

**Minutes**  
**CES Officers and Directors Meeting**  
**Ag Administration Bldg., Room 105**  
**December 12, 1994**

**Present:** Jill King, Evelyn Yocum, Ruby Anderson, June Tilton, Kay Collins, Becky Doty, Kathy Bulka, Michelle Hobbs, Lee Ann Johnson, Connie Racey, Barbara Brackman, Pat Myers and Kathy Gamble

**Welcome and Introductions**

Members introduced themselves and shared a little about themselves in an activity led by Jill King.

**Treasurer's Report**

The Treasurers' Report was given with a balance on the checking account statement of \$801.77.

**Annual Meeting and Raffle Review**

The annual meeting was reviewed with suggestions for '95 annual meeting. Although over \$200 was made on the raffle, the support on ticket sales was a little disappointing. It was suggested that the next time we recognize who sold the winning ticket, and offer an incentive for high ticket sales.

**Review of roles and responsibilities of officers/directors**

**Selection of committees and assignments**

The roles and responsibilities were reviewed with clarifications made. After some discussion, it was decided the membership secretary will chair a Membership and Awards Committee only if needed. Barbara Brackman will serve on the Professional Improvement Committee with Lee Ann Johnson and Keith Smith. Regarding the Activities Committee, the directors will get together to share ideas on activities. It was felt district activities seem to work best, and have a state activity with the fall inservice. Perhaps to increase participation, activities should be open to all support staff. Directors will keep each other posted on development of activities. As in the past, the Budget and Finance Committee will be used on an as needed basis, however it was felt we need to develop a budget. All officers and directors were asked to estimate expenses and submit them to the treasurer. Kathy Bulka will serve with Kathy Gamble developing a budget. The budget will be completed by the spring meeting date. It was suggested another person besides the treasurer should be on the checking account. Jill King will also be on the account. Kathy Gamble will forward the signatures cards to Jill and she will sign and return them to the bank. As vice president, Lee Ann Johnson, will create a VAX account for fraternity members and update the VAX account for

officers and directors.

### Membership

It was suggested that we have open enrollment at the Annual Meeting. Christmas greetings will be sent to members.

### Newsletter

Newsletter items were requested. Several items will be sent to Becky Doty to include in the newsletter.

### 1995 Meeting Dates

Jill King will send an E-mail message with suggested dates in May after January 1, 1995.

### CES Banner

Ruby Anderson will follow up with Olympic to see if they can make a small banner for the podium.

On motion by Kay Collins, seconded by June Tilton, the meeting adjourned.

Respectfully submitted by Kathy Gamble, Secretary/Treasurer