

Epsilon Sigma Phi Council Meeting

December 15, 2010, 1:15pm

Minutes from previous meetings are available on www.ksre.ksu.edu/esp-AlphaRho

The meeting was called to order by President Diane Mack at 1:15pm.

Those in attendance included Jim Adams, Nozella Brown, Diane Burnett, Laurie Chandler, Ann Domsch, Beth Hinshaw, Diane Mack, Bob Neier, Chuck Otte, Debra Sellers, Jennifer Smith, Sandra Wick, and Richard Wootton.

Minutes from the previous meeting were approved as posted to the web.

Chapter Officer Reports:

- **President** Diane Mack:
Has begun an ESP Mid-Month Message to engage membership in ESP activities and includes a short professional excellence message; worked with Martha in Stacey's office to update all listservs and the website; and started work on Chapter Reports as they are due to the national office by January 28. She and Sandra are making plans to attend the JCEP Leadership Conference, Feb. 8-10, in San Antonio, TX. The theme of the conference is "Extension Moving Forward: New Structure, New Opportunities". Andrea Feldkamp represented ESP at New Agent Orientation.
- **President Elect** Sandra Wick:
Reported on the planning for San Antonio. Discussed the system for assigning people to committee membership and clarified her responsibility. Shared that the United Conference Committee has been meeting and that Bob Neier is active with that group. Commended the committee for their work.
- **Secretary** Deb Sellers:
Minutes of the ESP Council Meeting from 10/19/2010 were written and posted on the web site. Correspondence received from Margaret Phillips, Gayle Price and Carla Nemecek thanking the chapter for various forms of support was summarized and shared.
- **Treasurer** Stacy Warner:
Not present/report provided: There are two handouts attached to the agenda. One is the budget and one is the Consolidated Statement of Accounts with transactions that have happened since the annual business meeting in October. The Statement of Accounts shows that current assets are \$22,742.84. Income since annual conference is \$5761 and expenses have been \$2552. A note of explanation - there are some expenses that were actually incurred during the 2009-2010 year but weren't paid until after October 1. Therefore they appear as a current expense on the statement of accounts. For example - it appears that the Tenure Committee has already spent \$255. Those were from the past year's tenure recognition. The current year's tenure committee still has the \$200 that is listed on the budget. Contact with questions.
- **Historian** Jennifer Wilson:
Not present/report provided: Continue to send archive information to her.
- **Editor** Jennifer Smith:
Working on the winter newsletter and it should be out next week. Still accepting items and the deadline is Friday, December 17th at 5pm. She is particularly interested in more

information from the Annual Banquet and meeting. Discussion ensued regarding the use of pictures from the event that are posted on the website and including a listing of winners.

- **Past President Laurie Chandler:**
The endowment board of trustees has not yet met but she is trying to set a meeting for January.

Council Director Reports:

- **Northwest-Dave Dunn:** Not present/no report.
- **Northeast-Chuck Otte:** No report.
- **Southwest:-Andrea Burns:** Not present/no report.
- **Southeast-Diane Burnett:**
Needs list of current members and a list of those in the Southeast so she knows who to contact.
- **State-Dan Rogers:** Not present/no report.
- **Retirees-Dick Wootton:**
A meeting was held following Annual Conference. There was discussion about an effort to encourage more retirees to attend functions at Annual Conference and transform this into a reunion. There was talk about a travel tour to Branson, but discussions are tentative. The aim is to find items/events that will keep retirees in touch throughout the year and at Annual Conference. Personal contact with retirees will be made.
- **Administration-Daryl Buchholz:** Not present/no report.

Standing Committee Reports:

- **Annual Banquet-Nancy Pihl:** Not present/no report.
- **Awards-Nozella Brown:**
An email was sent with a welcome, description of responsibilities, and a request for suggestions to increase nominations. Responses included a revised timeframe, a shorter application form, and a comparison of past award winners and current members (Margaret Phillips). She stated that she wants to look at timeline and budget. Discussion regarding budget requests deadline ensued.
- **Budget & Audit-Mary Lou Odle:** Not present/no report.
- **Constitution & Bylaws-Pam Van Horn:** Not present/no report.
- **Global Relations-Trudy Rice:** Not present/no report.
- **Membership Recruitment & Retention-Beth Hinshaw:**
Reported that 12 new members joined at Annual Conference, but there is still a need to recruit more members. Provost Mason has been in touch to move her membership. She and Stacey discussed a workshop held during the national meeting where results of a survey were discussed. An important item of interest was the finding that many said they were never asked to join. This emphasizes the need for follow up. A Director of Extension was made the membership chair in one state and this resulted in a great new members drive. She will ask for a listing of members who have not rejoined. There was discussion of the listing on the website that may be used for comparison purposes.
- **Memorial-Kathy Lupfer-Nielsen:** Not present/no report.

- **Nomination-Laurie Chandler:**
Committee met last week and responsibilities were reviewed, although most of their work will be completed later on in the year. Nomination schedule for needed candidates was shared, and everyone is encouraged to let her know if you or someone you know is interested in an officer position.
- **Professionalism-Bob Neier:**
Have met three times with the United Conference Planning Committee for the March 3-4 conference. Rod Buchele will speak about volunteer engagement and Bob Neier will address the topic of building raised bed gardens and container gardens for classrooms. Sent information for the newsletter regarding the scholarship (\$500) for international study, which is due Feb 15. Copied all files from this committee from the past three years and sent on to Chair-elect Jamie Hancock so that she is informed as to what we do.
- **Retiree-Ann Domsch:** No report.
- **Tenure Recognition-Jim Adams:**
Award listing needs to be changed on the website. He will give those changes to Diane and Martha will implement.

Old Business

- **Continue Discussion About Having a ESP Booth at 2011 NACAA Annual Meeting in Overland Park, KS**
Diane visited with Andrea Burns who reported that booth space is \$750 for a 10ft by 10ft booth, which also results in two registrations. Whitey Whitehill (Finney Co.) and/or Rick Snell (Barton Co.) are in charge of our trade show. There was discussion regarding the fee. Due to the \$1000 donation, there is no fee for a booth (\$750 & \$250 donation). NARFE would like to partner and we would love to have them.

Booths can be manned or not manned (Sunday, Aug 7th from noon until Tuesday, August 9th at 4pm). Other organizations set up a free-standing booth and just check on it periodically, but it was suggested that people don't look at booths if they not manned. It is important to be there Sunday for the after-dinner time; Nozella stated she could be available for that. Discussion of a need for a sign-up sheet; Ann Domsch will look for NARFE volunteers.

National has materials to make luggage tags if desired, and it may be possible to get a display also. There was consensus that if there are giveaways the booth should be manned.

Dana Belshe (Sherman Co.) is the chair of the labor pool if anyone is interested in volunteering (hospitality room, welcome booth, direct people to rooms, etc.) Get in touch with Dana. Conference dates are 8/7-8/11.

- **Revise Membership Brochure**
Discussion around this topic included the timeline, role of communications, fee, need for print and electronic options, and content needed, such as cost of membership. Viewpoints were shared regarding the need for revisions to the current brochure versus a completely new brochure and/or method for outreach, such as a useful item (magnet; bookmark).

Additional discussion centered on whether a need for a print piece existed, or if younger members would respond better to electronic outreach. It may be necessary to have something to give out for events such as new agent orientation. Beth will meet with the committee.

New Business

- **Representative to Annual Conference Planning Committee**
Discussion regarding Annual Conference and the opportunity to represent ESP on the planning committee. The committee's preference is to have consistent representation for at least three years. Laurie was the representative last year and is happy to continue in that role if desired. The Council agreed to have Laurie continue to serve as the representative.
- **Request for Making an Impact – PILD flyer**
Each year ESP sends a representative to the PILD conference with a 1-page impact statement (examples from last year included lease and lease agreements, camp counselors, Knowledge at Noon, Kansas Pride, reducing diabetes...). Please forward suggestions for content to Diane by the 22nd and she will send to Marie Blythe.
- **Chapter of Merit Application**
As the year progresses, try to keep this recognition in mind. Active programs and leadership are main themes, and includes items such as the constitution and bylaws and scholarship and grants. Council members are encouraged to investigate what achieving recognition involves for your committee or office. This chapter has received the highest award (platinum) for the last several years.
- **Web site**
The web site was updated by a few members, with Martha implementing these changes.

Next meeting is February 16, 2011 at 1:15pm via conference call.

Meeting was adjourned by President Diane Mack at 2 pm.

Minutes respectfully submitted,

Deb Sellers
Alpho Rho Secretary