

**Epsilon Sigma Phi
MN Pi Chapter
2012-13 Annual Report**

Your Key to Professional Excellence



The Extension Workers Creed

I Believe in people and their hopes, their aspirations, and their faith; in their right to make their own plans and arrive at their own decisions; in their ability and power to enlarge their lives and plan for the happiness of those they love.

I Believe that education, of which Extension is an essential part, is basic in stimulating individual initiative, self-determination, and leadership; that these are the keys to democracy and that people when given facts they understand, will act not only in their self-interest, but also in the interest of society.

I Believe that education is a lifelong process and the greatest university is the home; that my success as a teacher is proportional to those qualities of mind and spirit that give me welcome entrance to the homes of the families I serve.

I Believe in intellectual freedom to search for and present the truth without bias and with courteous tolerance toward the views of others.

I Believe that Extension is a link between the people and the ever-changing discoveries in the laboratories.

I Believe in the public institutions of which I am a part.

I Believe in my own work and in the opportunity I have to make my life useful to humanity.

Because I Believe these things, I am an Extension professional.

The creed was written by W.A. Lloyd in 1922 and adopted by ESP in 1927



2012- 2013 Chapter Officers

ANNUAL MEETING AGENDA

October 8, 2013

Rm 204

Duluth Entertainment Convention Center

6:15 p.m.

1. Call to Order – Holli Arp, ESP President
2. Additions to the agenda
3. Secretary's Report – Suzanne Driessen, ESP Secretary
4. Treasurer's Report/Audit report– Sara Croymans, ESP Treasurer
5. Proposed 2013-14 Budget
6. Election of Officers
7. 2012-13 Highlights:
 - a. Awards
 - b. Scholarship
 - c. Fundraising
 - d. Retiree's
 - e. Legislative
 - f. Professional Improvement
 - g. Membership
8. Membership Discussion – Eric Vogel
9. ESP Memoriam – Gwen Gmeinder, Retiree/Life Member Committee Chair
10. ESP Awards & Recognition – Marcia Woeste, Member Recognition Committee Chair
11. 2013-2014 Officer Installation – Kia Harries, ESP Past President
12. Meeting Adjourned

President: Holli Arp

Regional Director, Worthington

Email: arpxx001@umn.edu

President-Elect: Chuck Schwartz

Extension Educator- Dairy & Livestock Systems

Email: cschwartz@umn.edu

Secretary: Suzanne Driessen

Extension Educator, Food Safety

Email: driessen@umn.edu

Treasurer: Sara Croymans

Extension Educator

Email: croym001@umn.edu

Past-President: Kia Harries

Extension Educator, Youth Development

Email: kharries@umn.edu

Directors:

Tom Hovde (2011-2013)

Retired

Email: tkhovde@gmail.com

Dave Werner

Chief Financial Officer

Email: werne012@umn.edu

Note: One director on the Board represents Active membership and one director represents Life membership

MINNESOTA “Pi” Chapter of Epsilon Sigma Phi
Monday, October 8, 2012
Hilton Minneapolis/St. Paul Airport Mall of America

ESP President Kia Harries called the Minnesota Pi Chapter of Epsilon Sigma Phi to order at 6:08 pm on October 8, 2012 at the Hilton Minneapolis/St. Paul Airport Mall of America. There were 33 annual members and 6 life members present.

Agenda – no additions

A signup sheet was circulated among members to indicate a commitment to serve on a committee.

Treasurer’s Report was given by President Kia Harries. Treasurer position is in transition. For the fiscal year through August 31, 2012 there was total income of \$5864 and total expenses of \$6425. The balance in the checking account was \$3180.17; savings account balance was \$ 3,855.05, and CD balance was \$ 5,409.43. An audit committee will be appointed after the transition to the new treasurer. Sara Croymans was appointed as treasurer.

President Harries presented the Budget Overview for 2012/2013. Marcia Woeste moved to accept the proposed budget and Nancy Heglund seconds the motion. The motion passed.

Secretary Suzanne Driessen directed members to the minutes from the October 3, 2011 in the Annual Meeting report. Rosi Heins moved to accept the minutes as printed. Cindy Peterson seconds the motion. The motion passed.

Membership committee Chair, Eric Vogel reported the organization has 48 active members and 141 life members. New members were introduced Jennifer Garbow, Ellie McCann, Judith Conway, Eli Sagor, Jim Salfer, Eleanor Burkett, Connie Burns, and Brad Carlson. Those that have paid their life membership dues include Toni Smith, Dorothy Rosemier, Neil Broadwater, Kathy Olson, Phyllis Onstad and Cindy Bigger.

Kia Harries introduced the slate of **officer candidates** including Chuck Schwartau for President- Elect, David Werner and Director Candidate. Jerry Tesmer was thanked for serving as treasurer. The treasurer is a board appointed position and Sara Croymans was appointed for this position. Toni Smith moved to close nominations for president-elect and director and cast an unanimous ballot. Jody Hornvath seconds the motion. The motion passed.

Using hand held voting devices President-Elect Holli Arp engaged those in attendance in an exercise which highlighted committee work and ideas for future ESP program emphasis. Topics included awards, MEWS Scholarship, retirees, fund raising, professional development event, marketing, membership, and ESP goals. Using the voting machines those in attendance priority goals for 2012/2013.

Proposed goals for 2012-13:

1. Membership: Enhance strategies to reach potential members.
2. Marketing/Communication: Continue to use the website and the newsletter as primary communication tools. Explore opportunities to highlight ESP in other retiree communications.
3. Fundraising: Continue to grow the scholarship fund and encourage staff members to utilize ESP scholarships.
4. Professional Improvement: Explore membership interested in additional webinars and/or fact-to-face gatherings.

Becky Harrington spoke on behalf of the **Fundraising Committee** announcing the silent auction raised \$358 for the ESP scholarship fund. Rosi Heins spoke for the **Scholarship Committee** announcing \$4605 will be available for scholarship next year. From the **Professional Improvement Committee** Chuck Schwartau and Toni Smith highlighted the “You did it...how is retirement?” information discussion about the transition to retirement held via conference call on September 25, 2012 from 1:30 – 2:30 PM. This committee also promoted *The Extension’s Public Purposes and Value in Troubled Times* event a conversation with Scott Peters and Richard Senese.

Gwen Gmeinder, **Retiree/Life Member Committee Chair**, conducted a candle vigil remembering those who passed away this past year, including Gwendolyn M. Bacheller, Jean Warner Bauer, Harvey Bjerke, Norman A. Brown, Evelyn H. Dose, James L. Edman, Jay Eugene Ellis, Susanne G. Fisher, Myrna Johnson, Jane Price McKinnon, Harriet E. Meldahl, William A. Milbrath, Paulene Mims, Ed Plissey. Full-report was submitted and inserted in the annual report. Highlights include 40 retirees October 2011 – October 2012.

Tamie Bremseth, **Awards and Recognition Chair** presented the 2012 awards:

- ESP Friend Award: Dwayne **Backe**, Fillmore County Commissioner
- Early Career Service Award: Antonio **Maarz**
- Mid-Career Service Award: Suzanne Driessen
- Distinguished Service: Toni Smith
- Team Award: Education after a Disaster Tool Kit Team
- Cultural Diversity Service Award: Deb Zak
- Administrative Leadership Award: Kelly Kunkel

Marcia Woeste will chair the 2012-13 committee.

ESP Past-President Toni Smith conducted the installation of officers:

Past president – Kia Harries
President- Holli Arp
President Elect – Chuck Schwartau
Treasurer – Sara Croymans
Secretary - Suzanne Driessen
Director for Active Members – David Werner
Director for Retired Members - Tom Hovde

Kia Harries shared a few words thanking the membership for the opportunity to serve as President this past year. She turned the meeting back over to the new President Holli Arp.

The meeting was adjourned by President Holli Arp at 7:01 pm.

Minutes by Suzanne Driessen, Secretary

President-Elect Candidate



Kelly Kunkel is an Extension Educator in Health and Nutrition, Family Development, based out of the Mankato Regional Office. The focus of her work has been reducing childhood obesity, providing education in the areas of food marketing, overindulgence, school food service training and preschool nutrition education. She also administers the Simply Good Eating program in South Central Minnesota. She has worked with the University of Minnesota Extension since 1994 and has held various positions, including Nutrition Consultant, Nutrition Education Assistant, Extension Educator in Natural Resources and Environment – Home Health, County Director and Regional Director – Mankato and Albert Lea. She has been a member of ESP since 2008. Kelly looks forward to the opportunity to serve ESP and her colleagues in Extension.

Secretary Candidate



I am **Judith Conway**, Extension Educator for the University of Minnesota Extension Center for Youth Development. After spending my first five years with Extension in the SW part of the state, I have most recently joined the Central Region team and office in Farmington. I remain excited to work with many aspects of quality non-formal learning opportunities for young people through development of programs to help young people to learn, lead and contribute as global citizens by utilizing the 4-H Youth Development model. Prior to my work with Extension, I have spent 25 years with my passion of expanding both youth and adult knowledge of the best practices in positive youth development with a focus on citizenship and service-learning both in formal and non-formal learning environments. Having been a member of ESP since I joined Extension in 2008, I understand the impact that membership can have on fostering the growth and development of Extension Professionals. I bring an association experience serving from 2009-2011 as the past MAEE Professional Improvement Chairperson providing leadership and direction to the MAEE Staff Development Days; face to face in 2010 and technology based in 2011. I would find it rewarding serving as Secretary of Epsilon Sigma Phi.

Director Candidate



Colleen Gengler is a former Regional Extension Educator in Family Relations who retired in 2012. As part of a long career in Extension, she worked in Cottonwood and Nobles Counties with Family Development positions and in Murray County in Youth Development. Colleen was initiated into ESP in 1983 and worked on a variety of committees including the Fundraising Committee, serving as chair from 2001 to 2007. She currently serves on the Scholarship Committee. Colleen works part time as a Children, Youth, & Family Coordinator with projects at the University's Southwest Research and Outreach Center. She recently took the Master Gardener training, works with her community's Friends of the Library group, volunteers with her church, and enjoys reading and gardening.

Epsilon Sigma Phi - Pi Chapter Treasurer's Report 10/8/13 & Proposed 2013-14 Budget

Statement of Assets:

Checking Account (Business Civic Acct)	
Balance 7/30/12	\$3,180.71
Balance 9/23/13	\$4,221.18
Savings Account (Regular Business Acct - .03%)	
Balance 7/30/12	\$3,882.94
Balance 6/28/13 (Statement)	\$3,889.61
Interest - July-September 2013	\$0.21
Balance 9/23/13 (Online)	\$3,889.82

Certificate of Deposit	
Balance 7/30/12	\$5,409.43
Balance 9/23/13 (Online)	\$5,459.48

Note: (Business Plus Acct)
CD renewed 2/19/13 @
.60% for 21 months;
maturity 11/19/14

Itemized Income/Expense

Income:	Actual 10-11	Actual 11-12 (per 7/30/12 treas. report)	Budget 12-13	Year End Actual 12-13 as of 9/23/13	Proposed Budget 13-14
Membership Dues	\$3,430.00	\$4,860.00	\$5,100.00	\$4,470.00	3,500
Life Member Donations	\$275.00	\$145.00	\$275.00	\$270.00	275
Nat'l Reim: JCEP President's Workshop	\$300.00	\$0.00	\$0.00	\$0.00	0
Nat'l Reim: Voting Delegates Annual Mtg	\$200.00	\$0.00	\$0.00	\$0.00	0
Other Income	\$385.00	\$437.50	\$0.00	\$0.00	0
U of MN Foundation (MEWS)	\$216.00	\$160.00	\$200.00	\$90.00	200
General Fund Auction	\$277.00	\$261.50	\$250.00	\$0.00	250
Total Income	\$5,083.00	\$5,864.00	\$5,825.00	\$4,830.00	4,225
Expenses:	Actual 10-11	Actual 11-12	Budget 12-13	Actual 12-13 as of 9/5/13	Proposed Budget 13-14
Dues to National	\$2,030.00	\$3,165.00	\$3,600.00	\$2,850.00	2000
To U of MN Foundation (MEWS)	\$216.00	\$221.50	\$200.00	\$90.00	200
Organizational Communication	\$98.40	\$199.24	\$200.00	\$27.00	50
JCEP President's Workshop & Annual Meeting Voting Delegates	\$748.79	\$373.95	\$750.00	\$749.58	750
Operating Expenses	\$45.68	\$0.00	\$100.00	\$27.95	100
Annual Mtg. - State	\$100.00	\$0.00	\$200.00	\$0.00	200
PILD Support	\$0.00	\$150.00	\$150.00	\$0.00	150
National DSA Support	\$0.00	\$0.00	\$100.00	\$0.00	100
Committees:					
Scholarship	\$0.00	\$0.00	\$25.00	\$0.00	0
Professional Improvement	\$119.57	\$789.31	\$25.00	\$0.00	120
Awards	\$0.00	\$38.09	\$200.00	\$0.00	200
Fundraising: Silent/Dollar Auction	\$25.08	\$0.00	\$100.00	\$0.00	50
Membership	\$0.00	\$0.00	\$100.00	\$40.00	50
History & Archives	\$0.00	\$0.00	\$25.00	\$0.00	0
Retired Extension Workers	\$0.00	\$0.00	\$25.00	\$0.00	0
Legislative Efforts	\$0.00	\$0.00	\$0.00	\$0.00	0
International	\$0.00	\$0.00	\$0.00	\$0.00	0
Retiree's Directory	\$0.00	\$0.00	\$0.00	\$0.00	0
Memorials	\$0.00	\$0.00	\$0.00	\$0.00	0
Transfer to Savings	\$120.00	\$25.00	\$25.00	\$5.00	5
Transfer to CD	\$0.00	\$0.00	\$0.00	\$0.00	0
Undesignated	\$100.00	\$0.00	\$0.00	\$0.00	250
Total Expense	\$3,603.52	\$4,962.09	\$5,825.00	\$3,789.53	4225

. 9/16/13

ESP Audit Committee Report

Colleen Gengler and Shirley Anderson-Porisch met on Monday, September 16, 2013 in Marshall, MN to review the ESP accounts as kept by Treasurer Sara Croymans. Transactions dating back to October 2012 were reviewed by comparing vouchers to checks issued and deposits recorded to the bank statements. All accounts were found to be in order and corresponded to the statements from the bank.

In addition to the above findings, the following suggestions are offered - -

- Since there is adequate space in the checkbook register, skip lines between transactions to clarify transaction information.
- Each month, when balancing the checkbook with the bank statement, indicate in the checkbook register the date and that the balance agreed with the bank statement.
- In the checkbook register, indicate the date of audit.
- When requesting an audit from ESP members, allow adequate lead time for scheduling the work.

Committees & Chairs

2012-2013

STANDING COMMITTEES

Awards and Recognition:

Marcia Woeste

Email: woest001@umn.edu

Fundraising:

Ellie McCann

Email: mccan023@umn.edu

Global Relations:

Chuck Schwartau

Email: cschwart@umn.edu

History & Archives:

Unfilled

Legislative:

Margo Herman

Email: mherman@umn.edu

Membership:

Eric Vogel

Email: vogel007@umn.edu

Members

Janet Beyer

Nancy Hegland

Professional Improvement:

Unfilled

Retiree/Life Member:

Gwen Gmeinder

Email: g-gmei@umn.edu

Member

Shirley Anderson Porisch

Scholarship:

Rosi Heins

Email: heins002@umn.edu

Members

Eric Vogel

Margo Herman

Colleen Gengler

INTERNAL COMMITTEES

Nominating:

Kia Harries

Email: kharries@umn.edu

Audit:

Three members not on Executive Committee

Pi Chapter Newsletter and Web Site Editor

Neil Broadwater

Email: broad007@umn.edu

2013-14 STANDING COMMITTEES

Awards and Recognition:

Marcia Woeste (unconfirmed 10-3-13)

Email: woest001@umn.edu

Fundraising:

Ellie McCann

Email: mccan023@umn.edu

Global Relations:

Unfilled

History & Archives:

Jody Horntvedt ((unconfirmed 10-3-13)

Email: hornt001@umn.edu

Legislative:

Margo Herman

Email: mherman@umn.edu

Membership:

Connie Burns

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Members

Eric Vogel

Professional Improvement:

Eli Sagor

Email: esagor@umn.edu

Retiree/Life Member:

Gwen Gmeinder

Email: g-gmei@umn.edu

Member

Shirley Anderson Porisch

Scholarship:

Rosi Heins

Email: heins002@umn.edu

Members

Eric Vogel

Margo Herman

Colleen Gengler

Sheila Craig

INTERNAL COMMITTEES

Nominating:

Holli Arp

Email: harpxx01@umn.edu

Audit:

Three members not on Executive Committee

Pi Chapter Newsletter and Web Site Editor

Neil Broadwater (unconfirmed 10-3-13)

Email: broad007@umn.edu