



Chi Epsilon Sigma Board Meeting

April 13, 2001

201 Kottman Hall

9:30 a.m.

Members present include: Liz Barringer-Smith, Monica Jones, Michelle Chambers, Marie Bouic, Mary Reedy & Cheryl Engle.

President Michelle Chambers called the meeting to order and welcomed all present.

Michelle passed out packets of information for the meeting. The minutes of the last meeting were read by everyone and approved. The Treasurer's report was also read and approved. There is a balance of \$2,000.36 in the checking account.

Liz reported on the Mentoring project. There will be a training session on Campus on May 30th to begin at 8:30 am to Noon at 700 Ackerman Rd., Suite 31. Liz, Linda Kutileck, Jill King, Diana Lantz have been serving on the committee. Will be open to Extension Support Staff. There will be more information coming out.

Michelle had thought we would fix coffee & mugs in gift wrap for sale. It was decided to hold off until the next meeting and sell it at our conference in the fall. Since the "Go Bucks" Conference was canceled we still have mugs and bags of coffee to sell. Liz offered to take some. Cheryl then explained the expenses from the coffee sales and that is all ready spent and committed. \$167.35 was spent for things towards the G.O. Bucks Conference. 10 Cases of coffee at \$720.00. Fabric for new tablecloth to be made for the CES Display, \$146.09. Millie Sheid (Communications & Technology) for updating the CES Display board. Total money spent \$ 1,533.44. For the Annual CES Luncheon, Monica is going to check on mouse pads with the CES symbol on for members at a business in her town. Also Michelle showed the group "Essence" file folders that have a beautiful scene and inspiring words on the folder that they would like to give to CES members at our luncheon. We need to have the coffee all sold and money turned in by June 1st. Posters and a flyer were passed out to help promote the sale.

The flyer that Veronia designed for CES membership was reviewed and a few changes were made. It was suggested to send this out with the membership drive in July. The copy we reviewed was on more expensive paper and need to check for less expensive paper since the membership materials go to about 740 support staff.

Outreach - West Virginia is to vote on the 16th of April. If it is a go, they would like our group to install their officers.

Cheryl reported on a New York three day conference, "Building Professional Development Behind the Scenes" in September that would involve all the states, district

directors, assistant directors. Cheryl submitted a presentation and is waiting to hear if it is accepted.

Barb Brackman, annalist and newsletter editor found that 35 counties were not involved with CES.

The new display was set up and was very nice. New pictures and the header at the top is lighted. The Historian is in charge of the display. Mary D. was going to check with Veronica to see if she had room to store, if not she said there was room at her office.

Marie passed out information for the membership drive for everyone to review before the new packets are made. On the Constitution and By-Laws page, Historian needs to be added. It was suggested that a cover sheet be made as a special invitation to join to CES. Liz offered to design a cover sheet.

Cheryl mentioned that we are really weak on our CES web page. Liz will bring some ideas at the next meeting.

A thank you note was passed around from Pat Myers for the flowers she received recently.

Our Support Conference will be 1 day this fall. Michelle will call Nikki Conklin out details for the conference.

Cheryl will be our new president and Mary will be the vice-president. We reviewed last year's CES banquet program and assigned duties. Cheryl is checking on another trip, possibly Chicago or Luray, Va. Flyers were passed out for Eleanor Ames B&B in Luray, Va. Everyone on the CES board should donate an item for the basket. It was thought we should have a theme so people would know what items to put in. Mary would donate the basket and Liz would arrange and wrap the basket.

Liz offered her father's hotel in Pennsylvania as a possible road trip for the board in August. It is close to Gettysburg.

The meeting closed and the group enjoyed lunch at the China Dynasty.