

Epsilon Sigma Phi

Pi Chapter

Board Minutes

August 1, 2010

St Paul Campus, Coffey Hall Rm 410

Attendees: Toni Smith, Kimberly Asche, Marcia Woeste, Kent Gustafson, Phyllis Onstad, Eric Vogel, Bob Mugas, Kelly Kunkel, Tamie Bremseth, Jeanne Markel, Jerry Tesmer and Kia Harris

1. Welcome by Toni Smith, ESP President

- a. No additions to the agenda
- b. Sara Croymans was unable to attend and Toni asked for volunteers to take minutes. Kim Asche volunteered.

2. Treasurer's Report – Jerry Tesmer

- a. Report sent to board via email prior to meeting...
 - Balance Savings -- \$ 3,730.69
 - Balance Checking -- \$ 2,606.05
- b. Three checks (Awards \$119, Luncheon joint MAEE meeting, IRS \$ 100)
- c. IRS had wrong address (340 Coffey Hall, Long Prairie)
- d. Lose of Nonprofit status (one of # 275,00)
- e. Change in law, not receiving notice
- f. Resubmitted paperwork to be nonprofit by Jerry to IRS
 - 3 budget years
 - Constitution
 - 12 page form
 - This happened with MAEE too, many years ago (\$ 17000 fee was waived with letter from Jerry to IRS)
 - Fee is usually \$ 400 -\$700; we received special fee of only \$ 100.
 - Address is now Preston MN, will change address when transfer position to new treasurer.
 - One week after Jerry notified Toni, she received a letter from continuing education office in Coffey Hall with IRS information that had been sent to the wrong address.
 - May still be more paperwork to complete before status is complete.
 - Would affect writing off dues for personal taxes if ESP is not a non profit.
 - Treasurer needs to send in a 990N electronic form yearly after this time.
 - Less than \$ 50,000 profit a year is 990N form used.
- g. Audit question, with change of year suggested an audit be completed.
- h. President will appoint three individuals to complete the progress. Books close on Aug, 2011.

3. Secretary's report -- Sara Croymans

Sara was unable to attend but Kia Harries covered the key points.

- a. Notes sent prior to meeting via email.
- b. May 11, 2011 in St Cloud Joint MAEE/ESP Board meeting

- Introductions of subcommittee members and overview of report
 - Question and Answer time for proposed model
 - Review of plans for future
 - New committee developed for moving forward. Charge of the committee:
 - ⇒ Section representative on the committee needs to review their organization's constitution and bylaws
 - ⇒ Committee members are encouraged to review Wisconsin's JCEP website
 - ⇒ Flesh out what the JCEP board/leadership group /over governance would look like
 - ⇒ Determine the role of the central organization
 - ⇒ Discuss name of organization
 - ⇒ Determine terminology for organizations
 - ⇒ Address money issues
 - ⇒ Take talking points and graphic that will be revised by Jeanne Markel and Bob Mugaas
 - ⇒ Develop timeline
 - Meeting Adjourned
- c. Motion to accept minutes by Jeanne Markell, second by Marcia Woeste, motion passed.

4. Update on Candidates seeking office in ESP – Marcia Woeste

- a. Retiree Director nominee– Tom Hovde
- b. Secretary – no candidate at this time
- c. President-Elect – no candidate at this time
 - Need names in the next few weeks
 - President does not have to be active or current extension employee
 - Recommend that someone active in both MAEE and a member of ESP be sought. Idea was Kelly Kunkel, she declined, but stated to ask her again later.

5. Update on Awards process

These comments are from Carrie Ann Olson, MAEE Awards chair and Tami Bremseth, ESP Awards chair and recommendations for awards:

- a. Suggest that the 25 year membership and retirement recognition move to sections. This is currently provided by ESP and MAEE and by some sections (MAE4-HYDP for sure). We support this recommendation.
- b. Suggest that we eliminate the MAEE Effective Leadership Award. The following two awards available through ESP could replace the MAEE Effective Leadership award:

- **CHAPTER VISIONARY LEADERSHIP RECOGNITION NOMINATION:**
This recognition is designed to recognize Extension professionals whose significant accomplishments have resulted in leading Extension forward in new directions. This person's visionary leadership enabled Extension to anticipate a significant new opportunity and developed support to implement program organizational changes necessary to achieve success.
- **CHAPTER ADMINISTRATIVE LEADERSHIP RECOGNITION NOMINATION:**
This gives recognition to an Extension Professional who has shown noteworthy administrative enthusiasm, performance, and accomplishment during their Extension careers (10 years or more). Administrative leadership may be at county, regional, Chapter, program, department, or national level. Documentation of the candidate's work in meeting the needs and furthering the efforts of supervised faculty, staff and/or program should be primary in this recognition.

- c. Suggest that the MAEE Scholarship and MAEE Innovation and Technology Award applicants could apply for recognition within the ESP TEAM award as well as within sections. This provides a possibility of regional and national recognition. Carrie indicates that there has not been a

lot of applications for these awards individually and all of the elements would likely be present to make an award winning team award.

- d. ESP team award application due by August 12th
- e. Other awards due September 15th
- f. Service awards due to Tamie with short description
- g. Application same as national so the application can be forwarded on to national if they are state winners.
- h. Tamie asked that board member encourage individual to apply for awards.
- i. During transition of organization the present award process can be rolled into ESP for future
- j. Recommended that three individuals review awards. Phyllis stated she would like to see a retiree on this committee.
- k. ESP Awards committee review will be President, President-Elect and a Retiree
- l. Marketing awards discussion
 - Email blast
 - Previous award winners contacted to encourage others to apply
 - Link for award application in email
 - Identify individuals from “program areas” to access and encourage others to apply
 - Similar to program area recruiting award applications
 - Family Development – Phyllis Onsted; CV – Kent Gustafson; Ag/ Natural resources – Bob and Jerry; YD – Kia
 - Neil will post Awards application on ESP website
- m. Award discussion
 - Diversity is team and individual awards
 - Team Awards need list of members from ESP and MAEE
 - Friend of Extension and ESP Friend awards – similar.
 - ⇒ Can have up to three per year.
 - ⇒ Non extension employee, company and organization.
 - ⇒ Proposed we work with the Dean to have one statewide Friend of Extension award.
 - ⇒ To go to national -Nominated beyond chapter – needs a letter from the Dean of Extension.
 - ⇒ Maybe ESP could approach dean’s office with ideas of individuals or company to honor.
 - ⇒ Moved by Phyllis that ESP acknowledge the Dean’s Friend of Extension Award winner as the ESP state winner and move their application forward to National ESP, Tamie Bremseth seconded, and motion passed.
 - ⇒ Tamie will follow up with ESP committee. Thank you to Jeanne Market for suggestions to the board.

6. Minnesota JCEP Committee (MNCEP) update – Kia Harris

- a. Overall the responses have been positive, only concerns expressed were over money and fairness.
- b. Minnesota Joint Council Extension Professional- MNCEP
 - ESP will continue to provide professional development open to all extension members
 - Non members welcomed, but will be asked to pay a higher fee for event
 - Recommend to transition awards committee
 - Longevity awards continue to lie in the professional sections
 - Eliminate Effective Leadership right away
 - Legislative – ESP monitor policies
 - Form Ad hoc committee as issues arise
 - Every section will have a choice who to select to representative to JCEP board
 - Financial
 - ⇒ Each section will have their treasurer and role includes membership, IRS forms and financial reports

- ⇒ All sections bylaws need to be changed
- ⇒ MNCEP Board ? If will have expenses as meeting via conference call and webinars.
- ⇒ First year the expenses could be picked up by MAEE, then later by the sections
- ⇒ MAEE funds may go into an endowment scholarship fund
- ⇒ ESP will have scholarship resources and new MNECP will have their own scholarship fund.
- This Wednesday is a webinar for members. Will be recorded and placed on portal for those not attending.
- Suggestions received by August 17, August 19 a meeting and September 1 email notice to all members.
- Membership does not want to wait a year, they want to move on with the changes.
- Thanks to the transition team for all their hard work.
- MNCEP board – section send representation and stagger membership to keep organization progress strong. Board of six members.

7. Membership Recruitment – Janet Beyer and Eric Vogel

- a. Membership recruitment for ESP board -- Toni Smith, Bob Mugaas, Phyllis Onstad and Kent Gustafson
- b. Letter out to retirees by Janet Beyer and Eric Vogel. Join up as Life members. You can join ESP during retirement if not a previous ESP member.
- c. New hires to receive a notice via email to join ESP. Can join as an associate for up to the first three years of extension employment. Full membership takes affect after 3 years of extension employment. Some states have waived this 3 year requirement.
- d. Membership can include: Extension nutrition staff, program coordinators and hort. specialists.
- e. Key is to recruit via personal contact.
- f. Toni will talk to Amy Baker about including ESP in the new member orientation .

8. Fall 2011 ESP meeting

- a. Annual Meeting at fall conference an hour prior to start of conference.
 - Business meeting
 - Change by-laws about proxy voting
 - Election of officers
 - Installation of new officers
 - Engagement discussion on MNCEP
 - Suggested we use turning point technology and clickers to keep members engaged. Ask questions such as:
 - ⇒ How much of your \$ 70 dues go to National ESP -- \$ 20, \$ 40, \$ 60, none
 - ⇒ What are your thoughts of MEWS scholarship -- leave as is at \$ 300, increase to \$ 350, increase to \$ 400
 - ⇒ What are your thoughts of supporting members to be delegates at national conference -- leave as is which \$ 200, increase to support role to \$ 500, pay for two delegates with full reimbursement
 - ⇒ What is the best way to recruit new members -- send an email, give them the link to the ESP website, share during a one on one conversation about ESP
 - ⇒ Did you know that ESP is having a special fall meeting on October at the arboretum for all Extension employees and retirees? -- Yes___ No ___; and that you should invite three other people to attend with you -- Yes ___ No ___
 - ⇒ Committees that MN ESP should support (Check all that apply) -- Fall event, Global Connections, Employee Benefits, Legislative

⇒ ESP sponsors these statewide awards that are then forwarded on to national (Check all that apply) -- Diversity individual, Diversity team, Team award, Service, Ruby award

- Co-sponsor evening recognition banquet with MAEE
- ESP Basket and Dollar Auction – Toni will check with MAEE to see if o.k.

b. Extra day a for ESP with long discussion and many ideas. The final idea was as follows:

- Educational tracks and ice cream social; a time to renew old friendships
- Date during week of October 17-20th
- Arboretum – Bob Mugaas has contacts and seek out information. Free gate, classroom, ice cream served on site, cost
- **Preliminary Agenda**
 - 11:00am Full color Tram Tour or
On your own (walk rose garden, visit gift shop, visit hort. center (apples)
 - 12:15 – 1:00pm Lunch on your own
 - 1:15 – 2:15pm Full color Tram tour or
Retirement class by Kathy Murphy
Apple or other class – Bob’s contacts
On your own (see 11:00 section)
 - 2:15pm Ice cream social -- maple or carmel apple sundaes, Honey Crisp apples
- \$ 5.00 per person charge?
- Toni volunteered to do the promotion, registration
- Connect with Kathy Murphy
- Add to ESP annual report booklet
- Phyllis Onsted will help Bob with event planning.
- Activity -- staff development? Toni will ask the Dean.
- Other discussion included – All Class Reunion concept
- Connect with 10 people you know to participate in the day
- 2 workshops concurrently in a.m.
- Apple tasting workshop
- Apple breeding by Dave Bedford

9. Fall ESP newsletter

- a. Annual meeting notice
- b. Fall event
- c. NAAF update and new resources – Cindy Bigger
- d. Committee updates
- e. MEWS
- f. Silent Auction -- Becky and Donna
- g. Meet people

10. National ESP meeting in New York

- a. Kia will be representing us
- b. Dorothy McCargo Freeman may be attending
- c. \$ 200 available for delegate

11. Agenda Items from Group – None

Board thanked Toni for her excellent leadership to ESP this past year.

Adjournment