

Epsilon Sigma Phi – Alpha Rho
Executive Board Meeting
January 14, 2021 – 3:00 PM

Attendance: Marlin Bates, Anissa Jepsen, Jennifer Wilson, Debra Wood, Elizabeth Kiss, Rachael Clews, JoEllyn Argabright

- Executive Board Member Roles
 - https://www.ksre.k-state.edu/esp-alpharho/officers_committees/officers/officer_responsibilities.html
 - These responsibilities may need to be updated (with National ESP requirements in mind)
 - Have Council members review responsibilities prior to February Council Meeting to make sure that they're aware.
 - Consider tasking Committees with creating a purpose statement and activity timeline to foster engagement from all membership throughout the year.

- Expectations
 - Differentiating the Council Meetings and Executive Meetings
 - Value in having the Executive Board meet to provide the opportunity for higher-level thinking about the organization and to generate ideas to task committees with
 - Discussion included trends in membership; the need to create value in ESP membership to a variety of Extension Staff (reaching a younger audience as well as engaging the population aging out).
 - Timeline of major accomplishments
 - Newsletters should be disseminated twice annually (July & December). Rachael to follow up and begin winter 2021 newsletter.
 - Questions to Administration for JCEP Q&A

- Updates from the President
 - Committee Assignments
 - Executive Committee Member on every committee
 - Executive Board Meetings
 - Council Meetings
 - Microsoft Teams
 - JCEP ELC
 - Marlin and Anissa attending with reimbursement for registration fees coming to Alpha Rho from National (\$300)

- Marlin co-presenting with ESP Urban and Culturally Diverse Audiences Affinity Group
- PILD
 - Marlin deferred 2020 PILD Scholarship (\$600) for 2021
 - Anissa just awarded 2021 PILD Scholarship (\$600)
 - Both reimbursed through ESP National
- ESP Grants (<https://espnational.org/Grants>). Alpha Rho chapter should consider a submission to the Rita T Wood Grant.
- Treasurer's Report
 - Treasurer's Bond (Article V, Section 2 of the bylaws). Deb Wood is currently bonded for \$10,000.00. Bond expires in May 2021. Need to increase bond amount for next year to cover bank balance.
 - Financial Audit (Article V, Section 3 of the bylaws), previously done by committee. Deb to follow up on procedure.
 - Ability to accept electronic payment (inquiry from Endowment Auction Committee)
- Website Updates – Send request to Mary Hellmer with a copy to Jennifer Wilson. Historian Elizabeth Kiss to follow up on maintaining ESP archives, will follow up at next Exec. Board meeting.