

CES Minutes - Telephone Conference

October 2, 1997

President Lee Ann Johnson called the meeting to order at 1 p.m. She welcomed and thanked everyone for participating in the call. Participants included: Lee Ann Johnson, Pat Myers, Barbara Brackman, Jill King, Kathy Bulka, June Tilton, Carol Bunn, Karon Dellinger, Shirley Unger, and Rhonda Wildman.

Secretary's Report - August 12 Minutes: The minutes have been reviewed. A motion to approve the minutes was made by June Tilton, seconded by Kathy Bulka. Minutes were approved.

Treasurer's Report - Report given by Rhonda -- balance in checking account is \$200.55 and the balance in the Development Account is \$318.33. There are still two large outstanding bills to come out of the Development Account. One for \$107.00 (CES display sign) will be reimbursed back into the checking account. The other is the bill to Millie Scheid in the amount of \$179.99 (CES display art work) which has been submitted to be paid. No deposits made from membership dues as of yet. We would like to have this deposit made and reflected on financial statement before the annual meeting if possible. Lee Ann will remind Vickie. Lee Ann indicated several large bills to prepare for Galaxy conference will probably be reimbursed back to our checking account.

Lee Ann gave an update from old minutes regarding the use of Development Account expenditures. It stated in the minutes dated May 10, 1990 the following: *"Evelyn mentioned to Irene that the OSU Development Fund listed Epsilon Sigma Phi's account and perhaps Chi Epsilon Sigma could benefit from such an account. Irene contacted Linda Johnson. Attachment A gives information on an OSU Development Fund. It was moved by Karon Dellinger that we open a Chi Epsilon Sigma Extension Support Staff Current Use account in the OSU Development Fund. The monies would be used for professional improvement and other needs of CES."* It appears we are using the account correctly in paying for the CES display. Lee Ann also mentioned to Pat we could put an article in the newsletter to remind members they can contribute to the Development Account through the Campus Campaign.

Old Business:

Raffle Basket: Pat reported everything is going good. She has the Longaberger basket with two signatures. Lee Ann listed the agenda who is providing items for the basket and a description.

Barbara reported she has 833 tickets on a roll. It was decided we need to purchase another roll to be sure we have enough tickets, as there are 231 people registered for the conference. Rhonda or Barbara to buy tickets. A motion was made by Barbara to sell the tickets at \$1 each and 6 for \$5. Rhonda seconded the motion. Motion carried. Jill and Shirley suggested we need something visual to wear at the in-service indicating who is selling tickets for the basket. Shirley will make badges for the officers/directors to wear. All officers and directors will be selling tickets. Kathy Bulka will be the main person to handle the money collected from the ticket sales. The winner does need to be present to win.

Pat suggested we make a flyer to put into everyone's packet telling about the basket. Also in the flyer we need to mention that the drawing is open to everyone including directors/officers of CES.

Jill King has agreed to do the flyer. She will send the flyer to Pat to be put into the in-service's packets being put together at 6:30 p.m. on Wednesday night. Lee Ann will be giving announcements to Nikki and we will also have this announced.

Jill suggested as a marketing tool we would probably need a sign located with the basket indicating it is a CES sponsored raffle and listing what's inside, etc. Lee Ann will take care of doing the sign. It was also mentioned that we should not leave the basket unattended, it will be for display only, and perhaps a table tent sign indicating "Please don't touch" should also be placed with the basket. Lee Ann will also see if she can bring the EFNEP easel from her office to display the sign.

Galaxy: The work schedule is complete. June will work a double shift. Lee Ann has taken care of the motel reservation. Lee Ann will be sending volunteers information regarding location, travel expenses, etc.

Lee Ann will be taking the CES display and has checked with Chuck Bell and he will help June take down the display and load into his vehicle. Lee Ann will bring to our Annual meeting and after that the display will be sent back with Liz for storage. Jill is still checking with 4-H to see if they are willing to sell the display backboard to us. Allen Auck will meet with David Andrews and Jeff King to discuss this item.

Annual Meeting:

Program: Pat indicated everything is going well. Lee Ann, Pat and Barbara met regarding the program and it is in good shape. Pat said Keith and Jo still need to confirm they will be attending. Regarding the Invocation, Marilyn Bloom was planning to attend but because of shortage of rooms, etc. she may not be attending. Pat will check with Marilyn and Kay Berning regarding situation. Pat will also check with Evelyn Roediger to see if she would agree to be a back-up. Dress code is casual and it was mentioned that we could dress more formally for the CES dinner, as pictures will be taken. Lee Ann asked if there were any questions regarding the program as listed in the agenda and there were no questions. Lee Ann will send e-mail to CES listserv mentioning dress code. Also it was mentioned in the recent newsletter.

Status of Certificates & Invitation: Lee Ann has purchased frames and all but Ellen will be attending from the Business Office. Linda Johnson indicated they really appreciate this acknowledgment.

List of those registered for CES Dinner: Pat has requested this list from Kay and it is forthcoming. Pat will then forward to directors, so they can contact members by e-mail (especially new members) re: time of dinner, etc. 6-8 p.m. is the time of the dinner.

Packets: Directors/Officers will put these together on Wednesday evening at 9 p.m.. We will meet in the Lodge lobby and Lee Ann will check on a place where we can work on these. Lee Ann listed the items to go into the packets in the agenda.

Lee Ann also indicated she has suggested that we put a full listing of all info in data base for this year's membership into the packets for each member to check and verify.

Food Drive: Lee Ann indicated it is all set. At the end of the conference she and Pat will take boxes to the food bank. She will get the location and time for this to be delivered Friday. Lee Ann will send

out a reminder over e-mail regarding the food drive and also a reminder regarding the raffle. Kathy Bulka will bring boxes for the food drive items.

Scholarship Applications: Barbara indicated we have received seven applications so far. Barbara will also be preparing the certificates for the winners (she will check on frames with Vickie). Regarding last year's winners: Karen has submitted the paperwork for her scholarship, but Kim hasn't as of yet, she may be forfeiting.

Review of Membership: Lee Ann gave us an update on membership totals, we have 35 new members.

Years of Service Awards: Vickie was not present to give report. Lee Ann mentioned that Vickie is working on this. Pat needs this information also for the program. Lee Ann will remind Vickie of this.

Secret Friends: Pat reported we have 52 signed up for Secret Friends which is up from 45. Pat said she has everything organized for this year's event. She has the balloons, helium tanks, etc. She thinks she has enough help but if not she'll let us know.

Fall Newsletter: It is complete and in the mail. Jill King has already received her copy.

Outreach Update: Kathy Bulka put an article in the newsletter. In September she contacted Purdue, Virginia, and Washington State. She has spoken with Purdue administrators and they indicated they would be supportive and are checking on interest with support staff. Kathy indicated she would like to continue to pursue this item and will keep us updated.

New Business:

E-mail Distribution List: Barbara indicated she will get with Pat and will proceed with updating the list. Frat is the distribution list to officers and directors, and CES is the one to all members.

Professional Development Money: Lee Ann was glad that the amount was increased. Individual amount is up. Deadline is October 15th. Lee Ann thinks the committee will be meeting before our Annual Meeting and she'll need to check with Nikki about that.

Evelyn's Retirement: Lee Ann, Becky Hooper and Jill King did attend. It was really nice. John Rohrer gave a nice speech. He emphasized that Evelyn was a leader with CES and support staff in general. Lee Ann did send a letter from CES for her book of appreciation letters they were putting together.

Next Meeting: October 23rd -- our Annual Meeting at Atwood Lodge.

Barbara Brackman moved to adjourn the phone conference. June Tilton seconded the motion. Phone conference was adjourned.

Submitted:
Rhonda Wildman
Secretary/Treasurer