

**CHI EPSILON SIGMA
MINUTES
DECEMBER 15, 1995
COLUMBUS, OHIO**

Present - Ruby Anderson, Barbara Brackman, Kathy Bulka, Judy Collins, Kay Collins, Karen Dellinger, Kathy Gamble, Lee Ann Johnson, Jill King, Pat Myers, Connie Racey, June Tilton and Evelyn Yocum.

Kathy Bulka presented each person present with a lovely bag with potpourri and a Christmas card. Everyone thanked her for her thoughtfulness.

President - Kathy welcomed everyone and then asked that each person introduce themselves by telling a little something about both their personal and professional lives.

Secretary/Treasurer's Reports - Kathy Gamble distributed the minutes. The minutes were approved as presented. The financial records have been audited by David Miller, Agent from the East District. He found the books to be neat, detailed and in order. The balance as of 11/21/95 in the checking account is \$1,332.71 and the Development Fund balance is \$318.54. The Treasurer's report was approved.

It was suggested that we prepare a budget for 1996. Lee Ann Johnson moved that we prepare a budget. Karen Dellinger seconded. Motion carried. Evelyn will work with Kathy Bulka in preparing the budget based on the last two years income and expenditures.

Annual Meeting - Kathy Bulka distributed and reviewed the summary of the Annual Meeting Evaluation Surveys. For the '96 annual meeting, other suggestions included to have a sign-in sheet at registration, possibly change the time, prepare packets prior to annual meeting and have a conference call one week before to assign responsibilities.

Lee Ann reported that we took in \$624.00 for raffle tickets. We paid \$200.00 for the State Park gift certificate and \$10.00 each to the two high ticket sellers, plus \$10.00 to the person who sold the winning ticket. Profit was \$394.00.

Since we are most visible at the Support Staff Annual Conference, the question was asked whether we should have open enrollment at this conference. We decided the following: enrollment forms would be available at the conference for recruiting; we would move enrollment deadline to September 1; fees would be \$12.00 if enrolled by September 1 and \$15.00 after September 1; follow-up for new employees, welcome letter to new personnel from district director with brochure, latest newsletter, history; reminded two weeks prior to deadline to all in their districts, using Connie Racey's letter as a guideline.

Pat Myers moved to change the membership drive deadline from August 1 to September 1. If dues are paid by September 1, cost is \$12.00, after September 1, \$15.00. June Tilton, seconded. Motion carried.

Constitution & By-Laws - Becky Doty, charter member, secret friend is program assistant. All in agreement to include program assistants. Motion was made by Pat Myers to send changes by E-mail to all members for vote. Lee Ann Johnson seconded. All in favor, motion carried. Jill King will send draft to President Elect, Vice-President and President. There were many changes suggested - 1.) Membership: (a) must be support staff, (b) enrollment deadline September 1, (c) remove clerical duties.; 2.) Dues: (a) remove the amount, (b) payable by September 1; 3.) Directors & Their Duties: Remove the sentence about the Directors will meet in Article V; 4.) Executive Board: Change regular meetings of the Executive Board to be held following Annual Meeting before December 31 and Spring (conference call) in Article VI, Section 3; 5.) Executive Committee: Remove Section 3 from Article VII; 6.) Standing Committees: Article VIII, Section 1 (a) delete organizational meeting in first sentence, (b) Add "as deemed necessary" to the last sentence at the end of the paragraph; 7.) Budget & Finance Committee: Add the sentence "Shall be responsible for developing and maintaining the budget; 8.) Dissolution: Article IX (a) correct the university title and make it The Ohio State University, (b) correct the college title and make it College of Food, Agricultural & Environmental Sciences; 9.) Amendments: Article XI (a) change that the Constitution and Bylaws may be amended at any time, (b) remove 20 days prior and add within an appropriate deadline

On the Standing Rules under **Secretary/Treasurer** - (a) Updates letterhead after election of officers and directors to be distributed to officers and directors at first Executive Board meeting, (b) Prepares budget for Submission at first Executive Board meeting. **Membership Secretary** - (a) Obtains awards and certificates for years of service. **Annalist** - Responsible for display at annual meeting and is contact person for display use at other district or state meetings (including membership information). **Directors' Responsibilities** - Remind members about annual meeting. Under **Membership & Awards**: Change deadline for tenure awards to September 1. **Nominating**: Provide a biographical sketch of each officer/director candidate

Connie Racey is working on developing a membership database to include additional information including whether a person is a charter member, has been an officer or director, has been a scholarship recipient, number of years in Extension, Extension anniversary, birth date and wedding anniversary.

Evelyn distributed camera-ready copies of the revised letterhead to officers and directors.

Newsletter articles are due to Becky Doty by March 17, 1996.

VAX distribution is **FRAT** for officers and directors.

Kathy Bulka, Lee Ann Johnson and Pat Myers had a conference call with Nikki Conklin regarding how to use the remaining \$5,000.00 in the Support Staff Professional Development Fund. One suggestion was to have the same seminar (Skill path or Career Track) in all five districts and at the state level (possibly in the spring). Nikki is checking with district and state directors to see whether this is possible. If approved, each support staff person will receive a list of topics to prioritize. Majority will rule topic selection. We decided to have CES fliers available for promotion at each session.

Scholarships - Lee Ann suggested that we report how recipients are planning to use their scholarship money in the Official Newsletter.

Mentoring Committee - Jill King will ask about ways CES can help with program for new employees. New employees with old employees for one year. This would be on a volunteer basis.

Outreach - Jill, contact NELD interns to share about our fraternity. Kathy Gamble suggested contacting Dorothy.

The next meeting will be some time in May. Kathy Bulka will VAX possible dates once district seminar dates have been scheduled.

Kathy Bulka finished the meeting with a lovely poem.

Connie Racey made a motion to adjourn the meeting. Kay Collins seconded. Motion carried.

Submitted by:
Evelyn Yocum
Secretary/Treasurer