

MINUTES
CES OFFICERS AND DIRECTORS SPRING MEETING
WHITMORE HOUSE, BELLEFONTAINE
MAY 31, 1994

Present: Terri Clark, Lee Ann Johnson, Terri Harper, Pat Myers, Ruby Anderson, Kathryn Mohler, Kathy Bulka, June Tilton

Newsletter -

To start putting articles in the official newsletter about Chi Epsilon Sigma. One article suggested was about Betty Kidd being a candidate for President Elect of Professional Secretaries International.

Business Office Advisory Committee -

Consisting of a couple county chairs, secretaries and business office people for better communications.

Banner & CES Pins -

Look into purchasing the banner at EOK or Olympic sales. The pins should be in by Wednesday, October 19-20 In-service.

Fund-raising - Pat Myers is the committee chair with Kim Warner and Pam Barrett serving on the committee. It was suggested on having a raffle for a week-end get-away. Kathryn Mohler made a motion to leave it up to the committee on where and how to handle the raffle and Lee Ann Johnson seconded.

Professional Improvement Dollars -

This is being offered to all support staff. This money is to be used to attend seminars or help fund educational classes. There is a \$500 limit. This is a great opportunity to get funding to help with your professional improvement. Just remember though that the deadline is July 1, 1994.

Secretaries & Treasurer's Report -

The Treasurer Report was given with a balance on the checking account statement of \$428.65 and in the Development Fund \$623.00. The audit on our books from the University showed the vouchers or reimbursement of mileage should have the starting point, destination and ending point at \$.27 a mile. Also, postage should have receipts from the Post Office. Lee Ann Johnson made a motion to accept the Treasurer's report and Kathy Bulka seconded.

Respectfully submitted by Kathryn Mohler, Treasurer/Secretary