



CHI EPSILON SIGMA BOARD MEETING MINUTES

February 3, 2005
Franklin County Extension Office
2120 S. Hamilton Rd., Columbus, OH

MEMBERS PRESENT

Board members present were: Peg Meents, Lee Ann Johnson, Kaye Clay, Marsha Amlin, Betty Ward, Kris Simpson, Cheryl Fischnich, Lisa Troyer, Karen Cole, Lisa Murphy, Jamie Weiner, Linda Ferguson, Shelia Blevins and Vickie Snyder.

REVIEW OF MINUTES

The minutes of the August 5, October 12, and conference call were all read and approved. The treasurer's report for August 6 through December 31, 2004 was presented. A motion was made by Lee Ann Johnson and seconded by Betty Ward to approve the treasurer's report.

ANNUAL BUDGET

The Finance Committee presented a budget for 2005. After discussion, a motion was made by Lee Ann Johnson and seconded by Linda Ferguson to accept the budget. The decision to sell the inventory of CES insulated cups for \$8.00 was made (\$10.00 if we have to mail them). We may have to find other avenues of fundraisers this year.

Discussion on the past conference brought up concerns like: the next location chosen may cost more to rent, since we cannot ask for donations (but we can do Silent Auction) maybe we should ask Evelyn and Planning Committee to send letters to each county office asking for something to be brought from their county for the auction, and the good news that there is a balance for next year's committee to start with (around \$1,400 to \$1,700?).

NEWSLETTER

Lee Ann Johnson has been working with the new annalist, Cheryl Fischnich. Vickie asked if Cheryl would look into getting some of our CES web pages into archive files. We still want them available to us, but as we keep adding pages the list will become cumbersome. Cheryl will contact computer tech for guidance.

CONTEST

Sheila Blevins joined us to give an update on the Newsletter and Brochure contest. She suggested that since John Victor has judged the contest for many years that he could be asked to do the presentations to the winners at the conference, or if any board member would like to. She stated that she doesn't have to do the presentations each time. We assured her that she is doing a fine job with it and could even have co-presenters (herself and John or another CES Board Member). Vickie Snyder suggested that a web page design element be added to our existing contest. After some discussion, a committee of Jaime Weiner, (Peg will ask Kathy Biery if she is interested), and Cheryl Fischnich will work together to set up guidelines for this addition to the contest.

Shelia mentioned that John Victor has been working on a CD with templates, group made suggestions for John to get the word out: session at Support Staff Conference, Communique, an article in our CES newsletter and maybe a link to our CES webpage to C&T's webpage if it is posted there.

MENTORING

A lengthy discussion was held on mentoring, or actually the LACK OF mentoring, for new hires. Many people were trained to mentor by Human Resources (the list of mentors can be found on the CES web page), but no current activity is being conducted. The entire mentoring system has broken down. A committee of Kaye Clay, Marsha Amlin, Lee Ann Johnson, and Peg Meents will work on coming up with a proposal to present to Human Resources (Linda Kutilek) to try to revive the system.

Committees for 2005

Membership & Awards- will wait until Membership Secretary position can be filled to fill this committee

Annual Meeting Vickie Snyder, Kris Simpson, Lisa Troyer, & Linda Ferguson

Professional Improvement Evelyn Yocum, 1 or both of last year's winners, Keith Smith

Activities Committee Evelyn Yocum, Jaime Weiner, Teresa Funk, Peg Meents

Nominating Peg Meents, Karen Cole

Budget & Finance Kris Simpson, Evelyn Yocum, Vickie Snyder

Constitution & By-Laws Peg Meents

Secret Friend Lisa Murphy

SURVEY – Vickie had emailed Linda Kutilek in regards to upcoming trainings/in-services for Support Staff. The response from Linda and Terri Gustfson was that none are planned just yet, that there will be an electronic survey sent to all Support Staff next week asking for input. It is very important that we all respond to this inquiry. Linda has also asked for direct input from our CES Board. Vickie asked the group for their ideas to send to Linda and will do so hoping that they can incorporate them in with the survey.

EMERITI – Betty Ward gave a report that letters have been sent again this year to the CES Emeriti and she received few responses back. But of those responses, we are gathering valuable information in regards to those who have passed away or new addresses.

We will soon gather more email addresses for our newsletter mailings to save postage. Cheryl is putting a tear-off sheet in the newsletter this time for Emeriti to respond by.

Discussed the fact that we currently have home addresses posted on the web, should we try to get this secured? Having the list available to only CES members who could log on with a password would be ideal, as these addresses on the web are so helpful in communicating with our Emeriti. Cheryl will ask computer techs for help in this request.

SECRET FRIEND – As this responsibility was filled by Peg Meents for the Annual Meeting due to a director’s vacancy, Peg offered the opportunity up to volunteers. Lisa Murphy will take on the job!
Thanks Lisa!

BROCHURE AND LETTERHEAD – Peg will update the brochure and letterhead will be updated when the Membership Secretary position is filled.

YEARS OF SERVICE AWARDS

Vickie led a discussion on “Years of Service Awards” as CES is mirroring the same thing Extension is doing with the awards at The Support Staff Conference. Vickie would like to see CES honor just the membership years in CES. Discussion revealed that it may be difficult to track who has been a member which year. Group decided to keep the awards as years of service to Extension, but that a listing of the membership years would be interesting. Karen Cole will look into old CES records she has kept to see if we can come up with past rosters that can give us this information. This can be a nice tool in honoring our members in other ways.

