



Alpha Chapter Board Meeting Minutes August 5, 2004 700 Ackerman

Board members present: Peg Meents, Vickie Snyder, Kris Simpson, Vicky Steele, Cheryl Engle, Evelyn Yocum, Kaye Clay, and Linda Ferguson.

REVIEW OF MINUTES

The minutes of the April 1, 2004 board meeting were read and approved. The treasurer's report was presented and approved. Need to send \$50.00 to the CES Development Fund that was missed from the last meeting. A motion was made by Evelyn Yocum and seconded by Cheryl Engle to approve the treasurer's report as amended.

NEWSLETTER REPORT

The CES newsletter went on-line August 4th. Cheryl Engel made the motion and Linda Ferguson seconded, that the CES by-law and constitution changes be sent out to the membership for on-line voting. Officer and Director Bio's are due to Lee Ann by October 1st. She will also need the Scholarship winners to submit information on how they used their scholarship monies.

CONFERENCE UPDATE

The committee is trying to find funds for years of service awards. The program will feature Extension personnel to save on featured speakers. The committee has found many sponsors of door prizes.

NEWSLETTER-BROCHURE CONTEST

Sheila Blevins will be in charge. She has already lined up a judge. A separate e-mail will be sent out about the contest. Peg will follow up with Sheila.

MEMBERSHIP

Membership renewal is now posted on-line.

A discussion of the years of service awards for CES members was quite lengthy. Vicky Steele made the motion and Cheryl Engle seconded that gifts for years of service be given some consistency and to spend roughly the same amount as the number of years served. The CES logo should be used on the gifts. An

annual inventory of the CES gift supply is recorded after the annual meeting each year.

CONSTITUTION AND BY-LAWS

Cheryl handed out copies of the constitution with suggested changes highlighted. After reading over the changes, Kaye Clay made a motion and Linda Ferguson seconded that the standing rules be changed to better fit job descriptions. Changes that need to go before the membership will be sent on-line for a vote.

ANNUAL MEETING

The theme will be "Celebrating the Office Professional". Mixer starts at 6 p.m., dinner at 7 p.m. and annual meeting to start at approximately 8 p.m.

Vickie Snyder made a motion and Evelyn Yocum seconded that Steve Lichtensteiger and John Victor be inducted as 2004 honorary members for their contributions to the organization for on-line registration and newsletter/brochure contest judging respectively. They will receive CES pins also.

CES will collect phone cards as a community service activity. The cards will then be donated to the Columbus Children's Hospital. All donated cards will have a "Donated by Chi Epsilon Sigma" label put on them.

Peg would like the officers and directors to meet at 4 p.m. October 12 to go over the evening's program. Vicky Steele will look for a gift to present to each CES member that attends the annual meeting.

Meeting adjourned at 2:30 p.m.

Respectfully,
Kris Simpson, Secretary

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