## **Epsilon Sigma Phi Annual Meeting**

October 18, 2011, 11:45am

Minutes from previous meetings are available on www.ksre.ksu.edu/esp-AlphaRho

The meeting was called to order by President Diane Mack at 11:55 am.

Those in attendance included Jim Adams, Barbara Ames, Gina Aurand, Ginny Barnard, Linda Beech, Jodi Besthorn, Karen Blakeslee, Marie Blythe, Debra Bolton, Nozella Brown, Elizabeth Brunscheen, Daryl Buchholz, Rod Buchele, Diane Burnett, Sheryl Carson, Laurie Chandler, Libby Curry, Denise Dias, L. Ann Domsch, Beth Drescher, Dave Dunn, Robin Eubank, Megan Ferrell, Dale Fjell, John Forshee, Lindsey Friesen, Lisa Friesen, Carl Garten, Gary Gerhard, Rhonda Gordon, Jamie Hancock, Beth Hinshaw, Doug Jardine, Ginger Kopfer, Sarah Laib, Susie Latta, Jim Lindquist, Sally Lindquist, Kathy Lupfer- Nielsen, Sarah Maass, Diane Mack, Marie McFarland, Rebecca McFarland, J.D. McNutt, Kandace Metcalf, Mary Meck Higgins, Bertha Mendoza, Anna Muir, Pat Murphy, Mary Kay Munson, Bob Neier, Sy Nyhart, Mary Lou Odle, Becky O'Donnell, Chris Onstad, Chuck Otte, Corinne Patterson, Paula Peters, Margaret Phillips, Gayle Price, Jamie Rathbun, Trudy Rice, Ethel Schneweis, Dave Schafer, Debra Sellers, Phil Sloderbeck, Barbara Stone, Brenda Taxeras, Deryl Waldren, Stacey Warner, Tranda Watts, Laura Weiss-Cook, Jennifer Wilson, Debra Wood, Sandra Wick, Dick Wootton.

## **Chapter Officer Reports:**

- **President** Diane Mack:
  - 1. Minutes from the 2010 Annual Business Meeting were approved as posted on the web site.
  - 2. Members should sign in on the sheets placed in the center of the table.
  - 3. Members may sign thank you notes for Martha Monihen and Michelle Gieber.
  - 4. Dues are currently being accepted by Stacey Warner. Dues are \$60 or \$20 if less than 5 years of experience.
  - 5. A QR code was added to the agenda and items and documents for the meeting are posted on the web site. Hard copies are also available on the middle of the table for members to review.
  - 6. She stated that it has been a privilege to serve as President and that is was a wonderful experience to connect with others across the nation and state. Some highlights of the past year include the initiation of a Mid-Month Message and receiving the Chapter of Merit and Chapter Achievement in membership awards at the National Meeting. The chapter supported the National Association of County Agricultural Agents Conference and was able to promote ESP.
- **President Elect** Sandra Wick:
  - 1. President Diane Mack has been a great mentor.
  - 2. She represented the Alpha Rho Chapter at JCEP, the Joint Council of Extension Professionals, in San Antonio, Texas.
  - 3. She increased her understanding of the National Institute of Food and Agriculture (NIFA) and how NIFA connects on the county level.
  - 4. She just came back from the National Meeting in Syracuse, NY and is pleased to report that the chapter was well represented. Members who attended were applauded.
  - 5. The work of the committees was recognized with special thanks to chairs and chairelects.
- Secretary Deb Sellers:

Minutes of the Council Meetings were written and posted on the web site. Officers and Committee Chairs provided submissions for the 2011 Annual Report. The Annual Report was created and sent to President Diane Mack. Correspondence included a thank you note from Linda Beech for the travel study grant.

• **Treasurer** Stacey Warner:

As of September 30, 2011 the checking account balance was \$10,023.68 and the CD balance was \$5,643.62 for total assets of \$15,667.30. Receipts for 2011 are \$8,698.71 and expenditures are \$12,565.01. There was discussion of one-time expenditures included in the report. Motion made to accept the report by Ann Domsch with a second by Doug Jardine. Motion carried.

• Historian Jennifer Wilson:

She has spent the past year collecting mementos and information about the chapter and sending these to the Archives. She thanked Margaret Phillips for sending information regarding the National Meeting. Please send items of interest to her for inclusion.

## • Editor Jennifer Smith:

Winter and summer newsletters and the Recognition Booklet for the October 18, 2011 reception were created. Another newsletter will come out in December.

## • **Past President** Laurie Chandler:

She has chaired the ESP Endowment Committee this past year. There are brochures on the table if anyone is interested in making a donation to the ESP fund. There are also opportunities to donate to the ESP Endowment through the Kansas State University All University Campaign. The Treasurer's Report for the Endowment was presented to the membership. Members were encouraged to come to the Silent Auction this evening as those proceeds also support the Endowment. Endowment Fund Grants were awarded to Kathy Lupfer Nielsen and Anna Muir, \$2,000, "Full Circle ... An Aging Expo" and Sarah Laib, \$1,700, "Shawnee County 4-H Special Interest Club." The Jim Lindquist Administrative Leadership Scholarship for Professional Development was awarded to Jennifer Smith. Award winners were applauded.

#### **Council Director Reports:**

- Northwest-Dave Dunn: Nothing to report.
- Northeast-Chuck Otte: He is talking to agents and visiting with them in an attempt to gather information about membership in ESP.
- **Southwest:-**Andrea Burns:
  - Not present.
- **Southeast-**Diane Burnett: She has communicated via email and is encouraging membership.
- State-Dan Rogers: Not present.
- **Retirees-**Dick Wootton: He has communicated via email to encourage retirees to attend Annual Conference activities.
- Administration-Daryl Buchholz: Administration will have 100% participation in ESP soon.

#### **Standing Committee Reports:**

- Annual Banquet-Jennifer Wilson: An invitation was extended to members to come to the Reception this evening at 6:30pm.
- Awards-Nozella Brown: This was a record year for nominations with many honorees.

Minutes corrected 11/8/11 by D. Sellers (added names of elected officers)

- 1. The committee has four recommendations for the membership to consider:
  - 1. It is recommended that the Retiree Service awardee receive complimentary tickets for the honoree and one guest ticket.
  - 2. It is recommended that the application clearly state that the nominee and nominator be current members of ESP.
  - 3. It is recommended that a simple standardized application be used that includes the following:
    - 1. The recognition category and confirmation that the nominator and nominee are ESP members.
    - 2. Contact information for the Nominator.
    - 3. Contact information for the Nominee.
    - 4. Confirmation that the nomination has been approved by the appropriate supervisor.
    - 5. A 400-word description of nominee's qualifications for the award.
    - 6. All nominations are submitted as Word documents electronically.
  - 4. It is recommended that the standardized application be patterned after the national ESP application, if at all possible.

Margaret Phillips was awarded the National Visionary Leadership Award this year.

- **Budget & Audit-**Mary Lou Odle:
  - 1. The chapter has been operating at a deficit for the past several years. The committee devised strategies to address this issue, including membership goals and lowering expenses. It was suggested that: 1) travel awards be removed as a line item, 2) that a loan repayment be taken out of the budget, and 3) that the board and membership consider a dues increase. There was discussion about specific line items.
  - 2. An audit report was completed and submitted to the membership, with a determination that the current accounting of ESP business is accurate.
- Constitution & Bylaws-Pam Van Horn:
  Not present
  - Not present.
- Global Relations-Trudy Rice:

There are no action items to report, but she shared an idea of hosting quarterly webinars from members who have had international experience. Please contact her with feedback.

- Membership Recruitment & Retention-Beth Hinshaw: As of October 5, seven new members have responded to the invitation with two transfer memberships this year. New members will be introduced and initiated during the awards reception.
- **Memorial-**Kathy Lupfer-Nielsen: Two former Extension professionals have passed away and will be acknowledged at the Reception.
- **Nomination-**Laurie Chandler:

Appreciation was extended to the committee. She presented the slate of candidates, as nominations were received for the following offices: President-Elect: Gayle Price; Treasurer: Jennifer Wilson; Annalist/Historian: Sy Nyhart; Northwest Director: Nadine Sigle; Southwest Director: Robin Eubank; State Director: Doug Jardine; and Endowment Trustee: Debra Wood

• **Professionalism-**Bob Neier:

For the past several years the chapter has been able to provide funding for travel grants and this has been a great benefit for members. A challenge was made to members to support this endeavor. International Study Grants were awarded to Mary Meck Higgins (\$250) and Gayle Price (\$250). General Travel Grants were awarded to Jamie Hancock (\$250) and Debra Sellers (\$250).

- **Retiree-**Ann Domsch:
  - 1. The retirees attending the Awards Luncheon on October 19 will be seated together. Afterward, the group will visit with Daryl Buchholz, Associate Director, Extension and Applied Research and Sandra Wick, ESP President. At about 2:30 p.m., the group will tour the Renewable Energy Project. At the project they will see wind turbines, solar panels and geothermal energy systems.
  - 2. There was interest expressed in a bus tour for retirees and current employees. She proposed an Old Route 66, eight-day bus tour with an estimated cost of \$750-760.

# • **Tenure Recognition-**Jim Adams:

Individuals will be recognized at the Reception.

## National Committee Reports:

- Scholarship: Doug Jardine reminded the membership of scholarships available through the national organization, especially as many go unused. There was discussion about the integration of the chapter Recognition Committee and National.
- Marketing: Doug Jardine discussed this new committee and the recently created Facebook page.
- Resource Management: Trudy Rice talked about the benefits Kansas has received and encouraged members to support this endeavor.
- Jim Lindquist stated that Kansas ranked second in receiving funds back from the national ESP endowment.
- Sandra Wick recognized other national committee members: Margaret Phillips, Marie Blythe, and Stacey Warner.

## **New Business**

- A motion was made to approve the Recognition Committee recommendations by Beth Drescher with a second by Gary Gerhardt. Motion approved.
- A motion was made to approve the presented Budget by Sarah Maass with a second by Doug Jardine. Motion approved.
- A motion was made to approve the Audit report by Carl Garten with a second by John Forshee. Motion approved.
- A motion was made to approve the presented slate of officers and directors by Beth Drescher with a second by Chuck Otte. Motion approved. Elected officers and directors are: President-Elect: Gayle Price; Treasurer: Jennifer Wilson; Annalist/historian: Sy Nyhart; Northwest Director: Nadine Sigle; Southwest Director: Robin Eubank; State Director: Doug Jardine; Endowment Trustee: Debra Wood.
- A membership drawing related to payment of dues was held and won by Rebecca McFarland.
- President Diane Mack reminded the membership about the circulating thank you notes and sign in sheets.
- Ann Domsch answered questions about the proposed bus trip. A show of hands indicated that there was little interest by the membership in pursuing this further.
- Sandra Wick discussed the Committee List and reminded the membership of assignments. Chairs were encouraged to contact members of their committees and members were encouraged to respond. The web site was represented as a good resource for more information. A reminder was provided about the meeting on October 19, 2011 at 7:15am with a request to be prompt.
- Kathy Lupfer-Neilsen was recognized for her birthday.

Meeting was adjourned by President Diane Mack at 12:35pm.

Minutes respectfully submitted, Deb Sellers Alpha Rho Secretary