

# Epsilon Sigma Phi

## Pi Chapter

### Board Minutes

Final Minutes: Received Board approval March 29, 2013

Wednesday, January 30, 2013

Room 110, St. Paul Student Center, University of Minnesota

10:00 AM – 2:00 PM

**Roll Call:** Holli Arp, Gwen Gmeinder, Rosemary Heins, Ellie McCann, Chuck Schwartau, Eric Vogel, Sara Croymans, Suzanne Driessen

#### 1. Holli Arp, President

- a. Meeting called to order at 10:10 AM
- b. Review of the agenda
- c. Added Newsletters and PILD to the Agenda

#### 2. Secretary's Report

- a. December 4, 2012 minutes sent via email prior to this meeting
- b. *Action:* Motion to accept minutes by Rosi Heins, second by Ellie McCann. Motion carried.

#### 3. Treasurer's report –

- a. Financial update - As of 1/28/13:
  - i. Income for fiscal year is \$4,400 from membership dues; \$270 from life member donations and \$90 from MEWS (U of MN Foundation) donations-
  - ii. Expenses of \$2,850 for national dues; \$90 deposit of donations to foundation; \$27 for organization communication (newsletter stamps), \$27.95 operating expenses (silent auction item for National meeting), and \$40 membership committee expenses (refund to an Associate member who had paid full membership dues).
  - iii. Checking account balance is \$4,905.76
  - iv. Saving account balance as of 12/31/12 is \$3,883.92
  - v. Chuck mentioned there needs to be activity in each account every 6 months to avoid a service fee. *Action:* Sara will check on account activity requirements.
  - vi. CD balance as of 12/31/12 is \$5,409.43. Received interest of \$46.11 on 1/18/13. CD matures on 2/19/13. Discussion regarding .85% interest. *Action:* Sara will renew certificate of deposit for another 13 months.
  - vii. *Action:* Motion to accept treasurer's report by Chuck Schwartau, second by Gwen Gmeinder. Motion carried.

- b. Audit committee update: Colleen Gengler & Shirley Anderson-Porish reviewed ESP financial records since September 2011. After comparing vouchers to check issued and recorded they found all accounts in order corresponding to the statements from the bank.
- c. Membership list and dues – Sara and Eric followed up with inactive members.
- d. Completing IRS reporting – Need to file 5 months after fiscal year closes. Sara has completed the necessary paperwork for this year.

#### **4. Old Business**

- a. JCEP Update – Suzanne Driessen will attend because the President and President-elect are unable to attend on February 12-14, 2013. Suzanne will apply for ESP MEWS scholarship and receives \$300 from National to cover expenses.
- b. MNCEP update – No report
- c. Review and finalize 2013 Goals

### **2012-2013 ESP Goals**

#### **Membership:**

Convene a committee of 4-5 members to:

- Examine and strengthen membership recruitment efforts
- Refine what it means to be a member of the Extension honor society and develop communication to explain the benefits
- Retain annual membership and grow by 20%

#### **Fundraising:**

- Continue to grow scholarship fund through annual silent/dollar auction and marketing efforts
- Update ESP website to mesh fundraising with scholarship

#### **Scholarship:**

- Encourage staff members to utilize ESP scholarships
- Publicly acknowledge recipients

#### **Professional Improvement:**

- Explore and offer annual professional improvement webinar and/or face to face gatherings

#### **Awards and Recognition:**

- Increase award applications and nominations

#### **Retirees**

Increase connectivity with retirees by:

- ESP liaison attend regional meetings/gatherings of retirees and promote membership
- Post retiree gatherings/dates/locations on ESP website with contact information
- Explore option with retiree Facebook account
- Explore opportunities to highlight ESP in other retiree communications

#### **ESP Board Priorities:**

- Refine ESP role within MNCEP

- Provide updates after ESP board meetings
- Review by-laws and policy and procedures to accurately reflect tasks and responsibilities
- Review website for possible updates
- Continue to use the website, e-mails and the newsletter as primary communication tools

## 5. Committee Reports

- a. **Awards & Recognition** – Marcia Woeste via written report
  - i. Our recognition nominations to National are due March 1<sup>st</sup>. Tamie Bremseth (2011-12 Awards Chair) has taken on the responsibility of submitting our Pi Chapter award nominations to National. Those being nominated by our chapter were recognized at our fall annual meeting.
  - ii. Awards being submitted include:
    1. Distinguished Service – Toni Smith
    2. Friend of Extension – Dwayne Bakke
    3. Administrative Leadership – Kelly Kunkel
    4. Diversity/Multicultural – Deb Zak
    5. Mid-Career Service – Suzanne Driessen
    6. Early Career – Antonio Alba Meraz
    7. Team – Education After A Disaster Tool Kit team: Becky Hagen-Jokela, Sara Croymans, Rosie Heins, Cindy Peterson, Phyllis Onstad
  - iii. Discussion and brainstormed ideas to increase award applications by reviewing and strengthen the process. Recommend sending award announcement to supervisors, regional directors and associate Deans with the membership listing.
- b. **Fundraising** – Ellie McCann – No updates
- c. **Scholarships** – Rosi Heins
  - i. Update application that there are no deadlines for submissions
- d. **Membership** – Eric Vogel
  - i. Updates: 41 annual members; 3 nonrenewal; 3 new members, 6 new life member 6 members deceased.
  - ii. Establish a membership committee; recruit members to represent each Extension area; Compiled a list potential committee members.
- e. **Professional Improvement** – Toni Smith – No report
  - i. Brainstormed names for committee members representing each center
  - ii. Brainstormed topic ideas including connect/coordinate with Extension’s staff development director, panel discussion with retirees and new employees
  - iii. Chuck will visit with Extension’s staff development director to discuss opportunities
- f. **Retirees** – Gwen Gmeinder
  - i. Retiree Facebook 52 friends – invitation only
  - ii. Retirement gathering in NW Minnesota this summer
- g. **Legislative** – Margo Herman – No report

## **6. New Business**

- a. PILD – Ellie McCann and Margo Herman are interested in going and will apply for ESP scholarship and Dean's funding. \$150 allocated in the budget.
- b. Galaxy – Voting delegate will be Holli Arp.
- c. Chapter reports are due before JCEP.
- d. National ESP scholarships opportunities available and will be shared with Minnesota members
- e. Newsletters – Discussion and decision to write and issue a spring and fall newsletter this year.

## **7. 2013 Conference call/meeting dates:**

- i. Friday, March 29 (9-11 am conference call)
- ii. Wednesday, May 15 (9-11 am conference call)
- iii. Wednesday, July 31, (10-2 Coffey Hall)

2:00 PM: Meeting Adjourned

Respectfully submitted by Suzanne Driessen, Secretary

Reviewed by Holli Arp, President