



**CHI EPSILON SIGMA  
Board Meeting  
November 27, 2012**

**Attendance**

**Attending:** Patty Corfman, Debbie Delp, Terri Fisher, Linda Good, Peg Meents, Linda Newman.

**WEB-X:** Marianne Guthrie, Leah Meranda, Ann Meyer, Lisa Murphy, Vicki Snyder and Casey Piguet.

**Secretary & Treasurer Reports**

Minutes from the August 28 CES Board Meeting were approved with minor changes.

Motion: Peg Meents. Second: Linda Newman.

Treasurer's Report was approved as presented.

Motion: Linda Newman. Second: Patty Corfman.

**Officer Reports**

**Past President:** Linda reported that the Slate of Candidates and Proposed Amendments to the By-Laws are available online. To date 48 of our 86 eligible members have voted using the Lime Survey online.

**Vice President:** Patty reported that the Slate of Candidates is complete. All open board positions will be filled. She has sent nomination forms requiring director approval to all candidates. Most have already been returned.

**Membership Secretary:** Peg reported that the Membership Drive is completed. We currently have 15 new members and all but one of our 2012 members who were eligible to renew did so.

With 15 new members we will need to invest in new notebooks to present to new members. Question about whether this is the time to move to an "electronic version" of the notebook. The recommendation is to consider for 2014.

Specialization Survey: only 17 people left to respond.

**Annalist:** Our website has been migrated to the new system. It is currently listed on the Administrative site. This process was straight forward, but required a lot of planning and preparation. Special thanks to Vickie Snyder and Lee Ann Johnson for their efforts.

Secret Friend will be wrapping up 2012 with the “Big Reveal” at the Annual Meeting. Debbie is considering including a feedback form for participants to share their ideas, favorite message, gift, etc. We have 15 people involved in 2013. They will be getting their new Secret Friend info at the Annual Meeting as well.

**Administrative Liaison:** No Report

**Historian:** Amanda is on maternity leave. Jenny Lindimore has agreed to serve as acting Historian during her leave. Current responsibilities involve managing contest entries and recognizing winners at the annual meeting. Jenny will announce the winners of the Newsletter, Brochure and Website Contest. CommTech evaluates the applications.

Kathy Gamble will announce the winner of the Dorothy Rex Award. The plaque we are presenting should include information about where to send a Thank You note to Dorothy.

**Mentor Coordinator:** Lisa reported that Extension HR is planning to provide “On-Boarding” for support staff along with their efforts to assimilate new educators into Extension. Karen Argabright, a graduate student working in the HR Office is spearheading this effort. The CES video, will be included, but other content still needs to be fleshed out. We may want to consider linking to those web-based resources once we have had a chance to review them.

The specialization information we are providing should serve to match people up with mentors.

**Staff Advisory Council:** No report

**Campus Director:** No report

**Emeriti Director:** No report

**West Region Directors – Leah Meranda & Ann Meyer:** No report.

**Northeast Region Director: Open Position**

**South Central Region Directors – Marianne Guthrie & Jenny Lindimore:** No report.

**Strategic Planning Committee - Debbie Delp, Lee Ann Johnson, Kris Simpson**

Debbie reported that the group met again on November 8 to assess the priorities placed on each aspect of the plan and to begin developing metrics to measure progress. The intent is to share the Updated Plan during the Annual Conference. It was hard work, an invaluable learning experience and most importantly, the opportunity to have seats at the table opened doors for CES.

**Fundraising Committee: Vickie Snyder, Jenny Lindimore, Teresa Funk**

Apparel delivery has been completed.

Baskets and individual items for the Auction are beginning to come in. Some counties are responding well to the request to support CES. We can always use more! Bring your baskets ready to go to the conference on Wednesday. Set up begins at 7:30 am! Helping hands appreciated.

**CES Annual Association Meeting: Linda Good, Patty Corfman, Linda Newman, Kris Simpson, Tracy Grody, Carrie Newland**

- Registration Table will be set up in the lobby to catch people as they come in, direct them to the meeting site, and make sure they have a parking permit displayed in their car.
- CES Community Service: Tracy Grody is spearheading the Food Drive for the Mid Ohio Food Bank. Non-perishable food items and toiletries are all welcome.
- Lion's Club Eye Glass Donations: Linda Newman has been in contact with a local Lion's Club about this project. All glasses are welcome. CES is sponsoring 2 contests: one for the most pairs, and the other for the ugliest pair. Debbie Delp is hoping to win both events! Linda Newman offered to send the Community Service Flyer to Amy Fovarque to be included in the Extension Annual Conference reminders.
- Script - Linda Good is working on the script for the Association Meeting. If you will be coming up to present and would like to have her include your section in the script, send it to Linda ASAP. We will be including a memorial to Jo Jones and Jackie Mueck.
- Meeting Evaluation: Linda Newman will be developing an evaluation using Lime Survey that can be emailed directly to each CES member who attended after the event.
- TERSSA: Debbie King, 2013 TERSSA President and Christine Barrier, 2013 TERSSA Membership Secretary (both from North Carolina) will be attending.
- A request was made to consider holding the Association Meeting earlier in the day next year. We will review that option for 2013.
- Table set up requests for Jo Jones room will be sent to Tracy Grody (1 table for awards and 1 table for the Secret Friend items)

**Old Business**

None

**New Business**

**Resignation of the Secretary Treasurer:** As Chairman of the Nominating Committee, Patty Corfman, nominated Casey Piguet of Scioto County to complete the term vacated by Kris Simpson that expires in December 2013.

Motion: Linda Newman                      Second: Leah Meranda

**Standing Rules Handbook & CES Timeline:** As one of her final duties as Past President, Linda Newman is working on updating the Standing Rules, Handbook, and CES Timeline. Officer duties were given to each board member present and will be mailed to all others. Linda requested everyone review these, update, correct, and return to her as soon as possible.

**CES Honorary Membership:** Teresa Funk nominated Beth Flynn, Leadership Center for honorary membership in CES due to her ongoing support of this organization and most recently her efforts at providing Strength Finder Training regionally to accommodate support staff.

Motion: Teresa Funk                      Second: Patty Corfman

**Officer Materials:** Patty discussed the need to streamline and improve the transition between retiring officers and their replacement on the Board. Notebooks aren't always kept current;

can be delayed in passing from one to the other; and can be cumbersome. Patty made a motion asking the Board to purchase thumb drives to facilitate the transition instead.

Motion: Patty Corfman

Second: Debbie Delp

**CES History:** Nikki Conklin is working on completing a History of Extension and has asked to include a section about CES. Debbie Delp, Annalist agreed to look at combining current documents, with feedback from more recent Presidents and members to develop the CES Story. Nikki Conklin has a target date of January 31.

#### **Report from TERSSA Conference**

Linda Good and Patty Corfman represented CES at the TERSSA Conference in Alabama earlier this month. There are 3 land grant universities in Alabama: Auburn, Alabama A & M and Tuskegee. Speakers from each of these partners presented at the conference. More details about the conference were included in the autumn 2012 issue of the CES newsletter.

#### **2014 Membership Drive**

Consideration is being given to accepting membership applications online as JCEP and other organizations do. Lime Survey may be a tool that will work for this. Special consideration would be required to accommodate the financial piece. Linda Newman agreed to work with Peg Meents to investigate this possibility.

**Meeting adjourned.**