



# CHI EPSILON SIGMA (CES)

Alpha Chapter  
The National Extension Support Staff Fraternity

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**Chi Epsilon Sigma Officers & Directors Meeting**  
Room 111, Ag. Administration Building  
August 28, 1992

Those in attendance were: Ruby Anderson, Marilyn Bloom, Marie Bouic, Melody Bryant, Kathy Bulka, Terri Clark, Terri Harper, Becky Hooper, Jill King, Jacque Mueck and Evelyn Roediger.

President Becky opened the meeting with asking each member to update the group on personal and job-related items since the last meeting.

**Treasurer's Report:** There is \$319.45 in the checking account and \$537 in the Development Fund. Becky will be depositing the membership dues which will increase the checking account balance.

**Membership Campaign:** Ruby reported 62 members have joined this year. Kathy Bulka mentioned that some part-time employees would join but are ineligible since they are not employed 50% time. Some work 19 hours or less a week (without benefits) due to the budget difficulties. After some discussion, Kathy moved to change the membership eligibility to 45% time. Marie seconded. Motion passed.

Melody indicated an OSU employee contacted her with a request to discuss allowing OSU employees in the membership of Chi Epsilon Sigma. The fraternity was started as an "Extension Service" group and it was suggested to correspond back to the employee and encourage her to investigate starting an OSU employee fraternity; Becky said we would be glad to assist them in getting started.

**Awards & Recognition:** Ruby is in the process of working on this.

**Annual Meeting Update:** The meeting will be at the Radisson (at Sinclair). Dr. Gee will be present as Honorary Member and will also speak. Discussion followed on the format for speakers, awards, new members, and lunch. Evelyn distributed a seating and room arrangement

plan. Melody will send invitation letter to past honorary members. Becky will follow up with a letter to President Gee, and Ruth Keenan will arrange for an activity with the emeriti for the rest of the day.

It was decided to invite non-members who are employed less than one year and 45% or more time (as we did last year) to attend the annual meeting/luncheon. Becky will develop a letter of invitation. Jill and Terri Harper are to get the listing of these employees.

Evelyn and Terri Clark will work closely with Nikki Conklin and Kay Berning to make physical arrangements for the room where our meeting will be held at the Radisson. There were concerns about last year's room arrangements.

Information to be included in packets are: Chi Epsilon Sigma history sheet; financial statement (Melody); membership listing (Ruby); minutes from last year's annual meeting (Melody); revised constitution (Becky); program (Evelyn). Emeriti members will assemble the packets on the morning of the meeting. Ruby will bring large envelopes with members' names (labels) on each.

Anyone having photos for the display board should contact Terri Clark.

We will again offer two \$200 scholarships.

Evening Activity: Planned activity is canceled due to low interest. It was suggested the activity would go over better when scheduled for an inservice at one of the state parks, (Deer Creek) etc. The fraternity may determine if a group wants to go out to eat together at the October inservice. As members of this year's inservice committee, Terri Clark and Evelyn Roediger will make a suggestion to Nikki Conklin and Kay Berning to hold next year's meeting at a state park.

Support Staff Handbook: OST asked Chi Epsilon Sigma to give suggestions/input on the Support Staff Handbook and Extension Handbook. Various suggestions were discussed, the main one being to delete the grammar section and have each office purchase a Gregg's Reference Manual or the PSI manual.

The group's feeling was to combine the two handbooks and operating manual into one book. If possible, give each office two copies - one for the chairman and one to be kept accessible to all staff.

Jill will pass our suggestions along to OST.

Newsletter: Marie said the next newsletter will go out the end of September.

Constitution: Becky reported these will be distributed at the annual meeting.

Officers: Marilyn is working on a slate of officers.

New Workers Orientation: Chi Epsilon Sigma has not been represented at this activity for the past couple of years. We would like to be included and have a brief part on the program.

Jill will see if her schedule permits her to make a presentation at the fall orientation; Evelyn will make the presentation if Jill is not available.

Other: Marilyn discussed NJHA information with Ruby Anderson, Terri Harper and Jill King, who are volunteering to assist with the NJHA meeting in October.

Meeting adjourned.

Melody Bryant  
Secretary-Treasurer  
Chi Epsilon Sigma