



Chi Epsilon Sigma Board Meeting

August 3, 2001

Derr Dutchman, Plain City, OH

Members present include: Monica Jones, Karen Barnhart, Liz Barringer-Smith, Mary Reedy, Maric Bouic, Cheryl Engle, Gail Ritzler, Marilyn Bloom (Emeriti), Linda Ferguson

CES President Cheryl Engle brought the meeting to order and thanked everyone for coming. Secretary/Treasurer Linda Ferguson passed around copies of minutes and treasurer's report from April's meeting. Mary made a motion to approve the minutes. Liz made a motion to approve the treasurer's report.

The next CES meeting will be on October 26 at the Buxton Inn, Granville, OH. The organizational meeting for the 2001-2002 slate of officers will be on December 21 at the Worthington Inn, Columbus.

Old Business

We discussed the Coffee Fund Raising Campaign. We have deposited a total of \$878 into our treasury with \$448 still outstanding. Notices have been e-mailed to those who have not returned their money. If some of our members are having trouble selling their coffee, Cheryl suggested using that coffee to give away (in a millennium mug) to our new members.

Cheryl has received word from West Virginia regarding our outreach efforts. They would like someone from Ohio CES to install officers at their meeting in October. Mary, Cheryl and Karon will check with their office and try to go down. We need to decide how to pay for her trip. Last year CES paid for mileage, and other expenses were covered by West Virginia University Extension.

West Virginia proposed having a National CES meeting in 2002. Ohio's state budget is not such that we feel we could afford to host it. Marilyn suggested that 2002 is too soon to plan a national meeting. W.V.U. would like to have a copy of our Chi Epsilon Sigma power point presentation. Since it is so personalized to Ohio CES, it was suggested to prepare a generic template that can be shared with other states wishing to establish a support staff fraternity.

Monica checked on the price of mouse pads with the CES logo but felt that, at \$7.50 each, they were too expensive.

New Business

Cheryl received an e-mail from Barb Brackman regarding the CES bylaws. We discussed Article IV, Sections 4 & 5 - officers and their duties - and what to do in case of a vacancy. Cheryl is going to ask Karon Dellinger to be Past President again since Michelle relinquished her job as President. Also, Marilyn made a motion and

Marie 2nd it that our membership should vote at our annual meeting to change the duration of the Secretary/Treasurer's term from 1 year to 2 years. We also proposed changing Article 3, Section 2 to add the statement that newly retired CES members be invited to become lifetime emeriti CES members.

The immediate Past President serves as chair of the nominating committee according to the standing rules. We spent some time discussing who we thought would be interested and qualified to fill offices which will become vacant next year. These positions include: Vice President, Secretary/Treasurer, Membership Secretary, Historian, Administrative Liaison, Northeast & Southeast District Directors.

Cheryl announced that the Connectedness/Professionalism Committee (Pat Myers, Mary Reedy, and Cheryl Engle) will meet for the first time on August 31st. This committee was formed as a result of the collaborative meetings held between the officers of professional organizations (OEAA, OEPA, CES) and Extension Administration.

Marie passed out the membership recruitment drive information. Cheryl announced that, according to Barb Brackman, there are 39 counties out of 88 who do not have CES members. In July, Cheryl mailed a letter to county chairs in each of those 39 counties without CES members to encourage them to "spread the word" in efforts of recruiting their support staff for our professional organization.

Annual meeting will be on December 4 from 9-5:00 at the Columbus Civic and Convention Center. Chi Epsilon Sigma will meet concurrently, along with other professional organizations, then everyone will join together at a recognition luncheon. Since this is Chi Epsilon Sigma's 15 anniversary celebration, Cheryl thought it would be nice to have a special cake along with punch and coffee. Liz is going to check with Kim Jackson about the costs for baking a cake. Mary said she also knows someone who will bake a cake for no charge. They will report back at our next meeting. Our idea is to have an elaborate celebration cake that can be used as our focal point for photos.

Several honorary member candidates were mentioned: President Kirwan, Joe Heimlich, Barb Ludwig and Jeff King. Cheryl will send an e-mail ballot to CES officers and directors in the near future. She suggested that if President Kirwan is selected, we should have 2 honorary members this year.

Cheryl will send a personal invitation to the founding CES Charter Members, Past Presidents, and Emeriti. She'll send out a data sheet asking for memorable contributions to the fraternity, tributes to Past Presidents, and then make a CES history book to hand out at our annual meeting.

It was suggested that each CES Director sit with members from their district at our annual meeting. New members will be recognized and asked to stand. The District Directors will present pins, notebooks, etc. to them. (This is a change in procedure due to time constraints brought by the one-day annual meeting.) New members will also receive last year's millennium mug plus coffee, if there is enough of a supply.

Cheryl talked to Kathy Bulka from Medina County and Pat Myers from Logan County about installing the 2001-2002 officers. She suggested that it would be nice to go back to a traditional installation using candles.

Marie and Linda will form a committee to choose Years of Service Awards. It was felt by some that giving a certificate for 15 years of service was not enough. They will choose appropriate gifts and report back at the next meeting.

Mary Reedy will chair the committee for scholarship awards. Cheryl gave her samples of material from last year. Since this year's annual meeting is being held in December, Mary may wait and mail those scholarship materials out this fall to all members.

Pat Myers will again be handling the secret friend program. This year there are 40 participants.

Sheila Blevins from Scioto County is chair of the 2001 Chi Epsilon Sigma newsletter contest. Winners will be announced during the Extension Recognition Luncheon with Agents.

"Deck the Halls" is the theme for the basket raffle. All officers and directors are to bring one item to the next meeting for inclusion. There is no price range. At the annual meeting, everyone will get a ticket as they enter and we'll give away the basket during the meeting. Mary volunteered to donate the basket and Liz offered to holiday wrap the basket.

We looked at a number of promotional items for our CES members and decided to go with candles. We found a candle in a brandy snifter for \$7.25/each through Blue Kangaroo, but will also check with Libby Glass in Toledo to see if we can get them cheaper. If time allows, Cheryl is thinking about buying Hershey candy bars and making a wrapper with the "CES logo/15th anniversary celebration" to have as a table favor at annual meeting. Gale will bring buckeyes to the next meeting - not sure how we're going to use them.

Our Road Trip 2002 raffle will be a trip to Gettysburg, PA. Thanks to Liz and her father for donating the trip. Liz will either get a certificate from her father or make one to give the winner. Cheryl will buy Gettysburg books, travel pamphlets, etc. to put with the certificate. Cheryl will make a promotional flier for county mail packets to advertise the raffle, which is open to all Extension. We'll start selling tickets on October 26 and will sell them until lunch time on December 4th. Tickets are \$1.00/each or \$5.00/6. Our sales goal is \$1,000.

Since the Road Trip is open to all Extension, we decided to award a "For CES Members Only" trip to Chicago that will be a surprise promotion. Cheryl is checking into a 2-night stay at the Palmer House Hilton plus \$50 for expenses. Winner will be chosen at the annual meeting.

Meeting was adjourned.

Cheryl Engle, CES President
Linda Ferguson, CES Secretary