



**Chi Epsilon Sigma
2011 Support Staff Planning Retreat
Waterman Farm/Whittmeyer Center
August 23, 2011
Meeting Notes**

We first met at the Anthony-Thomas Chocolate Factory for a tour. As they guided us through the process of how the chocolate was created, we also learned the history of the company. We were all surprised and glad that many prominent chocolate companies outsource their chocolate making to Anthony-Thomas using that company's recipes, which are all kept very confidential. At the end of the tour, we all enjoyed Buckeye Candy. Then the group was let loose in the showroom to look around and purchase candy, if we pleased. A group picture was next on the agenda and off to Waterman Farm.

We met at 11 a.m. at Waterman Farm. Participants attending: Deborah Delp, Beth Young, Tonya Adkins, Ann Meyer, Melissa Hudelson, Kathryn Mohler, Linda Newman, Carol Bottoms, Patty Corfman, Marie Bouic, Teresa Funk, Cindy Scherger, Terri Fisher, Dawn Ford Cramer, Marianne Guthrie, Peg Meents, Amanda Forquer and Linda Good.

Linda Good, CES President, thanked all for attending the meeting at this busy time of the year with different county fairs, Farm Science Review and other responsibilities going on.

The question was raised "Is attendance at the Planning Retreat, CES board meetings, etc. sanctioned events?" The answer is: it is the responsibility of each direct supervisor to approve attendance at events.

Associations Meetings: will be held at the 4-H Center the evening before Annual Conference. Tentative beginning time is 4 p.m. Plans are for all the associations to gather for the meal. The suggestion was for all the association members to sit with someone in another association. Stay tuned – Linda is working with the other Association Presidents to firm up the starting time and food.

We then split into Association Meeting subcommittees and brainstormed. After approximately a half hour, we came back together and reported the ideas. The chair of each session will report their planning and suggestions to the CES Board at the September meeting.

At 12:30, we started our working lunch with a question and discussion session. Carol Bottoms is looking into 25th Anniversary shirts (polo and button down). The shirts could be worn at the Annual Meeting and the next day at Annual Conference. Flower corsages were also suggested by Amanda Forquer. Chocolates with a flower design by ATI were something else suggested. Each suggestion will be investigated by the person proposing and information shared at the September Board meeting. Patty Corfman brought up the need to find ways for CES to be more prominent at all OSU events. Theresa Funk is checking into CES getting back to being part of the new employee orientation. Amanda Forquer is working on marketing.

A tentative schedule for the Association meetings and Annual Conference were handed out along with "2011 Annual Conference ~ Helpful Info". Amanda Forquer and Terri Fisher are being assigned additional responsibilities on the Annual Conference Planning Committee. CES will assume responsibility for Conference packets (name tags and other information) and the registration table. The Biometric Health Screening may not be available for Flu Shots and other tests, depending on interest. Suggestion made was: "It could be available if offered to all Ohio State University, not just the conference attendees". There will be no afternoon break so the conference will end earlier. The "Call for Proposals" is for everyone, not just Program Staff and focus is IT directed. The group requested Linda send a Zommerang to all CES members encouraging participation in the 2011 Call For Proposals. The group requested formatting the zoomerang to resend to participations who did not respond. We are all professionals no matter our titles and we have technology talents to share. Note: the Call For Proposals are double blind (there is no way to ID who makes what suggestion).

One training item discussed was the Blue Ribbon database. Comments shared indicated: Due to staffing, Blue Ribbon will not be offered at 2011 Annual Conference.

Call for Proposals – Suggested Topics:

Help with online ordering

Getting ahead by letting go – priorities

Financial Reports – Ereports – Patty Corfman

a. budgets for programs & how to read

Business Office will be invited

Erequests/Estores

Time management

Stress

Networking across county lines

a. skype

b. event handling

c. zoomerang

d. moodle

Digital Union @osu

Lynda.com

South Centers – Vickie Snyder

Free is Good

Tech Team

Surveys – Bonnie Scranton

Free evaluations

Design Marketing/ Communication pieces

How to write well

PowerPoint's

Emails

Letters

Publications

Letters

Newsletters

Discussion: CES Sponsoring Spring Trainings. Date discussion concluded with - May is a good month (possibly the 1st or 2nd week)

- Location: EERAs
- via WebEx or Video Conference?

Fred Pryor Training – Amanda to look into and report back to CES Board

- 6 hour training
- Approx. \$50 each
- Workbook and Handouts
- Location: Columbus

Next CES Board Meeting – September 7, 2011 10 am in the 4-H Center