved in meetings before our luncheon meeting, the Emeriti Members will fill the packets and set up for the meeting.

Welcome and Invocation: Marilyn will ask Shirley Brooks to have the welcome and invocation since she was unable to be here last year when she became an Honorary Member. In the program she will be listed as 1989 Honorary Member.

Nominating Committee Report: Dorothy Rex, Chair of the Nominating Committee (Committee - Dorothy Rex, Jamie Nightengale and Martha Shinkle) reported the slate of Officers and New Board Members for 1990-1991 to be elected and installed at the Annual Meeting, October 23, 1990, as follows:

President	Marilyn Bloom
President Elect	Becky Hooper
First Vice Pres.	Evelyn Roediger
Secretary/Treas.	Betty Marlow
Annalist	Marie Bouic

Directors:	
East District	Betty Ward
South District	Nancy Hawk
Northwest Dist.	Betty Kidd
Campus	Jacqueline Mueck

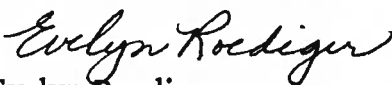
Nominations will be solicited from the floor. Dorothy Rex will have paper for ballots in case there are nominations.

Awards Committee: Jill Kelley will be checking on awards for 30-year honorees.

Congratulations: Betty Kidd, Northwest District, has been elected Director of the Great Lakes District of Professional Secretaries International. The district covers five states. This is indeed a prestigious office.

Past Board Member III: Mariam Bennett, 3872 Shattuck Ave., Columbus, Ohio 43220, has been ill recently. We wish her a speedy recovery.

Respectfully submitted,


Evelyn Roediger
Secretary-Treasurer, CES

1990 Annual Meeting

The 1990 Chi Epsilon Sigma Annual Meeting is held in conjunction with the Support Staff Fall In-Service. The chairman of this committee met with the Support Staff In-Service Planning Committee on July 26.

The Hilton Inn North, Worthington, Ohio was selected as the location for the In-Service.

The committee suggested that Chi Epsilon Sigma have the Annual Meeting and Luncheon on Tuesday, October 23, 1990 in lieu of a breakfast meeting. This would provide more time for the activity. Time allotted 12:15- 2 p.m.

It was recommended by the committee that new support staff be given the opportunity to attend the luncheon. This was then discussed by the CES Board with an invitation to any support staff with a 50% or more FTE and less than one year of service to attend the lunch and meeting with the members. This will enable new personnel to learn about the Fraternity before becoming eligible to join.

In-Service keynote speaker, Nancy Utterback, agreed to speak at the luncheon for \$50.00. Her topic will be "Keeping Our Batteries Energized".

The Fraternity will subsidize the cost of the luncheon. Administration has approved the luncheon/annual meeting to be deducted from county/department funds.

Please complete the annual meeting evaluation sheet -- this will help the committee plan for the 1991 Chi Epsilon Sigma Annual Meeting.

As always, thank you for your attendance and support.

1990 Annual Meeting Committee

Sarah Miller, Logan County

Vicki Miller, Southwest District

Jacque Mueck, IPMP

Marilyn Bloom, Ottawa County, President-Elect

MEMBERSHIP COMMITTEE

This committee is responsible for various activities associated with the membership drive. Deadline for membership is August 1. A person who has performed satisfactory service as an Ohio Cooperative Extension support staff member and meets the following criteria is eligible to become a member:

- at least 50% employment time
- employed at least 1 year as of August 1
- job description includes some clerical duties

Most of the committee's work is required during the summer months (June, July and August). During this time, responsibilities include:

- sending out letters of invitation or renewal for annual membership
- maintaining official records of membership
- distribution of membership cards

Once the membership drive is completed, planning for the annual meeting recognition of years of service begins. This includes verifying and establishing the years of service for each member as well as ordering awards for the 15, 20, 25, 30 and 35-year interval, new members and emeriti.

At the 1990 Annual Meeting, the following awards were presented:

- 13 members - New Members receiving CES notebook and pin
- 3 members - 15-Year Award receiving gold certificates
- 4 members - 20-Year Award receiving gold certificates
- 1 member - 25-year Award receiving silver letter opener
- 1 member - Emeriti Award receiving Brazilian Agate Paperweight
- 1 member - Honorary Member receiving CES notebook and pen

Committee Members:

Jill Kelley, Office of Personnel, Program and Organizational Development
 Lucile Dunbar, Department of Textiles and Clothing
 Carolin Parks, Muskingum County
 Jeannie Wright, Southwest District