

Epsilon Sigma Phi

Pi Chapter

Board Minutes

December 13, 2006

220 Coffey Hall, University of Minnesota, St. Paul Campus

Members present (or via conference call): President Glenice Johnson, President-Elect Kay Stanek, Secretary Andrea Ruesch, Treasurer Sheila Craig, Cindy Bigger, Sue Fischer, Colleen Gengler, Gwen Gmeinder, Kent Gustafson, Kia Harries, Jeanne Markell Dave Pace, and Liz Templin

Call to Order – President Glenice Johnson

President Glenice Johnson called the meeting to order at 1:03 p.m.

Appointment of Timekeeper

Kent Gustafson was appointed to the position.

Additions & Approval of Agenda

Under Minutes – there was an Executive Board meeting on September 27, 2006 and there are brief minutes from that and addition of discussion about the retiree workshop under New Business by Liz Templin. Cindy Bigger/Kay Stanek moved and seconded to approve the agenda with said changes. Motion carried.

Minutes – Secretary Andrea Ruesch

Minutes from the August 8, 2006 Conference Call Board Meeting – Kent Gustafson/Liz Templin moved and seconded to approve the minutes. Motion carried.

Minutes from the September 27, 2006 Board Meeting – Sheila Craig/Liz Templin moved and seconded to approve the minutes. Motion carried.

September 27, 2006 Annual Meeting – we reviewed the minutes; they will be voted on at the next Annual Meeting.

Treasurer's Report – Treasurer Sheila Craig

There were two reports emailed to Board Members. The Treasurer's Report reflected a balance in checking on December 13, 2006 at \$6,174.36. The Budget Update 2006 – 2007 shows the savings account balance as of November 30, 2006 is \$1,118.99. The MEWS fund balance as of August 31, 2006 has a principle of \$106,247.86, available to spend \$13,730.67 with a total fund balance of \$119,978.53. We have 32 continuing or renewing members, five new members at \$67 each, retiree donations of \$385, and Auction income was \$467.

Treasurer Craig informed the board that we like to pay out the dues at one time so if there are any stragglers, please get your payment in. The dues deadline to nationals is January 31, 2007.

Treasurer Craig gave an update on the Budget Update Sheet and how the accounts work.

Discussion - next year the ESP National Meeting will be before our Annual Meeting so that will affect how the Treasurer's Report looks (there will be two years of expenses in the report).

Discussion on MEWS fund – it is administered by the University of Minnesota. MEWS was set-up to help people get their Master's Degree or people going back for classes. The overall focus was scholarship money. We've now seen a shift as many of the staff are being hired with Master's degrees so there was no longer such a great need as previous. Since the fund is for scholarships the Board has looked at what can those funds be used

for; how scholarship is defined. We started using funds to support professional development workshops at the annual meetings and contributed toward MAEE co-sponsored events. We also looked at how ESP couldn't afford to send folks to the JCEP conference and administration didn't put forth as much support and meanwhile the conference fees grew more expensive. We wanted to continue representation to the National Meeting so we had many proposals to consider. Eventually we moved to take all ESP National Meeting funds from MEWS except for some of the meal expenses. MEWS funds are also used for other professional development – people can apply for funds for professional improvement opportunities. Money wasn't limited to just people currently employed, but also retirees. It's a really nice benefit of ESP membership.

We don't have any new life members yet this year.

Dave Pace/Sue Fisher moved and seconded to file the Treasurer's Report subject to audit. Motion carried.

Committee Updates

Awards & Recognition – Cindy Bigger

We're starting early this year with award applications. Copies from ESP Handbook, Awards section, were distributed. On the Chapter Recognition page – Cindy added lines so we can nominate people today. Cindy has mapped out a timeline and calendar dates for working on awards. Jeanne Markell will be nominated for the Visionary Award. Cindy went through the list of national awards. The DSA can be recognized two ways – the past few years we've recognized them as a state winner at our banquet. They can also apply to be a Regional winner and then possibly a national winner. We'll check with Kathy Olson to see if she would continue through this process.

Request from Cindy – start thinking of some names of folks to nominate and get them to Cindy as soon as possible. She will double check her list to see if they've already gotten the award. We haven't given a Friend of Extension Award lately. Cindy will get the list to Glenice so she can send it out electronically.

Liz Templin is serving on the Dean and Director Awards Committee and Dean Durgan is very excited about having people apply for national awards. Has ESP award information been sent to state specialists? Response from Kia Harries – membership information was sent to everybody including campus and field faculty. Discussion. Would there be interest in advocating that state specialists become aware of award application possibilities and that could possibly increase the chance of them joining ESP? Response was no. Membership has to be in by January 15 to be considered for National awards. Discussion.

Cindy thanked President Glenice Johnson for handling the awards at the Annual Meeting in her absence. Cindy was thanked for the flair and enthusiasm she brings to the Awards and Recognition Committee.

Auction – Colleen Gengler

The total raised at the ESP Annual Meeting live auction was \$467 and that went into the ESP budget this year. We had 21 items which was more than anticipated. We had hoped that people would contact Colleen in advance of the Auction so we knew how many items we would have. There were 10 items pre-registered and the rest showed up which was great. Perhaps the 21 items got too long and we'll need to look at that. The response to the live auction has been an interesting mix of people wanting the silent auction and those liking the live auction. 2007 is on rotation to be the MEWS fund-raiser, versus ESP general fund. Timing is the issue for 2007 and fitting it into the schedule. Discussion. We usually raise \$750 - \$850 when it's a MEWS fund-raiser year. There are usually 25 – 30 items and it is a silent auction. We did go raise more than the projected budgeted amount this year from the Auction; we had estimated it to be \$300. We have to remember that we have a much, much smaller group of bidders compared to the past.

Colleen asked for clarification on what the duties/by-laws for the Auction Committee are. Should this committee be taking on the general fund-raiser according to the By-Laws? One recommendation might be that members would need to be appointed annually for general fund-raisers? Is the Auction Committee, when we do general fun-raisers a special committee or ad hoc? Colleen has graciously served as chair of the committee for five years and informed the Board that a new chair will need to be sought for 2008. Discussion.

Global Relations

Glenice Johnson reported that it was a motion at the 2005 Annual Meeting to not continue with this committee. That requires a By-Law change and it was not brought up at the 2006 Annual Meeting. Larry Zilliox has agreed to chair this committee. We need to officially consider this in our By-Law discussion later in the agenda.

History & Archives – Dave Pace

Does anyone have additional things for the archives? What does the Annual Report all cover? Are those on file? Dave is ready to do some work in the actual archives upstairs in Coffey Hall. There is a ledger for new members to sign in and it hasn't been signed for years. We will want to consider taking that to the Annual Meetings. There had been much oral history recorded by Leonard Harkness and we're not sure we have all of the files, there were 13 files. If you see something in your files with Leonard's name make sure you hold onto it. Would we consider moving the files to the University Archives? What type of format do they use for archiving the information? How will this type of information relate the 2009 Extension Centennial Celebration? Discussion.

Legislative – Jeanne Markell and Liz Templin

When does the next newsletter come out? There will be some important information to include. Within Extension a goal has been to have a personal contact with each legislator. We reached 93% of them. The University's legislative request is on its way. The committee will probably use email for communication of where the request is at throughout the legislative session. Extension piece of the U's request – a lot of it is staff salary increases and then program specific. Environment and energy topics are on the docket. We want to find out what specifically we can do to help promote these areas and gain a better understanding of it. The internal Extension website will be tapped and we'll be utilizing all staff connections with legislators. Governor's budget should be out in a month. Outcomes is the language we're hearing a lot of, they want to know the program outcomes. There are several changes within the colleges at the University and the Dean's are up to their eyeballs in the process. Jeanne is optimistic about 2007. There are recent bubbles that have popped up around the lines of the reorganization/restructure and local positions. Federal scene – update will be in upcoming publications. The talk we've heard for several years now is that land grants, Research stations, etc. may see a shift from formula funding to competitive funding. Writing on the wall looks like it's just a matter of time until we're at competitive funding. Collin Petersen will chair the Congressional Ag Committee. PILD goal – to have a representative from each Congressional district attend. Liz Templin reported on the three new things from the NARFE website. One, there has been movement to have federal health premiums paid with pre-tax dollars for retirees. Bill has not been passed yet but the language is available. Two, there is a lawsuit that affects Department of Ag employees from 1993 – 1997 because some retirees didn't have their vacation pay calculated properly. These employees should have been contacted. Three, there are about seven – ten states that don't charge income tax for the annuities for federal employees. There is movement among NARFE in Minnesota that we would be a state to do that. Unclear if this includes all federal employees or military only. Discussion. Have we encouraged any language for dental benefits at the national level? Clarification of dental benefits and previous work done/negotiated was provided. MAEE has a committee working on this issue.

Life Member/Retirees – Gwen Gmeinder

Gwen has been working on establishing a retiree database. The overall goal is to have increased communication between retirees and current Extension administration. We would like to establish an email list for future communications. In July there were 380 names on the list and a survey was sent out by Dean Durgan with a 40% response rate. The survey posed the following questions: how aware/informed are you about Extension today? How aware/informed would you like to be? From your perspective, are we achieving our mission today? Results from the survey were shared. There has been a follow-up to those retirees that didn't respond to the first survey. Another note was sent and there was a response rate of 58%. So now we have a pretty good database with names and email addresses – about 140 email addresses and 340 postal addresses. The proposal was that we would have an overall plan for communications. There will be a spring mailing inviting retirees to a reception with the Dean (held in May/June). *The Source* is the new Extension magazine that will be sent out four times per year. We're considering up to two or three more communication pieces to retirees throughout the year. We're looking at what that may look like – possibly a template for a newsletter? Legislative updates will be provided during the session. With these items as our overall plan, this would put us at about seven contacts per year. Response from the Board – research shows that it takes seven contacts for things to register. What else would you like to know or get reported on? Discussion on the status of the retiree's directory. We have had a committee working with the Dean's Office to do a directory. The "current" one is at least five years old. We've had lots of requests to have a retirees list. Discussion. Spouses of former Extension employees will be a separate database and not invited to the Dean's reception. Discussion. What about folks that worked in another state? Could we get a list from national ESP of retirees? We will get the retirees directory paid for from Jeanne Markell's budget. How many copies would need to be printed? We will put this on the next Board meeting agenda. Sheila will work with Jeanne's office staff on this. Another suggestion to improve communication was to encourage people to send information to Melissa Instenes and ask her to send out an email. The Retiree Committee will be asked to look into this.

Membership – Kia Harries

Clarification was asked for on the difference between a retiree versus life member. Retirees will be from the entire system, not necessarily members of ESP; life members are retirees that have joined ESP. Were retirees not contacted about being life members, just left the system and never thought of ESP? What happened that we went from 100 members to 30? Response – during the Extension changeover a lot of people weren't old enough to retire and didn't really fit the lifetime membership category so they just chose to not join ESP. Where is the list of retirees? Have we been inviting them to our meetings, are we following up with them? Sheila has the list of current life members that are recognized at the national level and we get the opportunity to update that list. We had no new life members this year. There are 155 life members on the list. Minnesota has more life members than current members. We are one of the states at the national level with this type of balance. Can we put a blurb in the newsletter that if you're receiving the newsletter that means you're either a retired member or current member and please make sure we've got your correct contact information?

Newsletter

Glenice reported that Sara Croymans is the primary newsletter contact for 2007. Newsletter due and publication dates were not listed in the Annual Report. We'll need to find out if any dates have been set. Agenda item for the next Board Meeting – focus on articles for the newsletter that will come out shortly after the Board meeting.

Professional Improvement

There was no report.

Scholarship

There was no report.

Old Business

By-Laws – follow-up, reprinting

The 2006 Annual Meeting minutes show the By-Law changes. We'll need to follow-up with Past President Janet Beyer about how we should get updated By-Laws out to the members.

Global Relations motion from 2005 Annual Meeting

At the 2005 Annual Meeting a motion was made, seconded and passed to not continue this committee. While the motion passed, it does require a By-Law change and it was not proposed at the 2006 Annual Meeting. Larry Zilliox has agreed to chair this committee so at this time the committee will continue and we'll need to officially consider this at the 2007 Annual Meeting.

Directory update

We're so pleased that work has begun on the directory and that funding will come from Jeanne Markell's office to pay for the publication of the directory!

Other

Clarification was asked for in regards to how information is passed along about notification to members of the loss of employees, retirees and spouses. There has been system-wide notification through Bobbie Roberts with Extension Administration and the retirees have had a calling chain. It's not a function of the Dean's office or staff. Melissa Instenes at the Rochester Regional Center has been keeping an up to date email listserve and members are encouraged to contact her when you're aware of any losses. The Retiree Committee will be asked to look into this.

New Business

President Glenice Johnson distributed a Board Member listing with contact information. Please let her know of any updates or changes.

National ESP dates

The PILD Conference will be held April 21 – 23, 2007 in Washington, D.C. and there is a \$500 scholarship available from Extension Administration. The ESP National Meeting is September 10 – 14, 2007 in Charleston, SC. Galaxy III in 2008 is in Indianapolis. For PILD, Extension administration is encouraging staff/employee organizations to support the effort to have representation from each of the national legislative districts attend PILD and they're finding we especially need metropolitan representation. Sue Fisher/Kay Stanek moved and seconded that the ESP President and Jeanne Markell work together to identify and appoint an ESP member to go to PILD in 2007. Priority would be given to a Board member. Motion carried. A list of possible people was

started. President Glenice Johnson hopes to go to the ESP National Meeting and we hope Kathy Olson goes as our DSA. There is a retiree track as part of National meeting and this should be highlighted in correspondence (newsletter, etc.)

Chapter Goals

Last year's list was distributed. A committee on policies and procedures has met and Past President Janet Beyer has put together a piece of suggested changes. Discussion. The 2006 – 2007 ESP Pi Chapter goals are:

1. Increase membership - with particular focus on potential members eligible for the "associate membership" classification, within administration, and state specialists.
2. Continue to increase communication and involvement with retirees in the Pi Chapter - including e-mail/calling tree, special events invitations, newsletters, Extension publications, possible NARFE affiliation.
3. Continue to strengthen partnership with MAEE - ask MAEE to name a liaison to attend ESP board meetings as a liaison.
4. Continue to further update the ESP Policies and Procedures - additional or expanded sections on committee and officer responsibilities, particularly Fundraising/Development/Auction committee.
5. Continue to review and update archives.
6. Complete a new Retiree Directory.
7. Expand/increase nominations and applications for state and national ESP awards.
8. Support and work with MAEE on a pre-retiree workshop.
9. Increase number of members participating in/accessing professional development opportunities.

The list of goals were approved by unanimous decision.

JCEP Conference – February 27 – March 1, 2007 in St. Louis

President Glenice Johnson and President Elect Kay Stanek keep up on the details for the conference. There was clarification on the finances for this conference. The President and President Elect are encouraged to attend the conference as representatives of our Pi Chapter. They individually register for the conference and are encouraged to apply for a MEWS scholarship. Expenses are turned in following the completion of the conference.

Newsletter – timing, deadlines, topics

President Glenice Johnson will check with Committee Chair Sara Croymans on the due and publication dates for the spring newsletter. We anticipate that the deadline will probably be after our March Board meeting. We will need to highlight the National ESP information for retirees and a variety of other topics were brought up today.

Policies & Procedures – committee listings, responsibilities

Past President Janet Beyer, along with the help of several staff in the southeast region, has taken on the mission to update our policies and procedures. A copy of work accomplished so far was distributed. President Glenice Johnson went through the report and covered the highlights. Discussion. Several suggestions and changes were made and Treasurer Sheila Craig will take this back to the committee. We would like the committee to consider updates in regards to the role of the Auction Committee. The Auction Committee are also encouraged as a committee to work through questions/issues and determine if they go in policies and procedures piece or in the By-Laws. Discussion. Concern was expressed over the future change in leadership of the Auction Committee and all of the work and details that go into this. Response – there already is a great list and box of information to pass along. What about other standing committees, are they following a similar process and having a list of things to pass along to the next chair?

Retiree Workshop – Liz Templin

Liz is serving on the MAEE Employee Benefits Committee with Rod Elmstrand. They will be meeting with Leslee Mason on Friday to discuss the option of holding a pre-retirement workshop. Liz has begun thinking about topics to include in such a workshop. While there is no guarantee that these topics would be covered, she has drafted a list of potential topics and this list was emailed to members and distributed at the meeting. Discussion on the list – does anyone have additional speakers or topics? Does it make a difference if you're a state or federal employee and what age and years of service you are at? If you have additional feedback please let Liz know.

Future Board meetings/conference calls

The following future Board Meetings/conference calls were set by the Board:

Conference call March 8 10 a.m. - Noon

Face to face meeting May 16, location TBA, 10 a.m. – 2 p.m.

Conference call August 9 10 a.m. - Noon

Other

Next agenda – report from President Elect Kay Stanek from liaison position to the MAEE Board and meeting; policies and procedures update

Next Annual meeting agenda – Auction/Fund-Raising Committee work and Global Relations Committee (motion from 2005)

Treasurer Sheila Craig distributed MEWS contribution envelopes. We need to send these out to the membership so we can encourage more contributions.

Adjournment - the meeting was adjourned at 4:35 p.m. by unanimous decision.

The next Board Meeting will be a conference call on March 8, 2007 from 10 a.m. – Noon.