

Minutes
CES Officers and Directors Meeting
East District Extension Office
May 7, 1993

Present: Evelyn Roediger, Terri Clark, Jill King, Lee Ann Johnson, Ruby Anderson, Jacqueline Mueck, Becky Hooper, Kim Warner, Pam Barrett, Linda Helmke, Kathy Bulka, Michelle Hobbs (absent: Marie Bouic, Karen Cole, Terri Harper, Ruth Keenan)

● **Introductions/Sharing**

● **Treasurers Report** (given by Terri Clark in the absence of Marie Bouic) -
balance in checking \$870.32; balance in development fund account \$551.00

● **Discussion of Changes to Constitution and Bylaws**

(committee members - Becky Hooper, Terri Clark, Jill King)

An update to the constitution and bylaws has been prompted by the officers and directors. There is a concern that very few of the initial officers are remaining on the Executive Board and a lot of CES activity is being done from memory and should be put in written form. Very extensive research was put into the revision by the committee. The following additions/revisions have been proposed and will be voted on at the Annual Meeting:

Make change from OCES to Ohio State University Extension in constitution and bylaws as well as all other CES materials including an addendum to the history of the organization.

The term Associate Member has been removed. There have been no members join under this section since the beginning of CES. It was stressed as well that members should still be Extension employees so that continued support can be achieved as a group with OSU Extension. We will be happy to work with other departments or other states in developing a similar organization for their needs.

Make change that length of service is no longer a requirement for joining CES. It is felt that by denying a person to join until after one year of service with Extension, some are discouraged from joining. The 45% appointment requirement will remain. The membership drive date will remain August 1, however, contact will be made with support staff at the new employees orientations as well as the fall support staff meeting and spring district support staff meeting. The directors will also make contact with all new support staff in their district as they are hired.

A quorum shall consist of 25% of the membership (changed from 51%). There is concern that at our Annual Meeting when voting is required by the membership that 51% of the membership might not be in attendance.

Emeriti membership dues will be changed to \$7.50 (½ of the designated dues).

The Nominating Committee shall prepare a slate of candidates for the officer and director positions prior to the Annual Meeting. Additional nominations will be permitted from the floor at the Annual Meeting.

Members shall not hold more than one office at a time. No officers or directors will be permitted to serve consecutive terms in the same position (i.e. the President cannot be President

for more than one term of one year, the Membership Secretary cannot be Membership Secretary for more than one term of two years, etc.)

Vacancies to any position of the officers and directors shall be appointed by the Executive Board. The appointment will be to fill the unexpired term and will be made within 30 days of the vacancy.

The title of Administrative Advisor has been changed to Administrative Liaison to better describe the duties of this officer's position.

The Executive Board has been defined as all officers and directors of the fraternity. The Executive Board shall have general supervision of the affairs of the fraternity between business meetings, make recommendations to the fraternity and perform duties as specified by the bylaws.

The Executive Committee has been defined as all of the officers of the fraternity. The Executive Committee shall act for the Board between meetings in emergency cases or as deemed necessary.

Appointment of chairs to the Standing Committees shall be made by the President in consultation with other officers and directors at the organizational meeting.

CES assets have been defined as the treasury and OSU Development Fund.

It was discussed that both the positions of President-Elect and Vice-President should be elected positions, not progressive. There was concern that someone previously elected to the Vice-President position may decide not to progress to the President-Elect position. Therefore, these positions will be elected as well as other officers.

Specific duties/responsibilities of the officers, directors and standing committees have been outlined in a section entitled "Standing Rules." Some of the additions include:

The Vice-President will arrange for the Treasurer's records to be audited by a qualified individual outside the fraternity before the records are transferred to the new officer following the Annual Meeting. This arrangement replaces the Audit Committee. This has been added to the other duties of Vice-President.

The Secretary/Treasurer will update the letterhead after the election of officers and directors and distribute at the organizational meeting. Will provide minutes of each Executive Board meeting to be distributed with the quarterly newsletter. Update the VAX "FRAT" distribution list. These have been added to the other duties of Secretary/Treasurer.

The Membership Secretary will receive the annual membership dues and transfer to the Treasurer. Will be responsible for ordering pins, pens and notebooks for new members and/or honorary members for distribution at the Annual Meeting. This has been outlined with the other duties of Membership Secretary.

The Annalist will keep the fraternal banner and scrapbook and will be the contact person for display use for district and state meetings. This has been added to the other duties of Annalist.

The Administrative Liaison will arrange for fraternity campus representatives to attend the Extension New Workers' Orientation to meet with support staff. Will be responsible for packets of information to be distributed to perspective members. This has been added to the other duties of Administrative Liaison.

The Immediate Past President will serve as chair of the Constitution and Bylaws Committee and will maintain a disk file of bylaws and updates. Will be responsible for fraternal outreach and establishing new chapters in other states. This has been added to the other duties of Immediate Past President.

The Directors will provide news articles to the Annalist for inclusion in the newsletter highlighting member from represented area. Rotation schedule will be April: Southwest and Campus; June: East and Northwest; September: Emeriti; December: South and Northeast. This has been added to the other duties of the Directors.

Standing Committee members were outlined. Years of service awards will be presented to 15, 20, 25, 30 and 35 year employees (in an Extension position).

Constitution Committee will consist of the Past President, President, President-Elect and Vice-President.

- Motion was made by Terri Clark to accept the constitution recommendations with the present changes. Michelle Hobbs seconded the motion. Motion carried. Approval of recommended changes will be presented to the members at the Annual Meeting for approval.

- Motion was made by Becky Hooper to purchase a copy of Robert's Rules of Order and be kept by the Past President since she works with the constitution and bylaws. Ruby Anderson seconded the motion. Motion carried.

- Directors then met separately to discuss possible activities for the membership. They returned and reported the following: An outdoor drama visit to be scheduled. Line dancing or similar activity for free time at fall in-service. Other possibilities are Kings Island, Ohio Historical Society, tour of campus or Columbus in general.

- Checking account discussed. Current account is located in Caldwell, Ohio because Becky Hooper was the first Secretary/Treasurer of the fraternity. This poses a potential problem in the future. Becky will check with other Extension organizations and find out how they handle their checking accounts. Moving the account each time the Secretary/Treasurer position is changed would be costly because of the new checks, service charges, etc.

- A motion was made by Lee Ann Johnson to update the CES logo to include OSU Extension instead of OCES. Jill King seconded the motion. Motion carried.

- Ruby Anderson will make sure the pins, pens, etc. are updated with the new CES logo. OCES will be changed to OSU Extension. Terri Clark will contact Anne Mischo in the Office of Information to get another clip art of the CES design with the updated logo. Anne Mischo designed the first logo which was used. Montgomery County would like to order replacement pins for the ones they lost.

- New pins can be ordered at a nominal cost by members wishing to do so. The price will be determined later after finding out the cost for updating the design. An announcement will be put in the newsletter.

●Membership drive is coming up. Ruby Anderson will update the letter to include removing Associate Member terminology and removing the reference to one year of Extension employment (per revision to Constitution.)

●Annual Meeting preparation was discussed. Some concern that a date has not been finalized for the fall state in-service. It is still considered tentative. Terri Clark will check into this.

●Terri Clark will check into scheduling a speaker for the fraternity's Annual Meeting. Possibilities are Randy Ayers, OSU Men's Basketball Coach or Nancy Darsch, OSU Women's Basketball Coach.

●Motion was made by Terri Clark to induct Nikki Conklin as the '93 CES Honorary Member. Becky Hooper seconded the motion. Motion carried.

●Other topics which were briefly discussed but were tabled because of lack of time were: fraternity sponsoring retreat for family and speaker for in-service, meeting with administration once a year for ½ day to brainstorm and touch base with concerns, etc.

●Motion made by Lee Ann Johnson to adjourn the meeting. Seconded by Terri Clark. Motion carried.

Lee Ann Johnson

Annalist

(minutes taken for Marie Bouic in her absence)