

**Chi Epsilon Sigma Officers and Directors Meeting
January 26, 1993
Ag Administration Building, Room 111
2120 Fyffe Road, Columbus, Ohio**

Present: Evelyn Roediger, Jill King, Michele Hobbs, Ruby Anderson, Terri Harper, Becky Hooper, Kathy Bulka, Jackie Mueck, Ruth Keenan, Lee Ann Johnson, Kim Warner, Pam Barrett, Marie Bouic, Terri Clark and Michele Hobbs.

President Evelyn Roediger called the meeting to order and welcomed the new members. Each member shared on personal and job-related items since the last meeting.

Secretary-Treasurer Reports:

Marie Buick read the minutes from the October 15, 1992, Annual Meeting. Becky Hooper moved to accept the minutes as read and Lee Ann Johnson seconded the motion. Motion passed. The Treasurer's Report was given with \$900.82 in the checking account and \$549.00 in the Development Fund, giving us a total of \$1,449.82. The Treasurer's Report was accepted.

Evelyn Roediger read the letter that our 1992 Honorary member, Dr. E. Gordon Gee, President of The Ohio State University, has sent to Becky Hooper. She also read a letter from another Honorary Member, Dr. Jo Jones complimenting Chi Epsilon Sigma's efforts. A copy is attached. We appreciate the strong support from our Honorary Members and our executives.

President-Elect Terri Clark reported that a tentative date for the Fall Support Staff In-Service had been set - October 19-20, 1993. She asked for ideas and if we would like to have the meeting at a state park. It was suggested that they look into having a Mystery Dinner the first day. Our Annual Meeting luncheon would be held on the second day. If anyone has any feedback for her, please direct it to Terri at the State Extension Administration Office.

Committee Assignments:

Committee members will be selected at this meeting with the Chair contacting each person on their committee for permission to serve.

Annual Meeting Committee:

Becky Hooper suggested the officers (President, President-Elect, First Vice President) plan the Annual Meeting. It was noted the officers would be more apt to have experience and knowledge of what needs to be taken care of. Other members will be involved as the officers see fit.

Becky asked if we needed to revise the Constitution since this is identifying a committee. It was suggested that we set up a Constitution & By-Laws Committee. Jacque Mueck moved and Terri Clark seconded that we have a Constitution & By-Laws Committee to yearly review by-laws. Motion passed. Evelyn appointed Becky Hooper (Past President), Terri Clark (President-Elect), Jill King (First Vice President) and Dorothy Rex (founder of CES and Emeriti member) to serve on this committee. One item of business would be to note the officer who should be chair of a particular committee.

Professional Improvement Committee: First Vice President, Jill King, Chair. Keith Smith, Honorary Member, along with a scholarship winner from last year (this would be added to the by-laws). Pat Myers and Betty Kidd will be asked to serve.

Membership & Awards Committee: Membership Secretary, Ruby Anderson, Chair. It was suggested that people who helped last year at the Annual Meeting would be asked again. (Possibly add to the by-laws that this committee would be a two-year commitment.) Ruth Keenan, Emeriti, Judy McFarland, Ashland County, and Pam Barrett, Director, South District, will be asked to serve.

Audit Committee: The First Vice President should find a qualified individual outside the Fraternity to audit the books. The books should be audited before passing them on to the new treasurer. (This information should be added to the by-laws.) Jill King, Chair.

Activities Committee - President Elect, Terri Clark, Chair, and Board of Directors
It was the consensus of the group to involve the Fraternity members in activities in the districts. Terri Clark suggested sending cards: anniversary, birthday, etc. Perhaps even doing something each month. Ruth Keenan, Emeriti member, said that the Emeritus group try to get together at Christmas and again in July.

Kim Warner will prepare a form for personal information of CES members. She will share it with the other District Directors. Lee Ann suggested that the Board members get together to brainstorm on ideas to get members involved. They will meet in May when the officers get together.

Nominating Committee: Past President Becky Hooper, Chair. Kathy Bulka will assist with a suggested slate of officers to be approved at the August meeting.

Outreach Committee: Past President and an Emeriti member. Becky Hooper and Dorothy Rex were appointed. The Outreach Committee contacts out-of-state Extension to inform them of the Fraternity and the possibility of their state starting a chapter.

Budget & Finance Committee: Secretary-Treasurer, Marie Bouic, Chair. The committee was active during formation of the Fraternity. At this time, it is not active.

New Business

Discussion on annual dues paid by Emeriti. Lee Ann Johnson moved to lower the Emeriti annual dues by one-half. Michele Hobbs seconded the motion. Motion passed.

Expenses for mileage to meetings, cards Directors send are to be paid for from the budget. Turn in the bills to Marie Bouic for payment.

Send newsletter items to Lee Ann Johnson, East District office. Information on new births, recognition, deaths, etc. are news worthy.

Evelyn brought up the concern of how the new Extension name could affect our Fraternity's insignia, letterhead, newsletter, and pins. This topic was tabled until next meeting when we

should know how Extension is going abbreviate, what their logo will be, etc. Everyone should be thinking of what we can use.

Next meeting: Evelyn will send a VAX out with possible dates on the next meeting. She will contact everyone after she receives our schedules.

CES Involvement - Extension Representatives for Chi Epsilon Sigma

Evelyn is serving on two committees for Extension. One meets with Keith Smith, Director, four times a year. The members are presidents of Extension's professional organizations. The second committee is the Pre-Retirement Planning Committee which is currently planning an in-service on April 23-24 to be held at Deer Creek State Park Lodge.

Kathy Bulka is currently serving on a Transition Staffing Committee on County Chair Procedures.

Jill King is serving on two committees. One is the Support Staff Handbook with John Stitzlein and Linda Johnson. Since the priority is on staffing changes now, it is hoped the handbook will be ready spring or summer. The second is the Ad Hoc Committee to look at new personnel orientation. Jill asked for suggestions from the group that might help the new employees.

Congratulations to these gals for representing our fraternity on these Extension committees.

Lee Ann Johnson asked if it would be okay to send an abbreviated version of the minutes in the newsletter. It was decided to send a copy by campus mail to each member. Lee Ann will send Emeriti and Honorary members a copy with the next newsletter. Marie is to send a copy of the minutes to Terri Clark and Evelyn Roediger to review before they are sent.

Honorary Member for 1993. Evelyn asked that we be thinking of who we could ask to be an honorary member. We do not need to induct an honorary member each year, but we should recognize people who support our Fraternity and have helped further the cause of our Fraternity. We will discuss further at next meeting. Terry Clark suggested when we send the membership letter it should note that Extension has included CES members in some of their committees. With these minutes present members will be aware of this.

Jill King helped with the last new personnel orientation. She suggested that we have someone represent our fraternity and inform the new secretaries of our organization. In the past the Administrative Advisor had represented CES. It was decided that in the future the Administrative Advisor and the Directors from Campus help with this. New personnel orientation is held every other month. Jill King, Michele Hobbs and Terri Harper will represent CES this year.

Jill King moved to adjourn the meeting. Ruby Anderson seconded. Meeting was adjourned.

Marie Bouic
Secretary



Ohio Cooperative Extension Service

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October 22, 1992

Evelyn Roediger
State CNRD Office
2120 Fyffe Road
Agr Adm Bldg
CAMPUS

Dear Evelyn:

As an officer of Chi Epsilon Sigma, you should be extremely proud of your Sixth Annual Meeting. I thoroughly enjoyed the opportunity to renew friendships with the support staff throughout Ohio. I have always enjoyed working with this group, and I am so proud of the accomplishments you have made. The fraternity does an excellent job of providing professional improvement for members, helping to create a network of co-workers throughout the state as well as provide the opportunity for fun and fellowship.

Having President Gee present and recognized as an honorary member was definitely a special touch to this year's meeting. Dr. Gee reflects my own thoughts of how important the support staff is to the Cooperative Extension Service. I know so often support staff are not given the recognition they deserve, not because people don't realize their importance, but so often we become busy in our own world and forget to say the appropriate thank you's and express our appreciation for the great job you do.

As you continue in leadership roles with the fraternity, don't hesitate to call me if you have questions or if there is some way I can help the fraternity. Thanks for all of your support and your contributions to the Cooperative Extension Service.

Sincerely,

Jo M. Jones
Acting Associate Director

JMJ:jd

c: Keith Smith
John Rohrer

