

Epsilon Sigma Phi

Pi Chapter

Board Minutes

May 8, 2008

Present: Kay Stanek, Dave Pace, Chuck Schwartau, Neil Broadwater, Roselyn Biermaier, Shirley Anderson-Porish, Jerry Tesmer, Sheila Craig, Sue Fisher, Janet Beyer, Glenice Johnson, Gwen Gmeinder, Toni Smith

Agenda:

1. Additions to agenda

2. Secretary's Report – accepted as sent to the board earlier and filed

3. Treasurer's Report – Jerry summarized the budget update as sent. Income slightly ahead of plan by dues. Note the transfer to savings to keep the account activity. Also note the \$5000 CD that has been purchased for 8 months at 3.32% interest. We'll have to watch the funds in the early fall as Galaxy expense comes through. MEWS normally covers cost of voting delegates so we may not need the regular funds. Perhaps the annual meeting would be a good time to refresh everyone on expense policies and scholarship policies.

Clarify in the reports the fact JCEP and President's Workshop are one in the same and in the accounts be sure to differentiate the President's Workshop and the annual meeting expenses and reimbursements from the national. Jerry and Sheila will take care of that.

Discussion on envelopes – Sheila needs to get some, No one else has a need. 500 envelopes will cost about \$76 for color and \$30 for plain white with black print. Sheila was directed to inquire about cream paper and black ink. Dave moved and Sue seconded Sheila be authorized to purchase the necessary envelopes. Carried.

External audit for change of treasurer -- Sheila and Jerry suggest an external audit since we are changing treasurers for the first time in several years. They will check local accounting firms and get quotes for the audit by the next board meeting to have the audit done by the annual meeting. The board can make a decision at the next meeting.

4. Committee Reports

Awards and Recognition -- Be sure Dorothy's nomination has been submitted to the region for national recognition. Kay Lovett volunteered to assist Janet Beyer with award judging as requested. Notice should be sent soon reminding people of awards nominations for this fall. There is concern that we don't get team nominations because of the requirement for at least 50% ESP membership. Janet suggests revising that slightly to have at least one from each association. Last year's effort to assign some people to solicit specific nominations was quite helpful so it should probably be instituted again this year.

Fund-raising -- Shirley has visited with Colleen Gengler about some potential. Should we consider a dollar auction as a general fund appeal? Roselyn moved and Glenice seconded we not hold an auction this year for the MEWs fund. Carried. Toni mentioned an electronic ice cube that lights up. They could be sold for a couple

bucks to people as a novelty fund-raiser. Shirley will talk with Toni and work on arrangements. We should also make sure this is approved with the MAEE board to be done on the boat ride at the annual meeting. Shirley will contact Bruce Schwartz.

Global Relations -- Larry is on the way to Kenya so no report.

History and Archives -- Keep sending Dave reports of activity and conferences attended.

Legislative – PILD group was in Washington, DC, last week. There might be an opportunity for ESP to be included in the future. Twenty people from MN went this year. At the state level a bill has passed the House and is now in the Senate there is a bill proposing levy limits again for counties. This could have significant impact on counties again, especially rural counties. We can expect a generally tough funding year in the Legislature next year with anticipated state deficits again.

Life Members/Retirees -- The Extension retiree newsletter went out last week. There are about 350 on the list with 176 using e-mails. Gwen finds it a continuing challenge to keep e-mail addresses up to date. Thanks to the Director for her office's assistance to keep that database up to date as no expense to us. There will be a retiree reception June 19. It is at the Minnesota History Center this year. Gwen will have complementary tickets to visit the MN 150 exhibit for those requesting as well. Retirees will receive a mail invitation soon. It may be nice to have the board represented at the event. It might be a good chance to encourage retirees to become life members of ESP who might otherwise pass that up.

Membership -- Toni will check on Dir. Durgan's membership.

Newsletter -- no report today. Newsletter came out within the past couple weeks. In August will start work on the next issue. Invite them to join the meeting.

Professional Improvement – no report

Scholarship – MEWs paid for the president and president-elect to attend the president's workshop. About \$4000 total has been paid out in scholarships. The overall rate of return on our investment has been good. We can spend up to 90% of our annual earnings and we are well within that specification. Neil still hasn't be reimbursed for the February workshop. Roselyn will follow this up. Active employees submit this request through the regular expense system. Retirees have a slightly different procedure to follow.

5. **Old Business -- none**

6. **New Business**

Judging national awards – Janet and Kay Lovett will handle this.

ESP annual meeting -- Neil has been working with MAEE to coordinate schedules and see where ESP fits the annual meeting. Neil suggests our awards be given on the boat ride with the MAEE and that our annual meeting be a breakfast meeting on Tuesday morning. This will require a compact agenda for the meeting since the educational program tracks need to start promptly at 8:00. The starting time may depend on the location of the meeting. If at the Holiday Inn, we could probably start at 6:30 but if it is at the DECC, 6:30 may be pretty early. Neil will check the details. Holiday Inn would be the preferred location for retirees but it may have an extra cost to us. Glenice asked if she as past-president had any specific responsibilities. Glenice will work with Neil on the annual membership notice and forms. It is difficult to guess how retirees will respond to this schedule. Just let them know of the full program opportunities and they will have to make their decisions.

Other -- We need to name two delegates for ESP meeting at Galaxy. Kay Stanek is

planning on attending. Neil Broadwater may be attending. Chuck Schwartau will be attending if we need him as a delegate. Sheila moved Kay and Neil be the voting delegates and Chuck the alternate. Dave seconded the motion. Carried.

7. Announcements

It was suggested the annual goals be mailed out so we can all review them again and look for any necessary action items as we look toward the annual meeting.

Our next meeting is August 18 at 1:00 p.m. via conference call.

Please note Glenice has changed her primary e-mail address.

Meeting adjourned at 2:53 p.m.

Chuck Schwartau
Secretary

Epsilon Sigma Phi Board of Directors Meeting May 8, 2008

Executive Summary:

Secretary and Treasurer reports accepted with minor notes of clarification on the treasurer report related to the national meeting and the president's workshop expenses and reimbursements from national.

Quotes will be solicited for an external audit of the books before we make the formal transfer to a new treasurer this fall.

The annual meeting in Duluth will probably include our awards program with the MAEE program on a boat ride in the evening and our annual business meeting at a Tuesday morning breakfast.

- As a fun, fund-raiser the idea of an electronic ice cube to be sold on the boat ride will be pursued. There will be no auction at the annual meeting this year. The Extension retirees luncheon will be June 19 at the MN History Center. It may be well for ESP to be represented and take the opportunity to encourage life membership to new retirees.

Janet Beyer and Kay Lovett will be our judges for national award nominees.

Kay Stanek and Neil Broadwater will be our delegates to the annual meeting at Galaxy III in Indianapolis. Chuck Schwartau will be the alternate.

Chuck Schwartau
Secretary