



**CHI EPSILON SIGMA
Board Meeting
August 13, 2013**

Attendance

Attending – Patty Corfman, Linda Good, Leah Meranda, Peg Meents, Debbie Delp, Beth Young, Leah Hiatt, Teresa Funk, Terri Fisher, Cathy Minor, Crystal Ott and Tami Combs

Patty Corfman called the meeting to order at 10:12 a.m.

Secretary & Treasurer Reports

The secretary's report was not available for the members attending the meeting via CarmenConnect to view; therefore, it will be emailed to the board for approval.

Deb Delp moved to accept the treasurer's report. Leah Meranda seconded the motion. The motion passed.

Patty Corfman presented the actual income and expenditures and a profit and loss statement for fiscal year 2013. The budget committee will be meeting prior to the next board meeting to make a detailed budget.

Past Pres. – Linda Good

Linda will e-mail the board the TERSSA report. Linda was unable to present the report because her microphone was not working.

Vice President – Leah Meranda

Leah has been working on nominees for the board positions. She currently still needs a person for vice president, campus director and SAC director.

Leah sent out an e-mail for the Professional Development Awards yesterday. Application are due October 1, 2013.

Membership Secretary – Peg Meents

The membership drive will be online this year. The business office will be setting it up as a lime survey and be of no cost to CES. Peg needs the information for the membership survey as soon as possible. Debbie Delp will put together a list of questions for Secret Friend and have it to Peg by the end of next week.

All of the years of service awards have been purchased.

Annalist – Debbie Delp

A newsletter will be going out September 1. If anyone has additions please send them as soon as possible.

Website will have link for specializations, new reimbursement form and YP4H.

Debbie has submitted information for the CES portion of the History of Extension publication.

Administrative Liaison – Beth Young

Beth has checked with the Onboarding Team and CES brochures are not currently being included in the Welcome Packets.

Beth will review brochures to see if they need updated. Tami Combs is on the Onboarding Team and will report to the board about where CES will be able to get involved with the new onboarding process. Debbie Delp will get the brochure on the website.

CDs should also be going out to new hires. We need to make sure there is a line in the budget for this.

Beth will send out a reminder email for silent auction baskets at Annual Conference.

Historian – Crystal Ott

Crystal is working on updating the information for the awards and will be getting the information out soon.

She would like input on the display for annual conference and would like to see a line in the budget for the display.

Crystal has been sorting through the historic paperwork and keeping what is needed. She has been working on scanning a lot of it so it can be kept electronically.

Mentor Coordinator – Lisa Murphy

Lisa Murphy resigned. Patty Corfman introduced LeAnn Hiatt to the Board and recommended her for the position. The board accepted the recommendation.

SAC Director – Theresa Funk

SAC met in July. Two people will be moving off the board including Theresa. SAC is working on developing an oversized book mark to explain the structure of the university and where each person fits. SAC will be doing some web-based brown bag lunches on topics once the university is polled. One break at Annual Conference will be sponsored by SAC. The university has moved staff Appreciation from August to April.

Campus Director – Terri Fisher

No report

Emeriti Director – Kathy Mohler

No report

West Region Director – Ann Meyer

No report

Northeast Region Director – Cathy Minor

No report

South Central Region Director – Marianne Guthrie

No report

Committee Reports

None

Old

Business

None

New

Business

- The board encouraged the submission of a budget annually. The budget committee will be meeting before the next meeting to prepare a detailed outline of what revenues and expenses go with which funds or checking account.
- After discussion, the CES constitution will remain the same and CES will convert to the new 5 Extension regions. The board will appoint directions for the 2 new regions in 2014 after the Extension Regions official change.
- The Mentor Coordinator will now be contacting HR for information about new hirer and then assist those employees with obtaining a mentor near their office.
- The membership drive deadline is October 15, 2013. Patty will contact Keith Smith and/or the regional directors to obtain their support in encouraging all office to have at least one CES member.
- The next CES Board meeting will be October 22, 2013. This meeting will be face to face at the 4-H Center AND CarmenConnect, starting at 10 a.m.

Patty Corfman adjourned meeting at 12:35 p.m.