

Chi Epsilon Sigma
Minutes
December 4, 1997
Columbus, Ohio

Present: Pat Myers, Kaye Diener, Carol Bunn, Shirley Unger, Liz Ingraham, Lee Ann Johnson, Winnie Brelsford, Marilyn Bloom and Dawn Ford

Pat Myers presented each person with a loaf of banana nut bread and a beautiful angel hand made from wool from their farm. Lee Ann Johnson gave each one homemade peanut brittle. Everyone thanked each of them for the special homemade gifts.

President, Pat Myers welcomed everyone and thanked each for making the commitment to Chi Epsilon Sigma. Those present introduced themselves with a bit of information about themselves professionally and personally. Pat called the meeting to order.

Secretary's Report

Minutes from the Annual Meeting were read individually as prepared and submitted by Rhonda Wildman, past Secretary. Lee Ann Johnson made a motion to accept the minutes as submitted and Kaye Diener second the motion, motion carried.

Treasurer's Report

Dawn Ford, Secretary/Treasurer distributed to all the revised Reimbursement Forms. Reimbursement categories were reviewed and the topic of whether or not counties pick up mileage or CES reimburses individual board members. In most cases it applied to county mileage but if it creates a problem CES will reimburse travel. Also discussed was the issue of staying the second night at Annual Support Staff In-Service and the cost. Some counties question the need to stay over two nights. Conversation lead back to the need to double up the first night and much needed encouragement and continued support from administration.

Status of the Audit - Barbara Brackman passed word on to Pat that the books were in order when passed on to Dawn.

Dawn reviewed the budget statement prepared and presented to the board members. Kaye made a motion to accept the budget statement as presented; the motion was second by Winnie. Motion passed.

Lee Ann advised Dawn that Kathy Bulka would be instrumental in preparing the 1998 budget. The budget needs to be prepared and reviewed at the May board meeting. Dawn will review this past year's expenses and balance accordingly. If you know of any outstanding expenses please notify Dawn.

Pat took a minute to update everyone on the agenda items to follow, particularly the visit by Pat Thompson, from Corporate Unity Committee. Lee Ann shared with all present the definition and her interpretation of Corporate Unity.

OLD BUSINESS

Annual Meeting

Evaluation Summary from the annual meeting was discussed. Some of the suggestions were reviewed and supported by those members present. They were as follows: To have the guest speaker first followed by the business meeting. If the annual meeting is to be held in Columbus to host a breakfast instead of a dinner meeting to encourage better attendance. Lee Ann shared that the Beta Chapter hold their activities the night before the actual conference begins. Also suggested was to cut into free time to allow more time without the rushed feeling for the business meeting.

Other ideas coming from the evaluation included having a mentor (past or present officer) to new members. Encourage District Chi Epsilon Sigma activities, inviting others to attend from throughout the state.

Another valid point on the evaluation was to distribute the packets following the meeting to eliminate the juggling during the meal.

Dawn prepared a final summary on the raffle. The profit from the Longaberger Basket Raffle was \$558.85. Points of concern included selling tickets only to support staff present in the future, this year's problem was resolved. The tickets sold best when at the exhibit. It was suggested to have two different colored tickets: one for the CES raffle and another for the door prize drawing to alleviate confusion.

An opening ceremony for the entire conference has been requested. This would allow time to make announcements, welcome new support staff and introduce participants to the facility.

The Food Drive was well received by the Carroll County Food Pantry. Pat read a thank you note from John Moody, Director. The organization collected six boxes of food that was very much appreciated, as the Food Pantry serves 200 families each month.

Constitution and By-Laws

Each board member reviewed her job description as stated in the by-laws.

Corporate Unity Committee

Jan Thompson visited to discuss Corporate Unity plan, in which she and Jim Chatfield and co-chairing. The idea is to look at ways to provide unity for Extension, ways to foster unity and relationships for all.

Ideas currently on the table for review and further discussion include:

1. Service Projects - major way to bring people together. The administration is currently working on the structure including support and travel. This is seen as a way to help others by meeting and working with other Extension personal at all levels. It is also looked at as an excellent publicity standpoint for the entire organization.
2. Tours - sponsored in counties statewide. Could be one or two days. The ticket to take a tour is to sponsor a tour. The purpose behind this is to foster each other.

3. Job share for a day - This could be done one day a year at various levels. Interacting within to make each other aware of what others do. Interaction between county/districts/state/branch campuses being the targets, not necessarily between equal levels between counties.

The purpose of this Corporate Unity plan is the need for ALL to come together. More clarification will come through county chairs when the plan is in place and promoted.

Switch Over to Civil Service

Linda Johnson and Marge Hall came on behalf of Jo Jones to share the transition to Civil Service.

It will happen but is being pushed back to July 1, 1998. The process will be completed within three years with the updating of staff to Civil Service as the first step. Differences include the vacation (being the largest), job security, annual performance review and bi-weekly pay.

Vacation will remain as is currently, the advantage to change is one will be entitled to carryover up to three years vacation when Classified Civil Service. When the process is complete everyone will change. It is still uncertain what the change will be.

Linda advised that each office should continue to keep records updated for leave time as a backup, as well as, to double check periodically.

Broad-banding is in progress with the transition including collapsing titles to make fewer titles. This will begin into full swing to counties January 1, 1998. The main titles for secretarial support staff being Office Assistant (Secretary I and Typist) and Office Associate (Secretary II - primarily those responsible for budget and financial responsibilities). Program Assistants in most part are still going through the first phase. Some may remain Program Assistants and some may become Classified Civil Service. If the PA is primarily teaching they would remain a Program Assistant and if clerical work is involved could be CCS.

All new hires will be placed directly into a Classified Civil Service job title.

Status of Membership

There was no report, as Rhonda Wildman was not present and had not received the Membership Secretary materials.

The group thought it would be a good idea to develop a survey regarding membership. Lee Ann volunteered to chair this committee with Carol Bunn and Rhonda Wildman, Membership Secretary. The need for this stemmed from 26 members not rejoining and the concern as to why this happened. Therefore a survey will be compiled and distributed to all those members past and present as to likes, dislikes, etc. of the organization. The 26 member who chose not to rejoin will be sent notes indicating they are missed.

E-mail Distribution Lists

Pat maintained the position of updating these records as she had in the past. Marilyn Bloom added her e-mail address as (marilyn_bloom.parti@ecunet.org) and Carol Bunn corrected her's as she now has her own personal account (Bunn.1).

Scholarships

The article for scholarships need to be submitted to Liz to include in the upcoming newsletter. There were several worthy proposals and committee made decisions this past week..

Secret Friend Update

Pat ask that each member keep in mind to inform her of any changes in status so that everyone participating remains active. There has already been one switch, but fortunately the friend involved called to say she was leaving the organization.

Professional Development Funds

Lee Ann indicated that there had been several requests for the \$7500 and with awards being made there is still a small amount remaining. Pretty much everyone received some money, with the limit being set at \$150 per award in order for more to benefit. Those not receiving money included requests for teaching aids and equipment. It was suggested that a follow-up system be put into place to ensure that the money was being spent in the way intended. This procedure is used in Profession Development Funds being awarded to agents. Nikki Conklin plans to distribute the applications with future applications as ideas or suggestions on how to apply for these dollars.

NEW BUSINESS

Updated Letterhead and List of Officers and Directors

Dawn distributed new letterhead and rosters to all present with corrections being made to the spelling of Kaye Diener's name and Marilyn Bloom's zip - 43449 and additions of e-mail addresses as mentioned earlier.

Newsletter Articles and Deadline Dates

Liz Ingraham indicated that she would like to have the articles by the first week of the month specified for each newsletter. At this time there is no restriction on article length. As for Personal Glimpses - various ways are acceptable. Shirley Unger, South District Director, said that for her article she ask each new member for bits about themselves and then compiled each into one article.

Emeriti - Lifetime Memberships

Lee Ann suggested that since we are financially sound that we consider offering lifetime memberships to our Emeriti at no cost. Lee Ann made the motion to that effect adding that it be offered to both those who have previously retired and those who will be retiring and to be offered at the time of the membership drive. The motion was second by Carol and carried. Lee Ann and Marilyn will draft a contract to this effect, with the sole purpose to indicate to those joining it will be fee free and to have a formal way of collecting necessary data from those planning to remain CES members.

Outreach Update

Requests for CES information from other states still are coming in. Kathy Bulka had three requests last year (and passed a fourth one on to Lee Ann). A couple of responses were generated from our display at Galaxy Conference. Packets of information have been mailed to Louisiana, Wisconsin, Missouri and Kentucky. The packets contained our history, constitution, membership information, newsletters from Alpha and Beta chapter, our professional improvement application (even though it's directly handled by Administration...we are involved heavily in the process), our brochure, our scholarship application and the secret friend activity form.

After sending the information, Lee Ann received an e-mail from Louisiana. She asked for the phone number of the Beta Chapter President, having some questions on how they got started. Lee Ann also talked with Juanita Moffit, President of the Beta chapter before mailing out the initial packets, and she is very interested in helping in whatever way necessary.

Marilyn Bloom has a listing of the Greek alphabet and will make copies for the officers and directors. There are 63 letters total. It also states that Alpha will be used only once and will distinguish it as the very first organizing chapter of those to follow. Omega, the last letter in the Greek alphabet, meaning the end, will not be used because we do not plan to have an end.

Copies of these letters were sent to Keith and Jo to make them aware that a couple of the requests were generated from our participation at Galaxy. Liz asked that a packet of the outreach materials be given to her for the scrapbook. Lee Ann will provide to her. Also, Lee Ann will check with the previous past presidents to see if there is any information they would like to put in a notebook for future reference. This notebook then will be passed along to the next past president, etc. so they are aware of what contacts have and have not been made.

May Meeting

A couple of dates are being held for the May meeting...Wednesday, May 6 or 13.

Lee Ann also said that she is willing to set up a tour to Dresden (in the spring), for any CES member that is interested.

Dawn Ford
Secretary