

# Chi Epsilon Sigma-Gamma Chapter

January 27, 2022

10:00am EST

Hardin County Extension Office, Elizabethtown, KY

Nancy Williams called the meeting to order at 10:00 am EST.

Eileen Kopp, Kelsey King, Donna Brown, and Carrie Adkins joined the meeting via Zoom. Nancy Williams, Tami Widelski, Georganne Collins, Sherry Stith, Robyn Edgell, Stephanie Caldwell, Sue Ann McCandless, Heather Russell, Marie Grimes, Lisa Stevens, Donna Napier, Kim Campbell, and Cristin Sullivan were all present at the meeting.

Georganne Collins presented the minutes of the last meeting. Marie Grimes made a motion to approve the minutes as presented with the correction of the spelling of her name on the last page. Sue Ann McCandless seconded. Motion approved by consensus.

Sherry Stith presented the treasures report. The current bank balance is \$11,036.01 which includes \$215 designated to the Timothy Warren Scholarship. The current membership is 137 but Sherri expects that to increase since the deadline is January 31.

Tami Widelski presented everyone with a list of committees and notes related to each and she went through each committee report.

**Awards** – a template was created and sent out to everyone to ease the process of submitting awards recommendations. The regional directors have passed the information down to the area directors and it has gone out to the agents in some areas. Please reach out to your AED and RED to encourage them to support or thank them for their support. The committee is still working on awards for each category. They hope to send to a sister chapter for final selection but it not they will us agents for the final selection.

**Professional Improvement** – applications have been sent out to the membership.

**Nominating** – still looking for directors in each of the areas. Suggestions are welcome.

**Budget & Finance** – meal selections were completed. Thursday lunch will be the Picnic Buffet, hamburgers, grilled chicken breast and garden burgers, with sides of coleslaw, baked beans, and broccoli cheese casserole for \$31 per person plus service charges. Thursday dinner will be parmesan crusted chicken breast with mashed potatoes, and seasonal vegetables for \$31 plus service charges. We will have a vegetarian option also. The group decided to include a half day of unlimited beverage package Thursday afternoon for \$14 per person plus service charge. Breakfast is included with the rooms.

**Constitution & Bylaws** – Robinson Station will be added as a campus director position.

**Entertainment Ideas** – Thursday evening following dinner and awards the group will provide entertainment. The group had lots of suggestions including board games, cards, and music so people could spend time together. It was also suggested that we play scavenger hunt bingo throughout the conference. Bingo cards will be given out at registration.

**Equipment/Technology** - Marie plans to bring laptops and has asked Rick Hays to be available if he is needed for support.

**Facilities** – The rooms were discussed but no final decisions were made. We need to know the number of participants and session before making final decisions.

**Registration/Give-a-ways** - Donna presented the tote bags at a cost of \$7.25 each the group agreed these were awesome she also showed us T-shirts and the T-shirts will be \$7.75 with an additional charge of \$2 for two X and \$3 for three X and \$3.50 more for a 4X or larger with a minimum order would of 100. Heather offered to do the T-shirts since she can get the shirts at cost. We also decided to add snacks into the bag. Heather made a motion to give both the bags and the T-shirt to each registered attendee and add \$18 to registration to cover the cost. Kim Campbell seconded. Motion carried.

Heather and Marie will work on making a tablecloth and our banner for the registration table.

**Greetings/Activities** - there was some discussion regarding new members orientation. It was decided that maybe we needed just to have a new members class to orient them to the organization. We would also like to recognize them at the business meeting by having them stand up and welcoming them.

Mini mall will be handled by Lisa Stevens same in the past Lisa will be the contact and will take care of everything.

**Pre meeting package/class assignments** - the following timeline was agreed upon by the committee.

8 to 9 registrations

9 to 10 opening remarks

10:5 to 11 session 1

11:15 to 12 session 2

12:15 to 2:15 business meeting and lunch

2:30 to 3:15 session 3

3:30 to 4:30 session 4

5:30 to 7 dinner, awards, and bingo winner

7 to whenever evening activities

Friday

8 to 9 session 5

9:15 till 10:15 session 6

10:15 till 11 check out and door prize ticket drop off

11 to 12 closing speaker and door prizes

The hotel contract reads that if we need to reduce rooms it must be done 60 days prior to the event so, based on that registration we will need to go out Tuesday February 1st with a cutoff date of February 11<sup>th</sup>. This is a short timeline, but Georganne assured the team that she can get this taken care of with Sherry's help. Since sessions are not complete yet this will be room registration only and not session registration, we will do that at a later date. After February 11th there will be a \$25 late fee assessed with each registration. After March 11th no more registrations can be accepted.

**Guest speakers** - Georganne presented the Kentucky Humanities list to the group. After discussion it was decided to choose Steve Flairty for an opening speaker and suggested Tracy Cowels as a closing speaker.

**Speaker Gifts** - after discussion the group decided to present each speaker with a bag like those given to each registrant and include a thank you note.

**Breakout Session Planning** - the group discussed several possibilities for session titles. Someone suggested that we use the list that was prepared for the 2021 event that was cancelled and use that list and go from there.

Nancy asked the group to start considering 2023 locations. The meeting should move to the West based on the rotation.

The next meeting will be March 17th at the Embassy Suites in Lexington.