

Epsilon Sigma Phi

Pi Chapter

Board Minutes

August 18, 2008

Present: Sheila Craig, Neil Broadwater, Jerry Tesmer, Glenice Johnson, Kia Harries, Roselyn Biermaier, Shirley Anderson-Porish, Toni Smith, Gwen Gmeinder.

Meeting called to order by President-Elect Neil Broadwater at 1:04pm

Additions to the agenda:

- Under old business, add Audit procedure
 - Under new business, add Review Proposed budget for 2008-2009
- Under old business, add Review Goals for 2007-08

Secretary's report – Chuck not present.

A motion by Sheila, seconded by Glenice to approve the minutes of the May 8 Board conference call as sent out. Motion carried.

Treasurer's report -- Sheila

- ESP received a thank you from Dean and Director Durgan for the \$235 donations to the MEWS Scholarship fund. This is pass-through dollars contributed by members
- Sheila gave a Budget Update as of August 18, 2008. Balance in checking is \$798.56.
- Report showed a balance as of August 18 of \$798.56, saving account balance of \$1632.49, and a CD fund of \$5000. Total assets as of August 18 is \$7,431.05

Motion by Sheila, seconded by Glenice to waive the initiation fee of \$7 and Pi Chapter pay the \$5 fee to National. Motion carried.

COMMITTEE REPORTS

- **Awards and Recognition** – Discussion on purchasing frames for the award certificates. Certificates are ordered from National ESP at \$1 each. It was agreed to have the Pi Chapter purchase frames for all awards. The committee is to price out frames and use discretion.
- **Fundraising** – Toni brought up the Ice Cube activity that could be used on the boat ride on Monday night at Annual Conference. A motion by Roselyn, seconded by Glenice to have the committee move forward with this activity. Motion carried. Toni will purchase them and have ESP reimburse her as soon as possible.
- **Global Relations** – no report
- **History and Archives** – no report
- **Legislative** – Toni announced that President Brunnicks will be holding a University Legislative briefing on January 21 at the McNamara Center. All Extension employees are welcome to attend. She also mentioned with the upcoming election, there will more than likely be a number of new people in the Legislature as well as at the county commissioner level. The University sees the next Legislative session as a tough budget. Toni also mentioned that the NARFE organization has scholarships available for children of employees.
- **Life Members/Retirees** – Gwen indicated a Retiree newsletter recently was sent via e-mail and regular mail. These are being sent 3 times/yr. Dean Durgan supports the cost and time given by staff to make these newsletters possible. Gwen is sending a card from ESP to a family of a deceased ESP member. She indicated that Dean Durgan is also sending a card. Gwen mentioned that the Retiree Directory is on the Extension Em-

ployee web site. It was suggested that the Secretary send a thank you note to Dean Durgan for her support in providing staff time and resources for these activities.

- **Membership** – there was discussion on who is eligible for membership. The words “Extension Professional” is somewhat vague. By-laws were read. Sheila checked National site. Sheila will contact the National office for clarification, especially as it relates to NEAs, 4-H Coordinators, etc. She will then notify Kia so the clarification gets into the fall membership newsletter.
 - **Newsletter** – Toni will write up a short note on NARFE scholarships. Registration information will need to be placed in the newsletter, including cost for the boat ride and breakfast for the ESP retirees. It was decided that articles for the newsletter should be due to Kathy Olson and Sara Croymans by Sept 19 and the newsletter should be sent out on Monday, Sept 29. Glenice will check with Cindy Peterson, MAEE Treasurer, on fee for boat ride. Toni will check on breakfast cost.
 - **Professional Improvement** – no report as there is no time at Annual Conference for any activity. A new chair will be needed for next year.
- Scholarship** – letters were sent out for the July cycle amounting to \$1200 awarded

OLD BUSINESS

Audit – Sheila checked on some bids to do an external audit. Very expensive. Glenice moved, second by Kia to have an internal audit done again this year. Motion carried. Sheila will find people to conduct the audit from among Extension staff at the Rochester Regional Center.

NEW BUSINESS

- **2008-09 Proposed Budget** – Sheila reviewed the proposed budget. After discussion a motion by Shirley, seconded by Kia to add an expense line for PILD at \$150. This would be for some expenses beyond what the attendee(s) could apply for using MEWS funds. Motion carried. It was decided to eliminate the “Undesignated” category, and to increase the Awards committee budget from \$300 to \$400. A motion by Sheila, seconded by Roselyn to present the proposed budget of \$3900 as amended to the membership at the annual meeting on October 21. Motion carried.
- **Nominations** – Glenice mentioned she is responsible for putting together a slate of candidates for the annual meeting. Positions that need to be filled include President-Elect and a director. She is asking for suggestions on possible candidates. Board members should send her names. Awards Presentation and Annual meeting items listed on the agenda were suspended because of time. Any planning issues will need to take place via e-mail.

Meeting adjourned at 2:50pm.

Epsilon Sigma Phi Board of Directors Meeting

August 18, 2008

Executive Summary

Secretary and Treasurer reports were accepted as sent out with total assets being \$7,431.05

The initiation fee for new members will be waived and the \$5 due to National will be covered by the chapter

Award certificates will be presented framed so that when hung they can be part of our marketing plan to recruit new members

NARFE has a scholarship program for college-bound children of members.

We will stay with an internal audit (done by other members) because of the small amount of funds handled and the high cost of a full external audit.

A budget of \$3900 will be forwarded to the membership at the annual meeting.