

Chi Epsilon Sigma Minutes

May 31, 1996

Medina County Extension Office, 120 West Washington Street

9:30 a.m. - 4:00 p.m.

Present: Kathy Bulka, Lee Ann Johnson, Pat Myers, Barbara Brackman, Kay Collins, Karon Dellinger, Becky Doty, Kathy Gamble, Jill King, Connie Racey and Evelyn Yocum.

(Those not present: Ruby Anderson recuperating from her accident; June Tilton, office staffing; Irene Moore, family visiting from California; Judy Collins, resigned from Extension.)

Kathy Bulka presented each person with a lovely flower candle and doily arrangement. We enjoyed muffins, fresh strawberries, coffee/tea and juice. Everyone thanked Kathy for her thoughtfulness.

After refreshments, we toured the Medina County Office.

Kathy Bulka welcomed everyone.

Secretary's Report: Minutes from December 15, 1995, meeting were included in the spring newsletter. **Corrections:**

- ★ In Constitution and Bylaws Section--change Becky Doty (in first sentence) to *Becky Hooper*.
- ★ Same section: No. 4 should read, "*Executive Board: Change regular meetings of the Executive Board to be held following Annual Meeting before December 31 and spring or other times as necessary via conference call.*"

Minutes were approved as corrected.

Treasurer's Report

Balance in checking account as of April 30, 1996 is \$1,281.01; Development Account, \$318.54. This year's budget request was presented.

Becky Doty made a motion to approve the 1995-96 budget proposal. Kay Collins, seconded. Motion carried. Next year's budget proposal will be presented at the first organizational meeting.

Vacancy in Campus Director Position

Judy Collins, Campus director, has resigned from Extension. Kathy B. to call Jacque Mueck, Evelyn Roediger, or Michele Hobbs to see whether one will accept the director position to complete Judy's term. (Judy's term has one year remaining.)

Constitution and Bylaws Revisions (from December 15 meeting)

Jill reported that Ella Mae Bard (FCS agent in Knox County) has been our resource person in developing and providing input for revisions to our Constitution and Bylaws. (Ella Mae is very knowledgeable in parliamentary procedure and helps people throughout the state.) Ella Mae indicated that the Executive Board (officers and directors) cannot automatically make changes to the Constitution and Bylaws, but that we make the changes and submit to members for a vote at our annual meeting. (We can make changes to the Standing Rules without total membership voting.) Hard copy with revisions will be included in the September newsletter (must be sent 20 days prior to voting). Old wording will be crossed out and new wording in italics so members can clearly see the changes. None of the changes will be effective until after voting.

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At the annual meeting, we will go over each change, and if no discussion, one total vote with all changes will be acceptable. (A 2/3 vote is needed for all changes.)

Jill will revise Constitution and Bylaws for Ella Mae's review. After Ella Mae reviews, Jill will send a copy to Kathy B. and Lee Ann to review.

Annual Meeting (Dinner Meeting 6:30 - 8:30 p.m. October 24--Hueston Woods State Park)

- ★ Theme: Celebration of our 10th Anniversary
- ★ Celebration cake--Connie Racey's daughter (Robin) to order
- ★ We will list original officers and directors in the program and include a picture and short bio. (Karon Dellinger to check out information on fraternity organizers with Irene Moore & Dorothy Rex.) Other members mentioned as being initially involved with CES organization include: Karon Dellinger, Becky Hooper, Marilyn Bloom, Jacque Mueck and Jamie Nightengale.

Karon to ask Dorothy and Irene to present a program and talk on how the fraternity was started (½ hour program). We will pay hotel and mileage for Irene and Dorothy. If Irene and/or Dorothy can't come, we will ask Marilyn Bloom.

Once we find out how many organizers, we will decide whether to buy a small token gift for each one. Gifts will be mailed to those not attending.

- ★ We will stuff packets the night before (those who are there on the 23rd). Budget will be included in the packet. Officers and directors will meet at 3:30 p.m. on the 24th to go over last minute details.
- ★ CES district directors are responsible to contact new members in their districts reminding them of annual meeting. Directors also responsible for sitting with new members making them feel welcome.
- ★ Honorary Member-- Because of all the help she has been with our Constitution and Bylaws, we will ask Ella Mae Bard to be our '96 Honorary Member. Kathy B. will draft a letter to Ella Mae Bard. If Ella Mae comes, she can room with the Knox County staff. Jill to send Kathy B. a copy of the letter sent to Gail Gunderson in '95.
- ★ Kathy B. to either draft letter or call Southwest District director extending an invitation.
- ★ Our CES brochure will be available for promotional purposes only (included with our display). No open enrollment at that time.
- ★ Secret Friends will be revealed in the same manner as last year. There is still helium left in tank from last year--Lee Ann will bring tank for balloons.
- ★ Annual Meeting Committee: Kathy B., Lee Ann and Pat. Lee Ann to schedule conference calls to discuss Annual Meeting Program and agenda.
- ★ Display--Jill will be arriving at Hueston Woods on the 23rd. She will get the display from Becky and set it up.

Support Staff Annual Conference

Lee Ann reviewed the tentative agenda for the conference and will keep us posted on updates.

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Raffle--Question: Should we have a raffle in '96?

Kay Collins made a motion to have a raffle again this year for a \$200 state park gift certificate. Barbara Brackman, seconded. Motion carried. **Kay Collins volunteered to be in charge of the raffle.** We also decided to give \$10 to the member who sold the most tickets and \$10 to the member who sold the winning ticket (same as in '95).

Some of the profit from the raffle tickets will be used to buy professional improvement cassettes or videos to be housed in the Leadership Center. Jill to look into different topics appropriate for support staff. Garee Earnest and/or Jill to preview. *"To be donated by Chi Epsilon Sigma"* will be listed somewhere on resources. Suggested topics included: Communication Skills for Women, Confident Woman, Building Self-esteem). No dollar amount set at this time.

Secret Friend--Barbara Brackman volunteered to coordinate this activity. Secret Friend form will be included with membership information.

Nominating Committee--Jill to chair; Kathy B. to help
(Need to elect the following: Officers: Vice President (4-yr. commitment), Secretary/Treasurer (1-yr. term), Annalist (2-yr. term), Administrative Liaison (1-yr. term); Directors (2-yr. terms): East, South & Northwest.)

Possible suggestions included: Kaye Diener (Northeast District director--FOR NEXT YEAR); Barbara Brackman, annalist; Shirley Unger or Rhonda Wildman, South District director; Vickie Snyder, East District director. (Kathy Gamble and Evelyn Yocum not interested in any position at this time.)

Jill to put a blurb in the July newsletter soliciting names to be put on the ballot. In September newsletter, names and bios will be included of all those listed on the ballot for members to review prior to annual meeting.

Jill to draft a bio form for each person listed on the ballot to complete. Kathy B. to review form.

Membership--Connie to work on this summer (using WordPerfect) to include the following information:

Have been an officer or director
Charter member
No. of years in Extension
Work anniversary date, birthday, wedding anniversary
Scholarship recipient
No. of years CES member

The CES flier was reviewed and changes made. Jill to send Kathy B. disk to revise and Kathy will send hard copy of revised brochure to Connie by June 15. Connie will make copies (and buy seals) and include with membership information.

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In '95, we changed membership from \$15 to \$12 (emeriti, \$6). This should have been voted on at the '95 Annual Meeting. Because it was inadvertently omitted at the '95 meeting and because this brochure (listing the \$12) has been distributed at all the '96 district in-services, we will charge \$12 membership again this year and vote on it at the annual meeting. If the \$12 doesn't pass (which we feel it will), we will charge each member an additional \$3.

Connie to mail membership information in July. Membership applications due to Connie by August 1. Next year, we discussed changing membership deadline to read, "postmarked no later than August 31."

Scholarship--Pat to prepare materials and send in September.

Lee Ann Johnson made a motion that all members, except those serving on the Scholarship Selection Committee, should be eligible for scholarships. Becky Doty, seconded. Motion carried. This year we will use a "blind selection process."

- ★ Selection Committee consists of Pat, '95 past recipient, Dr. Keith Smith and another member (Pat's choice).
- ★ Pat to announce that directors and officers were eligible to apply this year (as long as not on Selection Committee) and also to make mention of "blind selection process" when presenting scholarship awards.

Mentoring Program--Mentoring information not yet "set in stone." Jill to provide information in newsletter when available. Training will be held (possibly in the fall) for those interested in becoming mentors.

District Happenings--Nothing planned as of yet. Kathy Gamble plans to have a summer activity for the East District members.

Newsletter Concerns & Deadlines--All articles to Becky by July 1.

Jill to write an article on the Leadership Center.

Personal glimpses are needed from the East and Northwest Districts. We decided to include pictures with personal glimpses. Becky to call those who are being featured and ask them to request a copy of their picture on disk from Cindy Maher.

Professional Improvement Monies from Administration--Kathy B. to ask Jo Jones if monies are available in '96 at organization leaders' meeting in Columbus on June 10. Kathy will draft a letter to administration if asked to do so.

1997 Statewide and District Conferences--We reviewed the letter sent from Nikki Conklin about these conferences--Kathy B. will E-mail the following information to Nikki Conklin:

- ★ March 31-- we understand is mandatory for us to attend (part of the Project Re-invent Program).
- ★ For '97 only: We're willing to give up district conferences, but we do not want to give up the fall annual conference. We feel it is a very important in-service for support staff. It also is a perfect opportunity for CES's Annual Meeting.

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New Employee Orientation--Michele Hobbs presented the program at last orientation (due to Ruby's illness).

- ★ Ruby to get lists of all new hires and invite them to attend our CES session at New Employee Orientation.
- ★ District directors to send welcome letters to new persons in their districts promoting our fraternity.

Dinner Meeting Within Districts and/or With Total Membership--Good idea. Tabled until next year.

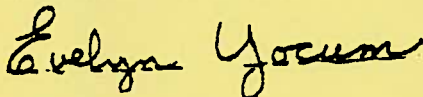
Special Awards Committee--special awards for newsletters, displays, etc., submitted by support staff. (Modeled after Epsilon Sigma Phi Tools for Teaching). Tabled until next year.

Schedule Next Meeting (conference call)--*1:00 p.m., Tuesday, August 20*. Jill to make arrangements for conference call. Call will be scheduled for two hours, but we will only be billed for the time we are actually on line.

Kathy B. reported that Gail Murdock, Beta Chapter annalist in Arkansas, will be in Medina for a class reunion from July 24-August 2. Gail asked to meet Kathy. Kathy to invite Gail to lunch or dinner. (If dinner meeting, Becky Doty is interested in attending.)

Kay Collins made a motion to adjourn. Connie Racey, seconded. Motion carried. Meeting adjourned at 4:00 p.m.

Submitted by:



Evelyn Yocum
Secretary/Treasurer

1996 CES Contacts

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Pat Meyers, Vice President

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Evelyn Yocum, Secretary-Treasurer

Mahoning County, 490 S. Broad St., Canfield 44406
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Becky Doty, Annalist

Ashland County, 804 US 250 East, Ashland 44885
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Connie Racey, Membership Secretary

East District Office, 16714 SR 215, Caldwell 43724
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Ruby Anderson, Administrative Liaison

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Jill King, Past President

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Kathy Gamble, CES Director - East District

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June Tilton, CES Director - Northeast District

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Kay Collins, CES Director - Northwest District

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Barbara Brackman, CES Director - South District

South District Office, PO Box 958, Jackson 45640
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Karon Dellinger, CES Director - Southwest District

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Evelyn Roediger, CES Director - Campus

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**VICKIE SNYDER
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**Chi Epsilon Sigma Fraternity
Ohio State University Extension**