

Chi Epsilon Sigma Gamma Chapter

The National Cooperative Extension Support Staff
Fraternity of the University of Kentucky

Officers

President

Marie Grimes

Vice President

Katie Sandlin

Secretary

Ryan Linton

Treasurer

Georganne Collins

Annalist

Robyn Edgell

Past President

Kim Campbell

Directors

West Region

W 1-2, Tami Widelski

W 3-4, Lisa James

W 5-6, Brandy Garcia

W 7-8, Kim Hollinsworth

Central Region

C 1-2, Carol Sue Thompson

C 3-4, Hannah Drury

C 5-6, Lisa Casteel

C 7-8, Stephanie Howard

East Region

E 1-2, Lisa Stevens

E 3-4, Brittany Browning

E 5-6, Debra Combs

E 7-8, Donna Napier

Campus

UK Lexington,

Melissa Feddes

UK Princeton,

Vickie Belt

UK-Robinson Station,

Josh Mullins

ChiES Board Meeting

August 20, 2024 at 10:00 AM

Hardin County Extension Office

President Marie Grimes called the meeting to order.

Officers Marie Grimes, Katie Sandlin, Ryan Linton, Georganne Collins, Robyn Edgell, and Kim Campbell were present. Directors Brittany Browning, Hannah Drury, Vickie Belt, Lisa James, Stephanie Howard, Carol Sue Thompson, Josh Mullins, Brandy Garcia, Lisa Casteel, and Debra Combs were present and Melissa Feddes attended via Zoom call.

Vickie Belt was installed as the Director of UK Princeton.

Secretary Report

Ryan Linton presented the minutes from board meetings on March 19, 2024 and April 19, 2024. Georganne Collins moved to approve both sets of minutes as presented. Katie Sandlin seconded the motion. The motion carried unanimously.

Treasurer Report

Treasurer Georganne Collins presented the treasurer report with a checking account balance of \$25,954.87. It was reported that we were \$10,000 under budget for the 2024 conference.

Staff Appreciation Day/ Round Up

Staff Appreciation Day will be September 27, 2024 from 10 AM - 1:30 PM. It will be held separately from Round Up which will be October 12, 2024. We will have a display board, silver hershey kisses, and ChiES-logo pens to handout.

Kim Campbell moved to have a table at Staff Appreciation, do a give away at the table, and not set up at Round Up. Carol Sue Thompson seconded. The motion passed.

Melissa Feddes has the booth application for Staff Appreciation Day and will complete and submit that form.

Staff Council

Kim Campbell reported that the current representative for Precint 9 stepped down. Brittany Browning volunteered to be on the council for Precint 9 and as a representative of ChiES.

Membership and Dues

Georganne Collins reported that last years membership totalled close to 225 UK Support Staff. Due to increased recruitment effort on multiple levels we are expecting an increase this coming program year. Georganne recommended we begin recruitment and accepting dues for the new year in November to more successfully separate membership dues from conference payments and reduce confusion between the two. Robyn Edgell agreed, suggesting that it would also be more helpful for communication efforts about the conference.

Kim Campbell moved to start accepting dues in November, encouraging a soft deadline by the end of the calendar year, and maintain our hard deadline of January 31 as stated in our bylaws. Lisa Casteel seconded. The motion was passed unanimously.

Dues will remain \$20 for active employees. Retired members will have dues that are half that of employed members.

2024 Conference

Robyn Edgell reported on conference surveys. There were overall positive reviews and comments from the post-conference survey. Roundtables were received very positively, and ways to improve for the upcoming conference were discussed.

Further discussion focused on improving and increasing ways for Directors to meet with members in their areas. Georganne will check with her contact, Morgan Mayer, about individually designed, bright-colored shirts for each Director to have with their area on it. Robyn Edgell suggested having a display board with a picture and short bio of each Director and officer. Hannah Drury suggested implementing time at the end of the conference day for areas to meet with one another and their Director to decompress, talk about their day at the conference, and have a mini round table discussion.

Action Item: Send a headshot and short biography to Robyn Edgell for Director display.

2025 Conference

The 25th Annual ChiES Conference will be April 23-25, 2025 at the Crowne Plaza in Louisville, KY. We will be meeting at the venue for our next board meeting on November 12, 2024.

Projected Budget

Georganne presented the projected budget for the conference. Meals costs are estimated to double from last year. However, Dr. Stephenson said they could sponsor a meal up to \$3,000. Further, banquet and meeting rooms would be 100% complimentary if we reached a total food bill of \$17,000. There would be an increase of \$10 for conference registration from last year to this year. The total cost to attend per person will be \$652.00, this includes registration and a two night stay at the Crowne Plaza in Louisville, KY. The projected account balance by the end of the conference would be \$11,880.00.

Robyn Edgell moved to approved the projected annual conference budget. Carol Sue Thompson seconded the motion. Motion passed unanimously.

Other updates included that the Crowne Plaza will give us a complimentary two-queen bed suite with a parlor for 3 nights. This will be used as the hospitality suite for the Executive Board. Further, there will be 1 complimentary room night for every 40 room nights booked.

Committee Assignments

Katie Sandlin presented the standing committees and what needed to be filled. Committee assignments are as follows.

Awards Committee

Chair: Stephanie Howard Members: Hannah Drury, Brittany Browning

Annual Meeting Committee

Chair: Katie Sandlin Members: All members of the board

Breakout Session/ Registration Packet

Chair: Ryan Linton Members: Georganne Collins, Josh Mullins, Katie Sandlin, Carol Sue Thompson, Brittany Browning

Door Prizes

Chair: Vickie Belt Members: Melissa Feddes, Lisa James, Tammy Widelski

Facilities and Equipment

Chair: Carol Sue Thompson Members: Ryan Linton, Marie Grimes, Melissa Feddes

Entertainment/ Activities

Chair: Katie Sandlin Members: Ryan Linton, Brittany Browning, Robyn Edgell, Brandi Garcia

Greeting/ Welcome

Chair: Tammy Widelski Members: Marie Grimes, Lisa Casteel, Kim Campbell

Guest Speakers

Chair: Ryan Linton Members: Brittany Browning, Carol Sue Thompson, Brandi Garcia

Member/ Speaker Gifts

Chair: Robyn Edgell Members: Katie Sandlin, Lisa James, Vickie Belt

New Member Orientation

Chair: Marie Grimes, Robyn Edgell Members: Executive Board

Registration Table

Chair: Josh Mullins Members: Kim Campbell, Stephanie Howard, Brandi Garcia

Professional Improvement/ Scholarship Committee

Chair: Hannah Drury Members: Marie Grimes, Melissa Feddes

Nominating Committee

Chair: Kim Campbell Members: Vickie Belt, Marie Grimes, Katie Sandlin

Budget Committee

Chair: Georganne Collins

Constitution & Bylaws Committee

Chair: Kim Campbell Members: Ryan Linton, Robyn Edgell

Conference Refund Policy

Georganne Collins proposes a Conference Refund Policy. The last time to change the meal number for the hotel is April 15th, after that date there will be no refunds regardless of circumstance. The soft deadline for refunds is March 14th. Georganne must confirm room night with the hotel on March 17th. Carol Sue Thompson moved to set a Conference Refund Policy stating that if you cancel 30 days before the conference you will get a refund. Robyn Edgell seconded the motion. Motion passed. Ryan Linton made a motion to amend the previous motion, removing the previous verbage and have the motion read:

the Conference Refund Policy states that a 100% refund of conference registration may be given if submitted before the final day to book a hotel room for the conference. A 50% refund may be given if submitted up to 5 working days prior to the conference. Further, this policy is subject to change based off of requirements set in each individual contract and therefore may need to be updated each conference year.

Lisa Casteel seconded the amendment to the motion. The motion passed unanimously.

Conference Theme

This Conference will celebrate 25 years of ChiES in Kentucky. Hannah Drury suggested a theme of the Silver Jubilee: Strength, Growth, Resilience. This was recieved positively by the board.

Georganne Collins moved to form a special Theme Committee to work on the theme for the 25th Conference. Lisa Casteel seconded. The motion passed.

Conference Theme Committee

Chair: Hannah Drury Members: Katie Sandlin, Robyn Edgell, Ryan Linton, Vickie Belt,
Lisa Casteel, Lisa James

The committee will work on the shirt design, themed gifts/give-aways, and decorations.

Retiree members

The board discussed inviting past members of the board to this conference to celebrate where we started and how far we have come. It was decided that we would extend invitations to the first Board of Directors and invite them to attend the Thursday night dinner.

Brandi Garcia suggested a sweatshirt fundraiser to help retirees afford the cost of conference for those members who pay out of pocket to attend. Robyn Edgell will check on sweatshirts from our regular vendor. Georganne Collins will check with Morgan Mayer about sweatshirt printing. It was also discussed to include sessions that focus on the needs of retired members.

Door prizes/ Give aways

The board agreed that door prizes should be great this year. It should be considered to maintain the big basket door prizes, but also have smaller items that way more people have the opportunity to be drawn. Brandi Garcia suggested reinstating a 'bring one, get one' gift exchange.

It was suggested to have a choice of member gift as well as the conference t-shirt. A conference attendee could select what item they would like to receive between a few options.

Other notes

Marie Grimes will talk with Natasha Lucas to get approval for members to come on Wednesday.

The board discussed options for sessions and speakers. Brandi Garcia suggested using a more diverse selection of UK services as speakers.

The board reinforced that work needs to start on our assigned committees sooner, rather than later.

2026 Conference

The 2026 ChiEs Conference will be held in Paducah, KY. The original dates suggested were April 8-10, 2026. However, it was discussed that moving them to avoid spring break could be beneficial. Conference attendees will most likely have to split between two hotels in Paducah. On September 18, 2024 the executive board members will meet with hotel coordinators.

Newsletter

Robyn Edgell will be working on a newsletter to send out to general membership in the Fall. Please get updates from your area to her as soon as possible so they can be included in the newsletter.

Staff Training

Robyn Edgell serves on the planning committee for the September 12, 2024 Staff Training. Marie Grimes will be giving a few words at the beginning of the training via Zoom. The board will wear their black ChiES polo shirts to the training to be visible to UK employees.

Marie Grimes adjourned the meeting at 3:00 PM.

Respectfully submitted,

Ryan Linton, Secretary

