



CHI EPSILON SIGMA
Board Meeting
June 1, 2011
Nationwide & Ohio Farm Bureau 4-H Center

The Chi Epsilon Sigma board meeting was called to order by President Linda Good at 10:15 am at the Nationwide & Ohio Farm Bureau 4-H Center on June 1, 2011 with 10 members and 1 guest present. The start of the meeting was delayed due to air conditioning issues in the building, as well as technical difficulties in connecting to the wireless internet. The minutes and treasurer's reports from the previous meetings were emailed prior to today's meeting and were discussed.

Treasurer's Report - A question was raised asking where the money to pay the Support Staff Excellence Award comes from. It appears this is being paid from one of the accounts in Columbus. Another question was raised asking if that fund is being reimbursed from the checking account after the award is paid for. A best guess was that the fundraising money that CES receives is deposited into the checking account, but not transferred to any of the funds in Columbus. It was determined that we will need a clarification from Kris on how this is handled. Linda Good checked with Cindy Buxton about the Columbus CES accounts to make sure the account numbers we have listed are correct. She also asked if the money could only be used for certain things and Cindy informed her that the money in these accounts can be used for anything we need. The only stipulation on the accounts is that all donations to CES must go into the development fund. Linda will contact Kris about these questions.

Minutes – Other than discovering a page missing in the copies passed out, the minutes were deemed to be correct. Debbie Delp motioned to accept the minutes as presented, Linda Newman seconded.

Officer & Committee Reports

Past President – Linda Newman is planning to start working on the Constitution & By-Law updates this month (June). She asked that people let her know of any changes or any sections that need to be reviewed.

Vice President – Peg Meents reported that not much has been decided during the Annual Conference WebEx meetings. There is still some discussion on where it will be held this year. There were some scheduling conflicts at the Hyatt due to them only having us scheduled for one day instead of two. They are discussing the option of the Ohio Union. The current discussion includes having the Association meetings on December 14th in the evening and the rest of the conference on December 15th. There is still a lot of planning and work to be done.

Speakers have been discussed, but nothing has been decided for sure. Linda Good added that they are still looking for a theme for Annual Conference. She stated that since CES is in charge of the conference this year it would be great if someone from the organization could come up with the theme. She asked that people think about it. Peg suggested something along the lines of 'Look for the Silver Lining'.

Membership Secretary – Melissa Hudelson stated that she will be getting the information for the memberships drive together and sent to Debbie Delp for the CES newsletter. Some discussion was had regarding the membership application form. Linda Good suggested updating the form to include the information about the support staff specializations. Melissa will see what she can do with the form to make it fit. Linda Newman suggested putting the membership drive information in a personalized envelope for each support staff person and distributing these in the county mail. This would be a more 'personal' way to reach everyone and may encourage more membership for CES. Everyone thought this sounded like a good idea. Linda Newman offered to help with this project when the time comes.

Annalist – Debbie Delp stated that she has started working on the CES website. She is also currently working on the next CES newsletter and has asked that everyone get their information to her by June 10th. Debbie asked if pictures were taken of the award winners at the 2010 annual meeting. She said she had already checked with Mary Alice and Amanda and that they did not have them. Someone suggested checking with Teresa Funk as she usually has her camera there. Debbie also stated that she was still in need of individual board member photos for the website.

Campus Director – Terri Fisher had nothing to report. She did ask if it was her responsibility to send a sympathy card in the passing of Wayne Murphy, former Assistant State 4-H Leader. After some discussion, it was stated that since he was not directly involved with CES, that a sympathy card need not be sent.

Maumee Valley Director – Ann Meyer asked if there was a job description for her position so that she can learn what her responsibilities are. Linda Good stated that when she left that position she typed up some basic information and would send that to Ann.

Miami Valley Director – Beth Young had nothing to report.

Buckeye Hills Director – Jenny Lindimore had nothing to report. She did mention that her EERA got the support staff specialization information later than most EERA's. She also informed the board that Becky Hooper, a charter member of CES will be retiring at the end of June.

Those not able to attend were Administrative Liaison, Patty Corfman; Treasurer, Kris Simpson; Historian, Amanda Forquer; Emeriti Director, Betty Ward; Top of Ohio Director, Marie Bouic; Erie Basin Director, Joyce Hauke; Western Reserve Director, Carol Beatty; and Ohio Valley Director, Marianne Guthrie. Director positions vacant are Crossroads and Heart of Ohio.

Old Business:

1. Support Staff Specializations: Linda Good stated that there are still 3 EERA's that need to submit information. She really wants to push this since it is important to the organization. Linda Newman would like the option to be able to change specializations in the future. Linda Good wanted to discuss having the responsibility of this task being given to the Membership Secretary. Teresa Funk stated that it was critical to get this information to Garee Earnest for posting online. Linda Good wondered about setting a target deadline for this. Teresa motioned that the responsibility of the support staff specializations be transferred to the Membership Secretary and that a target date of June 30th be set. Peg Meents seconded the motion. Jenny Lindimore suggested someone from each EERA that hasn't responded call their EERA leader and check up on where the process is. Jenny Lindimore will take the lead for Buckeye Hills. Teresa Funk volunteered to contact the Heart of Ohio and Ohio Valley leaders.
2. A volunteer is needed to co-ordinate the 2011 CES Community Development Project at Annual Conference. Linda Good stated that this was a fairly simple task and that the Mid-Ohio Food Bank was easy to work with. Teresa Funk volunteered to head this up and Terri Fisher offered to help her with advertising. Peg Meents stated that she was on the committee in charge of the poster sessions so she would make sure there is a table set up for collecting the canned goods.
3. A discussion was held concerning where the binders for the board positions are located. Linda Good was asking where the Past President, President and Vice President binders are. Also, the Historian binder is currently MIA. The Membership Secretary binders and Annalist binder are with the current office holders. Linda Newman stated that she will check her office to see if there are any located with her.

New Business:

1. Report on Annual Conference Planning Committee – see notes from Vice President's report. If you have any questions or comments for the committee, see one of the CES representatives. Linda Good – Schedule/Theme Committee, Terri Fisher – Facilities/Registration/Budget Committee, Beth Young – Evaluation/Sponsorship Committee, Tina Dendinger – Marketing/PR Committee, Amanda Forquer – Recognition/Awards Committee, Peg Meents – Education/Technology Committee, Linda Newman – Ex-Officio.
2. CES Public Relations/Expand Awareness Committee – Linda Good shared that she and Amanda Forquer were the only two able to attend the WebEx meeting but they were able to have a good discussion on brainstorming ideas. Such as:
 - When would be a good time of the year for Support Staff trainings to be scheduled?
 - Develop an award for creating tools for Support Staff

- Have a power point presentation at CES Association meeting that shows what we have done, what we are planning to do (Support Staff specializations, Support Staff training, others)
- Have a speaker at the Association Meeting (entertainment, inspirational, or educational)
- Boiled down, suggest to set up 3 committees:
 - o Goals Committee: What makes us valuable? What can we do to make us valuable? Do long range planning using the survey results. Majority of Support Staff want more training during the year. CES could sponsor these trainings. Majority like the idea of EERA trainings (this gives networking, bonding opportunities). Could be done partially via satellite/webex. This committee would also update the CES brochure, incorporating the new opportunities.
 - o Annual Conference Committee: To plan Association meeting, etc.
 - o Website Updates

The idea was discussed of having a long-range planning retreat, Peg Meents suggested her home. Peg will be sending out a Doodle survey concerning options and dates on a long-range planning meeting. There was a short discussion of fundraisers. Linda Good shared that Patty Corfman felt that the silent auction baskets went well. All agreed. The suggestion is to once again have 1 basket from each county.

3. CES Survey results – Linda Good shared that she did receive some results back from the survey. The majority of the people who responded would like to have EERA trainings held. Linda Good would like to send the results to Terri Gustafson to help with session planning for Annual Conference. Dr. Smith has also expressed an interest in receiving the results. Teresa Funk mentioned sharing the information at the Association Presidents Meeting. Linda Good stated she has not been informed as to when these meeting are. Linda Newman stated she would find out that information. Teresa also suggested sending the results to the Annual Conference sub-committee in charge of session planning.
4. There was a short discussion on 2011 being CES's Silver Anniversary. The idea was brought forward to add a tagline to all correspondence this year. The suggestion was 'Celebrating 25 Years' with a banner. Peg Meents offered to compose the artwork.
5. There was a discussion on the topic of changing the days that the board meets. There are a few members of the board who work a flex schedule and are off on Wednesdays. Peg Meents will be sending out a Doodle asking board member preference of keeping meeting dates as scheduled or switching to a different day.

Respectfully Submitted,

Melissa Hudelson
Secretary Pro-Tem