



CHI EPSILON SIGMA

Board Meeting

October 21, 2014

Attendance: Present – Marianne Guthrie, Michelle Moon, Lisa Murphy, Deborah Delp, Amanda Forquer, Patty Corfman, Lee Ann Hiatt, Beth Young, Crystal Ott

Carmen – Ann Meyer, Tami Combs

Regrets – Kathy Mohler

Secretary/Treasurers Report – Lisa Murphy

There was not much activity, since the last board meeting. CES received \$90.00 in gifts that were deposited in our development fund. Lisa paid the registration fee of \$125.00 for Michelle Moon to attend the TERSSA conference. Due to illness Michelle could not attend the conference and money was refunded. The treasurers report done up until 9/30/2014.

Lisa ran a list of people who are donating to the CES development fund.

Lisa called Peoples Bank because she received documentation on two CD's. Patty Corfman stated that the CD's were closed out and put in saving account.

A motion to approve the Treasurers Report was made by Patty Corfman and seconded by Debbie Delp. The report was accepted.

Lisa handed out minutes from last meeting. Last meeting did not record well. Lisa emailed Marianne a copy of the minutes. Marianne will get Ann a copy of minutes. We will come back to minutes.

Past President Report – Patti Corfman

The national meeting was in Louisiana. Three people went: Marianne Guthrie, Patty Corfman and Linda Good. Linda is Vice-President of TERSSA. The 2016, national meeting will be here in Ohio. The trip was nice. The previous conference was in North Carolina. NASCAR was represented at the conference. The organizers of the event were very accommodating. Patty wants us to start thinking of various workshops, web presentations. Community support for when we host the national conference. The three attendees had a great time, and it was a good experience. The next national conference will be in

Mississippi. We will have to wait for football schedule to schedule the conference. Patty was asked what percentage of support staff and program assist are CES members and what percent emeriti?

Vice President – Michelle Moon

Four people applied for development award.

Nominations for open Board positions were still being sought

Membership Secretary's Report - Ann Meyer

From our membership drive, we have 77 members, 12 new members, and 8 emeriti. Twelve people who were members last year who have not renewed as of today. Ann sent a reminder and only one person applied for the annual meeting scholarship. Ann will send her a letter letting her know that she will be receiving that award. No one applied for the annual membership dues scholarship. Ann Meyer years of service one person 30yr, on 15 years, 2 people with 10 years, she has enough gifts in stock for these people. I will add some candy or other small things to the gifts before they are handed out. Check with Julie moose she wanted to be CES campus director.

Annalist Report – Deborah Delp

Deb Delp – CES Newsletter should be distributed by November 5 . This should be early enough to remind members about early conference registration savings by November 7. Content: West Region spotlights; Annual Meeting announcements; officer list, budget proposal, workshops, silent auction, service project, other activities, sac update; TERSSA annual meeting report; membership report are all expected topics.

Secret Friend: 13 people have signed up for 2015. 4 of them are new.

Historian Report – Crystal Ott

Crystal Ott has 3 brochure applications and will contact Kathy Gamble about nominations for the Dorothy Rex award.

Staff Advisory Council - Amanda Forquer

Amanda Forquer stated that SAC put out another round of grants. SAC published its first newsletter November. Look for a survey from them for suggestions on how best to show appreciation to staff employees. It is hard to find a way to show county staff they are appreciated. Would Lunch work? South East Region has hosted a support staff retreat for several years. South West Region is considering a retreat for support staff and a separate one for educators.

Last week SAC went up to Leeds farm. SAC ties in various visits with their meetings. We do not always have to have our meetings at the 4-H Center.

Administrative Liaison – Beth Young

Silent Auction: So far Beth has confirmed five silent auction items. Call for baskets went out to all extension. Beth Young encouraged all board members to consider getting a basket together and sending her a picture of it. Photos are a valuable tool for promotion of this event.

Regional Director West – Linda Good as reported by Marianne Guthrie

Linda contacted support staff members in counties that did not have CES members. Two people who are preparing for retirement. The West Region has 4 counties without any support staff. One staff member was concerned about the membership fee increase and wanted to see a benefit from the increase.

Linda attended the TERSSA conference. The professional development sessions were educational, and the networking beneficial. Linda thanked the board for the \$200 Professional Development scholarship to assist with her expenses. If anyone has questions about TERSSA please contact Linda.

Regional Director North East – Cathy Minor

Cathy Minor sent out email to the North East Region support staff and ask if they already renewed their membership to CES. She saw a few new employees and sent them an email asking them to join.

Regional Director South Central – Tami Combs

Tammy Combs does not have anything to report. She did state that life has been giving her lemons and she has been making a lot of lemonade.

Old Business – Marianne Guthrie

Branding Issues: Note cards, forms and documents including letterhead all need to be rebranded. Both the Extension logo and the CES logo must be removed from documents. Contacts are Suzanne Steele and Kim Brown. Marianne will check with branding team on the notecards. University approved vendors for promotional items are listed on the website.

Specialization & Mentoring: Membership application doesn't include specialization section. This would help identify potential mentors for new employees or those who have taken on new responsibilities. We currently have 12 new members, who could benefit from mentors. Ann and Lee Ann can develop a process to make sure we are making contact with them offering assistance as needed.

New Business – Marianne Guthrie

Marianne needs volunteer for meeting themes for table; we are going to have poinsettias' for the table. What do we think of when we hear "centennial"? Red, White and Blue? Our meeting is from 9:30 to 10:45 and lunch is 11 to noon with JCEP. Everything is at the Union. We have an event planned at Cap City at 5:30.

Award Presentations: Marianne suggested that Professional Development and Brochure Contest awards be presented on December 9 at the luncheon with JCEP. On December 10 at 7:20, pm Award Banquet, Dorothy Rex and Excellence Award should be presented.

2015 Budget: Lisa Murphy, as chair of the Finance Committee, needs to come up with 2015 budget to present to the membership at the Annual Meeting.

Bylaw Review: Changes with the Constitution and By-laws, for splitting the Secretary/Treasurer position will have to be approved in the annual meeting as reported by Patty.

Awards: Only one person applied for the \$100 Annual Meeting Scholarship. No one applied for the Annual Membership Dues Scholarship. Two people have applied for Support Staff Excellence Award. The selection committee has been formed.

Michelle Moon is responsible for having the books audited.

TERSSA Report: Linda Good is the Vice-President of TERSSA for 2015 and will be president 2016; which means that the 2016 Annual TERSSA conference will be held in Ohio. She will be looking for help

The board voted on and approved a \$200.00 donation in honor of Dr. Smiths' retirement.

Approval of August 21 meeting minutes, was delayed.

Marianne has been asked to extend an invitation to the annual meeting of VP conversation. CES has been asked to attend the sessions. Marianne is passing on the invitation.

Wednesday, December 10th, from 10-4 is the Silent Auction and we need to post winners by 4:30 pm. If we can type up winners up the tech people can put it on the board

Meeting adjourned.