

CHI EPSILON SIGMA
MINUTES
DECEMBER 10, 1996
COLUMBUS, OHIO

Present - Lee Ann Johnson, Vickie Snyder, Irene Moore, Shirley Unger, Liz Ingraham, Kathy Bulka, Jill King, Carol Bunn, June Tilton, Pat Myers, and Rhonda Wildman

Lee Ann Johnson presented each person with an adorable wooden gingerbread man and homemade peanut brittle. Everyone thanked her for these special gifts.

President - Lee Ann welcomed everyone and each person was asked to introduce themselves by telling something about their personal and professional lives. Thank you notes from Irene and Dorothy were read. Cards to Barbara Brackman, whose husband is still ill and for Kim Sells who is having foot surgery were passed around to be signed.

Secretary/Treasurer's Reports - Reimbursement forms were passed out from Rhonda Wildman. Pat Myers passed out the status of the audit. The financial records were audited by Charles Dix, from Bellefontaine, Ohio. He found the books to be in good order. The balance as of 11-11-96 in the checking account is \$1,420.18. Rhonda reported there is one outstanding bill at this time. The balance in the Development Fund as of 9/30/96 FAS Statement is \$343.54.

It was suggested that a budget be prepared for 1997. Lee Ann suggested Kathy Bulka work with Rhonda Wildman in preparing a budget.

Old Business:

Annual Meeting - The minutes from the annual meeting were passed out by Rhonda. There were a few changes. Lee Ann will edit from Evelyn's diskette, which Rhonda will copy and send to her. Lee Ann distributed and reviewed the evaluation summary. Overall everyone was pleased with the dinner. Some of the comments were that the program was too long, we need a larger room, the program was very good. Comment was made that since our group is getting larger and we only meet once a year it is hard to have a shorter program. It is better to have it in the evening, more relaxed. June Tilton suggested maybe we could meet an hour or so the 1st day? Lee Ann suggested leaving the lodge? Distance traveled is a concern with going to state parks for some County Chairs due to time out of the office.

Lee Ann reported that we took in \$623.00 for raffle tickets. We paid \$200 for the State Park gift certificate and had expenses of \$32 and \$20 to Carol Bunn for selling the most tickets and also for selling the winning ticket. Profit was \$371.00

Constitution and By-laws - Kathy Bulka distributed the final draft. Copy was given to Liz to include in the newsletter. Irene suggested we share our purpose with others in big letters on our display. Jill suggested next year we could set up a display at Extension's Annual Conference in December. This would be good exposure to faculty.

Under Article IV: Officers and Their Duties: we went over the duties, section 5 on page 3. We also reviewed sections on the Executive Board, Executive Committee, and Committees.

On the Standing Rules for officers reviewed under **Secretary/Treasurer-** provides minutes of annual meeting to annalist to be distributed with newsletter. **Membership Secretary-** add a bullet and add elected in odd number years. **Annalist-** Responsible for display at annual meeting and is contact person for display use at other district or state meetings (including promotional information) also add a bullet and add elected in even number years. **Directors' Responsibilities-** add a bullet and add elected in rotating schedule. Changes will be made by Kathy.

Rhonda is to check the box of materials from previous secretary/treasurer to see if all of the minutes are in there and to place them all in one notebook for future reference.

Membership Database Status - Vickie Snyder is working on the membership database and there are 99 active members counting emeriti. She is adding a scholarship and officer field to the database for a total of 13 fields. The list was passed around for any corrections to be made.

E-mail Distribution List - Pat Myers went ahead and updated it due to Barbara's situation. She reported that Harry in Communications and Technology doesn't like our changing ownership all the time. Pat is the current owner but Harry says it is a public list and anyone, anywhere can subscribe. However it was considered by us not a good idea for everyone to be responsible for subscribing and unsubscribing because it would get too confusing. If something is sent to FRAT (officers and directors) or CES (all members) please be sure to put names in header in the body so correct person gets the message.

Scholarships - Kim Sells plans to use her scholarship money for computer classes at OU Branch and Karen Barnhart plans to use her scholarship money for Quick Book Training for use with FAS reports. Suggestion was made to add to application forms: number of years as a CES member and have you received a scholarship before (there is no reason why you cannot receive more than one).

Professional Improvement Dollars -- the demand has increased in the last three years, could the amount be increased? Jill could check with Jo Jones on this.

Raffle Money - Jill King reported on purchasing material for the Leadership Center. Groups are now coming up from new personnel orientation to visit the leadership center. Garee may want to do a session at annual meeting regarding what's available for support staff. Any resources you see that would apply, submit them to Jill to discuss with Garee and a sticker could be placed in any purchases stating the resource was donated by CES and would be housed in the Resource Center. There was a book suggestion titled "The Memory System" to be purchased. It was agreed to set an amount to spend out of the raffle money. Motion was made by Irene to set the amount at \$100. Kathy seconded the motion. Motion carried.

Outreach - Jill will contact a couple of NELD interns whose jobs are in staff development to see if there is any interest in starting CES in their states (Colorado and Massachusetts). If they are interested, will turn it over to Kathy as Past President.

New Employee Orientation, Nov. - Michelle Hobbs filled in for Jill King. There were 6-8 in attendance and information re: CES was shared with them.

Secret Friend - One person didn't get her form, person's name was not on the list. However, the matches have been made now and everyone is okay. Help may be needed with the Secret Friend activity with Barbara off.

Years of Service Awards - 20 years - certificate; 25 years - silver letter opener; these are okay. 30 years - suggested a university seal charm and chain; 35 years - suggested a CES charm engraved (Lee Ann will check and see if the company used for CES pins can also do this charm) and chain; 40 years - suggested laser wood jewelry box. Motion was made by Pat to accept these suggestions. Kathy seconded the motion. Motion carried.

Open Enrollment at Annual Conference - It would be nice to do this at this time but decided there were more cons than pros. Perhaps we can have a sign-up sheet at the display for interested people and have the district director send a newsletter to that person. Any ideas to put into the official letter please contact Lee Ann. Membership sign-up time should be put into the official letter.

New Business - Updated letterhead was passed out by Rhonda, corrections were made and she will mail each person a copy after changes are made. Updated list of officers and directors, Lee Ann passed these out.

Newsletter Articles Deadlines - Winter/December: done; Spring/March deadline is March 1; Summer/June deadline is May 23. If any activities, directors please take pictures and send to Liz.

All College Meeting - Lee Ann to check with Jo Jones as she suggested we could set up a display at the Galaxy Conference coming up in October in Cincinnati so all program areas could view. There is also a video being prepared by Donna Brown, it is promotional. Kathy will find out to whom it is to be distributed.

Brainstorming for program ideas : Any ideas for support staff, Jill may check with Garee to see if he's interested in presenting a session on the Leadership Center. Jill submitted the idea of Ethics.

Re: Galaxy Conference: Liz has pieces of display. Need volunteers to jazz it up a little. Do Purpose and what name means. Have it laminated and foam boarded. Suggestion was made to take it to Millie Scheid in Communications and Technology. Jill to contact Millie and get back with Lee Ann and Liz to start on this.

Emeriti - Lee Ann will check on lifetime membership for emeriti members. We need a method to keep track of them. Suggestion was made to put something into the newsletter -- if you plan to retire please let us know.

Selection of Committees and Assignments - Next meeting we will discuss who will chair committees and ask for volunteers.

Activities Committee: At May meeting, time will be allowed for district directors to brainstorm as a group together.

Civic Committee: Possibly to do community service projects. Karon to share more at the May meeting or give more details.

Professional Improvement Committee and sponsoring seminars: Chaired by Vice President. Criteria for awards work we do? Examples: newsletters, outstanding flyers, etc. Committee to look at and give award at annual conference. Regarding sponsoring seminars, possibly use raffle proceeds, may need to focus more on each district as different and plan to have something.

Mentoring Program - Jill King reported that they will do a pilot test for the mentoring program for support staff in the East and Southwest Districts. Dates are set in January to conduct training. People will be selected for training.

The next meeting will be Friday, May 9, 1997, 9:30 AM - 3:30 PM, location to be determined.

Submitted:
Rhonda Wildman
Secretary/Treasurer