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To: Vickie Snyder	Fax: 614-732-5992
To: Lee-Ann Johnson	Fax: " " "
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To: Kathy Bulka	Fax: 330-764-8453
To: Kim Sells	Fax: 614-687-7010
To: June Tilton	Fax: 419-774-4004
To: Carol Bunn	Fax: 419-422-7595
To: Shirley Unger	Fax: 937-544-8125
To: Karon Dellinger	Fax: 614-462-6745
To: Evelyn Roediger	Fax: 614-292-7341
To: Irene Moore	Paper Copy
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Phone:

From:
 South District:
 Rhonda Wildman
 Secretary/Treasurer
 Chi Epsilon Sigma

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*Hi again!
 2nd revision of our August minutes are attached. Thanks to Lee Ann for her help with these minutes. I really do appreciate your help with these. Please let me know if there are any other changes. Thanks again!!*

Date: 9/4/97

Pages: 7

CHI EPSILON SIGMA MINUTES

August 12, 1997

Agr. Admin. Rm. 105, Columbus, OHIO

Present - Lee Ann Johnson, Vickie Snyder, Shirley Unger, Kathy Bulka, Jill King, June Tilton, Pat Myers, Evelyn Roediger, Barbara Brackman and Rhonda Wildman

President - Lee Ann welcomed everyone attending.

Secretary's Report - Review of May 9 Minutes, approval - Copies of minutes were given to all members. Jill King moved to approve the minutes, seconded by Kathy Bulka, minutes were approved.

Treasurer's Report - The Treasurer's Report was given by Rhonda with a balance in the checking account of \$732.10. The amount in the Development Account is \$318.33 as of the 6/29/97 FAS Statement. Question was raised regarding use of Development Fund. We were going to use some of the money to pay for the new CES display costs. When processing bills to pay for display costs, we found that signatures authorized to sign off on the account were Marie Bouic and John Hixson. This has been changed via the Business Office with a signature authorization form to the current secretary/treasurer and the president of CES. This will need to be done each year at the same time a new signature card is signed for the checking account. We were able to reimburse Jill King for the Kinko's bill of \$25.21 from the Development Account with a Payment Request. We could not pay directly to a vendor (HighTech Signs) with a payment request so this was paid out of the checking account. Lee Ann asked if Rhonda could check old minutes to see if there are any guidelines for spending money from the Development Account? Rhonda will check and report back. If we can pay for the display from the Development Account we will send up a payment request to replace the amount of the bill to HighTech Signs in the amount of \$107.00 to the checking account from the Development account. Lee Ann asked if there were any questions on the budget? No other questions. Barbara Brackman moved to accept the budget, seconded by June Tilton. Budget accepted.

Old Business:

New payment reimbursement forms - Rhonda passed out the new forms which now include the different budget categories.

Revised display - Jill King had our new display set up for us to view. It looks great! The backboard is from state 4-H office and we can borrow this whenever we need it. It was suggested that Jill check with the 4-H office to see if they would donate the backboard to CES or if it was available for purchase so we could keep the display all together. Jill gave much of the credit for the display to Millie Scheid in Communications and Technology. Millie will be submitting a bill which can be paid with a 100W if we can use the development account. Lee Ann will be taking the display to the Galaxy meeting and then to our Annual Meeting in October.

Secret Friend - Pat Myers indicated reminder will be going out this year. This past year we had 40 participants. Pat will continue taking care of this with help from her office. She is to let us know if she needs any help.

Raffle: We discussed if we were going to have a raffle this year and if we wanted to have the same type of prize. June suggested we go without or do something new. Pat suggested having a huge basket during the two days of Annual Conference and selling tickets on the item just during the two-day conference. CES members will not sell tickets prior to the conference. Barbara will provide numbered tickets for us to use for the raffle. Also, the winner must be present to win. Each officer/director could provide one nice item

to place in the basket. When you know what item you will bring you can send a message out on e-mail to "frat" to let other officers/directors know what you are bringing to avoid duplications. Discussion continued as to what type of basket we wanted and we decided to go with a Longeberger picnic basket and still put items into the basket. Pat will check and see if we can get one signed. We will also need to purchase a protector for the basket (or maybe we can get the protector free with the purchase of the basket, Pat will check). Motion to buy the Longeberger basket for our raffle was made by June, seconded by Rhonda, Motion carried.

Years of service awards (revisit): Lee Ann passed out a list provided by Liz from 1989 - 1996 regarding the number of awards given for 40 years; 35 years; 30 years; 25 years; 20 year; and 15 years. We discussed prices for each award. Starting with 15 years, certificate w/frame (approx. \$5), 20 years - OSU pencil holder (approx. \$10.95); 25 years - OSU letter opener (approx. \$14.50); 30 years - Cat's Meow (one large item and one accessory piece totaling approx. \$20.00); 35 years - sterling silver OSU charm (approx. \$25.00); and 40 years - wooden OSU jewelry box (approx. \$30.00). Emeriti receive an OSU paperweight. Motion was made by Pat to accept awards/prices as mentioned and seconded by Kathy. Motion carried.

Items purchased for Leadership Center, article for Leadership Link: Jill purchased two resources: *Communication Skills for Women* (audio tapes) and *The Memory System* (book). A label was inserted in each resource indicating that CES donated them. Jill will put information regarding these resources in the newsletter and in Leadership Link. The suggestion was made to have these resources with the CES Display and Jill will make a sign: *these can be checked out...etc.*

Galaxy Conference Update: Lee Ann reported that there are five slots open for volunteers, currently have four volunteers. Galaxy conference schedule as follows:

10/12/97, 12 N to 8 PM thru 10/13, 7 AM to 2 PM -- Lee Ann

10/13, 1 to 8 PM thru 10/14, 7 AM to 1 PM -- Pat

10/14, 1 to 8 PM thru 10/15, 7 AM to 1 PM -- Liz

10/15, 1 to 8 PM thru 10/16, 7 AM to 1 PM -- June

10/16, 1 to 8 PM -- vacant

Regarding the Galaxy display: Lee Ann said there is a \$70 charge and we have to register. We may get part of it reimbursed. Lee Ann has registered for one lodging room to be used all week, all can share.

Update on Outreach: Kathy indicated she mailed letters to all and received letters of interest from Washington, Purdue and Virginia. In June, she mailed out packets of information but hasn't heard from anyone as of yet. Summer is a busy time for people so if she hasn't heard anything by the 1st week of September Kathy plans to follow-up with letters.

Clarification of PDS from last meeting, equity adjustment and status of this year's PD proposal: Lee Ann passed out information to clarify the question referred to regarding money put into county accounts for secretaries. The bottom line was that this money didn't refer to professional development money - blue sheet passed out by Lee Ann (copy is attached to these minutes).

Lee Ann also passed out a red sheet with our comments to Nikki and the good news is that Keith and Jo agreed to increase the professional development dollars from \$5,000 to \$7,500. Other considerations such as the \$200 for every employee and district team building dollars will be discussed and decisions made by the end of September. Everyone will probably get this but we're not sure of the amount for support staff. Lee Ann will e-mail Nikki and send out status on this.

Reminder to follow-up with those who showed interest at the Joint College Conference, etc.: Vickie will send information to all who signed up, including a Program Assistant who expressed interest since by-laws do include program assistants. Lee Ann reminded Directors they may want to e-mail people who signed up at Joint Conference, to follow-up with -- do they have any questions? Did they receive a packet? etc.

New Business:

Annual Meeting (A.M.) & Fall Support Staff Conference: Pat gave an update on the annual meeting. Items shared: pop/drinks always available, boat ride this year, dinners will be the same for fraternity and non-fraternity. Pat Vivo is the speaker. 6-8 p.m. on Thursday is our annual meeting. Everyone to bring a door prize -- can bring business cards with item so we'll know where it's from. Gifts ordered for all conference participants to receive. Theme: "Growing In New Directions." There will not be a silent auction this year.

Registration Annual Meeting (volunteers?): Vickie will help and Evelyn indicated she will help if she's there.

Chuck Bell: Lee Ann indicated Chuck Bell has been confirmed as our speaker, Team Building/Communication is his theme. Lee Ann checked with Chuck to see if there was a charge and he indicated he isn't allowed to charge when it's for an Extension group, but we could cover his travel. Motion was made by Evelyn to pay his travel, seconded by Barbara. Motion carried.

Letter of invitation to district director: Lee Ann indicated this has been done and Lou Fourman has confirmed his attendance.

Food Drive: Lee Ann will bring signs and boxes. Lee Ann or Pat will take the collected food to food bank.

Room arrangement, podium, mic, table for installation, other equipment, banners: Pat will take care of these items.

Certificate of Appreciation to Business Office: We have no honorary member for this year. Lee Ann will write a letter of invitation to the Business Office as we want to recognize them for their contributions. Evelyn suggested each person in business office should get a certificate. Lee Ann will do the certificates.

Annual Meeting committee, program/agenda, schedule conference call: Pat will e-mail dates, etc. to Barb and Lee Ann for their conference call.

Letter of invitation to previous honorary members and emeriti: Rhonda will proceed with this item. Vickie provided a copy of last year's letter, etc.

Packets, when do we want to put them together? We will put packets together at approx. 9 PM on Wednesday night. Lee Ann will let us know location. Vickie to bring membership cards, copies of membership list and envelopes. Pat to bring secret friend assignments, Kathy to bring copies of standing rules only, Rhonda to bring copies of financial statement and Lee Ann will bring copies of Beta newsletter.

Evaluations: Pat will place at table settings.

List of those registered for CES Annual Meeting: Pat will get this list from Kay and send out to Directors so they can send a reminder to members.

ARMS/Broadbanding: Lee Ann offered CES's help in a discussion with Jo regarding ARMS and broadbanding. At this point there is really nothing we can do to help. Jo appreciated the offer.

Nominations: Kathy reported she had an article in the last newsletter and sent out e-mail to let her know if there were suggestions for officers/directors for '97-'98.

Candidates confirmed are as follows: Vice-President: Karon Dellinger; Membership Secretary: Rhonda Wildman; Administrative Liaison: Michele Hobbs; Director for Northeast: Kaye Diener; Southwest: Winnie Brelsford; Campus: Michelle Edwards; Emeriti: Marilyn Bloom. Kathy will check with a couple of suggested contacts regarding the Sec./Tres. position. Kathy has sent a bio form to each candidate to be returned.

Scholarship applications: Barbara indicated she has these ready to mail, but with UPS strike, should she take them to campus mail? Mail is going out from campus so we will put them in the campus mail today to go out in the weekly packet. Barbara called each of the scholarship winners from last year. Karen wasn't in so she left a message. Kim hasn't yet used her scholarship award but was reminded that it must be used by our next annual meeting.

Vickie will get a list of new members to Barbara to mail out scholarship information. Barb will cross reference the list and send out a reminder.

Membership drive: Vickie has them all mailed. She has already gotten some back -- emeriti. She will send out an e-mail reminder that membership is due 8/31 and per Evelyn's suggestion to also let her know if you haven't received information.

Keith and Jo signed the cover letter and it's included. There were some changes on the second letter. Summary is on the back of the flyer. Secret friend information is also included.

Vickie will send out reports to officers/directors after deadline regarding # of renewals, # of new members, # of honorary members, # signed up for Secret Friend/compare #'s to last year's figures.

September newsletter: Deadline may be extended.

Article from last year's scholarship winners: Barbara will try to get the one from Karen as Kim has not yet used her scholarship.

Personal glimpse, emeriti (Irene)

Article from honorary member: Jill suggested Ella Mae, Lee Ann will contact.

Bio sheet from this year's nominees: Kathy will obtain these.

Kathy will also write an update on outreach and her recent luncheon with BETA chapter member.

Raffle reminder: Lee Ann will summarize. Lee Ann will also announce time and date of annual meeting, and announce food drive.

Jill will put an item in regarding the items purchased for Leadership Center.

Lee Ann will put item in regarding annual meeting dress code/pictures will be taken.

Jill to write a mentor training article.

New employee orientation: Jill went to the last one and there were 7 or 8 new employees and she shared information regarding the fraternity. August 27th is the next one she will attend. Jill asked if there was a letter that goes out to new employees from the directors? Jill sends one out as Linda Kutilek sends her new employee names each month. Jill's letter is geared more toward orientation and she'll forward names of new employees each month to directors along with a copy of the letter she's sending and a copy to Lee Ann for reference. Directors should send their own personalized letters to new employees in their district.

Directors brainstorm and report on possible activities: Evelyn mentioned she's trying to put a dinner together. Lee Ann reminded others to keep this in mind -- try anything, no matter how many or how few people can get together.

Annual Conference/Fall Support Staff Conference brainstorming, OSU Extension organization's meeting: Lee Ann mentioned a group is meeting to discuss the future of Annual Conference. They are looking at the overall picture and how it impacts everyone. There was a lot of support of Joint Conference which included support staff. We still like our conference being just for support staff. Vickie suggested we could write a letter of support, summarizing our feelings.

Lifetime membership: Lee Ann has information from ESP on lifetime membership for emeriti. Perhaps can discuss next year.

Special awards, example: Tools for Teaching: Lee Ann also has information from ESP on this item. We didn't have any volunteers and possibly can address this item next year also.

Audit: Barbara to arrange shortly before Annual Meeting so materials can be forwarded to new treasurer.

Signature card (general checking) and signature authorization form (dev. account): Rhonda will see that new treasurer and president signs both.

Ideas for articles: Envision: Evelyn suggested putting something in regarding membership sign-up. Vickie will check on this. Suzanne Steele is the contact person.

NEXT MEETING: Conference call, possibly on October 2nd in p.m. Lee Ann will set up call.

June Tilton moved to adjourn the meeting. Jill King seconded the motion. Meeting was adjourned.

Submitted:
Rhonda Wildman
Secretary/Treasurer