

Epsilon Sigma Phi

Pi Chapter

Board Minutes

November 24, 2008

401 Coffey Hall

Present: Neil Broadwater, Jerry Tesmer, Chuck Schwartau, Marcia Woeste, Kay Stanek, Sue Fisher, Toni Smith, Kent Gustafson, Gwen Gmeinder, Toni Smith, Bob Mugaas, Heidi Haugen (via phone), Sue Fisher, Phyllis Onstad, Janet Beyer

Neil asked for review of the agenda. Jerry asked for a rearrangement of items to accommodate those needing to leave early. Moved and seconded to approve. Carried

Secretary's minutes of the annual meeting were reviewed.

Treasurer's report:

Jerry had sent a report earlier. Income stands at \$4797.50 and expenses have been \$2204.72. He indicated the current printed list of members/life members received from Kia doesn't agree with Jerry's list of receipts to MEWS fund but the total final funds received does agree with the statements. Balance in checking is \$2961.07 and savings is \$3212.22. CD's total \$5000.00.

The CD needs renewal now so Jerry will go to the bank to check on the best option. Kay Stanek moved we renew the CD for 8 months at this time. Marcia Woeste seconded the motion. Carried.

National dues will be around \$1800.00 and due February 1.

Old Business -- None

Committee Reports:

Awards and Recognition – Thanks to Janet for taking the initiative to pursue candidates for the awards. It is likely that Dorothy McCargo Freeman will be for the national Ruby Award this next year. Sue offered to help Janet with the nomination. Given the arrangements for annual conference, everything seemed to go rather well with the separated awards program and the annual meeting.

There was an issue of paying expenses for a Friend of ESP or Friend of Extension whom we recognize. Janet was able to cover it within the committee budget this year but we need to consider that deliberately in the future as a policy. A suggestion would be hotel and necessary meals plus perhaps a stipend for travel. We also need to get the word out early soliciting nominees. Janet is asked to draft a proposal for the next board meeting.

Are there logical and available connections with the alumni association to help identify retirees worthy of special recognition? Time by someone in ESP is probably the critical issue. Earlier surveys by Neil and Gwen haven't really identified hot topics retirees want to hear more about.

Fundraising – Ice cube sales at the conference netted about \$400.

Global Relations – Suggest Tim put out an "all call" for people who have been on some international work who could offer an article.

History and Archives – Kent has been in touch with Dave Pace for suggestions. Kent reminds officers and committee chairs to submit information that should go into the archives. Kent has a question about archiving hard copy and electronic materials. That needs clarification. Is there a logical archival site on the Web where we should do our future archiving? It is suggested Kent check with the U central administration regarding recommended archival methods.

Legislative – The current budget crisis may be a target for cuts to federal benefits so people need to be watching legislation carefully. It is still highly recommended our people join NARFE to keep contact with the latest in federal benefit issues.

Toni shared a couple simple factsheets that highlight accomplishments and contributions of the University to the state. These need to be kept in front of legislators and other decision-makers.

Check on-line for the factsheet “Making a Difference in Minnesota for...” It helps point out the partnerships that support Extension. Most counties are using the 3-yr Memorandums of Agreement so real trial for Extension in counties may come in 2009 for the 2010 budget cycles.

The brief message we need to keep out there is “Please continue to invest in the U.”

AMC’s message to the legislature is essentially, “ You cannot continue to mandate programs counties must provide while cutting local aids, instituting levy limits and reimbursing counties little or nothing for specific programs.”

Membership – Neil had a list from Kia showing 44 members. We are aware the list needs at least a little updating. Janet asked whether Kia’s information would show the years of membership and years in Extension so award eligibility can be determined.

Professional Improvement – Bob asked whether there is an opportunity for better connection to the annual conference committee to explore the potential professional improvement opportunities. Bob will ask Mike Schmitt about getting a connection. Doing so jointly with MAEE may be helpful.

Will MAEE be conducting spring sessions again? That is a good chance for a more local connection between ESP and the educators.

Bob is still looking for more committee members.

Retiree/Life Member – Gwen reported we should soon be receiving a retiree newsletter from the Director’s office. A notice goes into E-Weekly so everyone knows it is available for anyone else to read.

Scholarship – Phyllis shared the scholarship application forms. January 1, April 1, July 1 and October 1 are the deadlines for application during the year. The committee reviews apps regularly. At the time of annual conference about \$18000 was available and about \$4000 has been used this year. Pat Borich, Naomi Fruechte, Eric Vogel and Phyllis make up the committee.

Newsletter – Heidi has meeting set to get the layout of the newsletter from previous editors and staff. She is very open to suggestions for modification of the layout and content. The next newsletter would probably be in the spring shortly after the JCEP meeting in San Diego. This would allow for a report of the JCEP.

Since we have so many retirees, news from the Dean’s office would be well received. This could include general updates of what is happening in Extension, some of the changes in personnel, current issues and initiatives. Retirees need to be encouraged to provide stories as well. Glenice Johnson may be a good starting contact on this idea. Phyllis Onstad offered to talk to Glenice and also Rosalyn Biermeier about this idea.

We need to look at how this is coordinated with the retirees’ newsletter from the Director’s Office. Would an electronic survey tell us more from the retirees?

Heidi needs to have others provide that information and other articles for the newsletter. She formats and distributes the newsletter, but content is largely from others.

Be sure Heidi has a list of board and committee members from whom she can solicit articles.

MAEE Liaison – Marcia Woeste is our current liaison to MAEE. Marcia was unable to attend the retreat and minutes are not yet available.

New Business

Future meeting dates – We should probably meet the first week of March before a newsletter. Let's be sure to keep conference calls under 2 hours.

March 3 10:00 to noon conf call

May 12 10:00 to noon conf call

August 13 10:00 to noon face to face on campus

We have received a request for a life membership transfer from Michigan for Aune Nelson. Marcia moved and Gwen seconded to accept the transfer. Carried. We will ask for further information for our files and as a way of introduction to our members.

2009 annual meeting

Can we look for a way to incorporate more life members into activities for the centennial anniversary next fall? Jeanne Markell has a passion in the area of the history so we should look for ways to utilize her interest.

ESP Website – Doing something outside the U of M website would be easier than inside. Could we then have a link on the Extension webpage or perhaps on the national ESP webpage. If on the Extension it would be internal only so there may be advantage to the outside site through ESP.

Neil will contact national ESP about their guidelines for a linkage. Bruce Schwartau has used Google Sites for a webpage with ease so maybe he'd be willing to help.

2009 Pi Chapter ESP Goals

Increase membership - Focus on reclaiming and retaining previous members whose membership has lapsed. Renewal forms and processes need to be made clearer than currently.

Send repeat notices to non-renewals.

Encourage all ESP members to keep contact with the relevant group that helps track their benefits programs available (NARFE, [Council of Academic Professionals and Administrators](#) [CAPA], etc). Utilize the newsletter, websites and personal contacts to keep this in front of members.

Ensure communication and involvement with retirees in the Pi Chapter - including e-mail, website, special events invitations, newsletters, and Extension publications.

Strengthen partnership with Minnesota Ass'n of Extension Educators. Ask MAEE to name a liaison to participate in ESP board meetings as a liaison.

Collaborate with MAEE on conference planning, awards programs and professional improvement opportunities.

Continue to review and update archives. Explore appropriate electronic archival systems.

Continue nominations and applications efforts for state and national awards nominations.

Increase awareness of the Minnesota Extension Workers' Scholarship (MEWS) funds available to support professional improvement opportunities by way of quarterly reminders to members.

Identify at least two people for each committee by the annual meeting. Solicit interest in committees on the annual membership form.

Establish a website for Pi Chapter.

Work at increased participation by all members and retirees at annual program conference.

JCEP is in San Diego in February. Marci Woeste is planning on attending and Neil is thinking about it at this time.

Meeting adjourned at 3:35 p.m.

Chuck Schwartau
Secretary