



Chi Epsilon Sigma Board Meeting

May 21, 2002

Conference Call - 10:00 - 12 noon

Officers Present: Heather Askey, Barbara Brackman, Cheryl Engle, Lee Ann Johnson, Jenny Lindimore, Kathy Picklesimer, Jill King

Directors: Karen Oberrath, Sheri Matheny, Monica Jones, Pat Myers

Due to everyone's busy schedule and to save traveling expenses, this board meeting was conducted through a conference call. President Cheryl Engle called the meeting to order.

Vacant Positions

Cheryl read a letter from Mary Reedy, stating that due to conflicts, she has resigned from serving as President Elect. Karen Barnhart who is presently serving as Vice President will move upward into the position of President Elect. The position of Vice President will be filled this fall during the election of officers for 2002-2003. Our Administrative Liaison, Liz-Barringer-Smith, has moved on to another position outside of the Extension system (effective April 19, 2002). Jill King has agreed to finish Liz's term as Administrative Liaison. In that role, Jill will send out welcome letters to new Extension employees along with the promotional CES tri-fold brochure.

Lee Ann Johnson stated that she would like to organize a nominating committee for CES elections this fall. The Constitution and By-Laws state that the Past President, Lee Ann Johnson, should chair that nominating elections committee. If anyone is interested in serving on this committee, please contact Lee Ann. Jill King volunteered to be a part of the nominating elections committee during the call. Cheryl asked Lee Ann to prepare a list of available positions and share with current CES Officers & Directors so that we may be thinking about possible nominees over the summer. Also, a safeguard suggestion was made to have an elections form with written approval by your supervisor for CES Officers & Directors.

Lee Ann also asked to have a brief meeting and review the current CES Constitution and By-Laws. President Cheryl Engle, Vice President Karen Barnhart, Past President Lee Ann Johnson, Pat Myers, and Barbara Brackman will serve on this committee. Constitution & By-laws meeting will be conducted via conference call. First, we have to get a recent copy from Karon Dellinger.

Remaining Board Meeting

The two remaining CES Board Meetings will be held on August 8 and October 4 respectively. As time gets closer, it will be decided if they will be conducted by a conference call or at a meeting place. Hopefully, the October 4th meeting we be a face-to-face meeting so we can come together and finalize plans for the 2002 Support Staff Annual Conference on October 16th.

The Next Professional Organization Presidents meeting with Extension

Administration will be held on June 27 from 1:00 - 3:00 p.m. and September 27 from 10:00 a.m. - 12:00 noon. Main topic discussion at the April meeting focused on:

- Planning for our December Recognition. Each organization will take care of their own annual meeting. CES will conduct our meeting in conjunction with the 2002 Annual Support Staff Conference. In 2003, there will be no support staff conference, so we will be included in the Agent Recognition Program in December.

- It has been proposed by the other professional organization Presidents to use the leftover money from the 1997 Galaxy Conference to fund an All-Extension Professional Development Day in 2002.
- The newly formed 2001 Connectedness Committee that is co-chaired by Dr. Nikki Conklin and Deanna Tribe will serve as the planning committee for this Professional Development Day event.

Membership

Lee Ann Johnson and Becky Hooper will assist Jenny Lindimore with the CES membership drive campaign. Cheryl will write a letter that will be signed by Extension administration (Keith Smith & Barb Ludwig) to go with the membership packets. Lee Ann Johnson will take the letter with her on June 27th to have them sign it. All the support staff at the OSU South Centers (Piketon) meet the 45% FTE requirements of membership. Target date for (700) membership packets need to be sent out by August 1 in the county mail. Pat Myers will have the secret friend information ready to go in the packets in July. The campus mail goes out on Fridays. So the packets need to be there by 2:00 on Thursday. Someone from the East District will bring the membership packets to campus on Tuesday or Wednesday prior to that delivery date. Lee Ann suggested that Jenny send her membership drive article to Ann Miller for inclusion in the on-line Extension Communique. (Article appeared in the June 7, 2002 Communique at following address <http://hcsosu.edu/communique/>)

Several years ago, Lee Ann Johnson had an article about Chi Epsilon Sigma published in the Journal of Extension. It was suggested she re-submit that article to Jennifer Kiko, editor of the on-line EnVision. (Article appeared in the June 17, 2002 EnVision at following address <http://envision.osu.edu>)

Treasurer & Secretary Report

The minutes from our last meeting on December 21, 2001 were read and approved. As of May 17, the CES treasury has a balance of \$1,925.60
Lee Ann Johnson moved to approve the secretarial minutes and treasurer's reports that were e-mail to all board members. Barbara Brackman seconded the motion.

Kathy Picklesimer stated that the CES endowment fund has \$141.34. Cheryl Engle moved to use some of the money to help update our CES display. The motion passed. The display was recently updated by Millie Schied in 2001, so this should not be too large of an expense. Questions were raised as to where the Endowment money comes from and other facts about that account.

Newsletter

Our goal is to get the next CES quarterly newsletter out in July. Articles are due to Barbara Brackman (brackman.2@osu.edu) by June 17th. We will aim for a patriotic theme. Also, Barb will continue to mail hard copies of this edition to our members and Lee Ann will post the newsletter to our developing website.

Cheryl will write the introductory president's article.

Pat Myers needs to pick someone from the Southwest District and Campus for member profiles.

Some other topic suggestions:

- Something about county and state fairs – (4-H focused) – Karen Oberrath will contact Dave Farrell in 4-H Youth Development.
- Cheryl is going to check and see if the 2001 trip winners have gone on their vacations: *Tammy Dobbels* – Gettysburg and *Monika Hampton* - the CES Member's Only winner to Chicago.

- Kick off our web page (Lee Ann Johnson)
- Support Staff Annual Conference – October 16
- Mentoring Program Update – Jill King
 - List of mentors and prodigy matches across the state
 - Information about program status

CES Luncheon at Support Staff Conference

Terri Clark Gustafson is the coordinator for the conference. Karen Barnhart is the CES representative to the planning committee. The CES luncheon and annual meeting are scheduled between 11:00 a.m. and 1:00 p.m.

- Suggested conference theme is “Women in Public Service”
- New Member Introductions – Cheryl will help Jenny Lindimore
- Years of Service – Becky Hooper and Lee Ann will help Jenny with award designations and selections.
- Installation of Officers – Cheryl will ask Kathy Bulka to conduct this part of the program.
- Trip Raffle – Due to the lack of selling time for tickets, it was decided not have a raffle this year. Fundraising participation is better when there is a two-day conference.
- Promotional Item for Members – Suggestions made were: memo cubes, post-it-notes, desk clock, small calendars – Karen Oberrath will have some suggestions at the next August board meeting.
- Cheryl has suggested to Dr. Gail Gunderson, Terri Clark Gustafson, & Dr. Nikki Conklin that Shirley Brooks Jones, 1989 Honorary CES Member, would be a great motivational keynote speaker for the 2002 Support Staff Annual Conference. If she is chosen we will invite her to our CES annual meeting and luncheon.
- This year instead of monetarily supporting a needy family, our annual conference money \$\$\$ could be collected and given to the “Gander Newfoundland Scholarship Fund”. This fund was originated by Shirley Brooke-Jones in 2001 after she and her international flight passengers were stranded in Newfoundland due to the September 11th disaster. This scholarship money is being awarded annually to high school and college students who are continuing on for higher education. Her philanthropic idea was so well received that it drew national attention in the American media. Shirley Brooke-Jones was interviewed by Bryant Gumble and has a videotape of that news segment. Suggestions were made to have the video running on a television screen during Support Staff Annual Conference to generate awareness for her cause. This fundraising idea presented itself when Cheryl received a letter from Dorothy Rex, one of the founders of Chi Epsilon Sigma, requesting that CES contribute to the Gander Scholarship Fund.

Mentoring Program

Linda Kutilek is the coordinator for the OSUE Mentoring Program. Jill King gave us a brief update. There has been mentor training in 3 of the 5 districts. Linda is having a conference call with the CES directors to better define the mentor’s role and ways they can help new Extension employees to learn the system. By listing the mentor-prodigy matches in the next CES newsletter, we hope to bring district awareness to our members and new employees across the state.

As a form of mentoring training within our own professional organization, it was suggested that after the 2002-2003 CES election, a meeting be scheduled between the incoming and outgoing Officers & Directors to inform them of how our fraternity works and their assigned responsibilities.

OSU Leadership Center & CES Collaboration “Staffing for Tomorrow”

Only nine training needs surveys were returned to Mary Reedy by Support Staff from the last CES newsletter in February. Jill and Beth have conferred and decided to pilot a Road Show for Support Staff training. Their creative idea was to travel to each district office and do a one-day workshop, one topic in the morning and one in the afternoon. CES would take care of the registration process. Topics mentioned most often include customer service and dealing with difficult people. Will put this venture on “hold” until 2003.

Outreach 2002 – Epsilon Sigma Phi’s National Conference

The National Epsilon Sigma Phi Conference being held in Lexington, KY is scheduled for October 16 -19, 2002. This conflicts with our Ohio Support Staff Annual Conference for one day on October 16th. We have received approval from the national ESP committees to bring our CES display to their conference. Lee Ann Johnson would like to schedule an informal dinner meeting with other CES sister chapters (Arkansas, Kentucky, West Virginia, Ohio) to exchange ideas and generate fellowship while visiting. Alternative suggestions were made that maybe the Kentucky or West Virginia Chapters could set up our CES display and man the booth for October 16th only. Once Support Staff Annual Conference is over, then a van full of Ohio CES Officers & Directors can head down to the Kentucky ESP conference. The East District has reserved a company van for a means of travel. So far Lee Ann, Pat Myers, Becky Hooper, and Karen Barnhart have been suggested to attend the National ESP Conference and represent Ohio. Our mission is to generate national awareness for Chi Epsilon Sigma and try to get more states to establish sister chapters in the future.

Cheryl will look into a funding source for those who would like to attend. It was suggested that interested parties apply for \$300 out-of-state travel Extension money to supplement this trip. Lee Ann has made arrangements to get the display from Mary Reedy’s office in Jackson County and bring it to the East District. It was suggested that the CES scrapbooks would add a lot of our Chapter’s history to the display. Heather Askey will make sure that these scrapbooks get to the East District in a timely manner.

CES’s Representative to the Advisory Council

Previous discussion was held on the Past Presidents conference call, May 14th. Who will replace Mary Reedy on the College Staff Advisory Council to represent Chi Epsilon Sigma? The Administrative Liaison, Jill King would be the most likely candidate for this assignment. Concern was shown about coinciding with their 3-year SAC length of term and our CES 2-year term for the Administration Liaison. After careful deliberation and phone calls to the SAC committee chairs, it was determined that the Administrative Liaison position would fill this important role.

Lee Ann moved that Jill King, our temporary Administrative Liaison, be our representative to the College Staff Advisory Council until October 2002 when our new person comes on board. Cheryl seconded the motion and the motion passed. Lee Ann will find out SAC meeting dates and sub-committee assignments. Becky Hooper notified the chair about Jill King replacing Mary Reedy immediately after our conference call.

In conclusion, words of thanks and wisdom were shared by all board members. Conference call adjourned at 12:00 noon.

Respectfully submitted,

Kathy Picklesimer

Secretary-Treasurer
Chi Epsilon Sigma