

**CES Board Meeting Minutes
December 4, 1998**

In attendance: Barbara Brackman, Karon Dellinger, Rhonda Wildman, Pat Myers, Nancy Miller, Michelle Edwards, Sheila Blevins, Marilyn Bloom, Kay Diener, Dawn Ford, Dawn Allman, and Sherri DeCant,

Welcome and Introductions

President Barbara Brackman extended a warm welcome and called meeting to order.

Review and approval of annual meeting minutes.

Treasurer's report

Nancy read treasurer's report.

Karon audit status

Development account balance and Budget -- Nancy will work with Dawn and Pat.

OLD BUSINESS

Annual Meeting

Barbara went over evaluations. Forty were received and everything was rated well.

Regarding changes -- Would be hard to have a morning meeting and breakfast. We have business to conduct and like a shorter meeting. Michelle mentioned maybe it would be good to share with the members any new information or suggestions. Opportunity is given to elect officers.

Karon mentioned if members have any concerns they need to contact one of the board members and relate their concerns. Reseating at the dinner was a small problem. Some people came from other room that's why we were crunched.

Shorter time is better.

Not rushed

Pat

Reported on the mid Ohio food drive.

Updating the constitution... Last May discussion was raised regarding deceased members and that they need to be mentioned. Will add to standing rules -- under annual meeting -- will make a new paragraph.

Memorial service for any deceased member will be included with the annual meeting.

Pat will update and send us copies. Barbara will mention in newsletter the replacement pages for Standing Rules and Roles and responsibilities.

Rhonda

Last year we had 133 members including emeriti and honorary members. This year we have 139. Dues have been turned in.

Emeriti Dorothy Rex and Irene Moore have not responded. Marilyn will e-mail them.

Pat

Make sure CES Board members e-mail addresses are correct.

Karon

Report from Lee Ann regarding OSU to help with mileage and books - \$150.

Question was raised as to travel being included with scholarship. We may need to look at changing or rewording the scholarship rules to include mileage.

Karon informed Michelle if her department picked up her mileage to the class she took for her scholarship, she would have the rest of her scholarship left to take another class.

Pat

Secret friend -- 47 participated. We need to watch if anyone leaves Extension, they may be someone's secret friend. We received more comments this year regarding the secret friend.

"I'm not hearing from my secret friend -- and I've sent many cards to mine."

If you signed up for a secret friend you do have someone that should be sending to you. People take this differently. Some send for everything and others maybe only major holidays or birthdays. I do have a record of the secret friends and if you are having any trouble or not receiving anything contact me and I'll get in touch with that person.

Pat, Karon, Barbara, and Nickki did a phone conference regarding the professional development money. November 30 an e-mail was sent informing us that we did not use all the funds. We are looking at offering it again some time in March. Nickki will send some information to us.

We could compare our scholarship rules to the development fund rules.

Can member reapply and can we award them money? If we awarded to everyone that applied, we still have money left.

New Business

Barb attended quarterly meeting with administration. They are looking into permission for employees to attend another university if OSU main campus is not near their home.

Discussion was made of going from two day to one day for our annual meeting. They are waiting till after the all Extension conference to make this determination.

Annual Meeting is to be held on October 21 & 22 at Deer Creek. Nikki Conklin is working to save the two days for us.

Barbara

The quarterly meeting w/administration was informal and I felt very comfortable with Jo.

Soil testing is getting a lot of discussion – trying to work together and find a place to get soil testing – no pre warning that this was going to happen.

Pat

Received a call from Kathy Forte who had called the Dean's office advising us of a College Staff Advisory Council. She wanted to know if CES was interested in having a position on that Board. Pat said possibly – Kathy Mohler, Cindy Crawford, Becky Hooper, Carol Sauers – they are all members of CES and are already on this board. They could represent us.

They have had a meeting in September and October, but she mentioned we could catch up. We will talk to Cindy Crawford.

Dawn

December 11th is deadline for CES newsletter.

Deadlines for future newsletters are – March 5, June 4, and Sept 3

Please advise of any deaths in membership or any changes in support staff in your area.

South and Northeast will highlight a member in this next newsletter.
e-mail Ford.2@osu.edu

Pat

Talked to Melinda from Kentucky who was at our meeting on November 10th. They are setting some goals. Nothing official yet but in the making. Need someone behind her to get it started no chapters formed yet. New states – Wyoming and Kentucky started

Michelle

Suggested putting information regarding CES in the State Extension Newsletter.
Get our CES newsletter on a web site. Could be our link to Extension.

Presentations at some of the chair conferences

Pat

We need to attend chair conferences to promote CES. I had an opportunity to make a presentation at a chair conference in SW district on October 23rd. At that conference they asked why some counties are not represented. Gave them five additional fliers.

Received evaluations back and Pat went over suggestions/comments shared by the chairs.

We will be meeting with NE, E, N and South district. Pat doesn't need to go to all of them.

Kay Diener & Pat - NE District

Sherri DeCant & Marilyn Bloom will go to the NW District

Sheila Blevins and Barb - - South District

East - Ask Vickie - Dawn Ford

Linda Kutilak - showed her our flier.

Pat will run copies of CES flier. Will send copies to all district directors. Sandy needs to notify directors in their district and they will send flier and form letter for new people.

Send an example of welcome letter to Sherri Decant .

Single rose in a bud vase be sent on behalf of CES in death of an immediate family member. Director will be reimbursed by the Treasurer. Moved by Marilyn; Seconded by Dawn Ford.

Karon

Regarding the College Advisory Committee that Pat had mentioned. Karon went and talked to Cindy in the business office and she stated it is one of the more worthwhile committees she attends. College staff issues are recognized and Bobby Moser gives input to things he wants to happen. The person represents the entire college.

They will be moving around the state. You need to plan a full day out of work.

Sherri DeCant will check with her chair to get permission and Pat will let Kathy know by Tuesday.

If Sherri can't, ask Becky Hooper or Vickie Snyder, members who are not here presently.

Barbara

Working with the business office on mailing information. Linda Johnson contacted CES - last year. We would be happy to receive information that impacts the county secretaries.

CES to put together info on mailing information. Pat says we need two or three officers to look at this issue with business office via conference call....

Karon

Carolyn & Selena from our office would be two good representatives from CES. Will set up a conference call with business office.

Highlight the members in your district for cards for birthdays congratulations.

Kay Diener

Our fraternity gives money to resource center.

Discussed our next meeting date in May – at Der Deutchman date – May 6th Thursday at Plain City.

Old Business

Karon

Talked about shirts for CES with logo on them. Karon checked. We can buy the first one and then if they want more go from there. They need \$65.00 to start. Good denim shirt – Charge \$20 a shirt, if we are going to sell to make money. Tabled for discussion. Do you want me to pursue?

We are considering this in a newsletter. Give us your feedback and that would help us decide if we will pursue it.

Karon on committee for annual meeting. Need feedback on when to have meeting.

If a one day we want something at noon.

Barbara will be attending a Meeting with administration in February. February 3rd and one on April 7th. One June 16th

(Regular 2 – 2 ½ hours) Per the Evaluation let's copy last years format. Like the condensed installation ceremony.

Have networking before dinner to meet their secret friend. We will recognize all of the founding members as Honorary members this year. Recognize past presidents at that time or before installation of officers. Recognize the new committees we are forming for the mailing. Sherri – staff advisory committee. Lets get their guidelines and look at it at our May meeting.

Not only recognize years of service, but other things. Eg: Posters that were submitted, Tools for Teaching

Special remarks.

We would like to know who will be there. Ask all three to attend and give presentations. (Keith, Jo & Barb Ludwig)

Meeting adjourned 3 pm.