

CHI EPSILON SIGMA

Board Meeting

January 29, 2014

Attendance

Present: Patty Corfman, Marianne Guthrie, Michelle Moon, Deborah Delp, Beth Young, Amanda Rysz, Lisa Murphy, Crystal Ott, Tami Combs

On Carmen: Peg Meents, Lee Ann Hiatt

Apologies: Linda Good, Ann Meyer, Kathy Mohler, Kathy Minor

Marianne Guthrie called the meeting to order at 10:10 a.m.

Old Business – President Marianne Guthrie

Marianne thought that the changes to the minutes that needed to be made have been made.

Marianne wanted to table the discussion for new directors for two new regions table until new administration.

CES has 77 members and 15 board members.

Marianne will forward the survey of annual conference and association meetings. This survey encompasses 285 responses for both associations, CES and JCEP. Of the 285 responses, 3.5 % said it was a poor choice of time and 34% said it was great. Some wanted to go earlier time and to travel with others. It was reported that the Medical Center tour was great. It was suggested that we share the Secretary /Treasurer report by email prior to Annual Conference so members have more time to review. The response to on-line voting was positive. The survey also indicated that people would like to see historical pieces brought out in the Annual Meeting. It was also suggested to make luncheon instead of dinner.

Marianne was asking about the canned goods and Teresa Funk had that information

Tami proposed that the Secretary/Treasurer position should be 2 separate jobs. Peg suggested combining the Secretary position with the Historians position. Crystal was surprised at the duties of the historians. Peg made note that with the new regions you are going to have to add another director already. Marianne will table the Secretary/Treasurer until the next meeting. The constitution and bylaw committee will have to review the proper procedure for separating this position.

Secretary & Treasurer Reports – Tami Combs and Lisa Murphy

Tami Combs reported that we received \$20 back from a vendor and it was not disputed. The name plate for the Support Staff Excellence Award in the amount of \$3.50 will be paid to vendor directly from the 061XXX fund.

Tami reported that the membership dues have not been processed. CES also has not received the balance of the Annual Conference registration revenue. Membership dues should be a check from the Business Office and then we should deposit into the CES checking account. The Silent Auction and the balance of the Annual Conference registration should be deposited into the 061XXX account. Lisa needs to ask Cindy Buxton how to include the TERSSA membership dues.

Lisa Murphy presented the remainder of the report.

Deb Delp motioned first to accept and approve the Secretary - Treasurer's report and Michelle Moon seconded the motion. The motion passed.

Roundtable introduction of new officers

Amanda Rysz and Michelle Moon

Officer Report – Patty Corfman

Patty will give security key for the Huntington Bank later and is available if any officer needs help with the constitution and by-laws.

Annalist Report – Deb Delp

Deb needed some articles for newsletter and wants to thank donors for the items in Silent Auction. She would also like to spotlight the professional development award winners. This year's winners are Linda Good and Teresa Funk. She would like to do a spotlight on Cheryl Fischnich. Deb does not have information on years of service awards and she would like to recognize these people. Deb would like to do something more than pictures for excellence award winner. Peg can get years of service to Deb. Deb wanted to know info about food drive and Teresa Funk could get that to her. Deb wanted to include pictures from the Medical Center tour and send the Chef our newsletter. Deb wanted a letter from the President and Marianne did send Deb a letter. If the board sees letters or tips or professional development items send to Deb for newsletter. Patty said the South Central Region is having a conference for support staff coming up and is partially funded by the South Central Endowment.

Administrative Liaison – Beth Young

Beth thanked the people who helped with the Silent Auction and a special thanks to Teresa Funk. We had 28 baskets and items and we earned \$813. It was suggested that Beth and I send thank you notes to the people who donated baskets and the items. This number is down for what we had done in the past. Last year's earnings were around \$900.00. Beth asked for suggestions for the next Annual Conference.

Patty suggested a sponsor basket and a donor basket. She will help Beth on baskets for the 2014 conference.

Marianne received the results for the 2013 Annual Conference survey and there was something in the survey about the baskets. Marianne has suggested that maybe someone point out what type of baskets we need. One comment from survey said the baskets were not very diverse. We need to start earlier on the baskets. Next year think about a Guy basket. We had an OSU basket. In the past the Board members donated a basket out of their own pocket. Get more interest from counties to do baskets and donor baskets. We can't do raffles.

Historian – Crystal Ott

Crystal Ott reported that the CES display is stored in the storage room in the 4-H Center and she will show members where it is. She is going on maternity leave during April and May and there will be a Welcome Fest during this time. The tablecloth is also in the storage room. Crystal suggested that the display be taken to the Support Staff Conference to help recruit new members.

Campus Director – Amanda Rysz

Amanda Rysz sent out asking if anything good was happening. She got a couple of responses of good things happening. Marianne suggested letting support staff know what CES is.

South Central Region – Tami Combs

Tami will be sending out a monthly email with something fun and to look forward to with quotes or fun facts.

Emeriti – Kathy Mohler

No report.

Past President – Linda Good

Linda Good could not be here but she did report to Marianne. Linda sent out an email to all West Region CES member and non-CES members to introduce herself and ask for input and to share information and to get them to join CES. She received some responses and suggestions. A suggestion was for her to email a quarterly update with tips to update the 4-H database, supply list of West Region support staff who could answer questions about different tasks, set up a dialogue form to share info. How do offices do livestock judging? How offices celebrating the Centennial? Linda's goal is to address the suggestions and implement a plan.

North East Region – Kathy Minor

No report.

Committee reports

Do the committees need to be worked on now or in groups? If we have questions go back to the previous board member. Committees need to be formed for Years of Service and Nomination. Should we start looking now for positions that will be vacant next year? Peg suggested that Marianne put Peg

and Vicki Snyder on the membership and years of service committee with Ann Meyer. Lee Ann said that Melanie Hart is working with JCEP committee and the onboarding and welcoming activities. They are currently collecting information for a reverse mentoring directory.

New Business

Linda Good has suggested to several changes or updates to the constitution and bylaws. Linda was not at meeting and she had made several changes prior to Annual Conference. I'm not sure what this about.

The April 24 and the October 21 CES board meetings conflict with Welcome Fest. Any that can, should come early see be a part of Welcome Fest. Marianne will see if the room is available on April 24 and October 21 to have our meeting at 1:00pm.

The Centennial Celebration is something we should do as CES and join forces with groups or community. Crystal questioned what is JCEP doing? May 8th was the day the Smith-Lever Act was signed.

Someone questioned what year did CES begin? 1986

Every employee is supposed to get a "Milestones and Memories book. If it is possible, the CES piece that Lee Ann wrote, should be put on the CES website. It was suggested to ask Cheryl Buck or Suzanne Steele first.

Our last Honorary Member was Beth Flynn in 2012. We are not consistent. Who makes the nomination? Tami suggested putting out information to CES members to suggest a person.

Marianne needs volunteers for Welcome Fest coming up to man the CES display. Her goal is to get more people in CES. She is open to how to introduce new hires to CES. It was suggested to send out a newsletter to new hires or direct them to the website. Lee Ann wanted to get a list of new hires and introduce them to CES. Patty suggested a call to new hires. Beth has a letter on her drive for new employees and will forward that to Lee Ann. Tammy will check with Karen Argabright.

Marianne has a meeting for Annual Conference on March 7 and asked for suggestions. She suggested an historical spotlight of CES members who have passed.

It was suggested to have professional improvement sessions maybe in each region. Committee chairs will want to get their committees together. Patty suggested a discount for mid-year professional development meeting with CES membership. Last year a discount was given for Strengths Finders. It was also suggested that we plan professional development activities for CES members only. Lisa suggested that a CES member goes free to a meeting workshop, or have a gift card drawing per month. Lisa will ask Cindy if it would have 1099 implications.

Peg reported that as of the 2013/2014 membership dues there is one member that needs to pay. The total will be around \$1125 or \$1140. The amount for just the CES dues should be \$1020 or \$1035.

Tammy reported that funds are tight and to increase the membership dues or have a fund raiser. Peg suggested raising the dues to \$20 or \$25 dollars. Marianne will table till April meeting.

Marianne reported that the college of CFAES is bringing the Cultural Intelligence Center to the 4-H Center on April 22-23, 2014. The fee is \$2100 per person. There are 10 sponsored slots.

Nominations are being sought for the 2014 Distinguished Staff Award. February 15 is the deadline.

Patty asked for an extension of 6 months for a person who had not used their Professional Development Award. Tami suggested giving all year. There was a motion to extend the use of the award through 2014. Tami motioned and Deb second the motion

Meeting adjourned