



To: Pat Myers	Fax: 937-592-6404
To: Liz Ingraham	Fax: 937-382-4995
To: Vickie Snyder	Fax: 614-732-5992
To: Lee Ann Johnson	Fax: " " "
To: Jill King	Fax: 614-292-1240
To: Kathy Bulka	Fax: 330-764-8456
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
To: Barbara Brackman	Paper Copy

Phone:

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

Fax:

Phone:
 614-
 286-
 2177

Re: Draft of Minutes
 from our May 9th meeting
 are attached. I
 incorporated Lee Ann's
 minutes with mine. Hope
 they are okay. PLEASE
 let me know any errors/
 changes, etc. All help is
 very much appreciated.
 Thanks guys!

Date: 5/30/97

Pages: 6

CHI EPSILON SIGMA**MINUTES****May 9, 1997****DER DUTCHMAN RESTAURANT
PLAIN CITY, OHIO**

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

President - Lee Ann welcomed everyone and asked each person to introduce themselves and share one or two sentences about what's new in their personal and professional lives. Lee Ann shared that Kim Sells was absent due to being in Greece for her 25th wedding anniversary.

Secretary's Report - Review of December 10 Minutes, approval - Copies of minutes were passed out by Rhonda and approved as presented.

Treasurer's Report - The Treasurer's Report was given by Rhonda with a balance in the checking account of \$1,084.15. The amount in the Development Account is \$343.54 as of the 3/31/97 FAS Statement. Evelyn and Lee Ann mentioned that we may donate to the Development Account through the Campus Campaign.

The proposed budget was passed out to all members. Kathy Bulka briefly described the budget and answered questions. The figures for the budget were based on the previous two years expenses and income. Committees may submit estimated expenses to be passed on to the next officer, always budget a 10 percent cushion into the estimate. Evelyn Roediger moved to approve the proposed budget, seconded by June Tilton. Budget accepted.

New checks were purchased and it was decided that we may destroy the old checks, as new checks were ordered with the same numbers. Rhonda will destroy these. Lee Ann requested the Payment Request Form used for reimbursement be re-done to include the different categories where funds are to be charged. Rhonda will re-do and send out. This will be a big help to the Treasurer in deciding which category to charge for items. Another updated copy of the budget will be sent out to officers and directors by Rhonda before our August meeting.

Old Business:

Purchase of Items for Leadership Center - Jill King reported on purchasing material for the Leadership Center. Previous ideas were: *Communication Skills for Women*, *The Confident Woman*, *Building High Self-Esteem*, and *The Memory System* to be purchased. If these items are under \$100 she should go ahead and purchase. Jill will check with Garee to see if it is okay to house these items in the Leadership Center. Also would it be possible to pay for them and have an item printed in the Leadership Link as recognition that these items were donated by Chi Epsilon Sigma? Jill will check on cost of books, or audio tapes (videos are too expensive).

Another suggestion by Evelyn was if we could possibly be involved in a satellite using Communications & Technology to downlink programs into the districts/counties to co-sponsor with Professional Improvement Dollars (like last year's spring meeting)? Jill will also check on this item.

Cost of CES Charm from Artina - Vickie reported on costs for the charm for 30 years. The CES "O" with Buckeye Leaf in sterling silver is \$23.45 each for the necklace charm. For 35 years an OSU necklace charm engraved like our OSU pins, price was \$23 each for sterling silver. The cost in gold was out of reach. The price goes down according to how many are ordered and depending on which we get there may be a set-up charge and/or a die charge. Vickie indicated that it takes 4-6 week for production. Lee Ann suggested we table the discussion until we see how many we will need. Liz will check old programs and how many we have used before and send information to Lee Ann. June suggested Vickie could also check on the years of service, how many are coming up? After we get the information, we will decide whether to order the CES charm for the 30 year award or perhaps switch 30 & 35 year awards.

Update on display for two upcoming conferences - Jill talked to Millie Scheid and she will help with design for display. She has scheduled a meeting with Millie for Monday, the 12th. We do want purpose of CES and what name means (life, loyalty, learning). Millie would have to charge us to have it foam boarded. Jill has found a display board in the 4-H Office with lights and header we can use when we need if we schedule it in advance. When put together we will need to take a picture so we will know how it goes together. On the display need to utilize pictures more than text. Jill asked if photos could be enlarged and a variety of sizes. Perhaps use two different colors of paper behind photos, etc. Liz thinks we just have pictures, no negatives. Liz also to check and see if foam boards are there. Liz to call Jill and let her know and then after Jill talks to Millie -- Lee Ann, Jill, and Liz to have a conference call. Background on display can be gray or white (instead of black). Gray and Red Extension logos are available, will use predominately red. Display needs to say it is Extension, particularly for the All-College Conference. Header should have CES logo, "Chi Epsilon Sigma" and Extension logo.

Also for All-College Conference -- need to update the "Why you should join?" one page flyer. Kathy Bulka to do. The contact person on the flyer should be Vickie as Membership Secretary, name and phone number. Flyer can lay flat with information and logo and anything Kathy wishes to add. Need to use nice paper. Vickie to check where gray marbled paper originally came from and let Pat know. Pat can order paper and run flyers as she has colors available in her office (will use black text and red logo). Kathy will send original flyer to Pat to be run off. Need 1,000 sheets of paper. Need 500 flyers for the All-College Conference. There will also be a sign-up sheet with the display.

Civic Committee and/or evening activities: Karon indicated we need to report back to our newsletter annalist on any activities we do. Possibly purchase T-shirts or something with CES on them to wear in photos. Lee Ann indicated this was a great idea. Perhaps Directors may want to try and organize something in their districts. Liz indicated that it was hard to get all together because of distances. Lee Ann indicated even if just some can it would be helpful.

Due to different degree of participation and lack of time, we will not be able to meet as a group at the Joint Conference. Suggestion was made to wear your CES pins to All College Conference and if you see someone from your district talk to them about a district activity or just socialize.

Irene is planning a get-together for Emeriti -- a lunch or something and anyone that wants to attend is invited.

Vickie asked -- can the fraternity offer bringing in a trainer for work-related activities? Jill suggested offering different activities, ideas, and anyone can attend? If you want to you can. Irene mentioned that we can always do a food bank. Possibly in the county where our meeting is held, annual meeting or All-College Conference, etc. Lee Ann will try to organize something through e-mail, maybe check with food bank to see if they would pick up. Jill suggested using the Official Letter also. Shirley suggested we wait until Fall In-Service to put something together. Jill will need to check with Nikki before we do this to get approval and let Lee Ann know. Other questions are: we would need a container to put food into? It needs to be close to registration or with our display?

Karon said that even if you as an individual go out and do something just say you are a part of CES and put it into the newsletter.

Special Awards: Lee Ann wanted to know if there was some way to submit items for awards for the work we do? Examples: newsletters, outstanding flyers, etc. Need guidelines -- certificate of appreciation? Need committee volunteers to look at and give award at annual conference. Kathy mentioned one problem is that not everyone has access to the same quality equipment, paper, etc. Color vs. black & white, how can we vote on different ones? Lee Ann will contact the Chair of ESP Tools for Teaching Committee to get sample of their guidelines. After criteria/guidelines are set, suggestions were to ask for samples of products from all support staff, maybe display the items at our Fall meeting and have them voted on (design and quality -- not text or content). Lee Ann will write an article and ask for volunteers in the newsletter. If no volunteers may need the district directors to make some contacts and see if any suggestions. Will bring back to the table in August.

New Business:

Report on Quarterly Meeting w/Jo (April 7)

Brainstorming by ESP, OEAA & OEPA because their Annual Conference is cancelled: Lee Ann indicated they talked about attaching a day meeting into Galaxy Conference, having a special meeting with a special speaker. By cancelling it still costs \$10,000. Hyatt was already booked. They lost \$14,000 on last year's conference so they feel they still saved money. They also discussed perhaps having a meeting in the district and presenting awards via satellite.

All College Conference: Concept is good. Secretaries to be there one day or two as offices are to remain open.

Possible break-out session on Support Staff Mentoring (being piloted in East and Southwest) - Jill indicated there will be a session at All College Conference with panel of current people involved in the mentoring. If you are interested in coming to this it is on the second day. Also the Leadership Center is doing a session and it's open to everyone -- "Finding Your 15 Percent" helps you find out your purpose and role in the organization.

Galaxy Conference: Secretaries still encouraged to participate. Volunteers still needed. Still being worked out whose responsible for expenses, there is supposed to be financial support from administration for support staff. The County Chair is more apt to agree if all expenses are paid. For those interested in volunteering may possibly split work days and those working the late shift

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would stay overnight and also work the morning shift. The Operations Room is for crisis management -- run copies, take messages, etc.

Letter from Ella Mae Bard was shared regarding her willingness to help with an exhibit or concurrent session at Galaxy Conference as an honorary member of CES.

Professional Development dollars for Support Staff: Jill talked with Nikki and Jo and Jo confirmed that money is still available for support staff. Will need to submit a proposal for professional development dollars.

Proposal to Administration for Professional Dev. Money: Lee Ann indicated we need to work on a proposal to ask for an increase in money, how much do we want to request? Pat mentioned there has been no follow-up or accounting from the winners and that perhaps money is being deposited into county accounts and not used. Also noted that same people should not receive it over and over. Is special grant money kept separate? Should we pour the money into the Fall conference? Can we use money for outside speakers, not university? Do we want to offer \$100 or \$150 per person or offer money to districts as cluster proposals to plan their own spring conferences? Maybe do combination -- \$5,000 to districts and \$5,000 to individuals. Karon will check and see if there is money put into county accounts for secretaries and let Lee Ann know. Lee Ann will get a summary together and submit a final recommendation to Jo and/or Keith.

Fall In-service Update: Pat indicated the Fall In-service is scheduled for October 23 & 24 in Carroll County (East District) at Atwood Lodge. The theme is "Growing In New Directions." Tentative agenda was shared. Main speaker to be? Pat Vivo. Her next conference call is in June. There will be no silent auction this year. Comments were shared from the overall evaluations from last year as follows: "have CES awards at their own dinner and meeting," "sick and tired of CES being treated as elite group, different meals," "I was offended that casual dress was indicated and officers were dressed up." Perhaps we need to make the dress optional at the CES dinner and put this in the newsletter with a reminder that pictures will be taken. We will leave the awards as is. We should continue to stress the importance of membership and let all support staff know how we help the group as a whole, however, we realize we will still have a few who do not look favorably on CES for their own reasons.

Also regarding our Annual Meeting in October we still need to think about a speaker. Chuck Bell was suggested (communication, self-esteem, teamwork). Also suggested was "Navigating Mid-Life" with Carol Miller, Joyce Fittro, Susan Crusey, and Carol Chandler. It was decided that Lee Ann will check with Chuck Bell to see if he can hold this date and make a presentation for us that is light and humorous. Lee Ann will also invite Lou Fourman, East District Director, to attend the Annual Meeting.

Regarding Honorary Member -- Jill suggested Linda Kutilek because of her involvement in the mentoring program for support staff. Lee Ann suggested Linda Johnson. It was mentioned that other people in the Business Office are also helpful. Discussion followed that maybe we don't need to have someone for this year-- maybe next year? We will present a certificate of appreciation to the Business Office Team at our Annual Meeting and forgo an actual honorary member for this year. It was decided to consider Linda Kutilek for 1988. Motion made by June to think about it for next meeting and seconded by Karon.

Purdue and Washington State! Possible New Chapters: Kathy has received interest from these two states in starting CES chapters as a result of letters sent out. This is very exciting! She will send out as much information as she has regarding CES and help them anyway she can. She will keep us posted on any developments.

Newsletter Articles Deadlines - Liz reminded us the deadline is May 30, 1997. Barbara will write a paragraph regarding scholarships.

Barbara mentioned that she had a question regarding scholarship payment of expenses. It was decided that the winner needs to complete the course/seminar/etc. and then submit all expenses at one time. This was the procedure in the past.

Nominations:

Officers to be elected: Vice President (4 year commitment); Secretary/Treasurer (1 year), Membership Secretary (2 years), Administrative Liaison (1 year), Northeast, Southwest, Campus and Emeriti Directors (2 years): Please give suggestions to Kathy Bulka. Probably announcements will be made in the summer newsletter then in August e-mail as last reminder with bio sketches or she will do personal contacts.

We didn't get to our Break Out sessions due to lack of time.

Eveyn had a notebook with minutes from previous meetings and Rhonda will combine in a notebook containing all minutes from previous meetings.

Next Meeting:

The next meeting date is August 12th, starting at 9:30 a.m. to 3:30 p.m. Jill will check to see if there is a room in Agr. Admin. to meet. For those who cannot attend, they will be able to participate via a conference call from 1-3 p.m.

June Tilton moved to adjourn the meeting. Barbara Brackman seconded the motion. Meeting adjourned.

Submitted:

Rhonda Wildman

Secretary/Treasurer

copy

Linda G. Johnson, Re: Clarification of Article

To: johnson@agvax2.ag.ohio-state.edu (Linda G. Johnson)
From: "OSU Extension East District (LAJ)" <johnson82@agvax2.ag.ohio-state.edu>
Subject: Re: Clarification of Article
C:
Bcc:
X-Attachments:

Thanks!
Lee Ann

At 08:10 AM 7/7/97, you wrote:
>The "funding for county secretary/program assistant salary support" referred
>to the \$1,000 per secretary and program assistant FTE that administration
>provided to help to fund the equity salary increases. It did not refer to
>professional development dollars. Sorry for the lack of clarity.
>
>>Linda,

johnson, 01:05 PM 7/3/97, Clarification of Article

To: johnson
From: "OSU Extension East District (LAJ)" <johnson82@agvax2.ag.ohio-state.edu>
Subject: Clarification of Article
Cc:
Bcc:
X-Attachments:

Linda,

In May when I attended the Bonuses and Non-traditional Compensation meeting, I asked you about an article that appeared in the April '95 issue of the Bottom Line. You explained to me that this article was referring to 'equity adjustments.' Our officers and directors will be meeting again in August and I would like to have written clarification from you regarding the article so that I can relay it to those who participated in the board's earlier conversation. I do not want there to be any misunderstanding.

The article read:
Professional Development Support and Secretary/Program Assistant Support Reflected on March FAS

Your March FAS statements include transfers for the \$200 professional development support and the funding for county secretary/program assistant salary support. The transfers appear as expense credits under subcode 991 for county accounts and as budget adjustments for state and district budgets. Please contact Curt Hofmeister at 292-5351 if you have questions about the amount transferred.

Professional development dollars are to be used for resource materials, professional association dues, or similar professional development expenses. There is no time limit on use of the funds.

The Business Office maintains no record of professional development expenses by individual. If your office wants to track this detail, it is up to you to do so. [PS -- The user reference tip on Page 1 could help you do this.]

Thank you for your assistance!

copy 4th! :)
Lee Ann