

# Epsilon Sigma Phi – Alpha Rho Chapter Executive Team Meeting

Thursday, July 20, 2023

3:00 p.m. by Zoom

**Call to order** by Sarah Maass

**Roll Call:** Sarah Maass, Nora Rhoades, Elizabeth Kiss, Rachael Clews, Marlin Bates

## **Business**

**Officer Reports/Updates:** Elizabeth has no new update, and says the archiving system seems to be working with KSU. Racheal shared that she will not be able to represent ESP at the conference, so someone will need to take her place. Sarah will attend and be our voting delegate. Nora said she needs to get the minutes from the last Council meeting online. She is also going to send an email out to the ESP listserv to make sure there are no annual conference needs that still need attention. Marlin said that they are going to have another application period for professional development and innovative programming funds. The professional development committee is hosting a pre-conference workshop, working with KSU Office of Engagement. Discussion was had about the ESP newsletter and Sarah agreed to touch base about it. Sarah shared that she is working on state's night out for national conference and has requested those attending to let her know.

**[ESP Alpha Rho Chapter Calendar Update](#):** Sarah encouraged everyone to look at the master calendar so that it can be finalized to be a useful tool starting with the upcoming program year. Some discussion was had about dates and deadlines that need to be clarified. Dec 10 is the annual deadline for grant applications with the Endowment Fund.

**Annual Conference:** Discussion about the ESP breakfast and meeting of officers. Will plan on the same food, time, location as last year. Nora will send out a reminder email to the membership. Nora will also ask to have a table by the registration sign-in to welcome those attending conference. We need to encourage the ESP Council to make personal contact with new agents and encourage them to attend the ESP Luncheon Meeting and Banquet. Professionals can attend even if not a new member. Membership committee will work to identify members joining so they can be recognized at ceremony.

**Nominations:** Discussion was had about needing to make nominations for upcoming positions. The group started working on an interactive document to share ideas and identify who is going to make the ask. This project will continue on the Microsoft Teams channel for the Executive Team. Please contact Sarah if you have ideas.

**PILD Expenses:** Sarah provided a report from Deb. Deb has a bill for PILD and we discussed the cost of PILD's impact on the budget. Discussion about applying for Endowment Professional Development funds to help support the experience. Rachael said she will look into applying. A motion was made by Nora Rhoades, second by Marlin Bates, to pay the PILD bill after an application to the Endowment Professional Development fund is submitted and if awarded, the award amount is to be deducted from the balance paid by ESP. Passed.

**Other Business:** Discussion was had about the need to pay for bills up front at various events like annual conference or national meeting, and it may be beneficial to research ESP's ability to access a debit card.

**Meeting Adjourned**

**Minutes Submitted by Nora Rhoades, Secretary**