

Epsilon Sigma Phi Council Meeting

September 26, 2012, 1:15 pm

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

The meeting was called to order by President Sandra Wick at 1:15pm.

Those in attendance included Libby Curry, Mary Meck Higgins, Diane Mack, Sy Nyhart, Margaret Phillips, Gayle Price, Deb Sellers, Jennifer Smith, Deanna Sweat, Stacey Warner, Tranda Watts, Sandra Wick, Jennifer Wilson, and Deb Wood.

Motion made by Jennifer Wilson to approve minutes from the previous meeting as posted to the web. Seconded by Deb Wood. Motion passed.

Chapter Officer Reports:

- **President Sandra Wick:**

Sandra is preparing for Annual Conference. An email was sent to all members on August 29, 2012 regarding the upcoming by-laws votes, which include two name changes:

1. 'Annual Banquet' to 'Recognition Reception'
2. 'Awards' to 'Recognition'

There will also be a vote on the dues increase. In her September Mid-Month Message, she encouraged members to participate in the business meeting, recognition reception, and silent auction. She and Gayle Price have also been preparing for the National Conference in Mobile, Alabama. Currently, 13 members have registered to attend. Several of our members will be recognized for awards at the National Conference. Kansas will donate two gifts for the development fund; one for the silent and one for the live auction. The gift for the silent auction is a basket of Kansas products, including the "Holly the Cow" book written and autographed by Dr. James Shroyer, KSU Agronomist. Sandra is excited to run for the North Central Regional Vice-President position; there are two other candidates who are running as well. The vote is Monday, October 8, 2012. Sandra thanked everyone for a great year and stated that she enjoyed serving as President.

- **President Elect Gayle Price:**

She has sent a message to all current committee chairs and chair-elects asking for suggestions of people to contact for leadership roles. She is currently working to identify members to serve as chair-elects, and would like to finish this work prior to attendance at the National Conference. The challenge is to find people willing to take on leadership. Gayle is also gathering all of the information needed to share at Annual Conference. She has been working to determine the second gift for the development fund at the National Conference. She has a piece of Elk Falls pottery that she will provide as the gift.

- **Secretary Deb Sellers:**

Minutes of the ESP Council Meeting from 08/15/2012 were written and posted on the web site. A reminder was provided to officers and chairs that reports for Annual Conference are due by 10/3/2012. These may be emailed. Note: Council directors are not required to provide reports. Email to dsellers@ksu.edu. She thanked everyone for the opportunity of serving as Secretary.

- **Treasurer Jennifer Wilson:**

Total assets are \$14,322.83. Total receipts are \$8,649.81. Total expenditures are \$9,994.28. There was discussion via email and today as to when the proposed dues increase (notification sent out via email) would take effect, and it was determined that it would take effect in 2013. A motion

was made by Gayle Price to accept the financial reports as printed. Seconded by Deb Sellers. Motion passed.

- **Historian Sy Nyhart:** No report.
- **Editor Jennifer Smith:**
Jennifer has compiled all needed materials for the program booklet for Annual Conference. She will have a proof by Friday. New members are listed with the names provided by Rhonda Gordon. Gayle stated that there were changes as of this morning and encouraged Jennifer to review and update that list prior to final copies being made.
- **Past President Diane Mack:**
The Endowment committee met, with \$5,396 available for distribution to grants. One grant, “Harvest and toxicity issues of drought-stressed crops” was submitted by Jeanne Falk and Sandy Johnson. It was fully funded for \$2,000. The endowment board changed the grant deadline date of August 15 to September to allow more time for applications. The deadline for 2013 will be September 10. As ESP Endowment Chair, Diane was asked to serve on the KSU All-University Campaign. Employees may designate their donation to the ESP Endowment fund. Diane suggested that we offer some type of incentive to ESP members to motivate them to make a donation. Ideas included putting all names of people who made a donation in a drawing for their 2013-2014 dues to be paid in full. This was moved to an item of new business.

Clarification: Diane received an email from Kimberly Baccus, Annual Campaign Coordinator, Annual Giving & Student Programs, KSU Foundation after our call. She had asked her for a total number of gifts received for ESP. She said 334 were received in 2012. These were not all given from current staff. Diane had mentioned 34 members who had made donations. This was from the list that past Endowment Chair had received. She apologizes for this error.

Council Director Reports:

- **Northwest-Nadine Sigle:** Not present.
- **Northeast-Chuck Otte:** Not present.
- **Southwest:-Robin Eubank:** Not present.
- **Southeast-Diane Burnett:** Not present.
- **State-Doug Jardine:** Not present.
- **Retirees-Dick Wootton:** Not present.
- **Administration- Daryl Buchholz:** Not present.

Standing Committee Reports:

- **FYI-Annual Conference Report:** Laurie Chandler. Not present.
Sandra reported that everything is ready for Annual Conference. Information was received regarding the 150 activities of the university, with most occurring in February, although some will happen during Annual Conference.

- **Annual Banquet**-Nancy Pihl: Not present.
Sandra reported that there will be desserts, fruits and healthy choices at the reception.
- **Awards**-Libby Curry:
The awards are in process. There was discussion regarding the fact that it is the responsibility of the Awards Committee to secure a photographer and that this is typically another ESP member. Libby will add this to the list of responsibilities for this committee. It was stated that the photographer needs to email pictures to Martha for posting on website.
- **Budget & Audit**-Debra Wood:
Members met a few weeks ago via conference call. They will have a budget to present at Annual Conference that reflects the dues increase, elimination of travel grants, and an overall more accurate reflection of what occurs in practice with the budget. An example involving conference calls was provided.
- **Constitution & Bylaws**-Mary Meck Higgins:
Mary discussed the name changes that will require a vote at the business meeting. Assuming the name changes are passed at the meeting, it was stated that these changes need to be sent to Martha for updating purposes.
- **Global Relations**-Charlotte Shoup Olsen: Not present.
- **Membership Recruitment & Retention**-Rhonda Gordon: Not present.
It was stated that Rhonda and Gayle have been communicating about new members.
- **Memorial**-Deanna Sweat:
Deanna stated that she has a report ready to file.
- **Nomination**-Diane Mack:
The committee is working on a slate of seven officers. They have five filled, and are still working on two. The slate of officers will be presented at the annual meeting.
- **Professionalism**-Jamie Hancock: Not present.
- **Retiree**-Sally Lindquist: Not present.
- **Tenure Recognition**-Tranda Watts:
Tranda stated that the recognition process is moving forward, with many items completed and a few left to finish. She will send a note to all who will be honored, and will also send an article to the Tuesday Letter.

National Committee Reports:

- **Membership Recruitment and Retention**-Stacey Warner:
Stacey stated that she has nothing new to report. This committee spends time communicating with people who have not renewed their membership and preparing for the National Conference. She stated that applying for membership on a national committee is a great way to see the organization from the inside. Meetings are held via conference call except for the National Conference. She believes that members of national committees receive a \$200 stipend to attend the National Conference.

- **Scholarships, Grants and Recognition**-Margaret Phillips:
Margaret thanked Sandra for a recommendation regarding a change in a deadline. This recommendation was brought forward and is moving through the approval process.
- **National Marketing**-Doug Jardine: Not present.
- **Trudy Rice**- Not present.

Old Business

- Associate Membership
It was suggested that this old business should be passed on to the Membership and Recruitment Committee for additional discussion. A question was asked about Associate Member dues within the context of the current proposed annual dues increase. There was confusion as to whether Associate Member dues were also to increase with help sought from the minutes and from Council members' memories. After discussion, it was decided that the dues increase this year would not affect Associate Members and that the idea of increasing Associate Member dues would be taken up next year.

New Business

- ESP National Meeting, October 7-10, in Mobile, Alabama
 - Voting Delegates: Sandra and Gayle
 - Auction items: 1 for silent auction--basket of KS Products and 1 for the live auction--book "Holly the Cow" written by Dr. James Shroyer, KSU Agronomist, plus other gifts
 - No official states' nights out, but members that will be in attendance can talk about that.
- Annual Conference – ESP Events
 - Tuesday, October 16 – 11:45 a.m. – 1:00 p.m. - Business meeting (Less paper use of QR Codes and projecting on screen).
 - Bylaws change (committee name) notice emailed to members
 - Voting of dues increase from \$60 to \$70
- Tuesday, October 16 – 5:00 p.m. – 6:30 p.m.-Silent Auction – (during Tech session)
- Tuesday, October 16 – 6:30 p.m. – 8:00 p.m.-Recognition Reception
- Wednesday, October 17 – 7:15 a.m. to 8:15 a.m.-Council meeting
- Handouts for business meeting. There was discussion about what will need to be provided, including minutes of previous annual meeting, annual report, business meeting agenda, treasurer's report, voting ballot, proposed budget, endowment fund report, and the committee list. There was additional discussion about the committee lists, as there appears to be discrepancies among different lists. The discrepancies may exist as people were assigned to committees who did not pay dues or who left employment. The membership list is accurate, but the committee list is not necessarily accurate and it does need to be reviewed. It was decided that Sandra and Gayle should review the lists and that Martha will update as needed.
- All University Campaign: This new business included the idea of offering some type of incentive (dues for one year proposed) to ESP members to motivate them to make a donation to the ESP Endowment Fund. There was discussion about the potential challenge to the budget, the opportunity to obtain donor names from the All-University Campaign managers, whether people would put off paying their dues until after the 11/16 deadline (as the drawing could not occur until then), etc. It was decided to table this discussion until next year and to refer to the budget committee for review.
- Annual reports are due to Deb Sellers no later than Wednesday, October 3, 2012.

- Next Meetings:
 - Tuesday, October 16 – 11:45 a.m. – 1:00 p.m.- Business meeting
 - Wednesday, October 17 – 7:15 a.m. to 8:15 a.m.-Council meeting

Adjourn

Motion made by Deb Sellers to adjourn, with a second by Deb Wood. The meeting adjourned at 1:55pm.

Minutes respectfully submitted,

Deb Sellers
Alpha Rho Secretary