

# Epsilon Sigma Phi

## *Pi Chapter*

### Board Minutes

**Thursday, December 13, 2007**

**1:00pm – 3:20pm**

**220 Coffey Hall**

**Members present:** President Kay Stanek, Past-President Glenice Johnson (via conference phone); President-Elect Neil Broadwater, Co-Treasurers Sheila Craig & Jerry Tesmer, Toni Smith, Gwen Gmeinder, Dave Pace, Sue Fischer and Janet Beyer.

#### **Call to Order**

President Kay Stanek called the meeting to order at 1:10 p.m.

#### **Additions to the Agenda**

It was suggested to add: future audit with change in Treasurer; ordering envelopes. Agenda was approved by consensus.

#### **Secretary's Report**

Sheila Craig/Glenice Johnson moved and seconded to approve the minutes from the August 9 Board Meeting as distributed via e-mail. Motion carried.

#### **Treasurer's Report**

Written reports were submitted by Co-Treasurer Sheila Craig. The "Treasurer's Report" for Dec 12 showed expenses of \$536.71 and income of \$3362.00 since August 31. Current balance is \$7925.19. However, national dues will need to be paid from this balance. Savings Account balance is \$1126.84. The "Budget Update" report compared income and expenses in relation to the 2007-08 budget.

Dave Pace/Toni Smith moved and seconded to accept the Treasurer's Report subject to audit. Motion carried.

#### **OLD BUSINESS**

Kay reported that the Policies and Procedures are up to date as of Fall, 2007, a result of a goal of the 2006-07 Board.

#### **COMMITTEE REPORTS**

##### **Awards and Recognition** – Janet Beyer

Discussion took place to make sure the 2007 DSA Pi Chapter winner's application is sent on to National ESP so the individual is recognized at the national level.

Janet suggested that Pi Chapter send a nomination for the Ruby award to National. Board members present thought it was a great idea. Suggestions of individuals were made and the Board reached agreement on the individual to be nominated. Janet will proceed with gathering information and filling out an application.

##### **Fundraising** – Shirley Anderson-Porisch

No report. It was pointed out that Shirley is responsible for depositing the ESP Auction money into the MEWS Foundation, but Rosalyn Biermaier is responsible for withdrawing it based on MEWS guidelines.

##### **Global Relations** – Larry Zilliox

No report.

Glenice indicated National ESP has excellent information on international opportunities on their website.

#### **ESP History/Archives** – Dave Pace

Dave needs 2-3 days to lay out all existing files, sort through and organize them for the Archives. Dave has each year's annual report in a folder. He could use help from others to complete this task. Sheila and Naomi have volunteered to help. He will visit with Wayne Carlson. Dave will send Archives guidelines (which indicate what committees need to submit) to all Board members.

#### **Legislative** – Toni Smith

She is working with Liz Templin who will stay on this committee. Toni stated her job description indicates she is responsible for U of MN Extension local and state relations. She will send out a notice to ESP members the U of MN will have a Legislative kickoff for the upcoming Legislative session in the McNamera Center on January 23rd.

#### **Life Member Retirees** – Gwen

Gwen handed out the Policies and Procedures related to her committee based on the August revisions. She is working on the following task, "Mail special ESP condolence cards to family members of deceased ESP members." Gwen had talked with Missouri ESP on what they do. She showed a draft she made of a card Pi Chapter could use. Suggestions were made by Board members including spelling out what ESP means and indicate it is a Professional Extension organization. The final version will be taken to the Regional JCEP meeting in February to show other states. Once printed, Gwen will have Kay, as President, sign some cards to keep on hand so Gwen can send out to the family in a timely fashion. Gwen also brought up the idea of sending the families of the deceased the sheet of the Memorial of Extension Retirees which is passed out at the Annual Pi Chapter meeting during the Memorial ceremony. Board members agreed to this.

Sheila discussed the Pi Chapter envelopes people can use to send a memorial to Coffey Hall for the MEWS fund on a deceased person's behalf. Sheila will talk with Matt Musel, Extension Development Officer about the process we can use to encourage people to contribute to the MEWS fund. Gwen will ask Matt to put something in E-weekly once that process is decided. Also, Sheila will find out if the present envelopes can still be used.

#### **Membership** – Kia Harries

No report. Sheila prefers that national dues all be sent at once and is therefore, holding payment until January. We need to follow up on people who were members last year, but not yet renewed for 2007-08. Kay will ask Kia to put an article in E-Weekly to remind last year's members who haven't yet paid their '07-'08 dues to pay it immediately. The Board set a deadline of January 10. There were two Associate members last year. They are also eligible for scholarships.

#### **Professional Improvement** – Neil Broadwater

Neil indicated it will be very difficult to line up Professional Improvement sessions at the Extension Annual Conference next fall in Duluth based on the preliminary conference schedule. Because many will need to drive quite a distance and because the Extension Annual conference is scheduled from Monday noon thru Wednesday noon, will ESP members come in Sunday night so we can have a Monday morning session or will they stay for a session after Wednesday noon? Neil is in communications with MAEE regarding these issues as MAEE have similar concerns. He will continue to be in contact with MAEE as a liaison to their Board.

One suggestion related to a Monday morning session is that with National ESP having quite a bit of emphasis on international programs, that perhaps the Pi Chapter needs to reemphasize that now. Maybe we could have an "International" theme session at the Extension Annual conference.

Board members on hand then briefly discussed whether or not it would be feasible for ESP to have its annual meeting in June when Dean Durgan has a meeting with retirees on campus or if there is some other appropriate time.

It was brought up that Dean Durgan will be providing another retirement benefits workshop in 2008.

#### **Scholarship** -- Rosalyn Biermaier

No report

#### **NEW BUSINESS**

##### **JCEP** –

Kay and Neil will both be going. To be held February 20-22 in San Diego. The North Central and Western Regions are meeting together and the Northeast and Southern Regions will be meeting in Orlando. This is a two-year trial to determine if it will lower travel costs for national officers from the involved organizations.

**Web site** –

Toni brought up the idea of developing a Pi Chapter web site. It could include items such as how to contribute to MEWS, names of members (without contact information), newsletters, link to National ESP, etc. Kay will contact Bev Durgan to find out if ESP can use a U of M webmaster to help us design a site.

**Newsletter** –

There will be two of them, March 08 and Fall 08. For the spring edition, Kay and Neil will include an article summarizing the JCEP Regional meeting to be held in February. Neil will find out if Melissa sends the newsletter to retirees with e-mail addresses.

**Goals**

- A January 11 Board meeting will be held via teleconference to discuss Pi Chapter goals and to formulate some 'talking points' on what value is there to belong to ESP. One of Kay's goals for the year is to have two members serve on each committee.

Kay will send out last year's goals before the January Board meeting and stress the need to use them in developing the 2007-08 goals.

**External Audit of the Treasury** –

Sheila was wondering if we want an external audit of the treasury since the Pi Chapter will be transitioning to a new Treasurer, Jerry Tesmer. Sheila will find out cost of such an audit in preparation for discussion during the March Board conference call. If it is expensive, could we find a member's spouse that is a CPA who would volunteer some time to do this or at a greatly reduced rate? Members can contact Kay if they have knowledge of such a person.

**Envelopes** –

How many envelopes with our ESP logo do we need? Perhaps no more than 50 per year. Sheila will check with her local printer on prices at various increments. Kay send a note to committee chairs asking how many they may need.

**Upcoming Board meetings**

- [Friday, January 11, 1:00-3:00pm](#). –Goals for 2007-08 and talking points on value to belong to ESP
- [Monday, March 10, 1:00-3:00pm](#) – Discussion on spring newsletter edition, external audit

**Adjourn**

Meeting adjourned at 3:20pm.

Respectfully submitted,  
Neil Broadwater  
Acting Secretary