

CHI EPSILON SIGMA (CES)

Alpha Chapter

The National Extension Support Staff Fraternity

Chi Epsilon Sigma Meeting
Tuesday, November 26, 1991

The following officers and directors were present at the November 26 meeting of the organization: Ruby Anderson, Marilyn Bloom, Marie Bouic, Terri Clark, Karen Cole, Terri Harper, Nancy Hawk, Becky Hooper, Ruth Keenan, Jill Kelley, Jacque Mueck, Phyllis Richards, and Melody Roy.

Becky Hooper, President, opened the meeting with the following agenda.

Welcome and Introductions - Each member shared a little about themselves with the group. At this point Marilyn Bloom mentioned she will leave Extension December 31 and gave her new address to be updated on the officer roster.

Roles and Responsibilities of Officers - Questions from new officers were discussed among the group. Regarding secretary, the minutes are sent to a distribution list titled FRAT on the VAX, with paper mail going to those not on VAX system. Becky indicated that all fraternity mail should either vax or postage, and can not go penalty mail. Items are permitted to be put into the weekly packet. Jill said the list has been updated for this year. Items to do with treasurer were also discussed: Concerning bills incurred by members: mileage is reimbursed at 27 cents per mile (it goes along with the current University reimbursement rate). If an officer/director can run their travel through their office by getting supplies or other errands for the office, it will save our organization this expenditure. If this is not possible, mileage is a legitimate expenditure and should be submitted for reimbursement. Melody distributed reimbursement forms to all in attendance, to be used as a payment request. She will issue a check upon receipt of the form. These forms may be used for any item to be

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reimbursed, not just mileage. It was also mentioned that lunch at the officer and director meetings would be paid by the person attending, and not the fraternity.

Treasurer's Report - Melody reported \$1206.95 in the checking account and \$532 in the development fund. Becky noted that Kay Berning has some annual meeting expenses to be paid yet. Terri brought up the idea of possible funding from Chi Epsilon Sigma towards the District meetings - this might be a way of showing faculty members that our organization feels the meetings are important and we support them.

Evaluation of 1991 Annual Meeting - Evaluations received were handed out. Discussion was held on the idea of whether to supply the \$5 towards the lunch at Annual Meeting out of Chi Epsilon funds. The Business Office indicated to Becky that it was a legitimate expense through the county funds, since it was part of the planned in-service. After much discussion, Terri moved to not provide this additional funding. Marilyn seconded the motion. Motion carried.

Betty Marlow, last years Secretary-Treasurer, had sent a poem she wrote about the annual meeting to Marilyn Bloom, Marilyn shared it with the group and also mentioned that Betty is retiring in December. It was decided to include it in the next Chi Epsilon newsletter. Jill will get a list of retirees to Marie to put in the next newsletter, also.

Concerning the next annual meeting, it was decided to change the Chi Epsilon luncheon to the second day for the in-service. Tentative dates for the next two in-services are April 29-30 and October 28-29.

The Activities Committee will plan an optional, informal get-together for fraternity members at the spring and fall meetings. If there are any meeting location preferences for the in-services, contact should be made to Kay Berning.

There were very few evaluations returned, so Terri suggested passing them out, rather than having them in the packet. She will talk to Kay Berning about this and offer any assistance necessary.

Becky reported a nice letter was received from Keith Smith after the annual meeting, which expressed his support of Chi Epsilon Sigma. Since we feel this would be of interest to all members, Marie will put it in the next newsletter.

Committee Assignments - The Chairman of each committee should contact their perspective members and let Marie know the final list by December, the newsletter deadline. Committees and members are:

Membership and Awards - Ruby Anderson, Chairman; Virginia Lindsey, Judy McFarlin.

Annual Meeting - Evelyn Roediger, Chairman; Sarah Miller, Kim

Warner.

Professional Improvement - Terri Clark, Chairman, Marilyn Bloom, Nancy Hawk.

Activities - Jacque Mueck, Chairman; Carolyn Morgan, Pam Barrett, Drudy Yoakam.

Nominating Committee - Marilyn Bloom, Chairman; Kay Collins, Phyllis Althouse.

Budget & Finance - Melody Roy, Chairman.

Audit Committee - Betty Marlow, Chairman; Irene Moore.

President Gee - We decided to present honorary membership to him at next year's annual meeting as he was unable to attend this year. Jill Kelley will draft a letter of invitation.

Constitution and By-Laws - After discussion the additions/changes to be made are:

1. Clarify the scholarship money is \$250.
2. Deadline for tenure awards is August 1.
3. Jacque motioned to change Annalist and Membership Secretary to a 2-year term. Jill Kelley seconded and motion carried.
4. Upon dissolution, the CES funds will go the college of agriculture/home economics scholarship fund, which includes the development fund. We want members to be aware of this fund.
5. Officers attend the November, May and August meetings. Directors

meet only in November and August.

Terri will do an informational article for the newsletter concerning the development fund.

Melody will update the Constitution, and send to Jacque to be typed and distributed to all members.

NJHA - Marilyn mentioned that clerical assistance is needed with this conference to be held in Columbus next fall. She will prepare an item for the newsletter in order for members to express interest in helping out.

Next Meeting - Friday, May 15 will be the next meeting for officers only. Officers and directors will meet Friday, August 28.

Other Business - PSI will meet at the Columbus Convention Center next July. There will be displays, seminars, etc. Carlene Hamilton, Betty Kidd and Marilyn Bloom will be there. We discussed the possibility of providing some funding towards secretaries wishing to attend. The Professional Improvement Committee will check on details and distribute to members.

Marilyn will make contacts while in Hawaii, concerning Chi Epsilon Sigma outreach.

Melody, as Secretary, will handle sending cards to members concerning birth, death, promotion, wedding, illness, etc.

District directors should let her know of these events and Marie will put this information in the newsletter also.

Getting To Know You - Karen Cole, Phyllis Richards and Ruth Keenan will write an article for the newsletter.

Jacque motioned to adjourn the meeting. Marie seconded. Meeting adjourned.

Melody Roy
Secretary-Treasurer

Support Staff/CES Fraternity Annual Luncheon Meeting

October 23, 1991

The Day In a Nut Shell

Brief case in hand
to the elevator I went.

The doors opened and I walked in.

There stood a man with a
brief case in hand.

He said, "are you going to a meeting?"

I said yes, and that I hoped
I did my office proud.

The man said, "you'll do fine"
as the door opened on our floor.

I wished him a good day
and went on my way.

In the meeting room I had a
place saved for me at a table
with all the other officers
Capable and able.

Betty Kidd had the keynote speech,
and her thoughts are within our reach.

It seemed like in no time at all it was noon,
the Fraternity Luncheon and Annual meeting to start soon.

I was prepared and Marilyn gave me my gae,
two wonderful letters I read.

One from Moses and the other Spratt,
wishing us continued success
and thanking us for our thoughtfulness.

Notes I then took

for the secretary's book.

- A G E N D A -

Chi Epsilon Sigma
November 26, 1991

- Welcome and Introductions ✓
- Review Roles and Responsibilities of Officers and Directors
- Treasurer's Report
- Evaluation of 1991 Annual Meeting
- Committee Assignments
- President Gee's Presentation
- Review Constitution and By-Laws
- National Junior Horticulture Association
- Next Meeting Date
- Other Business

- EVALUATION -

Chi Epsilon Sigma Annual Meeting
October 23, 1991

Physical Arrangements:

Fine
Needs improvement
Room arrangements were fine
Very nice
Appropriate - need more room around lectern, mike should be turned on
louder
A nice set up
Cramped - needed more area in front by microphone for people to stand

Luncheon:

Yuck! -2
Not the best
Meal could have been better
Excellent
Delicious
Was not crazy about it

Program:

Good -3
OK
Short, sweet and well done
Well done - don't change a thing
Excellent

Additional comments/suggestions:

Have intro of each new member and guests telling what they do.
My best to each one as they begin the 91-92 year!
Impressed with Keith Smith's comments.
We need to have a planned contact/activity at the spring in-service.