

Epsilon Sigma Phi

Pi Chapter

Board Minutes

August 9, 2007
10:00 – 11:55 a.m.

Members present: President Glenice Johnson, President-Elect Kay Stanek, Treasurer Sheila Craig, Secretary Andrea Ruesch, Past President Janet Beyer, Holli Arp, Neil Broadwater, Sue Fisher, Colleen Gengler, Kent Gustafson, Jeanne Markell, Dave Pace, and Liz Templin

Additions to agenda – President Johnson asked that under National Meeting we talk about needing an auction item. Sheila Craig/Neil Broadwater moved and seconded to approve the agenda as sent. Motion carried.

Secretary's Report

Minutes from the May 17, 2007 meeting were emailed out. Janet Beyer/Sheila Craig moved and seconded to approve the minutes. Motion carried.

Treasurer's Report

Sheila Craig emailed reports to all Board members. There was no income or expenses so the balances are still the same with the addition of interest. The Savings Account is at \$1,124.2, the Checking Account is \$5,099.90 and the MEWS fund is at \$119,978.53 with \$13,730.67 available to spend. Neil Broadwater/Liz Templin moved and seconded to approve the Treasurer's Report subject to audit. Motion carried.

Committee Reports

Awards by Cindy Bigger – an email was sent out to everyone from Cindy. There was discussion on the email. Everyone is encouraged to get moving and start thinking of nominations. The biggest thing the committee needs is nomination follow-up with a form on the candidate. Suggestion was to get a list of membership so we could review possible candidates. President Johnson will send out the membership list; please remember that some of the awards do not need ESP members.

Committee Chairs by Kay Stanek – working on committee chairs for next year. Notes and phone calls to individuals were made by President-Elect Stanek. A number of people are in place already.

Nominating by Janet Beyer – she has a list of some names and needs to do some calling. There will also be information included in the newsletter.

Newsletter by Glenice Johnson – neither committee co-chair could join us today. September 5 is the newsletter deadline. In addition to the articles going to Sara Croymans, she would also like all articles cc'd to Kathy Olson and her support staff Beth Hilbrands. Discussion – is this newsletter going to be our only form of communication on the Annual Meeting? This would be too late. A suggestion was made to have Melissa Instenes send an email out to all membership to at least start reaching them now with the date. The National NEAFCS conference is in the Cities the middle of September and many people are committed to that. It ends on September 21. Monday, October 8 is the ESP Annual Meeting at 10:30 a.m. A copy of the last fall newsletter was sent to all Board members for their review as they begin writing articles for this one.

Scholarship via written report by Roselyn Biermaier – three scholarships were awarded. The committee is continuing to get the word out about the opportunities.

Professional Development by Neil Broadwater – question for next year is, is there something that we in ESP

should or need to do other than during the Annual Conference? Neil would be interested in pursuing that if we should decide yes. Announcement – the panel that did a presentation last year at Annual Meeting on retirement; submitted the presentation as a proposal for the National NEAFCS conference and it was accepted.

History/Archives by Dave Pace – keep copies of what you're responsible for. There is a Historical File Guide document that outlines what needs to be kept. There was a suggestion to have a one-page document on when the Pi Chapter started, history of the chapter, etc. There was a discussion on the status of the history file – actual physical documents or computerized file? It currently exists as four to five boxes of information. This discussion also fits in with the upcoming celebration of Extension's Centennial planning efforts for 2009. There was discussion on contacting the Dean about support for, dedication of resources and overall support for the Centennial celebration. There was discussion on what the actual, physical location of the files should be. Sue Fisher/Janet Beyer moved and seconded that the ESP President write to the Dean and encourage action for the Extension Centennial celebration. Motion carried. Wayne Carlson was mentioned as a resource to contact in regards to possibly moving on the history and archive files to the University Archives.

A suggestion was made to add to the Annual Meeting agenda – ESP is seeking volunteers for working on the history of ESP that would work with the Extension Centennial.

A suggestion was made to label all boxes currently in the attic with Dave Pace's name and phone number so that hopefully no materials will be removed prior to notification of ESP Board.

A discussion was held on how Extension fits into the Sesquicentennial celebration also.

Membership written report – working on a brochure for membership.

Retiree/Life Member – the electronic newsletter has been sent by Gwen Gmeinder.

Auction – the committee is waiting to know the details for the Annual Meeting before they set up more things. The proceeds this year go to the MEWS fund. The plan is for a silent auction this year but it's open to discussion/input. Colleen will continue collaborating with Holli Arp, MAEE liaison, on the details for the Auction. The committee will explore the pros and cons of the different types of Auction.

The MEWS fund was brought up with possible opportunities with Matt Musel, Director of Development for the non 4-H part of Extension.

Old Business

By Law amendments – an attachment was sent to Board members by President Johnson. The attachment was reviewed. Sheila Craig/Dave Pace moved and seconded to accept the proposed recommendations and to take the document to the membership. Motion carried.

Policies & Procedures – an attachment was sent to Board members by President Johnson. Sheila Craig/Janet Beyer moved and seconded to accept the proposed Policies and Procedures document. Motion carried.

New Business

Pi Chapter Annual Meeting by Past President Janet Beyer – an email was sent to all board members with the tentative schedule. ESP meeting is scheduled for 10:30 a.m. Monday, October 8, 2007. Estimated cost for lunch is \$10 - \$15 and that will be held right after our meeting. When are MAEE association/section meetings being held? Wednesday, October 10 in the afternoon is the response. The Monday afternoon sessions are open to ESP members. The Auction will also be held on Monday, October 8. The banquet on Monday evening will be a combined MAEE and ESP one. There was discussion on having ESP memorial envelopes available at all ESP annual meeting events. All of the October 8 events will be held at the Earle Brown Heritage Center in Brooklyn Center on 694. It's important to clarify the location and provide directions for retirees. (There is no longer an Earle Brown Center on the St. Paul campus). A "hold the date" email will be initiated by Janet and sent out by Melissa. President-Elect Kay Stanek will be contacting folks for the various items needed to be included in the printed Annual Report, to be distributed at Annual Meeting.

– 2008 Proposed Budget – Treasurer Sheila Craig emailed a proposed budget to all Board members. Treasurer Craig walked us through the document. There were questions and discussion. Would we want to include any funds for the Centennial or Sesquicentennial projects? Sheila Craig/Andrea Ruesch moved and seconded to accept the proposed budget as submitted to be taken to the membership at the Annual Meeting. Motion carried.

Audit Committee – Andrea Ruesch/Dave Pace moved and seconded that a minimum of two people from the Rochester Regional Center be recruited to audit ESP accounts before the Annual Meeting. Motion carried.

National ESP Meeting – President Johnson and President-Elect Stanek are attending the conference in September in South Carolina. Our Pi Chapter will be receiving an Achievement in Chapter Membership Award. This includes a \$25 gift certificate for the purchase of items from the national ESP shop. Discussion on bringing an item for the Auction. Andrea Ruesch/Sheila Craig moved and seconded to approve up to \$25 to be spent, if needed, on an Auction item for the national ESP Auction.

Newsletter

The Deadline is September 5. President Johnson will send out an email reminder to the Board.

Other

A list of names for national awards was generated and Board members will do the follow-up. Liz Templin did a great job of helping us to move things along.

Announcements

There were no announcements.

Adjournment

The meeting was adjourned at 11:55 a.m.

updated August 10, 2007