

Epsilon Sigma Phi

Pi Chapter

Board Minutes

**Thursday, May 13, 2010
Conference Call**

Present on the call:

Marcia Woeste, Sara Croymans, Donna Geiser, Gwen Gmeinder, Neil Broadwater, Bob Mugaas, Kent Gustafson, Jerry Tesmer, Toni Smith, Sue Fisher, Jeanne Markell, Tami Bremseth

President Marcia Woeste called the conference call meeting to order at 9:03 a.m.

1. There were no additions to agenda
2. **Secretary's Report** – Sara Croymans
 - Members reviewed minutes of the February 23, 2010 meeting available on the website prior to the call.
 - Sue Fisher moved/ Jeanne Markell seconded to approve the minutes. Motion carried.
3. **Treasurer's Report** – Jerry Tesmer
 - Jerry reviewed financial report that had been emailed to the board. One new transaction not on the report was a payment of \$56 for the newsletter mailing.
 - Gwen Gmeinder moved/Sue Fisher second to accept the treasurer's report subject to audit. Motion passed.
4. **Committee Reports:**
 - a. Membership -- Kia Harries – not on the call
 - b. Legislative -- Cindy Bigger
 - Cindy was not on the call but had sent Marcia information to discuss. Cindy wanted clarification on whether the NARFE membership she is to secure as Legislative Committee chair should be an individual membership (\$33) or an organization membership (which is more expensive based on number of members).
 - Sue Fisher moved/Donna Geiser second that Cindy should purchase an individual membership. Motion passed. Cindy should pay for the membership & then submit for reimbursement – to be taken out of either membership or undesignated categories. Next year we need to budget this expense for the legislative category.
 - Bob reminded the committee that we had discussed that the NARFE membership should go with the legislative committee chair each year.
 - Expectations of the Legislative chairperson who has a paid NARFE membership:
 - ◊ Monitor federal legislation related to members; not just emergency issues, but major topics impacting us. Also encourage members to join NARFE.
 - ◊ Regularly provide summary reports to the membership via the newsletter and website to keep membership informed.

- c. Awards and Recognition – Tami Bremseth
Tami shared she is working with the MAEE Awards Committee on the team award application, possibly an on line submittal, so award winners are more easily able to be forwarded to the next level.
- d. Fundraising -- Donna Geiser
- Donna shared that there are plans to have a silent auction at the Fall Program Conference. Communication should be sent out to membership.
 - Bob, Gwen and Sara are on the Fall Program Conference planning committee and were encouraged to advocate for adequate time for ESP, and be sure to have the silent auction listed on the agenda as well.
 - Neil suggested the fundraising committee determine the title of the auction – is it “scholarship auction” or something different? Toni questioned where the funds from the auction go, if a portion goes to operating funds then it perhaps shouldn’t be called “Scholarship”, or perhaps proceeds go different directions every other year. Jerry indicated we currently have \$1000 in checking, \$3000 in savings & \$5000 in a CD, so currently the scholarship fund may need the funds more. Toni questioned the limited funds available for officers to attend the National meeting; this was a result of limited scholarship funds; was the ruling to not use scholarship funds because of limited funds or for a philosophical reason? So, if funds are not available to send officers to national meeting then the fundraising committee might need to generate ideas to generate extra funds for the general fund.
 - The fundraising committee is asked to bring recommendations for fund raising efforts for the general fund to the next meeting. Donna indicated she and Becky will discuss. Neil suggested that Phyllis also be involved in discussions from the scholarship committee perspective. Marcia is also willing to participate in a conference call.
- e. Scholarship -- Phyllis Onstad emailed the following to President Marcia Woeste:
Phyllis had heard from the five members of the MEWS Scholarship committee and they all concur with the proposals below:
- We have utilized \$2,655.68 of the available \$4,225.35 for fiscal year 2009-10. Since our last scholarship deadline for fiscal year April 1, 2010 we have not utilized the full amount and have an available balance of \$1,589.67. That translates into five available scholarships not requested in this past fiscal year.
 - Some things to consider. We did pay professional development of \$300 for Toni Smith to attend JCEP. Toni was creative in funding the rest of the trip but was still short \$122.87. As seen from her report to the MEWS fund the trip was valuable for her in her Extension role as well as her vice presidential role in our organization. I recommend that we pick up this remainder from MEWS.
 - Additionally, I recommend that we leave the remaining balance in the available balance rather than placing the \$1,466.80 back into the principal balance as it will be easily accessed if we deem the need appropriate. We only have about \$220 in the available balance.
 - Sue Fisher moved & Jerry Tesmer second to pay Toni \$122.87 from the unused \$1589.67 scholarship money and to have the balance of \$1466.80 remain in the available balance fund.
- f. History and Archives -- Kent Gustafson
Kent indicated there was no report at this time. Neil encouraged Kent to send information for history section of the web site.
- g. Life Members/Retirees -- Gwen Gmeinder
- Gwen reported the Extension Update / Retiree newsletter is sent out 3x/year with the next issue being sent next Monday. Submissions need to be given to Gwen today. Marcia will send information on the fall conference. Neil suggested promoting the web site – Gwen indicated it is already in there. Donna will provide something about the auction with sugges-

tions of auction items – such as a weekend at a cabin, etc. Gwen will send a copy of the newsletter to the board.

- The Dean has scheduled the Extension Dean's Reception for Retirees on Thursday, September 23 from 2-4 pm at the University Urban Research & Outreach Center on Plymouth Avenue North. A suggestion to the dean is in the future to schedule the event at a different time, as we anticipate most Retirees may not attend both the Retiree Reception and the Fall Program Conference.

h. Professional Improvement -- Bob Mugaas

- Bob questioned if we wanted to have one additional event for retirees, given that time will be available at Fall Program Conference and the Extension Dean's Reception for Retirees. The Arboretum will be getting a new director shortly, so may want to get something scheduled.
- The committee will be thinking of professional improvement opportunities for Fall Program Conference, possibly working with MAEE. Neil suggested that perhaps MAEE/ESP could sponsor a break out session at Fall Program Conference that would be of interest to members of both associations as it may be very difficult to have a separate half or full day. Bob will draft out a proposal to take to the next Fall Program Conference meeting.

i. Global Relations -- Tim Dolan – no report

5. **MAEE Liaison Reports** – Toni Smith & Kim Asche

- Toni shared that Krishona Martenson sent minutes from the last MAEE. Toni suggested that ESP and MAEE consider a joint board meeting. Both organizations have challenges with volunteers (MAEE has 108 members; ESP has 140 members – most retired). Toni suggested that the boards could identify key areas of discussion and have a facilitated discussion; looking at options to strengthen both organizations. Toni Smith moved/Bob Mugaas second that ESP leadership contact MAEE leadership to pursue a joint board meeting sometime during the next year. Motion passed.
- Kim shared that MAEE is exploring a change in the MAEE boundaries to better align with areas member already associate with. A MAEE committee recently developed a documents titled "Lessons Learned and Recommendations For If a Regional Office Closes". This will be shared with EFCC for endorsement.

6. **Old Business**

a. Chapter Website Update – Neil Broadwater

Neil shared that the website is up to date. Hopefully people are looking at it and using it. Please send Neil any items to post. Finally got the creed video in the proper location on the web site.

b. 2010 Annual Meeting – October 4-6 in Bloomington.

- Bob, Gwen and Sara are on the planning committee.
- ESP needs time on the agenda for annual meeting.
- Pursue possible co-sponsorship of a session with MAEE/ESP at the conference. What does sponsorship mean? Money? Could an application be submitted to the scholarship committee for funds to sponsor? Bob will take proposal to Fall Program Planning Committee and communicate back with the ESP board about any need for funds.
- Awards event – typically co-sponsored with MAEE. Tami Bremseth will work with MAEE Awards committee to plan.

c. National Meeting, Jackson Hole, Wyoming, October 12-15, 2010

Neil is considering attending, he may dovetail a vacation with his wife; Marcia has thought about the event, but would need to travel to National 4-H meeting two weeks later; Sue Fisher will not attend this year.

7. **New Business**

a. Newsletter -- Heidi Haugen

- We discussed the date the newsletter needs to be mailed. It must be received a minimum of 10 days prior to Annual meeting. Neil recommended that it go out shortly after the August board meeting.
- Articles/author
 - ◇ Annual conference information
 - ◇ Candidates for office
 - ◇ Marcia will work with Heidi on list of articles

b. Membership campaign for late summer/fall;

- Everyone needs to talk with co-workers about joining ESP and the value of the organization
- Neil confirmed that there is a Pi Chapter membership brochure, national brochure & membership forms available on the website

8. **Reminder of future board meeting dates:**

August 9; 10-2, face to face meeting on campus; Gwen will make room arrangements.

9. The meeting was adjourned at 10:16 a.m.

Minutes by Sara Croymans, Secretary