

CES Board Meeting Minutes August 25, 1999

In attendance: Barbara Brackman, Karon Dellinger, Vickie Snyder, Marilyn Bloom, Pat Myers, Winnie Brelsford, Sandy Bryan, Dawn Allman, Kaye Diener, Sheila Blevins, Nancy Miller

Not present: Michelle Edwards, Dawn Ford, Sherri Decant, Rhonda Wildman

Barbara welcomed everyone.

Approved May 6, 1999 minutes and Treasurer's Report.

OLD BUSINESS

Barbara - Started discussion about CES Questionnaire - Northwest District, submitted by Sherri De Cant, NW District Director of CES who is on pregnancy leave and unable to be here for this meeting but wants our feedback.

Sounds like the local Extension offices are not encouraging support staff to belong to CES, for reasons such as too far to go for meetings, money, away from the office. Mention was made not interested in paying the membership dues. But this could be paid by other sources that they are not aware can be done. Sounds like they want to know the benefits and what they will get out of belonging to CES. Not enough time. Don't know what it is about. Program Assistants don't feel like they fit into the curriculum. They have more support through FNP/EFNEP conferences.

Sherri wants to work on getting more in the NW District involved in CES in the next year and Barb suggested that we need to offer suggestions and maybe some of the officers could support Sherri by attending an informative meeting.

Karon suggested that maybe we could offer a subscription to a magazine, eg: "Secretary" or "Office Pro". These contain a lot of office information.

Marilyn suggested once a year sending a complimentary newsletter to all support staff some time before we send out membership information and pay dues. Too late to do this year, but something for next year.

Dawn suggested putting information about magazines in the newsletter and let individuals make up their own mind as to whether they would like to receive. They could get one for the office or an individual could subscribe. The cost of subscription would cost too much to be covered by dues and we don't want to raise the dues.

One of the responses in the questionnaire "I don't get anything out of it" - you only get out of an organization what you put in. You have to be involved. There is a lot if you look for it. Scholarship, personal development and opportunities with the University.

Dick Martin, DD, NW district had a very encouraging article in his newsletter for support staff in their area.

Maybe have one person from each district feed information to the person writing our newsletter addressing the concerns and what we have to offer or what they could get out of belonging. Some of these concerns such as have a committee or officers working for support staff as whole. I think we are doing this. Officers meet with Administration four times a year and if anyone has any concerns, we can submit at that time.

Barb suggested forming a committee (two - three) to help Sherri put answers together to address concerns in her district. Maybe put something together to be submitted to other districts also.

There are non members as well as members having these concerns.

Winnie discussed the program assistants feel like they are sitting on the fence. Don't know how they belong in all this. Maybe we need to include program assistants more. Keith Smith needs to make Chairs more aware of our organization and encourage them to give more information to their counties. Feel like Chairs have too many other things and don't feel this is an important issue.

The concern over not meeting enough. That is out of our control how many times we meet. As to having more committees, actually we do form committees as needed. We form committees during the year as circumstances arise.

Barb would like to have a committee formed to work with Sherri. Would like to have at least one board member and maybe select other members.

When this is put together write in form of a newsletter and send to all support staff. Marilyn and Nancy will help where they can to get this started. Maybe Sherri already has someone or more in mind to add to the committee. (Carol Bruns from her district office is a possibility)

We need to get this information to Dick Martin to take to meeting with DD's and the presidents of all the professional associations on September 8th. Barbara will write a letter and attach the questionnaire.

Outreach Update - Pat

Kentucky is forming a CES chapter. Lee Ann Johnson has been instrumental in getting this started and has been corresponding with them. Lee Ann, Barbara and Pat were asked to attend installation ceremonies on September 10th. Kentucky is a GO!!

Lee Ann wants to present a gavel at the ceremony. It was approved by the Board, motioned by Vickie and Karon to purchase a gavel to present at the installation in Kentucky. It is the Gamma Chapter.

Update from June 16, 1999 (Quarterly Meeting w/Administration) - Karon

Talked about strategies and career advancement. Salary and Equity. Faculty in the field.

Thanked them for continuing with allowing the two day conference. Remember to let Karon know of any concerns so she can present at these administration meetings four times a year.

Update from University Staff Advisory Council - Sherri

Sherri on leave. Need to have a representative attend these meetings in her place while she is on leave.

CES "logo" shirts/bags - Karon

Have received a lot of complements. We will order again around September 16th.

Menu for Annual Conference:

Will meet in the Pavillion Ballroom

3 Salads (Mixed Garden Greens w/Assorted Dressings, Marinated Vegetable Salad, Sliced Fresh Fruit Display)

3 Accompaniments (Snow Peas & Baby Carrots, Wild Rice Blend, Oven Roasted Red Bliss Potatoes)

Choice of entrees (Baked Honey Mustard Chicken, Sliced Sirloin w/Mushroom Bordelaise Sauce)

Newsletter Contest Info - Barbara

Need to have someone work with Dawn on newsletter contest for support staff members. Sheila will help Dawn. Dawn and Sheila will determine how they want to develop this newsletter. Barb has the rules on how OEAA conducts their contest.

Pat has been in contact with Linda Johnson and still awaiting information about mailings.

NEW BUSINESS

Meeting with District Directors September 8, 1999.

Barb cannot attend. Karon will be going. Karon will call Michelle and see if she can go with her.

Mentoring (CES Involvement)

Linda Kutilik will be here today to talk to us.

Website Creation - Michelle

Pat will followup with Michelle and call Eleanor and see what we can do.

Annual Meeting & Fall Support Staff Conference - November 3 & 4, 1999 Holiday Inn East, Columbus

- Karon will send invitations to SW District Director and Administration.
- Nancy will send letters to Honorary Members and Emeriti.
- Longaberger Basket Raffle
- Pat brought basket to be raffled. Went to Dresden and got 3 signatures on the bottom.
- Request each board member add something to the basket. Call Pat and let her know what we will bring.
- Speaker - No speaker

Tina Gilfilen (293-3679) from the OSU Medical Center stopped by our meeting to discuss the new "Sprit of Women Park". Talked about the construction of this park being funded through private and corporate contributions. Donations will be recognized by hand-painted, personalized tiles, each serving as a tribute to a woman who has made a difference. Thought we might be interested in doing this individually or as an organization.

Annual Meeting Program/Agenda

Changes:

- Went over program. Registration at 5:30pm, Secret Friend Revelation
- Recognize Board Members - Winnie
- Recognition of New Members - Rhonda & Nancy

- Scholarship Awards - Michelle
- Awards and Recognition - Sheila & Dr. Nikki Conklin

Board members will meet in the lobby of the Holiday Inn East at 8:30am November 3rd to put packets together.

Linda Kutilak - Mentors for Secretaries joined us for discussion on how CES could help with the mentoring of new employees. We need a contact person in each district for new people. Mentoring would be done by phone/email. Distance is a big concern. We want to make it more of a comfort zone. We want some feedback. Do we want to proceed. Is this necessary. Mentoring is a system for new support staff. We want to be confident and reach everyone that wants to participate. Do not feel we need to do this for a full year. Maybe for three months. By then they may feel a connection with their co-workers. A few I have talked with thought it was helpful. Matched sets very rarely work. Go out and find on your own worked better. Sense of feeling welcome into an organization. You are not there to do their job, but more as a sounding board. Linda will work with our district director and administrative director to see how we could get this to work. Barb suggested our district directors (CES) could obtain new employees names and counties where they will be working and match them up with someone. Barb will get information to Linda and Linda will get back with us at our May 2000 meeting.

No speaker since we will have speakers at conference.

Ashland County - Kay's office will take care of Registration Table.

Pat will check on raffle tickets for basket.

Kay will send packet for annual conference by end of September.

Room arrangement - round tables, podium, microphone

Food Drive

- Nancy will call Mid Ohio Food Bank, West Mound, ask if we can deliver on Thursday after 3pm.
- Nancy, Carolyn will make up a box/sign for food

Founding members - Mikki Daniels, Jackie Meuck, Becky Hooper, Marilyn Bloom, Dorothy Rex, Irene Moore

Pat will have secret friends at the beginning - working on revelations - bag / fortune cookie
Pat will also continue as secret friend organizer.

Officer & Director Nominations - Pat

VP is a big commitment - have a few in mind - June Tilton, Shirley Unger or Sheryl Engle. Sheryl sent an email interest in any board position. Once we have the names in place for VP will be able to fill in others.

Board Emeriti - Marilyn Sayre, Wyandot Co.

Considered picking two people from same county office to serve as membership secretary. All of the board in favor of doing this.

Campus Director - Dawn

Northeast District - Kaye

Southwest - Winnie Brelsford

Michelle has sent Scholarship information.

Have 117 members including honorary/emeriti (28) and new (20)

Barb received a letter from Marsha Amlin, Piketon Research & Extension Center. They have three office assistants and one office associate. Only one of the office assistants is funded through Extension. The remaining three are funded through OARDC. Yes they are considered support staff. Let them know what we have to offer. We should not change our bylaws to meet their needs.

Articles due to Dawn for newsletter September 23rd. Board discussed Dawn getting better grade of paper and be reimbursed.

Barb discussed trip to Kentucky there will be some added expenses. Lee Ann is getting the East District Van. Barbara will ride with Lee Ann because she is on the way. It would be out of the way for Pat to meet them. Board approved any added expenses for room, food and mileage. Room will be \$65.00 including tax.

Nancy Miller
CES Secretary/Treasurer