

CES Board Meeting Minutes
August 25, 1998

In attendance: Pat Myers, Lee Ann Johnson, Dawn Ford, Winnie Brelsford, , Marilyn Bloom, Karon Dellinger, Michelle Hobbs, Shirley Unger, Rhonda Wildman, Barbara Brackman, and Carol Bunn

President, Pat Myers extended a warm welcome to all and called the meeting to order, August 25, 1998 at the Ag. Admin. Building.

Dawn Ford, Secretary distributed the minutes, Rhonda made a motion to accept them as presented and Lee Ann Johnson seconded the motion. The motion was approved. Dawn also presented the Treasurer's report. Lee Ann made a motion to accept them as presented with Rhonda seconding the motion, motion carried.

Lee Ann Johnson made a motion to donate \$100 directly to the Leadership Center and request that they purchase something in our name. Michelle Hobbs seconded the motion. The motion was approved unanimously.

Lee Ann reported on the questionnaire summary. Only a few responses were returned but the majority were positive. Lee Ann asked that each Board member return to work and remind their co-workers to complete and return the questionnaires. A copy of the summary will be included in the packet for the all meeting.

Pat gave an update of her meeting with the District Directors. Plans are underway for Pat to meet with chairs and directors in each district this fall. The purpose is to present CES and its purpose to each and encourage consistency across the state for support staff. It was suggested that Pat include the Director from each district when meeting in their district office.

Karon Dellinger will pursue the possibilities of a web page for CES with Nikki's office.

Pat suggested that in the future each CES District Director be sure to welcome any new support staff in their district and invite them into CES, on the basis of an informal mentor.

Several Out Reach requests are coming in to Lee Ann. Wyoming and Kentucky have invited CES to be their guest for their state support staff meetings. Lee Ann and Pat plan on traveling to one to each location to support their efforts to establish a fraternity in their states. Barbara Brackman recommended at some point that we consider some financial support towards the travel of this nature. Lee Ann is compiling a reference notebook for future needs. It was suggested to inquire when all state directors meet for an annual meeting and that would be a great opportunity for CES to make a presentation.

Minutes from the quarterly meeting held in July with Keith or Jo were included in the meeting packet from Pat and Karon.

Pat requested input from the Board justifying the need for a two day fall in-service for support staff.

Suggestions:

One day not enough to include our three hour business meeting.

Doesn't allow enough time for traveling.

It's taken too long to gain enthusiasm to loose it by a one day event.

We've seen a steady increase in membership with awareness made by two day event.

Pat has purchased the Longaberger basket and liner for the raffle and will try to have it signed. Tickets will be \$1.00 each or 6 for \$5.00. Shirley will make the badges again for Board members to wear and oversee the money for the raffle. Lee Ann will take care of the tickets. Anyone wishing to donate an item to include in the basket needs to contact Carol regarding what their donation is to be included on the sign. Carol will coordinate the sign and post notice that the support staff member must be present to win.

Karon will post the scholarship winners at noon.

Lee Ann is trying to organize an informal get-together for Veteran's Day to Dresden. She will prepare a flyer to include in the CES packet for the fall meeting.

New Business:

More discussion on the Annual meeting - Marilyn Bloom and Karon Dellinger agreed to be greeters at the registration table. Winnie volunteered to put together small boxes to reveal the secret friend.

Pat will send a letter of invitation to the District Director inviting him to join us for our annual dinner meeting.

Barbara will work with Kay for the room arrangements.

Karon is organizing the food drive and will research who is in the area to make our donation to. She will furnish the boxes and email everyone with a reminder closer to October.

Michelle made a motion to not have an honorary member this year. Karon seconded the motion, motion carried.

Dr. Bret Kirwan will be invited and put on the agenda if he desires.

Barbara Brackman served on the annual meeting planning committee and presented the program for the evening meeting. Necessary additions and changes were made. Lee Ann is continuing to work on the roster of officers for 98-99.

Dawn will send out the letter of invitation to the honorary members. She will also send the letter and conference packet to emeriti.

Annual meeting packets will include:

Membership Card and List - Rhonda

New Secret Friend - Pat

Change in Constitution ½ page in Program and Packet - Lee Ann

Financial Statement - Dawn

Beta Newsletter - Pat

Dresden Notice - Lee Ann

The Board members who are able to arrive early are asked to meet at 6:00 p.m. in the lobby to put together the packets.

Directors can obtain names of the current CES members attending the conference from Barbara in order to extend to them a welcome.

Karon mailed the scholarship applications and will email a reminder. The rules were changes and officers are eligible to apply. Selection is blind.

It was mentioned to offer a free year's membership for newly hired secretaries. Marilyn suggested that each District Director send a letter of welcome to these new staff members. Lee Ann and Rhonda will pull the information they currently have, as there is a current letter of invitation.

Liz would like to have the articles before Labor Day for the September issue of the newsletter.

Michelle Hobbs reported on new employee orientation, saying that she usually joins the support staff at a meal and shares with them the current newsletter, etc.

Audit - Karon will make arrangements for this prior to the annual meeting.

The question came to the table whether or not there needs to be a system for cards and flowers. General consensus is to work it out as is needed.

The topic of wearing CES t-shirts was discussed and tabled until the December meeting. Barbara and Marilyn will at that time present ideas.

Pat will determine late in September if a conference call is needed to finalize any details before the annual meeting. Any questions or concerns need to be to Pat by mid-September.

Barbara made a motion to adjourn, seconded by Lee Ann.

Dawn Ford
Secretary