

Epsilon Sigma Phi

Pi Chapter

Board Minutes

Monday, July 30, 2012
125 Coffey Hall
10:10 AM – 2:00 PM

Roll Call: Kia Harries, Tamie Bremseth, Eric Vogel, Jerry Tesmer, Suzanne Driessen, Chuck Schwartau, Toni Smith, Holli Arp

1. Kia Harries, President

- a. Meeting called to order at 10:10 AM
- b. Review of the agenda
- c. No additions to the agenda

2. Secretary's Report

- a. May 10, 2012 minutes reviewed by President before sending to board members and posted on website
- b. No corrections
- c. *Action:* Holli Arp motioned to approve the minutes, Chuck Schwartau seconded. Motion approved

3. Treasurer's report – Jerry Tesmer

- a. As of 7-20-12: Checking account balance is \$ 3,180.71
- b. Balance in savings is 7/30/2012 \$3,882.94
- c. Balance in CD is \$5,409.43
- d. Memorial received in Bill Milrath for \$25, sent to ESP UMN scholarship
- e. *Action:* Common consensus to approve the treasurer's report via board members present; file and subject to audit
- f. *Action:* IRS submit report annually by February
- g. *Action:* President appoints committee for an audit
- h. *Action:* Toni requested recruitment tips for new treasurer position. Jerry to develop a job responsibility timeline

OLD BUSINESS

4. Committee Reports

- a. *Awards & Recognition* – Tamie Bremseth
 - i. 42 award nominations regionally (North central region) for 12 award categories. There were several regional winners from Minnesota. Tamie will announce winner via the ESP email listserv, website and newsletter

- ii. New award applications will go out soon – fill out form online. Can nominate someone. The 25 year, retiree and service awards are Minnesota ‘awards’
- iii. Tamie asked for volunteers to contact members and encourage them to apply. *Action:* Holli will contact regional directors. Toni will contact retirees. Chuck will take EFANS. Eric will contact youth development members.
- iv. Friend of ESP – last year combined with Friend of Extension – has to be outside of the University for National Recognition.
- v. Awards presentation will be done at state ESP annual meeting
- b. **Fundraising** – Becky Harrington via written report
 - i. Wrote and sent article for the June retiree newsletter to engage retirees with the silent auction fundraiser at Extension annual program conference.
- c. **Global Relations & Professional Improvement** – Chuck Schwartau and Toni Smith
 - i. Board member brainstormed topics of interest. Suggestions included: help promote “Does Extension have a future” with Scott Peters session in September. Invite retirees. *Action:* Toni will follow-up. Promote existing technology classes from University
 - ii. Discussion around reshaping the committee structure so we can do them well. As part of goals, which priority, committee functions do we want to focus on for this year.
- d. **History/Archives** – No chairperson
 - i. Gwen went to 5th floor storage, room 580. Gwen found 6 boxes completely filled with the following content: ESP membership, award information board meeting minutes, chapter supplies, constitution and correspondence
 - ii. Board members suggested a paper copy of the annual report gets archived in 5th floor storage.
 - iii. The University of Minnesota Library Archives, (Elmer L. Andersen, Library 218) correspondence found materials dated 1970s – 80s. There are 4 envelopes and a vertical file with 2-3 pages related to organization
 - iv. What does national archive from states? *Action:* Kia to follow-up with National.
 - v. Eric said membership records are on Google documents; there is not a paper copy
- e. **Legislative** – No report
 - i. Toni reported President Kaler is coming to State Extension advisory committee and state fair in August
- f. **Membership** – Eric Vogel
 - i. Twice a year, Eric looks at who is eligible and send invite for membership
 - ii. Holli suggested sending the list to board members for follow-up; Toni suggested copying current membership on the list to recruit as well.
- g. **Retirees** – Gwen Gmeinder via written report
 - i. 72 Extension retirees gathered on July 17, 2012 for annual Extension retiree luncheon with Dean Bev Durgan. Program featured the Master Gardener Program celebrated its 35 anniversary this year. Colleen Gengler promoted ESP membership.
- h. **Scholarships** – Rosi Heins via written report
 - i. Awarded scholarships to Sara Croymans to attend NEAFCS conference in Columbus, OH and to Phyllis Onsted (retiree) to attend ESP National Conference in Mobile, AL.

5. New Business

- a. **MNCEP Update - Kia**
 - i. Kia chairs committee; chair rotates every year among section leaders; two representative from each section
 - ii. Kia reports back to Dean about issues and feedback at the meeting
 - iii. Figuring out strategies and goals – where is the biggest need/gap bringing our groups together as a voice of professionals. ESP board members suggested a twice a year meeting with the Dean
 - iv. Extension conference host MNCEP gathering ‘one extension and connection’ fun game night. Ideas have picture of award winners
- b. **ESP Newsletter & Membership Memo timelines**
 - i. Toni Smith writes the membership memos which are due August 7 for September publication
- c. **ESP National Meeting: October 7-10, 2012; Mobile, AL**
 - i. Phyllis Onstad will be Minnesota’s voting delegate
 - ii. Only 1 person will go this year as ESP national meeting is the same time as Minnesota’s Extension conference
- d. **Officer Candidates – Toni**
 - i. Brainstormed talent to serve as President-elect, treasurer (appointed position) and director
- e. **Annual Meeting**
 - i. Agenda items – goal and priorities for 2012/13; memorial service; installation of officers, recognized new members, awards
 - ii. If have on Monday, conclude festivities by 8:30 PM
- f. **Friend of ESP nominations**
 - i. brainstormed names
- g. **Membership Recruitment**
 - i. When hired, employees receive initial invitation about ESP as associate
 - ii. After 3 years of employment are eligible for full membership. HR website tracks start dates which Eric uses to send invitations
- h. **Conference call/meeting dates**
 - i. *Action:* Kia will send a doodle poll will be sent to members for a conference call in September.
- i. **Professional Improvement Event:**
 - i. *Action:* Poll membership on what is needed and maybe hold an event such as the Arboretum event every other year

2:00 PM Meeting Adjourned

Respectfully submitted by Suzanne Driessen, Secretary

Reviewed by Kia Harries, President