

CES Meeting
Thursday, May 6, 1999
Der Deutchman, Plain City

Attendees: Barbara Brackman, Karon Dellinger, Dawn Ford, Vickie Snyder, Marilyn Bloom, Rhonda Wildman, Sheila Blevins, Kay Diener, Marilyn Bloom, Pat Myers, Winnie Brelsford, Sherie DeCant, Sandy Bryan

Barb Thanked Karon for refreshments and making arrangements.

Nancy Read minutes. Rhonda motioned to approve and Pat seconded. All Aye!
Read the financial report and budget. Dawn motioned to approve. Sheila seconded and All aye.

Old Business

Pat Outreach Update...Kentucky is moving ahead working on their constitution and bylaws. Wyoming may be in jeopardy over losing theirs. The person enthused about getting the chapter going has left Extension. I still contact them periodically. Not as promising as Kentucky.

Barb Professional Development Funds....Barb/Karon/Michelle/Nickki had a conference call. Fifty applications this time. Originally we had about \$7500. We awarded all down to the last penny.

Karon If any of you applied, you will hear from Nikki. It is really a great opportunity. Everyone should take advantage of this opportunity. Nikki allowed us to do it again in the spring. We had people who applied the second time.

Pat What are plans for next year.

Barb We suppose they will give us that initial amount again. In the fall we awarded everyone that applied and had money left over.

Sherri Staff Advisory Committee....Meeting coming up on the 19th. We are working on the bylaws. We want to be an overall voice to Dr. Moser. The entire college is involved. We have planned in June a two day retreat at Mansfield to develop programs for all personnel for rewards. We had four meetings cancelled because of the snow. If anyone is interested you can be elected for two, three or four years. This first year of getting it organized doesn't count. They will assign each person. How do we want to fill this position.

Barb Sounds like we want to provide this coverage. Once you find out your term we will go from there. Are you getting support from your office?

Sherri Oh yes.

Pat Working with Business Office (Pat/Kaye) last email we received Linda will contact us.

Pat/Kaye Haven't heard anything from Linda as yet. She wants to have us in position.

Vicki She knows. It's still in her mind. I talked to her at Chairs Conference. The committee is Debbie Stiles, Carolyn, Kaye and Pat.

Other

Barb/Karon Discussed our getting bags/shirts with CES logo. Karon asked if we want to make money from this. Shirts are men's sizes. My thinking at this time is we send something like this out in our June newsletter with cost/order form. Do a once a year order. The Secretary-Treasurer or Director may be responsible for this. Have an order form at the annual meeting.

Dawn Buy a bag/shirt and have on display. Shirts - blue denim. What about sweat shirt would be good at fall support staff. Color on logo same as our pen. Do we want to provide this. Get form to Dawn for annual meeting. June 4th is deadline. Couple of weeks. By the end of June. Would like to have out no later than July 15. Do we want to make money? Send to each district office and we could react. Then have checks come to Nancy and will take care of depositing in account. Have bag cost \$10.00 and Shirt \$20.00. Add postage \$3.00.

Barb For newsletter it would be nice if we had these for our fall conference.

Barb Go Bucks conference - both sessions total of 47 members. One session - four non member. Lot of discussion the second day.

Karon Go Bucks - May not be an annual conference. May be every other year. We need to give some thought as to what we will do.

Barb We had really short notice even though the conference had been planned for over a year. What we did this year was it sufficient? Evaluation is very vague. Nothing directed to support staff. All comments should be emailed to Nikki. Go back to your office and encourage other support staff to email evaluations. Nikki will be meeting with administration staff. How can they determine if we can have a two day conference. Wouldn't even have time to break out the sessions.

Pat We need to get more non members there. We need to get them there some how.

Barb We should have more time the next one.

Pat People grouped together and sat down. Any items jot down and keep in a folder for next year.

Vickie Evaluation - Do you think it is a good idea to bring all Extension together. It is a good idea but not to us if it means losing our annual conference.

Barb LeeAnn sent out a letter to districts to contact Nikki and get comments out regarding this. I don't think she was real positive in getting them to support a two day conference because we had the Go Bucks conference. At least one long day we will need. Will they want to pay overtime or comp a day. We will plan for the two day till we hear what we get - one or two days.

Karon Thanked Barb for good session at Go Bucks program. Everything looked nice.

Barb Talked briefly to Michelle regarding scholarship. She is aware of it. She will be getting with Karon regarding this.

Barb Report on Quarterly Administration....If there is five people to train on computer someone will come to your office. State then paying travel. Harry Laughbaum needs twelve. Eleanor Ames has one or two. Maybe four and five. I am waiting to hear from her. Need to know what kind of computer training it is and how often it happens.

Buyout - why aren't support staff included? They want the people with the big bucks. Only one time the support staff was included.

Marilyn - Office can't get along without the secretaries.

Barb Wanted to know if there will be salary increases for support staff.

Karon It's interesting to be at the meetings and sit there and listen. Support staff has a lot of things and concerns and hear agents with their concerns too. They don't make you feel uncomfortable. Will \$100. personal fund be available to us like it was last year. Next meeting June 16th.

We have to take minutes and count all questions and do all the question asking.

Pat Beginning last year they included us. One leads the question. You have each organization that has a list of questions and you get it on the table and goes from there.

Barb Newsletter...Linda, Hardin County - a source in reference materials. We could include in the content of our newsletter. Anybody has anything that they think may be of interest We have a packet with newsletters and informational memorandums and its circulated. By the time it gets to me whatever was coming up is over..

Pat May have more.

Marilyn Karon list IAPP - seminars throughout the state may be of interest.

Karon We need to find her more information. We really need to do more with our newsletter or email frequently with new suggestions.

Barb Who is responsible for content of newsletter? If you know someone who has something of interest get this information to Dawn.

Marilyn Can we do web search on secretarial bulletin (magazine). Vickie will get the information from LeeAnn and get to Dawn. Let people know how to receive that.

Dawn Do we want a limit on the newsletter.

Karon Four pages backed up. Hard to get enough information.

We need more information pertinent with their job or something with instruction. Not one person's responsibility but everybody's.

Pat If we find out we only have one day, lets set a time in June to have some kind of an educational seminar for CES members. Base in Columbus with a speaker. Annual meeting in the fall and speaker a one day. We need to offer more to CES members and non members, but they have to pay more.

Dawn We should have our meeting all the same day. One day here, and one day there, rather than two days together. Our CES time during our lunch so it doesn't complicate what happens at the end of the day. We can start planting that in their heads.

Marilyn Agents annual Meeting in December.

Vickie Getting something that everyone would want to attend and have a real seminar. Put in for CES membership. What is there for members.

Barb One of our questions will there be enough offered for support staff.

Vickie We need to be a part of the Go Bucks committee so we can bend their ear.

Barb Michelle will get your input on scholarships. Rhonda – membership information.

Karon Administrative cabinet is next week. Nikki should have an answer for us and we can have it in our newsletter.

Pat Email us and let us know what happened at administrative cabinet.

Marilyn Newsletter contest is another opportunity for members.

Barb Do we want to pursue it and have some plans and guidelines. Awards could be given this fall. Plaque would be nice. Or CES shirt. Three prizes – bag, shirt,..... Needs to be a board effort. Program Assistant category. We want a support staff newsletter – creativity, content, layout. Barb will get a guidelines and will proceed with it.

Sheila Involve the Program Assistant. We haven't offered answers for program Assistants. We need to ...am going to ask the program assistants what are you looking for. Is there something you would like to submit. Winner exceed a FCS cluster meeting will submit. We will assign that article. Program assistant could get the next person for article. Encourage the program assistant to come to fall conference whether one or two days. But not encourage to come to the conference. But not encouraged to belong. We will ask Winner to submit the first article. If they start sharing programs. They will contact next program assistant to write that next article.

Districts have program assistants get involved. Try and contact existing members.

Karon Fall in-service – No meeting yet. Holding till we find out if one or two days. Next Thursday she will have an answer. Yes for Longenberger basket and have Pat pick it out. Have Pat give article for newsletter. Tickets same price. All directors and officers bring something for basket.

Rhonda Membership Information. I have a letter with membership information with Karon and Barb's signature - Pat will send secret friend letter form to Rhonda. Dick Martin would like to send a letter of support to Northwest District counties. Rhonda will write a letter to all district directors to let them know a letter is forthcoming. District meetings have been very productive. South District is tired of in-services.

Vickie Gave them CES informationsomething they can put on file for anyone interested in joining. New employees will get this information regarding membership.

Karon Annual Meeting...Lunch for our annual meeting. Recognize those who have come to district meetings. A person went for us who was a non CES and there are others. If we don't do this verbally, at least put in program in print. We will have election of officers, at least two hours - one and one-half minimum. Give Karon any names for recognition.

Barb Would like to have more input suggesting someone for officer positions. Put article in the bulletin to submit names. Pat looking for nominations and suggestions of others. Has to be in the June newsletter. Sherie will write something regarding administrative advisory council for the newsletter. Carol Bum or Becky Hooper are involved too. It is new and we are involved. University of North Carolina Fraternity is on a website. Maybe have Michelle create a web site for CES.

What about making founding members honorary members.

One to two times a month in Mt. Vernon. Recognize the founding members as our honorary members. Karon made a motion and Winnie seconded.

Honorary members

Dorothy Rex
Irene Moore
Micki Daniels
Jackie Mueck
Becky Hooper
Marilyn Bloom

I think we will give them a certificate. We have some emeriti this year. A stone with CES emblem would be nice.

Regarding a speaker - We may not have time.

Other:

Pat Secret friend revelation being at the beginning. Winnie will think about a pin. Come up with an idea before August meeting.

Sherri At the director's meeting Dick Martin asked the support staff their feelings on CES. This came from LeeAnn - We have a low membership in NWDistrict. I felt like we need to do a lunch for members and maybe non members in our district. Dick hopes to get back to her some time soon. Maybe 2-3 hours for information meeting. As long as there is secretaries to back it.

Marilyn Regarding Emeriti - have been getting a poor response. They don't respond to letters. LeeAnn - suggested a fee reimbursement 100 miles or more. We were disappointed at the spring meeting. Under consideration regarding school. Has there been a decision made yet? Determination has not been made that if OSU has it available to fund someone to go somewhere else and somewhere closer to their home.

Next meeting

Thursday, August 3rd, 10am - 2pm.
4-H Center