

Epsilon Sigma Phi
Board Meeting
August 20, 2008

The group met at K-State Salina at 10:00 a.m. Those in attendance included Eric Otte, Karen Blakeslee, Connie Hoch, Andrea Schmidt, Stacey Warner and Margaret Phillips.

Eric called the meeting to order. The July 8th minutes were discussed first. Eric distributed copies.

Stacey announced that there were not any finance updates to report.

The Memorandum of Understanding has been signed with the KSU Foundation. The ESP Endowment by-laws need to be updated to reflect the actual practices.

Auction items were discussed next for Galaxy III. Eric is not certain that we have an item. Eric will call Marcia regarding the auction item. Karen can put an article in the newsletter related to this. Connie said that more items would be welcome for the auction. Margaret shared that the information from National regarding what to do with auction items should also be shared with the membership.

The annual conference auction was discussed next. Margaret inquired if this was the officer group's responsibility or if Endowment coordinates it. Karen reported that Ann Domsch has sent a newsletter announcement regarding it. The auction will start at 6:30 p.m. on Tuesday, October 21.

National committee items were discussed next. Connie said that she contacted folks attending in the past to be certain that Kansas was represented on each committee. All are welcome at the national committee meetings. Stacey also said that those receiving scholarships should be asked to attend committee meetings when they can. Gayle Price, Emily Morehouse, Donna Martinson, and Nozella Brown are the scholarship recipients.

Memorial lists, officers, chapter awards, and voting delegates have been turned in for Galaxy III .

The Galaxy list was discussed next.

The new chapter website was discussed next. Stacey Warner, Marie Blythe, Margaret Phillips and Martha Monihen have been working on developing a new website. The guts are there, but they are still working on the design aspect. Stacey has contacted the communications people regarding the design needs. Links are available for archives,

awards, endowment, forms, governance, members, minutes, newsletters, officers/committees, reports and intranet. Listservs, letter head, envelope, membership lists, and active links to our affiliated associations are also listed.

The United Associations Conference committee had their first planning committee meeting this past Monday. Beth Drescher, chair of the professionalism committee, is the association representative.

Duties of Officers were discussed next. Margaret said that the descriptions can be removed from the by-laws and listed separately. National has a chapter handbook that we can use as a resource. The current officers can help to write the job descriptions. Margaret stated that we want to have it on the website by annual conference. A draft of each officer job description is due to Margaret by September 22.

Committee appointments were discussed next. Margaret shared a list of current committees and what she has currently been working on. Committee assignments will be finalized by annual conference.

Laurie Chandler as Vice Chair; Andrea Schmidt as Secretary; Stacey Warner as Treasurer, and Karen Blakeslee as Editor, are the nominations Connie has currently secured. All of the terms are for one year except the Counselors. The group discussed making the officer roles a two year term instead of a one year term. The group discussed having the Past President as a position on the board.

Stacey moved that we elect the Secretary and Newsletter Editor in an even numbered year for a two year term and that the Treasurer and Historian be elected in an odd numbered year for a two year term and that the Past President be made as a member of our board. Motion was seconded by Karen.

Karen moved to amend the motion to add that the two year term begin immediately following installation of officers. Andrea seconded the amendment. The amendment was seconded and carried.

The motion was seconded and carried.

Annual meeting was discussed next. Andrea will send out a request for the annual report on August 25. Items will be due back by September 25. Connie mentioned that Eric could look at the annual meeting agenda from the previous year for ideas on this year's agenda. Karen will send out an email to folks regarding booklet information. Steve Fisher has arrangements made for the Alumni Center.

Eric proposed that Monday, September 29 be a board meeting conference call. We will have the call at 1:30 p.m.

Eric asked for other agenda items. Margaret has ordered ESP packets and will have committee descriptions and have officer descriptions for the breakfast meeting. Margaret also mentioned having a meeting with Eric and the nominee for Vice President prior to Annual Conference for the purpose of finalizing the committee appointments.

Karen moved we adjourn and Margaret seconded the motion. The meeting was adjourned at 11:45 a.m.