

CHI EPSILON SIGMA
Gamma Chapter
The National Cooperative Extension Support Staff
Fraternity of the University of Kentucky

Board Meeting
November 14, 2023, 9:00AM
Warren County Extension Office

Officers

President

Kim Campbell

Vice President

Marie Grimes

Secretary

Nancy Williams

Treasurer

Georganne Collins

Annalist

Robyn Edgell

Past President

Tami Widelski

Directors

West Region

W1-2 Stephanie Caldwell

W3-4 Sue Rice

W5-6 Sherry Stith

W7-8 Katie Sandlin

Central Region

C1-2 Carol Thompson

C3-4 Ryan Linton

C5-6 Lisa Casteel

C7-8 Stephanie Howard

East Region

E1-2 Lisa Stevens

E3-4 Carrie Adkins

E5-6 Debra Combs

E7-8 Donna Napier

Campus

Melissa Feddes,

UK Lexington

Brandy Garcia,

UK Princeton

Josh Mullins,

UK-Robinson Station

President Kim Campbell called the meeting to order.

Officers Kim Campbell, Marie Grimes, Nancy Williams, Georganne Collins, Robyn Edgell, and Tami Widelski were present. Directors Stephanie Caldwell, Sue Rice, Sherry Stith, Katie Sandlin, Carol Thompson, Ryan Linton, Lisa Casteel, Stephanie Howard, Lisa Stevens, Carrie Adkins, Debra Combs, Donna Napier, Melissa Feddes, Brandy Garcia, and Josh Mullins were present.

Kim installed our three new directors, Brandy Garcia, Melissa Feddes, and Lisa Casteel.

The board was given a few minutes to read over the minutes from the previous board meeting. Tami Widelski made a motion to accept the minutes as written, Sherry Stith seconded the motion. Motion carried.

Treasurer Georganne Collins presented a treasurer report and budget. Both were filed for audit. (See attached report and budget.)

Roundup- All regional directors attended the CHIES breakfast. We had good attendance. At the event, our display board collapsed. Kim recommended it be replaced. Robyn will check on a new display board.

2025 Conference

Marie Grimes stated the 2025 conference is our 25 year. The Crowne Plaza in Louisville was toured by Marie, Kim, and Georganne. It is being remodeled and should be completed by the conference. Georganne made a projected budget for this conference for reference. We had 146 attendees last year and had problems putting them in break-out sessions. We would have 9 meeting rooms and the Coronet ballroom. Other rooms can be available should we need them. We would only have to pay at the end of the conference and the meeting rooms will be comped. Lisa Casteel motioned we hold the 2025 conference on April 23, 24, and 25 at the Crowne Plaza in Louisville. Sherry seconded the motion. Motion carried.

Kim asked if anyone had come up with ideas for the 2024 conference. Several ideas were given.

- Essential Piece to the Puzzle
- Teamwork- An Essential Piece of the Puzzle
- Meeting the Challenge - Making the Difference
- Piece That Brings It All Together
- You Are The Piece That Brings It All Together

Discussion was had over theme and design. It was decided that Nancy would give the ideas to her co-worker to put together designs to present for a vote at the January board meeting.

2024 Conference

Food

Kim presented food options for the conference. Meals were decided on as follows.

- Thursday lunch-Pig in a Poke to cater pulled pork and chicken entrée, loaded potato salad and baked beans for sides for \$15.10 per person. We will supply paper products. Kim to have someone clean up.
- Thursday dinner-Honey B's buffet for \$30.00 per person rounded. Food decided on is roast beef with Aus jus and baked chicken and rice, salad bar, roast potatoes with onions and carrots, rolls, assorted cheesecake, apple cobbler, and milky way cake. Restaurant will clean up.
- Hors d'oeuvres for member welcome are-vegetable tray, chicken fingers, fruit tray and tater kegs. Board will supply chips and other snacks along with can drinks and bottled water in coolers.
- Thursday breakfast catered by Honey B's. We will have a continental breakfast with sausage and ham biscuits and yogurt with granola. We will also have donuts and granola bars available.
- Friday breakfast will be donuts and sausage and ham biscuits.

Membership Dues & Dates-A Qualtrics will be sent to all CES staff by December 1. Georganne will include an 'are you attending the conference' to get an idea of how many staff we have interested. Each person will receive a thank you and an invoice to submit for payment for dues. Laura Stephenson will put membership information in her 'Monday Memo' and we will ask AED's to include with their updates to show support.

Committees

- **Awards**- Distinguished service, new achiever, digital or print media receive \$50 and a plaque. It was suggested to add monetary award to jovial and good friend awards. Carol made a motion to give \$50 award to the jovial award and a \$50 award to good friend award and updating the budget to increase total award budget from \$650 to \$750 with a second by Sherry. Motion carried.

Annual meeting

- **Breakout/Registration Packet**-A Qualtrics will be sent for registration and breakout sessions. Registration will be sent out by January 31 and the cut off date for registration is March 15. Several ideas were discussed for breakout sessions.
- **Door Prizes**- Stephanie suggested everyone look for free donations. She and Sue found a list online of places that are willing to donate. They will work on a form letter to ask for donations.
- **Facilities & Equipment**- will be provided by the hotel.
- **Entertainment/Activities**- Carol asked what the board wanted. Thursday night will maybe be games. Front Porch Pickin is a community event available. Ryan suggested an escape room activity. The hotel bar area has karaoke on Thursday evenings.
- **Greetings & Welcome**- We will do welcoming posters for board members to hold on Wednesday night and possibly Thursday morning. Someone will need to volunteer to make the posters.
- **Guest Speakers**-Send Marie any suggestions for motivational opening speaker.
- **Member and Speaker Gifts**- suggestions of a lunch tote or a tech travel bag and a wood puzzle piece were given. Donna will get samples of both bags to bring to January board meeting. Marie will check on a wood puzzle piece for a gift also.

- **Mini Mall-** Lisa will make a flyer to start early publicity, Robyn will work with Lisa to tie in social media promotions.
- **New Member Orientation-** Robyn is updating the “who you call” list. Discussion about a membership Q & A sometime in December for anyone eligible to join CHIES. December 7 at 10 EST (9 CST) was decided. Marie will set up a zoom and any board member that can join to help is welcome.
- **Registration table-** Josh asked about general set up. Will set up in atrium Wednesday night and a possible table on Thursday morning if we have anyone coming in on Thursday.
- **PI/Scholarship-** Will be sent out around third week of January to all staff with a deadline of March 15. Sue asked Marie about judges. Marie suggested our sister chapter.
- **Nominating-** Even years for Central, East, and West 1,2,3,4 & UK Campus and RCARS directors are up for election. All officers are up for election except for treasurer serving two terms. All positions up for election need to turn in nomination forms for re-election if they wish to stay in current position.
- **Budget-** Georganne will adjust spreadsheet of expenses to cover all expenses as final prices come in. Marie will talk to Laura Stephenson about a donation for 2025 conference as done in the past.
- **Constitution & By-laws-** These are being thoroughly reviewed and updated. Also, the operating guidelines and the policies and procedures are being reviewed and will be voted on at the January board meeting. We ask that these all be read thoroughly before coming to the meeting to be ready for discussion and vote.

Next board meeting date is January 17, 2024, at the Nelson County Extension office in Bardstown.