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Try this again. Harry Laughman e-mailed me to say I cannot send an attachment to the FRAT list. So I copied the meeting minutes and hopefully you'll receive them.

Return to
Vickie

Linda Ferguson

Ohio State University Chi Epsilon Sigma Meeting

December 17, 1999, 10:00 a.m.

OSU Extension Office, Franklin County

Present: Karon Dellinger, Cheryl Engle, Michelle Edwards, Karen Barnhart, Shelia Blevins, Jill King, Linda Ferguson

Karon welcomed all present. Introductions were made. Upcoming meeting dates were discussed and it was agreed to hold future meetings:

Friday, April 7, 2000
Friday, September 29, 2000
Support Staff Inservice Dates: Thursday/Friday, November 2/3, 2000
Radisson Airport Hotel

Time and location for the April and September meetings will be decided later. Karon suggested inviting the committees to the April meeting. They could meet separately from the Board, then perhaps join together for lunch.

Karon handed out copies of the November Annual Meeting. If anyone has any corrections, please let Linda know and she'll make changes.

The committee only received 7 or 8 evaluations from Annual Meeting so we went over them. Most comments concerned the room size and food. Since most the space delegated for our banquet is up the hotel, we don't have much say. Cheryl suggested sending the evaluation by e-mail to membership to see if we could get a better response. Karon asked Michelle to do this. Cheryl offered to help if needed. At the 2000 Annual meeting we'll be having a 2-day meeting. On years when we only have a 1-day meeting, it was suggested we have a CES luncheon meeting as a time for recognition and to install new officers.

Karon suggested that Cheryl help Michelle since the vice president's job is so busy. Also, it will give Cheryl a better idea of what is expected of her next year.

Treasurer's report was read by Linda. Jill explained how the Development Account Fund was created.

★ Shelia gave a Newsletter Committee report. She passed around several samples of plaques that could be used as a prize for the various winners of the Newsletter Contest. The committee was founded as a way of looking for incentive to join CES. Sheila suggested that the Newsletter Contest would be open to all CES members. The committee would develop a registration form using as guidelines the "Tools for Teaching & Media Contest". Newsletters would be due in July and recognition would be made at the Annual Meeting CES dinner. Cheryl thought it was a good idea since the contest would allow members to share ideas and talents. Shelia will go back to her committee and share our ideas.

Linda passed out the proposed 2000 budget and the Board discussed it. Agreed to use it as the proposed budget this year. Karon asked Linda to look through past treasurer's reports to see if we have donated to the Leadership Center, and if so, have we done it more than once? We would like to put resources there. Jill has helped select resources before. Maybe CES could make recommendations as to what selections are made. We could consider donating 2 or 3 resources. We'll get a report at the next meeting.

Karon has had several requests for CES shirts so she may consider reordering in January. She'll send information to membership by e-mail in January to see what kind of response she gets.

Linda handed out letterhead and a list of CES board members. Jill said she could use this list at orientation meeting to let new employees know who their representatives are. She suggested adding phone numbers and e-mail addresses to the list.

Since Barb was not in attendance, there was not an update on the constitution and by-laws or outreach.

Since Marie was not in attendance, there was not a status of membership.

Michelle had to leave the meeting early so didn't get a chance to update how the scholarship money was being used.

Karon brought up the brief cases that are given to new employees containing red folders with information enclosed. She questions the necessity of this since the same information is given to everyone, no matter what their position or whether it is pertinent. Instead it might be a better idea to hand out basic information packets containing information on travel, etc. that everyone needs to know. Should we write a letter of our concern and suggestions to Administration? Karon will bring this issue up again when more Board members are present.

Your thoughts?

Karon suggested that all Board members keep a record of what they do to pass it on to the officer who replaces them.

Karon gave a report of the meeting with the administrative cabinet and said that it is a nice way to dialogue with others even if you don't particularly have an issue to share.

Karon hopes that all of CES supports Dawn and helps her with articles for the newsletter. We want it to be educational as well as interesting. It was suggested that perhaps educational classes be listed.

Karon would like to see a professional magazine accompany all new memberships. We might have to increase the membership dues if that were the case. Shelia suggested maybe buying one magazine for each office. A yearly subscription to "Office Pro Magazine" would be \$22 and to "Secretary" would be \$19 for instance.

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Cheryl suggested that at each district spring conference someone speak about CES to let the office chairs know what it is and how it is beneficial to their support staff. Cheryl suggested maybe doing a slide show showing special projects, educational opportunities, how CES was formed. She said she would work on this project.

Karon read a thank you from Barb Brackman for the gift the Board gave her as retiring president.

Jill is on the Mentoring Committee and discussed what's happening. It is the director's duty to select current staff to mentor new agents in each district. Jill would like to see CES offer help as far as mentoring

Done at previous meeting?

support
staff. Jill will contact Linda Kutilek.

The meeting adjourned at 12:30.

Linda Ferguson, Secretary/Treasurer

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