

# Epsilon Sigma Phi

## *Pi Chapter*

### Board Minutes

**May 17, 2007**  
**1:00 – 4:00 p.m.**

Board members were at 220 Coffey Hall and some joined via conference call.

Board members present: Glenice Johnson, Janet Beyer, Sheila Craig, Andrea Ruesch, Colleen Gengler, Kia Harries, Holli Arp, Dave Pace, Kay Stanek, Gwen Gmeinder, Cindy Bigger, Liz Templin, Neil Broadwater, and Sue Fisher

#### **Call to Order – President Glenice Johnson**

President Johnson called the meeting to order at 1:06 p.m.

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

There were no additions to the agenda.

#### **Approval of Agenda**

Cindy Bigger/Kia Harries moved and seconded to approve the agenda. Motion carried.

#### **Secretary's Report – Secretary Andrea Ruesch**

Minutes from the March 8, 2007 Board Meeting were reviewed. Gwen Gmeinder mentioned that on page 2 of the minutes, under life members/retirees, it should list that 161 people are on the email reminder list. Colleen Gengler/Janet Beyer moved and seconded to approve the minutes with said change. Motion carried.

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

Our financial status is better off than where we were a year ago. Treasurer Craig reported that the starting balance was \$5,174.36 with income of \$605 and expenses of \$679.46 for an ending checking account balance of \$5099.90. Our savings account balance is at \$1,122.23 and the MEWS total account balance is \$119,978.53 with \$13,730.67 available to spend. Janet Beyer and Neil Broadwater moved and seconded to approve the Treasurer's Report as presented. Motion carried.

#### **Committee Reports**

##### **Awards and Recognition – Cindy Bigger**

Kathy Olson, Jeanne Markell and Kay Stanek were nominated for national awards and we hope that they're hearing something. Announcements will be made June 5. In June Cindy will be sending out information about the round of awards for this fall. Discussion on brainstorming names for awards. Need more follow-up on paperwork and documentation for those that are nominated.

##### **Auction Committee – Colleen Gengler**

The committee has put together recommendations in regards to policies and By-Laws and that is the majority of the report so the report will be later.

##### **Global/International – Larry Zilliox**

Larry was unable to join us. Did everyone see the neat write-up he did for the newsletter?

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

There are a lot of files up in the archives! The files start in the year 1927. A document of what is needed for the

files was distributed. Secretary Ruesch will send out the Historical File Guide along with the minutes, with special attention to the following:

### **Guidelines for Filing from the Pi Chapter of Epsilon Sigma Phi**

In establishing this filing system an effort was made to:

- Limit the number of subject titles.
- Include only that material which pertains to the business and activities of Pi Chapter. Therefore, there is limited information regarding the national Epsilon Sigma Phi fraternity.
- Date undated materials, if possible.
- Record cross references on the inside of folders.
- Retain information that will provide a history of Pi Chapter of Epsilon Sigma Phi.
- Retain a second set of Pi Chapter newsletters for exhibit use.

### **Membership – Kia Harries or Diane Damerow**

Letters to membership will be worked on this summer and will be ready for this fall. The benefits of membership will be covered in this letter and we will define the membership categories. Committee members are still working on updating the files – from the card system to the computer. Discussion – we really want to promote the Associate membership and the scholarship opportunities. Question – have we heard any more on the discussion of the possibility of covering dues through professional development dollars for current staff?

### **Newsletter – Glenice Johnson**

Any comments or suggestions? Will look at the timeline for the next newsletter, the focus will be around the Annual Conference/Meeting.

### **Nominating – Janet Beyer**

Looking for suggestions for the following – President-Elect, Secretary and a Director’s position (current employees). A list was generated. This list will be passed along to President-Elect Kay Stanek who is responsible for locating/nominating Committee Chairs.

### **Retiree/Life Member – Gwen Gmeinder**

The first issue of the electronic newsletter for retirees was sent out in April. The next one will be sent in July. Question – any feedback? Response from Board members – there has been numerous responses and they’ve been positive. People were happy to have communication from the Dean’s Office and people liked the articles. Retiree directory went out March 12 and we’ve had quite a few corrections/updates for that. At some point is it a good idea to do an update with changes? Suggestion – if it’s not too lengthy, could there be a section in the newsletter with updates? Kathy Olson may want to send an update to retirees/life members about the FCS national meeting.

### **Scholarship – Roselyn Biermaier**

A written report was submitted by Roselyn Biermaier. It was requested that we highlight the benefits of scholarships in the new membership letters being put together. Discussion.

### **Professional Development – Neil Broadwater**

The Retirement Seminar Workshops scheduled for Friday and Monday have had a great response.

### **Old Business**

#### **Proof-read revised By-Laws**

Dave Pace/Kay Stanek moved and seconded that in regards to the Articles of Incorporation and By-Laws of Pi Chapter, Epsilon Sigma Phi – that the word Service be removed when referring to the University of Minnesota Extension throughout the entire document. Motion carried.

Sue Fisher/Gwen Gmeinder moved and seconded that the wording Chairman be replaced with Chair throughout the document. Motion carried.

Recommended changes to the Articles of Incorporation and By-Laws were submitted from the Auction Committee. “Article IX, Committees, Section 2 – Standing Committees: Fundraising: this committee shall raise funds according to the direction and intention of the Executive Committee for these purposes: to add to the Minnesota Extension Workers Scholarship Fund; to support the mission, vision and operations of Pi Chapter and any other purpose which contributes to the professional development and work of ESP, Pi Chapter members.” Colleen Gengler/Sue Fisher moved and seconded that we propose adding to Article IX, Committees, Section 2 – Stand-

ing Committees the Fundraising committee with said changes. Motion carried. Members will get notification of this and that it will be voted on at the Annual Meeting.

#### Policies and procedures

An update was sent to members (update December 2006). Discussion. Page 1 – Membership #5 – what is any Extension program and administrative professional? For example, includes but not limited to, 4-H Program Coordinators, Horticulture Program Coordinators, Nutrition Education Assistants, Community Specialists, and others.

Question/discussion on Policies and Procedures.

#### New Business

**Pi Chapter Annual Meeting** - scheduling with MAEE – Holli Arp, MAEE Liaison and Neil Broadwater. We're still waiting on details of when events will start, but are anticipating Annual Conference will be from noon on Monday, October 8 and ending at noon on Wednesday, October 10. The MAEE/ESP Banquet is being considered for 6:30 p.m. on Monday night October 8. Annual and section meetings will be Wednesday afternoon. Response - that's really difficult for retirees who come one time for all things. Response – MAEE would've preferred the full day before the conference starts but the facility arrangements did not work. Discussion. Could the ESP Annual Meeting be on Monday morning? Could we have Annual meeting on Monday morning and then do an ESP lunch. Recommendation(s)? Would we consider Wednesday after the conference is over? President Johnson asked Janet Beyer and Neil Broadwater to work with Holli Arp and Diana Martinson on the schedule for all events. Email communication with Board members will be established. The biggest unknown at this time is the Annual Conference schedule.

**National ESP Meeting** – September 12-15 in Charleston, SC. Glenice Johnson and Kay Stanek will be attending and also serving as our voting delegates. We need to check attendance at first day meeting to be eligible for our state's reimbursement toward travel expenses. FYI – applications have been submitted on behalf of Pi chapter for Chapter of Merit and Achievement in Chapter Membership awards.

**National dues** - are going up by \$10. Our By-Laws state that dues are set by the Executive Committee to the membership at the Annual Meeting. We send out the annual dues forms before annual meeting so how do we handle this? Sheila Craig/Neil Broadwater moved and seconded to approve a dues increase of \$10 which would move \$40 to national. Total is \$70 subject to membership approval. Motion carried.

Lifetime dues Liz Templin and Sheila Craig moved and seconded that national/lifetime dues be \$250. Motion carried. Of the \$250, \$50 would remain in our funds.

#### **Adjournment**

Janet Beyer and Andrea Ruesch moved and seconded to adjourn the meeting at 4:00 p.m. Motion carried.

#### **Next Meeting**

The next Board meeting will be a conference call on Thursday, August 9.