

Epsilon Sigma Phi

Pi Chapter

Board Minutes

Friday, March 29, 2013

9:00 AM-11:00 AM via conference call

FINAL—approved at May 15, 2013 meeting

Roll Call: Holli Arp, Gwen Gmeinder, Kia Harries, Eric Vogel, Sara Croymans, Suzanne Driessen, Margo Herman, Rosi Heins, Dave Werner

1. Holli Arp, President

- a. Meeting called to order at 9:04 AM
- b. Review of the agenda
- c. No additions to the agenda

2. Secretary's Report – Suzanne Driessen

- a. Review January 30, 2013 minutes sent via email prior to this meeting
- b. Corrections and revisions submitted by board members resulted in three revisions of the minutes. Draft 1 and draft 2 minutes were posted on our web portal. Once this 3rd draft is approved by the board it will replace draft number 2 on the website.
- c. Question: Should we wait to post minutes until they have received approval? Discussion: Minutes sent via listserv resulted in feedback from several members. They are posted on website for members review. Suggestion to continue send the minutes via listserv and post on portal before board approval with a note: "Draft minutes pending board approval."
- d. *Action:* Motion to accept minutes by Gwen Gmeinder, second by Margo. Motion carried.

3. Treasurer's report – Sara Croymans

- a. Summary of financial transactions since the January 2013 meeting:
 - i. One additional dues deposited (\$70)
 - ii. Paid JCEP meeting expenses to Suzanne Driessen (\$149.58)
 - iii. Checking account balance as of 3/28/13: \$4,821.18
 - iv. Transferred \$5 to savings to keep the savings account active. Interest is .31 (1/1/13-2/28/13) + \$5 from checking. Balance as of 3/28/13: \$3,889.23
 - v. Renewed CD @ .60% for 21 months with maturity 11/19/14. CD balance as of 2/28/12: \$5,459.48
 - vi. Received thank you note from Dean Durgan for ESP's \$90 donation to MEWS fund

- vii. With Chuck's assistance our organization did not need to file a FORM M4NP w/ the state.
- viii. Filed form to confirm organization's status with the secretary of state.
- ix. Changed Minnesota Secretary of State contact from the ESP President to the ESP treasurer for consistency.

4. Old Business

- a. JCEP Report. Suzanne Driessen attended the Joint Council of Extension Professionals (JCEP) Leadership Conference as the ESP Minnesota Pi Chapter delegate with financial support from the Minnesota Extension Workers Scholarship Fund, National ESP and Minnesota Pi Chapter. JCEP brings together leaders from six Extension professional organizations from across the nation. It was a chance to learn from others' experience and perspectives.
 - i. The conference includes a professional development component. The *Discovering your Leadership Potential* theme featured Jay Rifenburg trainer and author of *No Excuse! Incorporating Core Values, Accountability and Balance into your Life and Career*. The "No Excuse!" program contributes to one's ability to lead, manage and educate. See Jay's 'No Excuse' video on <http://www.rifenburg.com/>
 - ii. Eight hours of this conference was spent in ESP meetings. I attended the ESP chapter meetings where ESP core values were explored to develop and grow Extension professionals across disciplines. Much discussion was spent on membership recruitment, attracting younger members and engaging members of all generations. Suggestion to make an effort to ensure all generations are represented on the board and committees. Use of ESP recruitment [videos](#) have been successful for some chapters. The national marketing committee will put questions for states' to conduct focus groups of non-members about joining ESP. Chapter leader's should review chapter [Handbook](#) for officer and committee responsibilities. Chapters were encouraged to review the chapter of merit award form <http://handbook1.espnational.org/section-k-chapter-resource-handbook/chapter-recognition-programs> to help set goals. There are four levels of recognition and can serve as a recruitment tool for membership. Recognition submission [forms](#) are due annually on May 1, 2013
 - iii. Notes from the Central regional meeting:
 - National Committee membership recruitment (renewals or applications due April 1) – remind members serving on national committees to complete a renewal application or encourage those interested in serving to apply.
 - Chapter articles for ESP Connection (next deadline is March 25) – consider sharing something that your chapter is doing and others could get ideas from reading. Indiana will plan to submit article on professional development activity from this past fall supported with a mini-grant.
 - 2014 National Conference – October 5-9, Indianapolis, IN. One request is for each state to plan on contributing 1-2 items for goodie bags (plan on approximately 200 each item).
 - Stay connected in 2013 - Next call is scheduled for April 8 at 11 AM. Each state should be represented on the call.
- b. PILD Update
 - i. Ellie McCann will be represented
 - ii. ESP national Scholarships available
- c. Galaxy Update- No report

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5. Committee Reports

- a. Awards & Recognition – Marcia Woeste – No report
- b. Fundraising – Ellie McCann – No report
- c. Scholarship – Rosi Heins
 - i. Six scholarships awarded this year for \$3000, 2 pending
 - ii. Could give up to \$4600 in scholarships this year, July 1, 2012 – June 30, 2013
 - iii. A report by recipients is required. A synopsis of the report is shared in the newsletter.
 - iv. *Action:* committee will discuss the process and deadlines, review criteria, and recipient report
- d. Membership – Eric Vogel - No report, but will be pulling the group together to discuss membership opportunities soon.
- e. Professional Improvement – No report
- f. Retirees – Gwen Gmeinder
 - i. Two retiree events this summer; St. Paul, July 23, 2013 and Detroit Lakes, June 24, 2013. ESP can have membership information available; perhaps show one of the recruitment videos.
 - ii. Retiree newsletter distribution date is April 18. 2013. Suggestion for article from ESP MEWS scholarship recipient report from a retiree.
- g. Legislative – Margo Herman
 - i. Connected with Jeanne Markell for a briefing
 - ii. Will meet with Sarah Greening to know legislative loop and issues
 - iii. Follow-up with PILD delegate for national issues
 - iv. Discussion: Think about is a committee needed and ideas what other states are doing. David shared there is a federal retirement newsletter which would be good to share with members who have federal benefits

6. New Business

- a. Newsletter/Membership Memo's
 - i. April 26 article deadline; May 1 at the latest in order to have it published by May 15.
 - ii. September newsletter
 - iii. Membership memos alternate with newsletter so there is communication to membership 4 times per year.
- b. Topics: Membership memo's– 2-4 people featured per newsletter. Brainstormed names of new members and life time members to feature. Holli will share names with Toni Smith to contact and write membership memos.
- c. National information:
 - i. Monthly calls via regions, Holli to attend April 8, 2013 call.

7. 2013 Conference call/meeting dates:

- a. Wednesday, May 15 (9-11 am conference call)
- b. Wednesday, July 31, (10-2 Coffey Hall)

9:54 AM: Meeting Adjourned

Respectfully submitted by Suzanne Driessen, Secretary

Reviewed by Holli Arp, President

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