



Chi Epsilon Sigma

Fall 2008

October 13, 2008

CES Newsletter

A word from the President . . .

Dear Friends,

The fall season is upon us, which means it is time for change not only with the beautiful colors of the season but also with the leadership of Chi Epsilon Sigma. It has been an honor and pleasure to serve as President of this wonderful organization. At the annual meeting in October I will be turning the presidential gavel over to a wonderful person, a friend and a true leader. Kathy Mohler, Montgomery County, will lead this organization with respect, pride and success - you can count on that. I look forward to serving on the CES Board with her at the helm.

The CES Annual Meeting is scheduled for Wednesday, October 22, 2008 beginning at 9:30 a.m. with breakfast, followed by award presentations, the meeting and more. I sure hope you are able to join us. It is always wonderful to see and talk with fellow members.

Included in this newsletter is budget/treasurer reports and last year's annual meeting secretary minutes from Kris Simpson, please read them over and we will discuss and approve them during the annual meeting.

Registration is now open for the 2008 Support Staff Conference *In the Zone!* This year's conference will be held at the Nationwide & Ohio Farm Bureau 4-H Center on October 22-23, 2008. Check out the agenda and registration page on the Extension HR website at <http://extensionhr.osu.edu/>. There will be sessions on technology, business office and Blue Ribbon updates as well as new sessions on healthy meals, greener living and state fair communications. Don't miss it – it will be beneficial both professionally and personally!

I look forward to seeing many of you here in Columbus. Until then...

Happy Fall Ya'll!
Carolyn Hall
CES President

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Announcement of Annual Meeting

Calling all offices -

Please remember
to bring a silent
auction item for the
Support Staff
Conference.



Officers and Directors for the coming year

Position	First	Last	Office	Term
President	Kathryn	Mohler	Montgomery County	serving 2nd year of a 3 year rotation
Vice President	Linda	Newman	Clark County	nominee for a 3 year rotation
Secretary-Treasurer	Kris	Simpson	Huron County	serving 2nd year of a 2 year Term
Membership Secretary	Lee Ann	Johnson	South East Region	serving 2nd year of a 2 year term
Annalist	Kathy	Griffith	Logan County	nominee for a 2 year term
Historian	Mary Alice	Shupp	Butler County	nominee to fulfill 1 year of a 2 year term left vacant by Linda Newman
Administrative Liaison	Jennifer	Kiel	Administrative Office	nominee for a 2 year term
Past President	Carolyn	Hall	Business Operation	serving 3rd year of a 3 year rotation
Sac Director	Teresa	Funk	AG/NR	serving 3 year of a 3 year term
Mentor Coordinator	Debbie	Delp	Warren	nominee for a 2 year term
Campus Director	Lisa	Jenks	State 4-H Office Emeriti of Monroe	serving 2nd year of a 2 year term
Emeriti Director	Betty	Ward	County	serving 2nd year of a 2 year term
North Central Region - 08	Joyce	Hauke	Erie County	serving 2nd year of a 2 year term
North Central Region - 09	Lisa	Grubb	Sandusky County	nominee for a 2 year term
South East Region - 08	Jenny	Lindimore	Morgan County	serving 2nd year of a 2 year term
South East Region - 09	Sally	Bluck	Ross County	nominee for a 2 year term
West Region - 08	Linda	Good	Miami County	Nominee to fulfill 1 year of a 2 year term left vacant by Mary Alice Shupp
West Region - 09	Marie	Bouc	Union	nominee for a 2 year term

2008 Chi Epsilon Sigma Annual Report Of Accounts

				07 BALANCE FORWARD	\$ 2,742.67
INCOME					
	Fund Raising				\$ 1,694.00
	Membership 2008				\$ 1,260.00
	Membership 2008				\$ 15.00
	Refund		Wrong Acct.		\$ 31.20
	CES Shirts				\$ 210.00
	CES Shirts				\$ 89.88
	CES Shirts				\$ 216.00
				TOTAL	\$ 3,516.08
EXPENSES		CK#	TO	FOR	AMOUNT
	ANNUAL MEETING				
	11/3/2007	638	Carolyn Hall	Decorations	\$ 20.00
	CONFERENCE EXPENSES				
	5/10/2008	656	OSUE	Spring Conf. Printing	\$ 40.00
	CONTEST PLAQUES				
	11/3/2007	639	Trophies Unlimited	Contest Awards	\$ 75.00
	12/12/2007	648	Blair Trophy	Excellence In Ext. Plaque	\$ 90.00
	EMERITI				
	11/14/2007	647	Southeast Region	Emeriti Postage	\$ 40.89
	EXCELLENCE IN EXT.				
	11/6/2007	642	OSUE	Award	\$ 500.00
	FUND RAISING				
	11/2/2007	635	Ruth Kranz	Baskets	\$ 75.00
	1/13/2008	649	Jeanine Anders	OSU Basket	\$ 92.00
	3/18/2008	652	Jan Zindash	Silent Auction Refund	\$ 11.00
	MEMBERSHIP				
	MILEAGE				
	MISCELLANEOUS				
	1/31/2008	650	Nobil's	CES Shirts	\$ 210.00
	2/26/2008	651	Nobil's	CES Shirts	\$ 89.88
	5/20/2008	654	Nobil's	CES Shirts	\$ 216.00
	NEW MEMBER				
	11/3/2007	641	QUILL	Supplies	\$ 94.29
	11/6/2007	644	Southeast Region	Printing	\$ 31.20
	OFFICE SUPPLIES				
	9/9/2008	657	OSUE/Huron Co	Flash Drive (2)	\$ 44.00
	SCHOLARSHIP				
	11/6/2007	643	LeeAnn Johnson	2007 Prof. Development	\$ 140.00
	4/30/2008	653	West Region	P. Assenheimer/Scholar.	\$ 200.00
	6/26/2008	655	Linda Good	Prof. Dev.Scholarship	\$ 200.00
	SECRET FRIEND				
	11/13/2007	637	Lisa Murphy	Reveal Supplies	\$ 40.50
	TRAVEL SCHOLARSHIP				
	11/8/2007	645	OSU		\$ 100.00
	YEARS OF SERVICE				
	11/3/2007	636	Becky Hooper	Yrs. Of Service	\$ 94.15
	11/3/2007	640	Artino	Yrs. Of Service	\$ 68.00
				TOTAL EXPENSES	\$ 2,471.91
				TOTAL INCOME	\$ 3,516.08
				BALANCE FORWARD	\$ 3,786.84
	VOID CHECKS	646			
	CD XX37				\$ 521.31
	CD XX67				\$ 518.70
				TOTAL	\$ 1,040.01

2007 Annual Meeting Minutes

CHI EPSILON SIGMA ANNUAL MEETING Wednesday October, 24, 2007

The 2007 Chi Epsilon Sigma Annual meeting was held Wednesday, October 24, at the Fort Rapids Holiday Inn, Columbus. A brunch was enjoyed by 50 CES members and 5 guests. Our guests were CES representatives from West Virginia, Louisiana, 2 from Kentucky, and Graham Cochran.

After brunch CES president Carol Bunn opened meeting at 9 a.m. with a welcome.

Sheila Blevins and Linda Newman presented the 2007 CES contest winners:

Brochures – Kelly Nicholas – Portage Co.
Newsletter – Joy Bodner – Guernsey Co.
Web Page – Darlene May and Kelly Nicholas – Portage Co.

Dr. Keith Smith and V.P. Carolyn Hall presented the 2/ \$200 Professional Development Scholarships to:

Linda Goode – Miami Co.
Pam Assenheimer – West Region

Kathy Gamble presented the Dorothy Rex Award to Vickie Snyder of the Southeast Region.

Dr. Smith read the criteria for the new Excellence in Extension Support Staff Award. The first annual winner was Mary Alice Shupp of Butler County.

Membership Secretary, Becky Hooper, recognized the new CES members:

Anna Bernard – State 4-H Office
Sally Bluck – Ross Co.
Christine Brubaker – Henry Co.
Laura Butts – Human Resources
Michelle Chanay – Holmes Co.
Tracy Grody – Preble Co.
Melissa Hudelson – Miami Co.
Jennifer Kiel – Human Resources
Amy Koscielny – Montgomery Co.
Sarah Leidheiser – State 4-H Office
Elizabeth Meere – FCS Admin.
Brenda Sandman-Stover – Greene Co.
Angela Sifford – Comm. Tech

Retiring Member recognized was Rhonda Wildman

Years of Service Awards were presented to:

Lisa Grubb – Sandusky Co. – 5 Years
Marianne Guthrie – Ross Co. – 5 Years
Karen Miller – Highland Co. – 5 Years
Carla Buckler – Pike County – 10 Years
JoAnn Covelli – Shelby Co. – 10 Years
Janet Hutchinson – Allen Co. – 10 Years
Christine Brubaker – Henry Co. – 20 Years
Kathy Gamble – Knox Co. – 20 Years
Carolyn Morgan – Franklin Co. – 35 Years



2007 Annual Meeting Minutes - Continued

President Carol Bunn presented an Honorary Chi Epsilon Sigma Fraternity membership to Cindy Tschanen for all the support and help she has given the organization.

President Carol Bunn then opened the business meeting.

Secretary/Treasurer Kris Simpson presented the minutes of the 2006 Annual Meeting, Statement of Accounts for October 1, 2006 to September 30, 2007, and a 2008 Operating Budget. Kaye Clay made a motion to accept all documents and Teresa Funk seconded. Motion carried.

Old Business

Graham Cochran and Kaye Clay gave a presentation on the progress of the new mentoring program structure and how it has been implemented. They are planning on having more mentor training sessions over the next year.

New Business

Vickie Snyder presented the results of the on line vote for the constitution and by law changes. The vote was 69 for 2 against. The new document may be downloaded from the CES web site.

May Baronet of Louisiana State University CES and Gloria Collett of West Virginia University CES gave a power point presentation on the proposal to take the Chi Epsilon Sigma Fraternity national.

The following slate of officers was presented for election:

Vice President (3yr.) – Kathy Mohler – Montgomery Co
Secretary/Treasure (2 yr.) – Kris Simpson – Huron Co.
Membership Secretary (2 yr.) – Lee Ann Johnson – South East Region
Campus Director (2 yr.) – Lisa Jinks – State 4-H Office
Emeriti Director (2 yr.) – Betty Ward
North Central Regional Director (2 Yr.) – Joyce Hauke – Erie Co.
South East Region Director (2 yr.) – Jenny Lindimore – Morgan Co.
West Region Director (2 Yr.) – Mary Alice Shupp
West Region Director (1 yr.) – Debbie Delp – Warren Co.

Peg Meents made the motion to cast a unanimous vote for the entire slate officers, and Sarah Leidheiser seconded. Motion passed.

The out going President, Carol Bunn, conducted the installation of the new officers and presentation of gifts to the 2007 officer.

Meeting Adjourned.



Changes to Bylaws for 2008-2009

Changes (marked in red) to the Bylaws:

MEMBERSHIP SECRETARY

- Serves as chair of Membership and Years of Service Awards Committee.
- Serves as co-chair (with Administrative Liaison) of Scholarship Committee.
- Serves as co-chair (with Past President) of Extension Support Staff Excellence Award Selection Committee.
- Maintains membership rolls, handles all correspondence pertaining to membership, enrollment and renewal.
- Receives annual members' dues (\$15 for active members) and transfer to Treasurer.
- Updates E-mail distribution lists (cesboard@ag.ohio-state.edu– officers and directors; cesmembers@ag.ohio-state.edu – total membership).
- Updates letterhead after election of officers and directors to be distributed to officers and directors at first Executive Board meeting.
- Updates roster of new officers and directors after election and provides to Annalist.
- **Orders pins, pens and notebooks for new members and/or pins, pens and notebooks for new honorary member to be distributed at annual meeting.**
- Maintains database to include: active members, emeriti, honorary members, region-and-center directors, assistant directors and the contact from other state(s) and provides necessary reports as requested by board members.
- Obtains awards and certificates for years of service.
- Elected in odd numbered years
- Shall perform duties and represent the Fraternity as the President deems necessary.

II. DIRECTORS' RESPONSIBILITIES Records are to be transferred to each successor at the first meeting.

A. CES Directors (Region/Campus/Emeriti)

- Serve as the liaison between membership and the Executive Board.
- Responsible for sending cards of congratulations, condolences, etc. to members in their represented area on behalf of the Fraternity.
- Contact new employees in region represented to make aware of Chi Epsilon Sigma.
- In the event of a death of a member or their immediate family, a card extending sympathy and pledging a \$10 memorial tribute to the CES Development Account will be sent on behalf of CES. Director initiates the Payment Request for the memorial. (Immediate family defined as: *spouse, domestic partner, mother, father, sister, brother, daughter, son, grandparent, grandchild; corresponding relatives of the employee's spouse or partner; and other persons for whom the employee is legally responsible.*)
- Campus Director will print and maintain supply of CES blank and sympathy cards for all directors
- Seeks "Personal Glimpse" news article to submit to Annalist for inclusion in newsletter highlighting members from represented area.

Rotation schedule for article:

- Spring: March/April –1 Emeriti and 1 Campus
 - Summer: June/July –2 Southeast Region
 - Fall: September/October –2 West Region
 - Winter: December/January –2 North Central Region
- Coordinate activities for the members whom they represent

Changes to Bylaws - continued

- Directors elected on rotating schedule: Two directors from each of the three Extension regions in Ohio: One of the two Regional Directors to be elected in even numbered years; while the other Regional Director to be elected in odd numbered years. One campus-based director and one emeriti director to be elected in odd numbered years.

Assignments designated by odd or even year election: (see attached map & listing)

EVEN Year Election:

- NC: Ashland, Ashtabula, **Columbiana**, Cuyahoga, Geauga, **Holmes**, Lake, Lorain, Mahoning, Medina, Portage, Stark, Summit, Trumbull, Wayne
- SE: Adams, Brown, Clermont, **Fairfield**, Gallia, Hamilton, Highland, Hocking, Jackson, Lawrence, **Pickaway**, Pike, Ross, Scioto, Vinton
- West: Butler, Champaign, Clark, Clinton, Darke, Fayette, Greene, Logan, Madison, Miami, Montgomery, Preble, Shelby, Union, Warren

ODD Year Election:

- NC: Crawford, Delaware, **Erie**, Franklin, **Huron**, Knox, Licking, Marion, Morrow, Ottawa, Richland, Sandusky, Seneca, Wyandot
- SE: **Athens**, Belmont, Carroll, Coshocton, Guernsey, Harrison, Jefferson, **Meigs**, Monroe, Morgan, Muskingum, Noble, Perry, Tuscarawas, Washington
- West: Allen, Auglaize, Defiance, Fulton, Hancock, Hardin, Henry, Lucas, Mercer, Paulding, Putnam, VanWert, Williams, Wood

Also, under the Annual Meeting guidelines please add . . .

CES ANNUAL MEETING CHECKLIST AND GUIDELINES

- A memorial service for any deceased member will be included during the annual meeting.
- *A request for memorial contributions for any deceased member will be included during the annual meeting.*
- Yearly review of the Constitution & Bylaws
- Yearly proposed budget to be presented with vote to approve
- Yearly Treasurer's Report presented with vote to approve
- Previous year's Annual Meeting Minutes presented with vote to approve
- Installation of new officers and directors
- New members initiated
- Years of Service Awards presented
- Professional Development Awards presented (Keith Smith has helped present in the past)
- Contest winners announced
- Extension Support Staff Excellence Award winner announced
- *Introduction of new Honorary Member (if one is chosen)*
- *Recognition of Honorary Members present (and other honored guests...emeriti, etc.)*
- Outreach Update -and if visitors from other state chapters are present, offer introductions and opportunity to address group
- Secret Friend Revelation
- Mentor Program Update
- Fundraisers Publicized
- Community Service at each Annual Meeting (can be part of overall conference)

Changes to Bylaws - continued

DONATIONS:

- If donations are requested, they will need Board approval and be kept within Budgeted amount. If at all possible, CES recognition should be applied.
- *Any memorial contribution received must be earmarked and deposited in the appropriate fund for Scholarships and Professional Development Awards.*
- Past contributions had been made to the OSU Extension Leadership Center when the fraternity wished to donate leadership resources to the Leadership Center. Future recommendations must be submitted to the OSU Extension Leadership Center staff. If approval is granted, the OSU Extension Leadership Center will order the resources and bill the fraternity. A label recognizing the fraternity will be inserted on the inside cover of each resource donated.
- Other educational opportunities will be explored and professional growth for Fraternity membership will be promoted.

YEARLY REQUESTS (obtain in writing if possible) need to be made to the Director of Extension for:

- approval to state in membership drive that local funds can be used for dues (Membership Secretary)
- approval to hold a SS Conference, and length -1, 1 ½ or 2 days (Past President)
- approval for Administration to pay the registration costs to CES Annual Meeting for all CES Emeriti (as is done for Educators) (Annalist)

***CES FUNDS are to be handled only by CES members
(no student helpers, etc. are to have access to any fiscal CES matters.)***

Keep in mind all the Photo Opportunities available at Annual Meeting and get photos to Historian.

I believe that since these changes are under the Standing Rules, no vote is required of the membership

