

Epsilon Sigma Phi

Pi Chapter

Board Minutes

**Thursday, November 12, 10 a.m.-3 p.m.
220 Coffey Hall**

Call to Order by President Marcia Woeste

Present at the meeting: Marcia Woeste, Toni Smith, Sara Croymans, Jerry Tesmer, Neil Broadwater, Sue Fisher, Jeanne Markell, Neil Broadwater, Phyllis Onstad, Bob Mugaas. Kia Harries and Tami Bremseth joined by conference call.

Agenda Additions & Approval

Toni Smith moved and Neil Broadwater seconded the motion to approve the agenda. The motion carried.

Secretary's Report

Toni Smith moved and Bob Mugaas seconded the motion to accept the Secretary's report of the August 13, 2009 board meeting. The motion carried.

Treasurer's Report – Jerry Tesmer

Jerry shared he transferred \$500 from checking to savings to keep the savings account active; a portion is from reimbursement from national meeting to cover delegate's expenses. He noted that the National Meeting expenses were very low this year due to the meeting being held in North Dakota. He will transfer approximately \$322 to MEWS fund (150 to balance & remaining into working funds)

The current checking balance is \$3715; after the MEWS transfer, dues payment to National (\$1730) and a few other bills are paid. The checking balance will be approximately \$1600.

Phyllis Onstad moved and Sue Fischer seconded the motion to accept the treasurer's report. The motion carried.

COMMITTEE REPORTS

Awards and Recognition – Tami Bremseth

It was reported that Janet Beyer has joined Tami Bremseth on the committee. Additional committee members are welcome. Dorothy Freeman's materials are ready for the Ruby award. DSA award can be moved forward; and has been in the past. Several other awards could be moved forward to regional, but they require extra writing, so hasn't been done in the past. Perhaps state award recipients could be notified that their

award could be moved forward, but would require additional work. With the promotion process requirements it might be important to provide the opportunity for applications to move forward to regional; this might be a recruitment piece for potential members; also if we think our state winners are worthy it is important to be able to move them forward. Could our state forms be updated/revised to mirror the national forms for ease in moving the applications forward, rather than a 90 word or 10 sentence application. Applications to National are due March 1. Perhaps make forms available on web site, descriptions, nomination process, etc. Tami was encouraged to go back to the state winners and encourage them to apply for regional/national awards.

Fundraising – Becky Harrington/Donna Geiser

Global Relations – Tim Dolan

History/Archives – Kent Gustafson – no report at this time

Legislative – Cindy Bigger

Marcia indicated that Cindy was not able to attend the meeting due to teaching; but had requested suggestions from the board for things that would be beneficial to the chapter members. The board provided the following recommendations:

- o The Legislative Committee needs to monitor **NARFE** due to our large retiree membership (145). It was determined that we do not have an organizational membership. Bob Mugaas moved and Jeanne Markel seconded the motion that our ESP Pi Chapter fund a membership to NARFe for with mailings going to the legislative chair on an ongoing basis. The motion carried. There was a reminder that many employees are state employees, not federal, so we need to track state benefits as well.
- o The board recommend that:
 - ✦ perhaps one committee member track NARFE issues while another committee member track legislative issues.
 - ✦ Need to monitor Health Insurance issues
 - ✦ Need to connect with MAEE Legislative Committee – Holly Arp chair
 - ✦ Need to monitor current employees benefits with the new administration

Retiree/Life Member – Gwen Gmeinder

Marcia reviewed the following from a written report provided by Gwen Gmeinder:

- o Gwen shared that she had sent a letter to the family members of those who had passed away that were recognized at the annual meeting
- o Name of the retiree newsletter changed - Extension Update to *Extension Retiree Newsletter*.
- o A new and revised directory will be posted on the Extension Employee website under Government & Constituent Relations/grassroots section/Extension retirees.

There was a discussion on whether retirees have access to the Extension internal web site – only if they have a U of M x500 email address. It was discussed whether

Sue Fischer shared that a few years ago the Dean did an event for retirees at the History Museum. Are there plans to do something similar in the future? Toni shared that this work falls under Sarah Greening, Asst Dean of Extension. Nothing was held in 2009

because retirees were invited to the 150th anniversary at the state fair. There was discussion that if administration doesn't continue to do this, maybe ESP wants to take that on. Perhaps Matt Mussell would want to take on staying in touch with retirees for fund raising efforts.

Since we have so many retirees maybe we consider shifting our focus to do more for our retirees. How are we asking retirees to assist? Kia Harries shared that Jim Kemp, through National 4-H, is leading a campaign with retirees to give back to the organization. Kia has a copy of Jim's letter which is an example of how to tap into retirees & life members;

Should our organization do a strategic plan, given the shift in demographics & economics? Do we need to look at growing the organization or morphing it into something different? Why do people join? What is our distinctive niche compared to MAEE? National has a 2006-2010 Strategic Plan. They also have a membership recruitment and retention committee. Address during goal setting. A strategic plan would need to involve a survey of membership. Maybe we need a subcommittee to look at how a strategic plan might be accomplished. What is the core essence of ESP – building a fraternity of people who have done Extension work?

Membership – Kia Harries

Kia shared that the current membership: 43 full members; 3 associates; 145 life members.

Kia frequently receives questions from newer employees who are on University benefits about why they should join Extension. Jerry did a great job letting past members know that they hadn't yet paid their membership dues via a cc to an email to Kia Harries. Kia needs to follow up with new retirees about becoming life members, and a few others that haven't renewed their memberships. Marcia shared that Toni had talked with Bev about how it would be beneficial for her to be a member; Kia will write her a letter to rejoin, as Bev has been a membership in the past.

Bob asked if it would be possible to do a breakdown of the current 43 full members on where they are in their career, # of years in the organization, # of years until retirement, etc. Demographic needed for a possible strategic plan. It would also be interesting to get some demographics on retirees. How many are still in MN; are they geographically located so they would attend in person? Jeanne indicated that Gwen G. did a survey of all Extension retirees, so that data might be helpful-where they live, what their interests are, are they still interested in Extension, etc. Where we go as an organization might be closely connected with the current Extension administrations view on retirees. Neil shared that years ago ESP retirees attend the session at Annual Conference, but that behavior has changed.

Newsletter – Heidi Haugen

Heidi was not on the call due to other commitments. Heidi has requested that material submitted for the newsletter be submitted 3 weeks prior to the mailing date. Heidi is looking for someone to help with the newsletter. Marcia will check with Carol Burness

to see if she might be interested. Eric Vogel's name was also listed as a possibility.

Professional Improvement – Bob Mugaas

Bob asked if the term "professional improvement" is still the appropriate name for this committee given our large number of retirees? Perhaps something more like "lifelong enrichment" which doesn't imply an age discretion. "Professional Improvement" would mean different things to current employees than to retirees. Would a committee name change require a by law change – pg 4 article 9 this is listed as a standing committee. So a name change would need to occur at an annual meeting.

It might be interesting to ask members to share examples of their learnings, perhaps through a bulletin board or blog or chat room – such as study tours, hostels, travels, etc.

What type of retiree participation have we had in professional improvement in the past? Bob was not aware of how many retirees participated in the webinar last spring. How many retirees have access to the internet? Of the 150 retiree members, approximately 1/3 request that they receive the newsletter in hard copy, so the remaining are receiving it electronically. There has been a history of having retirees participating in some meetings; such as financial planning, long term health care.

There have been some constraints at Annual Conference for time available for professional improvement. There was not a specific separate event held last year, other than the one on economics on-line last June. There was some discussion about having a separate event at the Arboretum, but that didn't happen.

Bob reviewed the JCEP and national ESP websites to see if there are any upcoming webinars or other events that we could promote to members. Marcia found information on the website about a Webinar keynote at JCEP – managing work & families & practice of balancing work & family obligations on February 2, 2010. This information needs to go in newsletter and possibly an email message.

What do we want to offer the membership in 2010do? A special activity that is sponsored by ESP that is attractive to members would be a good thing to try; could help inform the possible strategic planning. Possible meeting at Arboretum – their theme "powerhouse plants"; could possibly get guided tours; could be both enrichment plus opportunity to do ESP business. A committee of Bob Mugaas and Sue Fisher was formed to work on an event for the entire membership. It was also recommended that they recruit 2 retirees to join the committee; possibly Larry Zilliox, Hal Rothe, or Bonnie Augst. Bob will talk with Mary Meyer, Interim Director at the Arboretum, for possible costs, etc. The committee will report back at the next meeting.

Jeanne Markell recommended that we tap into the existing informal groups of retirees that currently meet (RAMS, Vintage Youth, group in SE, group in WC, etc) to learn what would attract them to an event, to market an event through them, etc.

Scholarship – Phyllis Onstad

Phyllis shared that an additional \$172.96 will be deposited into MEWS from National meeting. There have been no new requests since annual meeting. Money available for this fiscal year July 1, 2009 – June 30, 2010 - \$2942.63 . The committee recommends to provide scholarships up to a maximum of \$300/person to allow more people to benefit.

Due to the transfer of significant funds from working balance to the MEWS fund has significantly impacted what we will be able to fund. This transfer was made without the knowledge of anyone on the board or Scholarship committee. At the annual meeting it was requested that communication be sent to Extension Administration to have communication with the ESP board prior to transfers. After Roselyn Biermaier found out about the transfers a few months after the transfer to indicate the impact on the organizations ability to provide scholarship funds. She did not receive a response to her email. Phyllis and Neil have drafted a letter to Administration. Should a letter be sent, or a meeting requested to discuss. Does Matt Mussell understand the situation? Phyllis will meet with Matt Musel to discuss issue.

Jeanne shared that the University Foundation has shifted how they handle separate funds ... it is viewed as Univ Ext funds – not MEWS fund. There were questions about a quasi endowment vs. a true endowment. These funds cost the University money to manage. Who controls the money? The Dean & Director has the authority to move the money. Will we earn enough money for the coming year to cover expenses?

The recommendation from the Scholarship Committee at the Annual meeting was:

- The ESP committee unanimously recommends that we utilize the 90% of the interest accrued in the previous fiscal year to be used strictly for scholarships as was the original intent of the NEWS Scholarship fund. People who donate monies to the MEWS fund do so for scholarship purposes. We are no longer in a financial situation where we can fund JCEP involvement and voting delegation expense format he MEWS fund.
- Scholarship applications are due quarterly January, April, July & October. Possible options for increasing funds to cover JCEP Volunteer costs: Increase dues, Increase membership, Designate silent auction, Special fundraisers

MAEE Liaison – Kim Asche

Kim Asche shared that MAEE is facing a lot of similar issues, including fund raising, keeping budget at equitable level. They have found that some people are not going into the portal to view things, so need to figure out better way to communicate with members.

OLD BUSINESS

Chapter Web site

Neil shared he has been working on the web site since annual conference, putting documents on – minutes, annual reports, MEWS fund applications, membership brochure, benefits of membership, etc. He has been working with Karen Lilley's assistant. The

site will link to National when it is completed. He will post the awards photos on web site from annual meeting that Liz Stahl took. Should we list member names without contact information, because it is impressive to have a total of approximately 200 members? Officers & board members are listed with contact information are listed. There was discussion about having just email addresses listed.

It was also suggested to consider including an opportunity for on-line giving ... with a direct link to the U of M Foundation.

NEW BUSINESS

- o A list of Officers and Committee Chairs have been sent to the National Office.
 - 2009 Annual Meeting review and comments: It was a successful event, well planned, festive.
- o **2010 Annual Meeting**
- o **Scholarship Committee Recommendations**
- o **Newsletter**
 - **We have discussed changing when we send**
 - ✦ Need to move up mailing date to early December so officers, awards, goals, etc. get listed
 - ✦ Dec. 1 articles due to Heidi
 - ✦ Mailing Dec. 15
 - **Possible topics/articles for future newsletter:**
 - ✦ Summary of board meeting
 - ✦ List of officers
 - ✦ Check out the web site
 - ✦ 2010 JCEP Regional Workshop – “Developing a Family Friendly Workplace”; online registration; www.jcep.org
 - ✦ Committee items
 - ✦ Annual meeting awards winners & encourage people to apply awards - Tamie
 - ✦ MEWS Scholarship - encouraging applications & reports on past scholarships – Phyllis
 - ✦ Retiree stuff – Gwen; highlighting who did retire in 2009
 - ✦ Memoriums since last Newsletter – Gwen
 - ✦ Life long enrichment/professional improvement – Bob & Sue
- o **Goals** - will be discussed on December 7 at 8:00 am
- o **JCEP** – February 2-4 in Nashville, TN
 - Phyllis Onstad moved and Jerry Tesmer seconded the motion to send only one board members to JCEP with preference given to the President Elect. Motion carried.
 - Sue Fisher moved and Tamie Bremseth seconded the motion to fund the expenses of the JCEP delegate for the current year 2010 year, to include registration, transportation and lodging, from National, MEWS scholarship (as applied for) and savings. Motion carried. Funds would be approximately \$300 National, \$300 MEWS Scholarship, \$400 from ESP Savings & a portion from the delegate’s personal funds to cover meals.

- o **National Meeting – Voting Delegates**
 - Marcia will communicate with National about our financial
 - Toni Smith moved and Jeanne Markel seconded the motion to financially support the ESP President or a board member to represent MN as a voting delegate at the 2010 national meeting to cover registration, transportation and lodging with funds from National, MEWS Scholarship (as applied for) and savings. The motion carried.
- o **Future Board meeting dates**
 - December 10; 8-10 conference call to have conversation on goals
 - February 23; 9-11; conference call
 - May 13; 9-11; conference call
 - August 9; 10-2; in person meeting on campus

The meeting was adjourned by President Marcia Woeste.