

# CHI EPSILON SIGMA BOARD MEETING

December 20, 2001

The Worthington Inn, Columbus

Members Present: Officers: Heather Askey, Karen Barnhardt, Cheryl Engle, Lee Ann Johnson, Jenny Lindimore, Kathy Picklesimer

Board of Directors: Dawn Ford, Pat Myers

Past Officers: Marie Bouic, Linda Ferguson

President, Cheryl Engle called the meeting to order and welcomed everyone.

The 2002 CES Officer & Director board meetings will be held on the following dates: May 3, August 8, and October 4. The meeting location will be determined and communicated closer to the meeting date. Discussion was held on video conferencing for our meetings to cut cost on mileage because of budget cuts. If the county will not pay for the mileage, the fraternity will cover the cost or look for alternative ways of financing travel.

Cheryl and Mary will be meeting with Keith Smith for professional association quarterly meetings and asked for a list of items to be discussed:

- Comments of the overall conference held on December 4. We would like to go back to the 2-day conference with just Support Staff or at least have the Support Staff separate. {Noticed from the Communique that tentative dates for the Support Staff Conference are October 17 and 18, 2002.}
- Plans and dates for any upcoming Support Staff training in 2002.
- Funding alternatives available for mileage and travel expenses for CES Officers/Directors and meetings w/ other professional association officers.

Cheryl passed out a packet that had the minutes from the October meeting. Kathy Picklesimer passed out the minutes from the annual meeting and the treasurer's report. The treasurer's report showed a balance of \$2,080.56. Pat Myers moved to approve the minutes. Lee Ann Johnson seconded the motion and the motion passed.

## **Budget for 2002 – see 2001 Budget - Appendix A**

Discussed the budget vs. actual expenses for 2001.

- To help save money, it was suggested to only send the CES newsletter out in the weekly campus mail packets or e-mail it to everyone. If a member does not have their own e-mail account or doesn't have good access, they could request a printed one from our Annalist. Cheryl will make the personal contact with the annalist, Barbara Brackman, to convey our plans for 2002.
- The question was asked if we needed a separate line item for out-of-state travel. Pat Myers was reimbursed for her out-of-state travel to Wyoming from administration's budget in 1998. We should try to do the same if looking to travel anywhere in the country this year (CREES). Pat said that she applied for and received the customary \$300 allotted to Extension Agents for an out-of-state presentation.

- The Gettysburg fundraiser did not go as well as we hoped this year. Thought it was due to the Agent Recognition Program and Support Staff Conference being held together. We had a better response when we had the Support Staff Conference held separately.
- District Director, Pat Myers, stated that for good public relations she sent out Christmas cards to the members in the Southwest District. She introduced herself as the new Southwest District Director and if there was anything she could do for them, to let her know. Pat asked about being reimbursed for this hospitality expense. The board agreed this was a good idea and would reimburse her out of the Sunshine Fund. Other suggestions made by Directors were to send birthday cards to CES members.
- It was noted that one of our 2001 CES scholarship winners did not collect her awarded \$200. Don't know why. So our scholarship expenditures were lower than anticipated.
- One reason the Gifts and Award Expenses were over budget was because the Awards Committee had to purchase some of the items in a larger quantity, so they will not have to reorder for a few years.
- Another reason why some line items went way over budget was due to the 2000 and 2001 CES annual meeting expenses being combined. Main reason was because the bills arrived after the November 2, 2000 banquet and were paid from the following year's budget.
- The only changes from 2001 to 2002 was in the following line items:
  - Annual Meeting from \$200.- \$500.
  - Sunshine Fund from \$100.- \$200.
  - Delete the Coffee Fund Raiser

Lee Ann Johnson mentioned that we have a CES Development Account on campus. Kathy will check to see how much money is in this account with Cindy Crawford. The Campus Campaign is a good place to promote our CES Development fund for people to donate money. Will try to alert our members to this Campus Campaign option in one of our upcoming CES newsletters.

## **OLD BUSINESS**

### **Annual Meeting ~ December 4, 2001**

- Cheryl received good, positive comments about our annual meeting through a personal note from Dorothy Rex and several e-mails following the meeting.
- The two vacation raffles were confusing. Since the "For CES Members Only" raffle was free, we could have taken care of that before the conference. Just put everyone's name in the hat and if they are not in attendance, then draw another one.
- Didn't receive any member evaluations from December 4th. Cheryl sent an evaluation notice out by e-mail and received only one response. Not sure if the entire membership received the e-mail message since the ladies in the East District did not. Pat Myers is verifying our present Fraternity list-serv and new 2001-2002 Officers & Directors list-serv for accuracy.
- Pat suggested we send Kathy Bulka a "Thank-you" note for doing such a wonderful job on the installation of officers. Cheryl will take care of sending that out.

- It was agreed to give Mr. Barringer a small gift around \$45 – \$50 to thank him for giving us two free nights stay for the Gettysburg raffle. Cheryl will check with Liz Barringer-Smith for suggestions on what to purchase for her father and then get that in the mail.
- Need to ask Tammy Hamilton, Scioto Co., to write an article for our next CES newsletter on the Gatlinburg trip that she won in 2000. Cheryl will make the personal contact to request that Tammy does that.
- The idea of the theme basket is a good idea for the “Members Only” raffle.
- Received a “Thank-you” note from Kathy Schlabach, Holmes Co., who won the Deck the Halls basket raffle.

## **NEW BUSINESS**

### **Membership Qualifications**

Discussion was held on whether Support Staff from Piketon and OARDC could join CES. In Article III: Membership; Section 1:Qualifications, it states “A person employed at least 45 percent time, who has performed satisfactory service as an OSU Extension support staff employee shall be eligible for membership without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability, or Vietnam-era veteran status.”

Lee Ann Johnson moved to clarify Article III to read as follows: “A person employed with at least 45% time as an OSU Extension Support Staff employee, who has performed satisfactory service as an OSU Extension support staff employee shall be eligible for membership without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability, or Vietnam-era veteran status. Dawn Ford seconded the motion and the motion passed.

### **OSU Leadership Center Collaboration**

Jill King and Beth Flynn from the OSU Leadership Center would like to form a collaborative partnership with Chi Epsilon Sigma in 2002. Preliminary goals are to come up with training ideas for Support Staff in the counties. One suggested topic was “Ways to Manage Difficult People” and the BEST program that Pat Myers, Lee Johnson, & Karen Barnhart attended on campus. Cheryl suggested that when the OSU Leadership Center comes out to the counties/districts to doing a training session, it would be a good idea if a CES board member would accompany them. Heather Askey suggested that we conduct a needs assessment from our members by sending out an e-mail asking for training topics and suggestions. Cheryl or Mary will do that within the 1<sup>st</sup> quarter of 2002. Some brainstormed names for this collaborative effort were “Staffing for Tomorrow”.

### **Webpage Development**

Liz Barringer-Smith volunteered to design our CES web page at our October meeting. We reviewed various webpage samples from Epsilon Sigma Phi, OEAA, and NEA4-HA in our packets. The Officers & Directors present asked if Liz could have a draft webpage done for Chi Epsilon Sigma by our next meeting in May. Since Liz was absent, Cheryl will double check to see if this is possible.

The meeting was adjourned. Our next meeting will be held on May 3, 2002.