

Epsilon Sigma Phi

Pi Chapter

Board Minutes

Tuesday, August 13, 2009
365 Haecker Hall

Members present: Neil Broadwater, Kent Gustafson, Marcia Woeste, Chuck Schwartau, Kay Stanek, Jerry Tesmer, Phyllis Onstad, Gwen Gmeinder, Shirley Porish-Anderson (on conference call during committee report)

Agenda:

1. Additions to agenda – Gwen moved and Marcia seconded to accept the agenda.
2. Secretary's Report –. Kent moved and Marcia seconded to accept minutes as presented.
3. Treasurer's Report – Jerry took in one membership from Becky Harrington and sent \$70 to national for a membership and an honorarium for Linda Cook. Balance this meeting is same as last meeting.

Jerry has renewed a CD so it will mature in July next year. The report is accepted subject to audit.

We do need to secure an audit committee. Neil will seek non-board members to conduct the audit.

Jerry will work on a proposed budget for Neil to share with the rest of the board before the annual meeting

4. Committee Reports

- a. **Awards and Recognition** – Neil has talked to Janet so she is preparing for the annual meeting. She will be in contact with Nancy Heglund to work out the banquet presentation details.

ESP pays some of the expense for national delegates but not for others. The question was raised whether we should contribute something toward the expenses of our DSA winner if they attend the national meeting.

Maybe we should consider a future policy that would offer our DSA winner the opportunity to be a delegate to the national. The down-side of that would be that the winner may not have been recently active with the board to be a knowledgeable participant as a delegate. If we do that, we need to budget accordingly. No action was taken.

- b. **Fundraising** – Nothing has been done to this point but Shirley has questions about what we will be able to do at the conference this year. If we are in the cycle it would be a year for a silent auction. Colleen Gengler is willing to work with Shirley on a project if it goes ahead. As Shirley recalls, the silent auction might return around \$1000 in most years. The schedule of the conference is not very conducive for a silent auction since it is pretty tight. What about having it set up from the time of the Extension awards luncheon to the MAEE/ESP banquet in the evening. We may need to secure people to watch the area for the afternoon. Neil and Gwen offered to be ‘watchers’ if that is what it takes, but we need to have the site available in a common traffic area. On Tuesday, the ESP is meeting from 5:00 to 6:30 so that might be at time to have the auction open and someone else be on watch.

Marcia is our contact with the planning committee so she will be the one to work on the site for an auction. Probably need to set auction up while others are out on tours Tuesday morning.

It is suggested to advertise more as a “scholarship auction” rather than an “ESP auction” so it has a broader appeal.

- c. **Global Relations** Tim Dolan related he is corresponding with Land O Lakes on South American and African programs in development.
- d. **History and Archives** – Kent reports quality time has been spent in the Coffey Hall attic. He also reports the attic is pretty hi quality attic space! He found our materials are in 5-6 banker’s boxes so it is doable to look through our files. Historically the material has been archived in different manners (annual, by committee, by function, by ‘who knows what system’) so it can be tricky to find anything specific. A challenge would be to get it all reorganized into one manner. Kent has considered whether or not it all needs to be kept but will not take clean-out action without direction.

Kent did find a 1992 historical file guide that provided some guidance to the archive effort.

We could archive our materials with the university if we so choose. Points of consideration: ESP is not really a unit of the UM so ESP retains copyrights. UM would not be able to archive photographs; convenience is a factor that gives the Coffey Hall attic an advantage rather than having to go to the UM archives in Mpls so access is less convenient.

Kent asked about digital filing but UM hasn’t quite figured that out yet either so at this time they suggest printing everything as well as digitizing. Kent’s recommendation at this time is to not move the archives.

- e. **Legislative** – no report--
- f. **Life Members/Retirees** –Gwen reports the retiree reception with the Dean is combined with a larger event as part of the Extension Centennial on September 3, at the 4H Building of the State Fair. Response is very good so far.

The summer edition of the retiree’s newsletter should be out this week.

Names for the national meeting memorial service have been sent.

- g. **Membership** – Kia has drafted a membership brochure and is working with MAEE on the membership renewal letter for next year. Dues are due before October 1.
- h. **Newsletter** – Neil has been talking with Heidi.

Must be in hands of members least 10 days before annual meeting, Oct 6. This issue will include the meeting notice, a brief message from the President and a note from the scholarship committee on auction and relevant dates for scholarship applications, but not committee reports. Phyllis moved and Kay seconded we follow this practice for 2009. Carried.

We considered changing the newsletter schedule to have one soon after the fall board meeting and the other late winter to early spring. November and March/April could work pretty well.

- i. **Professional Improvement** – Bob Mugaas has visited with the Landscape Arboretum about a potential meeting there. It would allow plenty of time and a nice setting. When it was confirmed the annual conference would be held in St Paul, it was decided not to pursue the separate meeting this year. The notion of a separate meeting at that site should still be kept in mind for future consideration.
- j. **Scholarship** – Phyllis related research done with the UM Foundation to track the flow of funds in and from the MEWS fund. We currently have \$490 available which will be issued to Liz Templin for an approved \$500 scholarship.

Because of a missed transaction, we show being in the red by about \$11000 in terms of our available funds. We will now have \$4300 to \$4400 for the next fiscal year scholarships. Our investment fund now has about \$77000 principle. There are currently 2 requests pending approval for a total of \$700.00.

It is suggested to develop a clear protocol for submission of vouchers for any future scholarship disbursements.

Scholarship applications are reviewed on a quarterly basis. Phyllis will look at the total scholarship fund cash flow to determine what is truly available for scholarships. JCEP and national delegate expenses impact the final available funds.

The committee will try to have some numbers together so potential recipients of all MEWS funds have a better idea early in the year what will be available. They will have a conference call of the scholarship committee and the executive committee to come to conclusions.

Chuck asked that Phyllis' e-mail exchanges be forwarded for the records.

5. Old Business

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At least two members per committee – keep at the effort to get committees expanded.

6. New Business

a. *National meeting* – Sept 13-16, 2009, Fargo

Kay Stanek and Marcia Woeste are delegates and Sue Fisher will be our alternate.

Chapter President's Breakfast, Tuesday, Sept 15, 7:15 am.

Leadership Training Session, Tuesday, Sept 15, 10:30 - 11:30 am.

National ESP History Being Written. Info wanted (see below)—items to submit may include Pat Borich as a past president and ruby award winner. We hosted a national meeting in 1980.

b. *Pi Chapter*

Chapter annual meeting – ([see complete Ann Conf schedule below](#))

Crown Plaza, downtown St. Paul, Tuesday, Oct 6, 5:00-6:30pm

Items and issues—develop an annual report, Marcia will keep us apprised of what we need to provide. It was discussed that we combine the upcoming newsletter and annual report into one document rather than duplicate and ask for reports two times so closely.

ESP/MAEE joint award banquet, Crown Plaza., Tuesday, Oct 5, 6:30-9:00pm

Slate of candidates for office (President-Elect, Secretary, Director) – Kay has this responsibility.

c. *Newsletter* --[due date is Wed. August 26](#)

d. *Chapter web site review*.

Neil shared a draft web page design that is consistent with UM policy for web pages. Bruce Schwartau helped with the conversion of an earlier draft to meet the new design criteria. It is suggested to keep documents in pdf rather than pdf and word. Karen Lilly sent along a couple comments and is ready to help get the page into final form for posting.

e. *Strategies for a membership campaign* – new brochure—Kia has drafted a brochure for promoting membership. The brochure has a good layout and is attractive. Phyllis liked having the Extension Professional's Creed included. Benefits on the opening flap is good. It was suggested “MEWS FUND” be changed to “Scholarship Fund” to be more clear as to what it is. Put cost of the membership levels in parentheses after each category. Also somehow remind retirees they can still join as life members if they didn't elect to do so at the time of retirement.

Remind life memberships their membership can transfer with them if they relocate to a different state.

Send further ideas to Neil and Kia.

f. *Extension Centennial Celebration at State Fair*

Pi Chapter invited to send a representative -- [Thurs. Sept 3, 1-3pm, 4-H Building](#)
(from Matt Musel, Development Officer)

Announcements – The next board meeting will be on campus November 12. Gwen Gmeinder will work on a location.

Adjourned the meeting at 1:30 p.m.

Additional notes for New Business items:

6 (a) --

Chapter President's Breakfast, Tuesday, September 15, 2009, 7:15 am. One person from each chapter is invited to attend this special breakfast for chapter presidents/leadership. Chapter recognitions will be given during this event.

National ESP History Being Written -- The National Board has formed a History Committee to write the history of Epsilon Sigma Phi, which would involve the history of Extension. This history would cover the years of 1980 to the present. The history of Extension and Epsilon Sigma Phi from its inception to 1979 has been captured in the book, *The People and The Profession*. Committee members will be gathering information and resources to write this history. The goal is to have it published and available at the 2010 National ESP Conference in Wyoming.

The Committee will be attending the 2009 National ESP Conference to do interviews. They are interested in talking with Past National ESP Presidents and Board Members, Ruby recipients, recognition recipients, life members, and chapter officers and others for their memories and significant happenings. They will have a table near registration for individuals to stop by and visit with the committee about the project. They are interested in signing-up individuals for additional interviews on Monday and Tuesday of the conference. If you have information to share or pictures and other documents that might be included in the book, please plan to meet the History Committee at the 2009 National ESP Conference. If you can not attend the conference, please send your information to: Judy Carlson, Chair, at carljudycarlson@gmail.com

6 (b) –

Extension Annual Conference Schedule

Monday, Oct 5

Noon: lunch

1:00 to 3:00 pm: Keynotes

3:30 to 4:30 pm: Dean's Address

4:30 to 6:00 pm: Poster Session

6:00 to 7:30 pm: MAEE Annual Meeting

Tuesday, Oct 6

8:00 to 9:30 am: Center Time

10:00 to 11:30 am: Tours

Noon to 1:30 pm: Awards Banquet

1:30 to 3:00 pm: Concurrent Sessions

3:30 to 5:00 pm: Concurrent Sessions

5:00 to 6:30 pm: ESP Annual Meeting

6:30 to 9:00 pm: MAEE/ESP Banquet (dinner at 7 pm; awards between 7:30- 8:00 pm), then entertainment (30 min Magic show with Kristoffer Olson)

Wednesday, Oct 7

7:30 to 9:00 am: MAEE Section Meetings

9:00 to Noon: Center and Team Time

Noon: Box Lunch

1:00 pm: Conference Ends

6 (c) --

Items for this newsletter include: President's report, in memoriam of extension retirees, joining ESP and membership renewal, scholarship recipients and other scholarship information, slate of officers for 2009-2010, registration for Annual Conference in Oct, notice to the membership of our Pi Chapter annual meeting and proposed agenda.

6 (e) --

We need to continue to recruit new members including getting retired members to be Life Members. What can we do as a Board, as a Chapter? Kia has developed a membership brochure DRAFT (attached). Let's develop a campaign strategy to be sure we are reaching out to all potential members.