

Epsilon Sigma Phi Council Meeting

September 28, 2011, 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 Nozella Brown, Laurie Chandler, Ann Domsch, Beth Hinshaw, Diane Mack, Bob Neier, Mary Lou Odle, Deb Sellers, Jennifer Smith, Stacey Warner, Sandra Wick, and Dick Wootton.

Motion made by Sandra Wick to approve minutes from the previous meeting as posted to the web. Seconded by Nozella Brown. Motion passed.

Chapter Officer Reports:

- **President** Diane Mack:
An official call to the ESP Annual Business Meeting was made on September 13, 2011 via email. There are eleven members from Kansas attending the National Meeting and things are in good shape, including the Silent Auction and President's Breakfast, which Sandra Wick will attend. Diane thanked everyone for the work this past year as this is her last conference call as President.
- **President Elect** Sandra Wick:
She has sent out two requests via email regarding committee membership. All members have been assigned to a committee, although she is still following up with a few chair-elects. Next week she will send out a list of the assigned members to committees and will also bring this list to Annual Conference.
- **Secretary** Deb Sellers:
Minutes of the ESP Council Meeting from 08/17/2011 were written and posted on the web site. No correspondence received since the last report. A reminder was provided to officers and chairs that reports for Annual Conference are due by 10/3/11. For those submitting reports for the first time, please see previous Annual Reports posted on the ESP web site. Email to dsellers@ksu.edu.
- **Treasurer** Stacey Warner:
The current assets for the chapter include \$10,023.68 in the checking account and \$5,643.62 in the certificate of deposit. The expenditures for the current year are \$12,565.01 and receipts for the current year total \$8,698.71.
- **Historian** Jennifer Wilson:
Not present. Diane reminded everyone to please send his or her items to Jennifer.
- **Editor** Jennifer Smith:
The newsletter went out in August and the Recognition booklet is in process.
- **Past President** Laurie Chandler:
The Endowment will award two grants this year: 1) Kathy Lupfer Nielson and Anna Muir, \$2000, Full Circle - An Aging Expo; and 2) Sarah Laib, \$1700, Shawnee County 4-H Special Interest Club. An email was sent to all ESP members letting them know that the ESP Endowment Fund is one of the options for the All University Campaign.

Council Director Reports:

- **Northwest**-Dave Dunn:
Not present. Report sent via email. Emails were sent to individuals in his area with no response.
- **Northeast**-Chuck Otte:
Not Present. Report sent via email. Conversations have been held with non-members regarding the possibility of joining ESP and also asking why individuals aren't members.

- **Southwest**-Andrea Burns:
Not present.
- **Southeast**-Diane Burnett:
Not present.
- **State**-Dan Rogers:
Not present.
- **Retirees**-Dick Wootton:
No report.
- **Administration**-Daryl Buchholz:
Not present.

Standing Committee Reports:

- **Annual Banquet**-Jennifer Wilson:
Not present. Report sent via email. People are registering for Annual Conference. The committee is ready except they are waiting on confirmation of the number of registrants.
- **Awards**-Nozella Brown:
This year there were 26 nominations for 25 people; one person was nominated twice. There were 14 Recognitions to award.

Results:

Administrative Leadership: Stacey Warner
 Horizon County/District (2): Jennifer Smith; Rhonda Gordon
 Horizon State: Cheryl Boyer
 Early Career: Jeanne Falk
 Visionary Leadership: Gary Gerhard
 Meritorious Service County: Mark Ploger
 Meritorious Service Area: Rod Buchele
 Distinguished Service: Diane Mack
 Distinguished Team: Family Resource Program Focus Team (16 members)
 International Service: Denise Dias
 Diversity/Multicultural Individual: Deryl Waldern
 Diversity/Multicultural Team: 4-H Global Citizenship Programs (five members)
 Retiree Service: Don Wiles
 Friend of Extension: Larry Turner

All Awardees and nominators have been notified. Applications have been sent to be summarized for the program book.

The Committee has four recommendations for next year's process:

1. It is recommended that the Retiree Service awardee receive complimentary tickets for the honoree and one guest ticket.
2. It is recommended that the application clearly state that the nominee and nominator be current members of ESP.
3. It is recommended that a simple standardized application be used that includes the following:
 - a. The recognition category and confirmation that the nominator and nominee are ESP member.
 - b. Contact information for the Nominator.
 - c. Contact information for the Nominee.
 - d. Confirmation that the nomination has been approved by the appropriate supervisor.
 - e. A 400-word description of nominee's qualifications for the award.

- f. All nominations are submitted as Word documents electronically.
4. It is recommended that the standardized application be patterned after the national ESP application, if at all possible.

Committee members are now assuming responsibilities to prepare for the Recognition Ceremony.

- **Budget & Audit**-Mary Lou Odle:
The ESP budget committee chair and chair elect met with ESP treasurer to put together a proposed budget. The entire budget committee reviewed the budget and will make a recommendation for presentation to the membership at the annual meeting.
- **Constitution & Bylaws**-Pam Van Horn:
Not present.
- **Global Relations**-Trudy Rice:
Not present.
- **Membership Recruitment & Retention**-Beth Hinshaw:
There are new associate and annual members to be initiated at Annual Conference. New members have called and asked if they can come to the business meeting and have been encouraged to come. Beth shared that she has rarely heard from her committee members and this has been a frustration for her. Discussion ensued regarding strategies to determine interest among members in active participation on committees.
- **Memorial**-Kathy Lupfer-Nielsen:
Not present.
- **Nomination**-Laurie Chandler:
The following nominations will be presented at the annual business meeting:
 1. President-Elect: Gayle Price
 2. Treasurer: Jennifer Wilson
 3. Annalist/Historian: Sy Nyhart
 4. Northwest Director: Nadine Sigle
 5. Southwest Director: Robin Eubank
 6. State Director: Doug Jardine
 7. Endowment Trustee: Debra Wood
- **Professionalism**-Bob Neier:
He shared that he has used the listserv with his committee and has had about 80% reply. The committee had a budget of \$1000 and that would be suitable for them in the upcoming year. Discussion about the budgeting process ensued. Jamie Hancock asked the committee for a change to her meeting venue and this was approved by the committee.
- **Retiree**-Ann Domsch:
They have planned an event for Annual Conference after the Awards Luncheon. This includes meeting at the Union and then going to the Riley County Public Works office to learn about energy-efficiency. Also, it has been organized so that the retirees can sit together at the Awards Luncheon. The idea of a bus tour has been further researched. The current initial idea is a bus trip on Old Route 66, leaving from Wichita and going into New Mexico. The tour could include museums, sand dunes, and other items of interest and is projected to last for eight days. There would need to be a minimum of 40-42 people with a maximum of 50. The time of year is important because lodging charges will differ. It would cost a \$400-600 deposit to reserve a bus, and this is an issue as there is no money to sit aside to do this. There may be connections within ESP that would allow for a waiver of the deposit fee. There is no estimated cost per person at this time. Membership would need to be excited before researching this further. No ballpark cost until time of year decided. May be connections via ESP with bus companies that would save deposit.

- **Tenure Recognition**-Jim Adams:
Not present. Report communicated via email. Tenure awards list will be in program and we will have awards to present like last year.

National Committee Reports:

- **National Recruitment and Retention**-Stacey Warner:
They are hosting a first-timer and life member event at the national meeting. The committee is also hosting a breakout session at the national meeting. One topic will be about what attracts different generations to professional associations, with Jennifer Smith serving on this panel.

Old Business

- **ESP National Meeting, October 10 - 13 in Syracuse, New York**
Sandra Wick and Stacey Warner are our voting delegates, with eleven members attending.
- **Annual Conference - ESP Events**
 - Oct. 18: 11:45 am to 1 pm ESP Business Meeting
 - Oct. 18: 5 pm to 6:30 pm ESP Silent Auction
Ann Domsch reports that the Silent Auction has been well advertised and includes information about the use of the money. Items may be brought that day to the registration area or to the Silent Auction location at 4:30.
 - Oct. 18: 6:30 pm ESP Recognition Event
 - Oct. 19: 7:15 am ESP Board Meeting
Sandra Wick will send out an email confirming the meeting.
- **Annual Conference Business Meeting – Less paper use of QR Codes.**
An email was sent that provided information regarding how to find/use QR codes. Individuals should make a copy of their document/s for each table. Items will also be projected on a screen and posted on the ESP web site. A reminder will go out that documents need to get to Diane prior to Annual Conference so that they can be posted on the web site.

New Business

- **Reminder: Annual Report**--items due to Deb Sellers no later than 10/03/11
- **Nominations Process**
Four recommendations were received from the Awards Committee (see report above). Ann Domsch moved that we accept recommendations as provided. Beth Hinshaw seconded. Motion passed.
- **Bus trip**
Information was received from Ann Domsch regarding the possibility of a bus tour (see report above). It was clarified that the tour would be for all members of ESP, their family, and friends. Dick Wootton moved that further discussion be pursued at Annual Conference. Ann Domsch seconded. Motion passed.

Next meeting is October 19, 7:15am, 2011.

Meeting was adjourned by President Diane Mack at 2pm.

Minutes respectfully submitted,
Deb Sellers
Alpha Rho Secretary