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 1st. 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 are Margo Herman 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