

Epsilon Sigma Phi

Pi Chapter

Board Minutes

March 10, 2008

Kay Stanek, Dave Pace, Chuck Schwartau, Neil Broadwater, Roselyn Biermaier, Shirley Anderson-Porish, Kia Harries, Jerry Tesmer, Sheila Craig, Sue Fisher, Janet Beyer

Treasurer Report given as sent out earlier. National dues have been paid so funds were transferred to meet that check. Our bank notified the treasurer that a \$10 per month fee would be charged on the savings account if there were no activity, so a transfer was made to avoid the fee. Life member donations were adjusted since one member's funds had been designed to regular life member donation rather than MEWS fund. Two other lines have been added on the budget. One is "transfer to savings" and the other "undesignated funds" to enable showing a balanced budget between income and intended expenses. The treasurer reported \$5504.98 in checking today. Dave moved and Neil seconded to place the report on file subject to audit. Carried.

Sec'y Report: Minutes were sent to all members following the goals approval from the past call. Neil moved and Sue seconded to accept the minutes as sent. Carried.

Chuck, prepare an executive summary, give it to Melissa and she can distribute it to the membership.

Treasurer's recommendations:

The co-treasurers suggest a 6-month CD for \$5000 at 2.5% interest, which would then leave about \$1000 in checking. This would gain some interest on our funds without risking cash flow. In 2007, the March to September cash flow only needed about \$75.00. A longer CD would not gain appreciable extra interest. This also leaves about \$1600 in savings. Sheila moved and Shirley seconded the motion to make these changes. Neil asked whether Galaxy would necessitate a greater expenditure. It was felt the MEWS fund, checking and savings could meet the needs. The CD would also mature in September so those funds could be accessed if necessary.

Treasurer suggests keeping about \$1000 to \$1500 each in the savings and checking so that every 6 months they could make a transfer between the accounts which will keep the accounts active and avoid bank fees. Sheila moved and Dave seconded this funding arrangement. Carried.

Committee Reports

- Awards – Dorothy McCargo Freeman has been nominated for the Administrative Leadership Award. They also recommend nominating her for the state DSA next fall.
- Fundraising – Shirley had no report at this time.
- Global Relations – Larry has secured a co-chair.
- Archives – Dave Pace requested people not throw things away without passing it by the archives chair. Committee reports should be included, especially for the annual reports. Dave can sort out duplicates and items not needed in the archives.
- Legislative – Extension is active in capital activities with the rest of the University.
- Life Member and Retirees – next newsletter is being prepared by Gwen Gmeinder. Send her any items that may be of interest to retirees. Neil asked about a JCEP report for that newsletter. Kay will check on the time-

line.

- Sue Fisher reported she and Jim Rutledge (OK) have submitted a proposal on planned giving for the Galaxy III.
- Membership – 37 members' dues have been sent to national with three more received since. Three associate members have paid their dues. Kay reported 153 life members as of February.
- Newsletter – neither editor is on the call today. The spring newsletter should be ready about April 1. This will be passed to the editors. Articles are due prior to that. Kay will send out a reminder. Highlight this in the executive summary.
- Professional Improvement – no report other than general discussions regarding schedules for associations at annual conference. All we know right now is the general conference schedule of noon Monday to noon Wednesday. (Oct 20 – 22) There has been some consideration of a different meeting all together for the ESP annual meeting.
- Scholarship -- March 31 is the next deadline for scholarship applications. National delegates and JCEP meeting expenses are paid out of the MEWS fund. Neil and Kay have not yet submitted their expenses for the San Diego meeting. Roselyn will send them the appropriate forms to get reimbursed. Neil and Kay also need to get their vouchers submitted for national travel allowance. That normally needs to be done within 30 days of the meeting.

Neil and Kay reported on the JCEP meeting in San Diego. The general program was based on the use of technologies with different generations. It was well done and well received by most delegates. The ESP section meeting highlighted guidelines from the national office. The new regional vice-chairs were elected for both the west and north central regions. Most felt the combined regional meetings went rather well. The north central region is quite active. The west region has re-activated a couple states. A member from Missouri has been elected vice –chair from the region. ESP is embarking on a new marketing and image campaign. It will focus on being a professional association, not a fraternity. Expect some new changes on the webpage. They have a goal of raising \$500,000 for the endowment fund by Galaxy. There is about \$300,000 in the drive now. There was discussion that the 'member services' committee is really an 'awards' committee at the national level. ESP's annual conference will be held at Galaxy. They are planning a pre-conference workshop so watch for details. National ESP Communiqué goes to state officers and the ESP Connection goes to all members. There will likely be name changes coming to clarify which letter is intended for whom. 2009 meeting is in Fargo, ND, and 2010 is in Jackson Hole, WY.

Next meeting scheduled for May 8 at 1:00 p.m. . A teleconference seems acceptable to most of the board.

The August meeting is set for the Monday the 18th 1:00 p.m. This will probably be a conference call as well.

Meeting adjourned at 2:00 p.m.

Chuck Schwartau
Secretary

Executive Summary on page 3

Epsilon Sigma Phi Board of Directors Meeting

March 10, 2008

Executive Summary:

- \$5,000.00 of cash on hand was put into a 6-month CD to earn a bit of interest.
- In order to avoid bank charges for inactive accounts, periodic transfers of funds between checking and savings accounts was authorized.
- Dorothy McCargo Freeman has been nominated for ESP Administrative Leadership Award.
- The next newsletter to chapter members should be out about April 1.
- Sue Fisher is co-author of a proposal submitted for the Galaxy III conference this fall.
- Do to scheduling problems related to the annual fall conference, there has been early discussion about having the ESP annual meeting at a different time and location. That is not planned for 2008 at this time.
- March 31 is the next deadline for scholarship applications.
- Kay Stanek and Neil Broadwater represented Minnesota at the regional leadership meeting in San Diego. The theme of the conference was working with audiences of diverse ages. Technology was emphasized and how each generation accepts technology differently.
- Next board meeting will be a conference call on May 8. Members with concerns should relay them to board reps.

Chuck Schwartau
Secretary

Secretary