

Epsilon Sigma Phi

Pi Chapter

Board Minutes

Monday, November 21, 2011
St Paul Campus, Coffey Hall Rm 436A

Attendees: Kia Harries, Holli Arp, Toni Smith, Kimberly Asche, Eric Vogel, Jeanne Markel, Jerry Tesmer, Chuck Schwartau, Tom Hovde, Gwen Gmeinder, Rosi Heins, Suzanne Driessen

1. Welcome by Kia Harries, ESP President

- a. Meeting called to order at 10:04 AM
- b. Additions to the agenda – Update on National ESP meeting
- c. Introductions – Name and something you are thankful for.

2. Secretary's minutes

- a. August 1, 2011 minutes sent prior to this meeting.
- b. Action: Motion to accept minutes by Kim Asche, second by Gwen Gmeinder. Motion approved.

3. Treasurer's report – Jerry Tesmer

- a. Report sent to board via email prior to meeting.
- b. As of 11-11-11: Balance Checking -- \$ 2,278.80. Most of this money is for national dues which will be paid in February 2012.
- c. Fall event transaction not reflected in report;
- d. Transferred \$25 to savings to keep account active; need to do this once per year.
- e. CD renewal due January 19, 2012. Action: Tom Hovde moved to renew CD when due; Holli Arp second; motion approved.
- f. Tom Hovde suggested asking retirees to contribute towards the cost of mailing the newsletter. Jerry reported the cost for mailings to retirees is approximately \$40/year. Only the newsletter is sent via mail if no email address is available. Most retirees are receiving notices via email.
- g. Gwen reported Extension's retiree updates goes to all Extension retirees via email only. Around 200 retirees receive these updates.

4. Old Business

a. 2011 Annual Meeting Review

- i. General comments: need bigger room; good time of day; positive feedback regarding interactive meeting; good energy in room; lifetime membership recruitment was positive.

b. ESP Day at Arboretum update and discussion

- i. 40 people attended.
- ii. Photos from the event and thank you sent to the Dean.
- iii. Lots of great feedback about the event.
- iv. Have event during the day if want retirees to attend. Could feature other aspects of the University at future events.
- v. Toni had a conversation with a couple of retirees about change in Extension which some see as negative. How do we counter and let retirees know that changes are positive? Where is the opportunity to see the impact for retirees? A suggestion was made that

posters from program conference might be good to have at the event. Jeanne had a good conversation with a retiree that finds Extension changes positive.

- vi. Discussion: Reduction in funding and staffing is happening in Extension systems nationally. Tom suggested providing an update in a newsletter regarding the changes happening in other states. Featuring program impacts would make a great article too.

c. National ESP meeting

- i. Kia and Dorothy were voting delegates.
- ii. Kia presented a workshop, Operation Military Kids.
- iii. Chuck reported Neil Broadwater appointed to represent ESP on Galaxy planning committee.

5. Committee Reports

a. Awards & Recognition – Tamie Bremseth (written report)

- i. Will send list of award winners to Neil Broadwater for posting on the ESP website and an article in the newsletter.
 1. Friend of Extension – Last year, Toni approached the Dean and it was decided to jointly recognize the same recipient. Recipient hasn't received the ESP award and public announcement made. How should we proceed? Comments/Discussion: Impact may not be the same if we hold the award for a year. What is the essence of the award? It should be unique to ESP and their contribution to the organization. Needs to be a non member. Board recommendation: If there is not an obvious recipient, don't give the award. Action: Rosi moved to send a thank you note to 2011 recipient President Emeritus Robert H. Bruininks; Toni Smith seconded the motion. Motion approved. The nomination will not be forwarded to national.
- ii. Request for co-coordinator—committee of 1. Action: Kia will send a call out to organization to recruit committee help.

b. Fundraising – Becky Harrington (written report)

- i. Raised \$200 in the dollar auction for support of the general ESP fund.
- ii. Raised \$348.50 in the silent from 18 items to support MEW scholarship fund.
- iii. Five items went over fair market value and four items were sold at fair market value.
- iv. Discussion and Feedback: Great job with public relations. Suggest connecting with retirees with a list of donation ideas

c. Global Relations – Chuck Schwartz

- i. Change in ESP web page—had a major crash a couple of months ago. Overall Extension's global work decreasing nationally. It is difficult to seek out who is doing global work?
- ii. Comments/discussion: What is the purpose of the committee? There is a need to reduce redundancy and busywork. Due to limit activity, add to duties of professional development but retain the name so there is a point person.
- iii. Action: Jeanne moved to merge the function of global relations to professional development as one committee and keep the name; Rosi second; motion carried.

d. History/Archives – No chairperson. Duties include archiving files and materials. There are 4-5 boxes in the attic on 5th floor. Previous chair organized them. Kia will put a call out to membership to fill position.

e. Legislative – Jeanne Markell

- i. Request for guidance, direction and purpose of committee. Jeanne would like to focus on federal retiree benefits and federal legislation; not state benefits or legislation.
- ii. Comments/feedback: Quick call for action needed via timely email to members. Eric will give access to membership email list. Guest writer for state related updates; i.e. what is the state special?

- f. **Membership** – Eric Vogel
 - i. 45 annual members—gained 3 members, 149 life members
 - ii. Letters were sent for recruitment
- g. **Professional Improvement** –
 - i. Need a chair. What does this committee do? Plan an event or a professional development opportunity.
 - ii. Toni would help if 2 more join the committee. Kia will add to list of positions needing filling.
- h. **Retirees** – Gwen Gmeinder
 - i. 48 recent or upcoming retirements
 - ii. Since October, persons deceased: Jane Price McCannon, Myrna Johnson and Sue Fischer
- i. **Scholarships** – Rosi Heins
 - i. Suggestion from previous chair to increase size of scholarship from \$300 up to \$500 due to increase cost of attending professional development meetings.
 - ii. This is around \$3500 available from the MEWS fund per year. Members can apply quarterly; retirees too. There was \$1600 still available in 2011 which will be carried over to this year. Increasing the amount may increase applications.
 - iii. Discussion/feedback: Committee to collect information regarding history and use. Report at next meeting.

6. New Business

- a. **Update on non profit and tax status** – Kia and Jerry
 - i. Our chapter along with 275,000 other organizations was put on a list of losing tax exempt status due to changes in the law in 2006. We had filed twice under two different names. We renewed PI chapter status and will dissolve other account. Submitted paperwork and forms to IRS and secretary of state. All officers have the paperwork. Kia sent in renewal form.
- b. **JCEP Meeting** – Kia
 - i. San Antonio, Texas, 2nd week of February, 2012. Holli will be attending
 - ii. Funding: apply for MEWs fund, \$300 from national; \$750 from ESP budget
 - iii. Action: Toni moved a budget adjustment to include \$300 to support board representation attendance at national meetings. Kim second. Discussion: board meetings are not funded or supported. Jerry is interested in going to PILD. Motion carried.
- c. **Chapter Goals 2011-2012 MN Pi Chapter Goals**
 1. Increase opportunities for interaction with retiree members of ESP.
 - ESP liaison to attend regional meetings/gatherings of retirees – promote scholarship opportunities and contributions to MEWS fund
 - Post retiree gatherings/dates/locations on ESP website with contact information.
 - Host a transition conference call for recent retirees.
 2. Explore new opportunities to increase communication with all members of ESP.
 - Explore increased mailings of newsletter and memos; email blasts
 - Ask committees to think of options for interaction
 3. Further refine what it means to be a member of the Extension honor society.
 - What are the ramifications of that title?
 - How does it play into the future of the organization?
 - Honor members via promotional items
 - Explain benefits of membership
 - Update and share Job descriptions with committee chairs and utilize as a recruitment tool to fill positions

4. Examine membership recruitment efforts to enable the most effective methods through an inclusive invitation and initiation process.
 5. Explore alternatives for professional development.
 - Work with MNCEP and sections on event/opportunities
 6. Refine ESP role within MNCEP
 - Periodically communicate with membership regarding updates.
 7. Establish and connect with federal and state legislative issues.
 - Updates via Legislative committee
- d. **MNCEP update** – Kia and Chuck,
- i. Toni attended retreat regarding transition of MAEE to MNCEP. Spirit at retreat was positive. Timing was right.
 - ii. System wide professional improvement will be funneled through ESP with help of other associations
 - iii. There will be no formal committees; may have ad hocs as need or issues arise.
 - iv. Two people from each section with staggered terms will serve on the MNCEP committee; one should be a board member of their Minnesota section.
 - v. Chair rotates amongst sections. ESP (Kia) is the chair role for this year. Gwen volunteered to represent ESP as the second person.
 - vi. Meeting will include a summary sent to members of ESP and each section will post on their website.
 - vii. There will be limited meetings – 1 face-to-face and for 3 calls each year.
 1. Action: Need to add travel expenses for 2012 MNCEP meetings to ESP budget.
 - viii. There will be no by-laws. Organization will operate by function principles.
 - ix. Ideas for informal gathering for social time and recognition at program conference. ESP responsibility
 - x. Chair would periodically connect with Dean.
 - xi. MAEE account will be closed; sections will be responsible for their own accounting. Implications for ESP—plan for event at program conference.

7. Conference call/meeting dates

- a. Monday, January 30 (9 – 11 am conference call)
- b. Monday, March 26 (9-11 am conference call)
- c. Thursday, May 10 (9-11 am conference call)
- d. Monday, July 30, 10-2 Coffey Hall

1:46 pm: Meeting Adjourned – Rosi moved to adjourn; Kim seconded it. Motion carried.

Respectfully submitted by Suzanne Driessen, Secretary
 Reviewed by Kia Harries, President