

Epsilon Sigma Phi

Pi Chapter

Board Minutes

Tuesday, August 8, 2006

10:00 – 11:30 a.m.

Conference Call

Members present: President Janet Beyer, President-Elect Glenice Johnson, Secretary Andrea Ruesch, Treasurer Sheila Craig, Cindy Bigger, Neil Broadwater, Naomi Fruechte, Kia Harries, Cindy Petersen, and Liz Templin

Call to Order

President Janet Beyer called the meeting to order at 10:07 a.m.

Appointment of Timekeeper

Cindy Petersen volunteered to serve in this role.

Additions to the Agenda

Cindy Bigger/Naomi Fruechte moved and seconded to add to the agenda under Annual Report and Newsletter items – due dates for reports. Motion carried.

Secretary's Report

Sheila Craig/Glenice Johnson moved and seconded to approve the minutes from the May 23, 2006 Board Meeting. Motion carried.

Treasurer's Report

Written reports were submitted by Treasurer Craig. The one labeled Treasurer's Report shows one check was written for our conference call at a total of \$15. Current balance is \$3,251.15 in the checking account. There has been no income since our last meeting. There is interest of \$1.35 in our savings account for an ending balance of \$1,115.72. Cindy Petersen/Cindy Bigger moved and seconded to accept the Treasurer's Report. Motion carried.

COMMITTEE REPORTS

Awards and Recognition - Cindy Bigger

Everyone should've received information via e-mail. Those without e-mail will see information in the newsletter to contact Cindy Bigger to request applications. Award applications are due September 8. Team Awards have to meet ours and MAEE award criteria as there will be one award. Please thank the MAEE committee members for working through things with us, they were great! All Board members are needed to help seek candidates! Cindy will e-mail things out again in a week. Discussion. There was discussion on considering a gift item (letter opener, lapel pin, etc.) or certificate versus a plaque for outgoing Board members and there was consensus to go with a gift.

Auction – Colleen Gengler

Colleen sent out an e-mail calling for items for the Dollar Auction to be held at the Annual Meeting. It will be held from 6:30 – 7 p.m. Discussion.

Global/International

No report.

History/Archives – Dave Pace

Dave submitted a written report to President Beyer. They are hoping to meet soon to continue their work.

Legislative – Jeanne Markell

Jeanne submitted information for the last newsletter. Liz Templin encouraged people to talk with Congressional candidates about supporting our federal benefits. Please check out the NARFE website. Liz explained the Health Savings Account that has proposed language in the legislature, and she will include information in the newsletter.

Membership – Kia Harries

Traditionally a letter has been sent after the Annual Meeting, do we want to consider sending the letter before the Annual Meeting? Last year it was sent to everyone with e-mail in Regional Centers and State Staff. The consensus was to send the letter before the Annual Meeting.

Nominating – Cindy Petersen

Kay Stanek for President-Elect, Sue Fisher for Director and Sheila Craig agreed to be appointed to the Treasurer's position.

Professional Improvement – Neil Broadwater

Jeanne, Gwen, Neil, Sheila, and Janet met in Rochester to talk about how administration and ESP can work together. Neil reviewed the informal survey results and the list of sessions that are being offered at Annual Conference and highlighted what may be of interest to ESP members. Discussion on adding another social time or second concurrent session to help hold people there.

Retiree/Life Member

No report. How do we handle memorials? Janet will connect with Beth Russell.

Scholarship

President Beyer reported that Rosalyn Biermaier has reported that everything is going well. The closing of the College of Human Ecology brings up some issues.

OLD BUSINESS

Policy and Procedure Revision Report

President Beyer will work on having the Policy and Procedure Revision Report typed up. There are several items we will need to look at and possibly revisit.

Progress on Goals

We reviewed the list of our 10 goals.

NEW BUSINESS

Pi Chapter Annual Meeting (agenda, program, retiree breakout session, annual report, etc.)

Discussion. Committee Reports are already written, so do we need verbal reports? Consensus that only questions will be asked, no verbal committee reports. President-Elect Glenice Johnson will need all annual report information by September 15. She would appreciate getting all documents via electronic format. We will need to make sure that at the Annual Meeting we pass around the Committee sign-up sheet and encourage members to join a committee. There will be the election of officers and we will review the By-Laws in addition to the regular meeting items. Under Old Business we need to review the liaison position with the MAEE Board. We need to clarify the language and strengthen the position.

Naomi Fruechte/Cindy Petersen moved and seconded that President Beyer put together the proposed By-Law changes and send them out via e-mail for review. Board members are asked to review this before it is sent out via the newsletter or voted on at the Annual Meeting. Motion carried.

2006-2007 Board approval for proposed budget

Treasurer Sheila Craig e-mailed the proposed budget. The title should read Proposed Budget 2006 – 2007. Discussion. Andrea Ruesch/Cindy Peterson moved and seconded to approve the proposed budget as submitted with one change – take \$500 from President's workshops and ask for funding from MEWS to cover this. Motion carried.

Appoint audit committee if needed (last done fall 2005)

Our policy is to have an annual internal audit done once each fall before the Annual Meeting. Appointed were

Chuck Schwartau and Kathy Olson.

National ESP Meeting

There was discussion on the expenses of the National ESP Meeting. Cindy Petersen/Glenice Johnson moved and seconded that for the National ESP Meeting that we support two officers or their representatives attending. The total expense will be reduced by the national reimbursement amount, President's Workshop expenses to come from the MEWS fund with the remainder to come from Pi Chapter. Motion carried.

Newsletter items and deadline

August 11 is the deadline for getting items to President Beyer. President Beyer will send out a list of what is needed.

Announcements

The U of M Extension Centennial celebration is going to be held in 2009. We need to start thinking about what we would like to see happen. This is an exciting time!

Adjourn

Sheila Craig/Glenice Johnson moved and seconded to adjourn the meeting. Motion carried.