

# Epsilon Sigma Phi

## *Pi Chapter*

### Board Minutes

Monday, August 9, 2010  
401 Coffey Hall

#### **Present:**

Marcia Woeste, Donna Geiser, Neil Broadwater, Bob Mugaas, Kent Gustafson, Jerry Tesmer, Tamie Bremseth, Sue Fisher, Carol Burtness. Via phone - Toni Smith, Cindy Bigger, Becky Harrington

President Marcia Woeste called the meeting to order at 10:07 a.m.

1. There were no additions to the agenda.
2. **Secretary's Report**
  - Minutes of the May, 2010 Board meeting were sent to Board members by Secretary Sara Croy-mans. Donna Geiser moved and Bob Mugaas seconded to approve the minutes as distributed. Motion carried.
  - Minutes of the Special Board meeting held via conference call on June 1, 2010 were sent to Board members. Tami Bremseth moved and Kent Gustafson seconded to approve the minutes as distributed. Motion carried.
3. **Treasurer's Report** – Jerry Tesmer
  - Jerry reviewed the financial report that had been emailed to the Board prior to the meeting. Only two checks have been written since the May meeting.
  - Cindy Bigger moved and Donna Geiser seconded to accept the treasurer's report subject to audit. Motion carried.
  - Jerry, in cooperation Marcia Woeste and Toni Smith, will develop a proposed budget for 2010-11 to present to the membership at the Annual Meeting.
4. **Committee Reports:**
  - a. **Awards and Recognition** -- Tamie Bremseth
    - Tamie handed out a copy of the Chapter Member Recognition categories.
    - Applying for awards
      - ⇒ Many award applications are now on the National ESP website as interactive forms. When completed, they are automatically sent to the awards chapter contact. Based on the discussion at a previous ESP board meeting, the recommendation of the chapter Awards Committee chair is to ask applicants to submit these applications online. By consensus, the board agreed.
      - ⇒ The Meritorious Support Service and Retiree Service applications are not online so this information needs to be submitted by email to the chapter Awards Committee chair.

- ⇒ Since the Teamwork Award is a collaborative recognition with MAEE, applications should be made using the unique Minnesota form developed for this award. The application deadline is this Friday, August 13.
  - ⇒ Members should nominate other members. Nominations by Board members should be submitted to Tamie yet this week. Tamie will send a personal invitation to those people nominated.
  - There was a question on the “Chapter Tenure 25-Year Recognition Award. It’s for 25 years of Extension employment.
  - Tamie will have a conference call with the MAEE Awards Committee on August 30.
  - Marcia reported she filled out the Chapter of Merit application but no word yet on success.
- b. Fundraising -- Donna Geiser.
- There will be a ‘Scholarship’ Silent Auction at the Extension Annual Conference in October.
  - Using the ESP e-mail list, Life Members will be invited to donate items. Donna will write up an e-mail message three times to send to Active and Life members and include 10-12 ideas of items to donate.
  - It was suggested that members could bring fun and fitness items as that would go along with the theme of Annual Conference.
  - Discussion was also held on having a dollar auction. When and where? Tamie, Marcia and Toni will discuss this with the MAEE officers and awards committee on their conference call scheduled for August 30.
- c. Global Relations -- no report
- d. History and Archives -- Kent Gustafson
- Kent expressed appreciation to Tami for the history list of chapter award recipients she provided him. The list is also on the chapter web site
  - Kent is asking committee chairs to submit information on actions and awards related to anything the committees have done.
- e. Legislative -- Cindy Bigger
- Cindy is sending a note today via e-mail that tomorrow is primary day and members should be sure to vote.
  - Appreciation was expressed to Cindy for sending out information related to federal benefits. The Pi Chapter purchased a NARFE membership on behalf of Cindy so she could track federal legislation, proposals and changes to keep members with federal benefits informed.
- f. Life Members/Retirees -- no report.
- It was mentioned, however, that the Extension Administration’s Retiree Reception will be held on Sept 23, 2-4pm at the University Urban Research & Outreach Center on Plymouth Avenue North.
  - Donna will try to promote having retirees bring items for the Silent Auction to the reception and someone will pick them up to take to Annual Conference when the Silent Auction is held.
- g. Membership -- Kia Harries
- Kia sent an e-mail to Marcia since she would not be present. She will be updating information and the form for renewing memberships.

h. Newsletter -- Carol Burtness

- All information for the next newsletter is due to Heidi Haugen ([haugen@umn.edu](mailto:haugen@umn.edu)) and Carol Ann Burtness ([burtness@rea-alp.com](mailto:burtness@rea-alp.com)) no later than August 25..
- Target time for mailing the newsletter is between Sept 13-16.
- Toni suggested that an article should be written regarding giving to ESP. Do we want to ask for contributions for other than MEWS? Toni will write something up and send to Carol to put in the newsletter.

i. Professional Improvement -- Bob Mugaas

- Bob sits on the Annual Conference planning committee. Questions for the Board: When to have our chapter annual meeting? Do we want a professional improvement session separate from Extension's Annual Conference sessions? Should we have professional improvement at another time of year?
- Bob contacted Mike Schmitt about possible times on Monday. Could it be during the poster session or could it run concurrent to other sessions later in the afternoon?
- Bev's keynote is on Monday afternoon. Retirees could perhaps come to hear her presentation, participate in the chapter's annual meeting, then go to poster session.
- Sue brought up the idea for professional improvement to have retirees tell stories on things they have been doing creatively and places they have traveled to help others. There's a lot of good examples of work and activities being done. This would give them hope and a feeling of being valuable. It would show the chapter trying to bridge the relationship between retirees and active members and bring everyone together.
- The Board spent considerable time discussing annual meeting time and professional improvement. The chapter annual meeting will probably be on Monday.
- Bob will work with the Annual Conference Planning Committee to set up the annual meeting time for the Pi Chapter. About 1.5 hrs will be needed. Bob will get back to the Board when further information is known.

j. Scholarship -- Phyllis Onstad

Phyllis sent Marcia an e-mail since she would not be present. The e-mail contained the following information:

- MEWS fund provided \$3,333.73 in scholarships for the 2009-10 fiscal year. There was \$4,225.35 available, so there will be a carryover of \$891.62 into fiscal year 2010-11.
- Two scholarships of \$300 each have been granted for fiscal year 2010-11.
- Next deadline for scholarship applications is October 1, 2010.

## 5. **Old Business**

### National Meeting, Jackson Hole, Wyoming, October 12-15, 2010

- Those attending from Minnesota will include National Ruby Award recipient Dr. Dorothy McCargo Freeman; Janet Beyer, Sue Fisher, Dave Pace and Neil Broadwater.
- Dr. Freeman will present the Ruby Luncheon Lecture on Thursday, October 14.
- Marcia purchased a bouquet of roses for Dr. Freeman in May when the announcement of the Ruby Award was made.
- Janet and Sue will purchased a flower for Dr. Freeman to wear at the meeting.
- The North Central Region Diversity Team Award goes to the Minnesota team, "Partners For School Success" that includes ESP members Kathy Olson, Colleen Gengler and Jo Musich.

## 6. **New Business**

### a. Pi Chapter Annual Meeting

b. Newsletter

- It must be received a minimum of 10 days prior to Annual Meeting.
- AUGUST 25 is the due date for all information for the newsletter to be sent to Heidi and Carol Ann.
- Information includes President's report, details on the chapter annual meeting, committee reports and candidates for office.
- Length for any article should not exceed 500 words.
- Heidi Haugen and Carol will send out a notice to those that need to write something for the newsletter.
- Toni will write up some information related to NARFE for those on federal benefits.

c. Strategies for membership campaign

- Retirees need to get an invitation to Life Membership if they currently do not.
- One suggestion was to send the ESP brochure along with the membership renewal notices.
- Toni will ask Administration if they would allow information to be put into e-weekly.
- Keep emphasizing that ESP provides opportunities for members to apply for scholarships and awards.

d. Other

- Sue spoke of Delores Andol who recently passed away. She was one of the most recognized 4-H and Extension persons in Minnesota and had a 47 year career with Extension. She had been a President of the Pi Chapter of ESP. She was the first recipient of the State Mini Ruby award for ESP. At her retirement Minnesota 4-H dedicated a room at the National Center in Washington D.C. in her honor. And, she was named to the National 4-H Hall of Fame in 1994.
- Anyone who may be interested can donate to the MEWS fund in her honor by going to the "Scholarships" page of the Pi Chapter web site at <http://blog.lib.umn.edu/mnextweb/esp/scholarships.html>

7. A motion by Sue Fisher, seconded by Carol Burtness to adjourn. The meeting was adjourned at 12:05pm.

Respectfully submitted,

Neil Broadwater  
Past-President