

**Chi Epsilon Sigma**  
**Meeting - Minutes**  
**May 6, 1998**

The Chi Epsilon Sigma Board met Wednesday, May 6, 1998 at the Plainfield Der Dutchman Restaurant with the business meeting called to order by Vice President Barbara Brackman.

Present: Shirley Unger, Barbara Brackman, Rhonda Wildman, Karon Dellinger, Marilyn Bloom, Michelle Hobbs, Kaye Diener, Lee Ann Johnson, Dawn Ford, Michelle Edwards, Liz Ingraham, and Winnie Brelsford.

Dawn distributed minutes from the December meeting to all present and they were reviewed individually. The minutes were approved as read.

Also distributed were the treasurer's report, which was approved as filed. Dawn then presented the 1998 budget with explanations of the differences in each line item. The 98 budget was approved as presented. (Copies attached for the file.)

**OLD BUSINESS**

Update on Switch-over to Classified Civil Service - Lee Ann gave an update with information shared at the East District Spring Conference by Bryan Atkins. Vacation is the only optional part of the plan taking effect. ARMS will not show vacation on pay stubs when an individual chooses to remain A&P staff. Only those switching to CCS staff will be able to keep track of leave time on pay stubs. It was encouraged that either way one should continue to keep personal files of all leave time. The letter with the options and explanations will be coming soon with a quick turn around time.

Membership Survey Update - Lee Ann has prepared a survey to distribute to current members of CES, as well as all of those who no longer belong to CES, This was passed out for discussion. Lee Ann had talked with Jill King, who had suggested that Linda Kutilek would be a good resource person to contact to have her fine tune the survey before sending out. It should be sent out before the membership drive and possibly with the next newsletter. Suggestions were to keep as a one page flier, made so it could be folded and the return address on the reverse side and give the FAX number as an option for quick return. Lee Ann is willing to have the surveys returned to her and will summarize. When the results have been compiled the results will be shared at the next board meeting and then later published in the newsletter for all the membership to review.

Conversation led to where do Program Assistants fit in and in the many staff meetings, both districts and state level that include all support staff. It was unanimously felt that everyone loves the opportunity to go and learn. However, chairs will question these meetings more often if they see it doesn't apply to our professional development. (Copy attached)

Emeriti/Lifetime Memberships - Lee Ann compiled a draft contract to be sent out with the membership drive. Marilyn made a motion to accept the contract as presented and Karon seconded the motion. Motion carried. (Copy attached)

Outreach Update - Lee Ann reported having contact with two state regarding formation of chapters and offering them assistance. Louisiana appeared close to beginning the procedures to form their organization.

## **NEW BUSINESS:**

Report on Quarterly Meeting with Administration & Visit to Administrative Cabinet - In Pat's absence Lee Ann and Barbara filled the group in on what they knew. Nikki has reported to Pat that there would be not more fall support staff in-services after this year. There was much concern expressed over the impact it would have on CES in regards to business conducted, membership drive, officer terms and other subjects as defined in the constitution. Nikki also indicated to Pat that there may possibly be a one day awards/recognition day in the fall similar to that of agents in December. Barbara and Lee Ann will convey these issues to Pat to share with the cabinet on May 13. The consensus was that we preferred our conference as it was; containing professional development along with the CES annual meeting. Also, expressed that by attending only once a year we got more out of it and don't come home with the attitude as expressed by agents and specialists for always having to go.

Fall Support Staff In-Service - Barbara and Shirley are serving on the planning committee and shared the many ideas and plans for the October 8 and 9 In-service to be held at Dublin Wyndom Hotel. This year's theme is Personal Issues. Jill King suggested that with the size of the hotel it would be a warmer welcome if we had greeters at the door during the registration, it would also be good exposure for CES. Again, counties would be asked to bring door prizes, white elephant prizes for games and a county display (which will be judged with a prize offered). Registration will be out by the end of July. Sessions on Thursday will be professional development related and Friday's agenda will be personal related.

The CES annual meeting will begin on Thursday at 5:45 allowing two hours. There was much discussion over guest speakers with a unanimous decision later in the meeting to omit the speaker all together for this year only, to help keep the program under two hours. This motion was made by Michelle and seconded by Karon. Motion carried.

Another area that could possibly be shortened is the installation of officers, which has been the same for the past few years, Lee Ann will talk with Becky as she has conducted this part of the program.

The Secret Friend revelation will be changed a little this year for various reasons; keeping time to a minimum (only 15-30 minutes between last session and banquet) and by distributing them at the beginning of the evening, as members come in, it allows the entire evening to find your secret friend.

Packets will be put together on Wednesday evening before the conference and distributed **following** the banquet. Programs and evaluations will be placed on each place setting.

Marilyn Bloom suggested that we remember Mary Leysath, Montgomery County, who passed away this past year. Marilyn Agreed to follow up and make necessary preparations for the annual meeting. This will need to be a standing procedure/rule to remember the deceased members at our annual meetings. Lee Ann will add this to the standing rules.

Lee Ann made a motion to hold a food drive, seconded by Michelle Edwards. The motion passed.

Raffle or Fund Raiser? - Everyone present was again in favor of having a raffle and one more year using a Longaberger Basket. A suggestion was to use a small laundry basket, with each board member donating an item to fill the basket, as was done last year. We need to check this with Pat. The idea was only used one year and worked very well with the proceeds being great. Tickets will only be sold at the conference by board members to people attending the conference. The winning ticket stub must be at the conference to collect the prize.

New Employee Orientation - Michelle Hobbs reported on her effort to recruit new members by attending new employee orientation and explaining what CES has to offer. She then joins them at a meal to get a little more acquainted.

Newsletter Deadline - Liz has set her deadline for the next newsletter as June 1, but is flexible. If you absolutely cannot make it, please call to let her know what you plan to submit. She is using WordPerfect 7.0.

Annual Meeting - Most details were included in the topic Fall Support Staff In-Service. An Honorary Member still needs to be considered. Members will think this over and make suggestions at our next meeting.

Officers Nominations - Lee Ann asked for suggestions for officers to be elected for the next term. Several names were suggested, and Lee Ann will begin making contacts.

Membership Information - Rhonda has the signed letter from Keith and Jo. The purpose of this letter coming from them is to make counties aware that it is permissible to have memberships paid from the county appropriations.

Pat will need to update the secret friend form and send on to Rhonda.

Scholarships - Dawn has reimbursed last year's recipients. Karon will encourage them to write an article for the next newsletter.

District Reports - Kaye and Winnie just gave briefs regarding what was happening in their districts, particularly with spring conferences.

Other - Lee Ann distributed a CES questionnaire which she developed for use in the East District.

It is a good idea to get together even if it is small a group.

August Meeting or Conference Call - It was decided to ask Pat to select a couple dates early in August for a conference call and then another will be planned closer to the annual meeting to finalize all arrangements.

Barbara adjourned the meeting.

Dawn Ford, Secretary

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