

CES MINUTES

Telephone Conference

October 8, 1996

Kathy Bulka called the meeting to order at 1:00 p.m. She welcomed and thanked everyone for participating in this call. Those present included: Kathy Bulka, Kay Collins, Karon Dellinger, Becky Doty, Lee Ann Johnson, Jill King, Pat Myers, Connie Racey, June Tilton, Evelyn Yocum and Becky Hooper (Becky will take part in the Annual Meeting Program). It was reported that Kathy Gamble was at home with an ear infection. Jill reported that the South District Director was in Columbus and indicated that Barbara Brackman's husband had been life-flighted to the OSU Medical Center in Columbus because of a fall. Since Jill is in Columbus, she will get in contact with Barbara and keep us updated as to the condition of Barbara's husband.

Corrections were made to the August 20th minutes and were then approved. The Treasurer's report was given by Evelyn Yocum and the balance is \$ 1,353.12 in the checking account. There are still some outstanding bills to be paid.

Connie Racey's last day with Extension is October 11 due to her moving to Tennessee. The Board appointed Vickie Snyder, East District secretary, to complete Connie's term, which expires in '97. Becky Hooper will help Vickie with the membership portion of the program.

Gifts For Years of Service - 15 and 20 years have received a framed certificate; 25 an engraved silver letter opener; 35 received a laser wood photo frame and this year for 40 years we will purchase a sterling silver necklace and charm. Lee Ann will order.

The physical arrangement of the meeting room, podium and microphone has been taken care of by Lee Ann. There will be 75 people in attendance.

Jill reported that Kim Sells, of the Fairfield County Extension, has accepted the nomination for East District Director. Jill will send out Kim's profile as soon as she receives it.

Kathy announced that we will meet to assemble the packets in the Delaware Room of Hueston Woods Lodge on October 23 at 9:00 p.m.

We will have a registration list. Karon Dellinger and Evelyn Yocum volunteered to take care of the registration. Lee Ann will have a current alphabetical list for Karon and Evelyn.

Discussion was held on who is to do what for the Annual Meeting. Lee Ann is making up the program at the present time. There was some concern about the balloons, etc. for the Secret Friend since Barbara is in charge of this section. Jill will call Barb's office to check on the status.

Karon indicated that Dorothy Rex was planning to room with the Knox County Extension secretaries. Irene Moore and her husband were also coming. Karon asked whether we would cover Irene's hotel room. It was the consensus of the group to cover all expenses for Dorothy and Irene.

The organizers of CES, who we will honor at this meeting are: Marilyn Bloom, Micki Daniels, Becky Hooper, Irene Moore, Jacqueline Mueck and Dorothy Rex. Karon has purchased a keepsake pin for each and it will be attached to a ribbon for a bow corsage.

District Directors were reminded to contact new members in their district.

Pat reported that we had five applications for the Scholarship. Kay reported that the raffle is going O.K. and she has received some money already.

Kathy Bulka gave us an update on the October 7 meeting with Director Keith Smith and other organizational presidents. Kathy thanked the administration for again providing professional improvement monies for support staff and for allowing CES to be part of the selection process. Agents and program assistants received 1997 upcoming in-service packets in which they could register to attend. Kathy asked, since some of these in-services were targeted for secretarial support staff, whether we could receive at least the information that pertains to us. Dr. Smith was receptive to this idea and said he would talk to Nikki Conklin about it.

The second concern Kathy addressed was about district computer support personnel. Kathy asked whether we would be hiring personnel who were knowledgeable in both hardware and software. (Typically people are proficient in one or the other.) With Rosalyn's position still vacant, each district needs a person who can also help with word processing training. Dr. Smith said that these are temporary 2-year positions. He indicated that job descriptions, including qualifications, were developed by each district to the district's needs. Position descriptions for the computer support personnel may vary.

Kathy Bulka thanked Connie Racey for all her dedication and hard work. She expressed a sincere farewell to our good friend and colleague on behalf of the entire fraternity.

Connie thanked the officers and directors for the lovely flowers we sent.

The meeting was adjourned at 1:50 p.m.