

Epsilon Sigma Phi Council Meeting

December 14, 2011, 1:15 pm

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

The meeting was called to order by President Sandra Wick at 1:16pm.

Those in attendance included Diane Burnett, Robin Eubank, Mary Meck Higgins, Sally Lindquist, Kathy Lupfer- Nielsen, Charlotte Shoup Olsen, Margaret Phillips, Gayle Price, Deb Sellers, Deanna Sweat, Tranda Watts, Sandra Wick, Jennifer Wilson, Deb Wood, and Dick Wootton.

Motion made by Deb Sellers to approve minutes from the previous meeting as posted to the web. Seconded by Sally Lindquist. Motion passed.

Chapter Officer Reports:

- **President** Sandra Wick:
Sandra is working on finalizing the membership, and Jennifer is getting information out to members. Gayle Price and Sandra Wick will soon register for the JCEP conference. The mid-month message from November was sent to the membership, and December's message will be out soon.
- **President Elect** Gayle Price:
Gayle has been participating in the United Associations (UA) planning meetings. Information about the conference will be in the next ESP newsletter, although final details from the UA committee will be available in January 2012.
- **Secretary** Deb Sellers:
Minutes of the ESP Council Meeting from 10/19/2011 were written and posted on the web site.
- **Treasurer** Jennifer Wilson:
The current statement of accounts and budget were sent out, but they reflect little change since the last meeting. Dues are still outstanding from some members and that list has been shared with directors to encourage payment. She discussed the additional expenses incurred by Sandra Wick to attend the national meeting, and she recommends paying them. This will be addressed under New Business.
- **Historian** Sy Nyhart:
Not present, but is doing well with his recovery.
- **Editor** Jennifer Smith:
Not present, with a report sent in by email: The Winter 2011 newsletter is being compiled. The due date for items is December 16th, and it will be available within the next few weeks. It was discussed that the newsletter comes out twice per year.
- **Past President** Diane Mack:
Not present.

Council Director Reports:

- **Northwest**-Nadine Sigle:
Not present
- **Northeast**-Chuck Otte:
Not present
- **Southwest**:-Robin Eubank:
Robin expressed appreciation for the list of members with dues outstanding and these individuals in her area have been contacted.

- **Southeast**-Diane Burnett:
She expressed appreciation for the list of members with dues outstanding and these individuals in her area were sent a reminder.
- **State**-Doug Jardine:
Not present
- **Retirees**-Dick Wootton:
No report
- **Administration**-Daryl Buchholz:
Not present

Standing Committee Reports:

- **Annual Banquet**-Nancy Pihl:
Not present
- **Awards**-Libby Curry:
Kathy Lupfer- Nielsen reported for Libby. A meeting is being scheduled so that organization of the awards process can occur. The deadline for national awards is in early February, and Sandra encouraged our members to apply.
- **Budget & Audit**-Debra Wood:
Her committee will meet after the first of year and will discuss budget ideas for next year.
- **Constitution & Bylaws**-Mary Meck Higgins:
No report
- **Global Relations**-Charlotte Shoup Olsen:
A committee member suggested that the committee share opportunities for grants, travel, and other possibilities related to global projects. This is currently underway, and an announcement and invitation to join in this exchange of information will appear in the newsletter.
- **Membership Recruitment & Retention**-Rhonda Gordon:
Not present
- **Memorial**-Deanna Sweat:
The Leo Figurski family was sent a condolence note. Mr. Figurski began his Extension career in Colorado in 1955. In 1966, he became District Extension Economist, Farm Management in Hiawatha, Kansas. He moved to Area Extension Economist in Manhattan in 1972. Mr. Figurski remained in this position until his retirement in 1989.
- **Nomination**-Diane Mack:
Not present
- **Professionalism**-Jamie Hancock:
Not present
- **Retiree**-Sally Lindquist:
Discussion and ideas were put forward by retirees including the possibility of a Discovery Center tour, an estate planning session at Annual Conference, reserved tables for retirees at Annual Conference, a notation in the Annual Conference program that reserved tables are available to retirees, name tags to wear at Annual Conference, and reduced pricing for the Ruby Luncheon at the national meeting. Retirees were encouraged to promote Extension in their venues.

Discussion was held on each of these points. Possibilities for speakers for the estate planning session were discussed, and that similar sessions were offered at Annual Conference. Sandra will pass information about tables to the Annual Conference committee and will visit with Laurie and Sally. Daryl has been contacted about the nametags and stated that he would handle this issue for the retirees. Margaret will bring up the Ruby Luncheon issue with her committee. The possibility of nominating an administrator for the Ruby Award was also discussed.

- **Tenure Recognition-Tranda Watts:**
Tranda made contact with her committee via email to determine interest in updating the tenure recognition process and received three responses from 15 members. Some of the ideas discussed included changing the gift/awards in general, changing the gift/awards so that those individuals with longer service received a more substantial gift, and finding additional ways to recognize tenure awards, such as providing people with stickers to place on their nametags to wear during Annual Conference. If gift/awards are changed, there would need to be a request made for additional budget to cover costs. Currently available and “in stock” gift/awards were reported to include approximately 50-100 ballpoint pens and notepads.

Old Business

- **Committee responses**
Open discussion regarding the work of committees in general was held. Committee responses were reported to be in the 10% range. Ideas put forward to possibly involve more members included having an ESP presence at the College of Agriculture/K-State Research and Extension Annual Holiday Party, to possibly consist of hosting a table, greeting participants, gathering for an annual toast, gathering for an “afterglow” at a residence or other venue, offering a raffle just for ESP members, or donating one of the auction items, and that any of these could become an annual event. Points discussed included the need to ask permission from the Dean and/or Director to move forward.

There are four, \$1000 professional development mini-grants available from National, and it may be possible to submit one to increase membership involvement. Sandra did send this information to Charlotte and Jamie. Charlotte shared that this information will be shared with her committee, and wondered if a Program Focus Team may be interested in putting a proposal together. The due date for the mini-grant is February 1, 2012.

Some of the requests from committee chairs to members are going out via email, and it was suggested that perhaps in subject line there should be a note that a response or action is needed, or to put in an alert. A committee chair reported that this was tried with little success.

- **Membership Brochure**
Not addressed; refer to membership committee
- **Annual Conference Comments Review**
Several issues were discussed.
 1. **Scheduling ESP Events at Annual Conference:** Laurie will be asked to identify any issues with the scheduling of ESP events to the Annual Conference committee.
 2. **Tenure Awards:** Dick stated that he would contact Daryl to discuss the issue with USDA, K-State Research and Extension, and ESP tenure award processes. Tranda will be included in these discussions.
 3. **Dessert Reception/Health Emphasis:** The committee next year will need to address several issues, including healthy food alternatives, challenges with the vendor, cost, and portion sizes. Ideas suggested included a cookie carousel or smaller items placed on the tables instead of a buffet line.
 4. **Short Program from Award Recipient/s:** This may be an issue for the committee to consider. It was discussed that some of the recognitions were lengthy. We do need to be respectful of other events that occur after the ESP reception.
 5. **Attract More Members:** It was discussed that at the national meeting, posters are provided by mini-grant recipients, and perhaps a poster session could be included as part of the ESP event. It was also suggested that perhaps ESP could sponsor a workshop at Annual Conference that aligns with the focus of ESP awards, such as

working with Kris Boone on communications. Sandra asked that additional ideas be sent to her.

- Expenses from ESP National Meeting:
There was discussion of the expenses that accurately reflect the cost of sending a delegate to the national meeting, and that the current policy of a reimbursement schedule of \$600 from our chapter with an additional \$200 from National does not sufficiently cover the costs to engage in this activity. Sandra has an additional cost of \$400 that is not currently covered by the chapter. As Stacey Warner, the other delegate, is not submitting her expenses to the chapter for reimbursement, there is funding in the current budget to reimburse Sandra for this amount. Sally made a motion to reimburse Sandra for these additional costs. An amendment and a second was made by Dick to develop a committee to revise the policy for delegates to fully reimburse or reimburse to a set percentage provided that funds are available. The motion carried. Jennifer and Deb Wood will chair that committee.

New Business

- Representative to Annual Conference Planning Committee:
- The committee will meet after first of year. Laurie Chandler will continue as the representative as administration has requested that members complete three-year terms. Next year we will need a new member to commit to that three-year term.
- Calendar tab for ESP website
The current calendar tab may be insufficient to address the items that Sandra would like to include. Martha has said that she would be willing to work on this task. Sandra will investigate this further and revisit this issue at the February meeting.

Adjourn

It was moved and seconded that the meeting be adjourned.

The next meeting is February 16, 1:15 pm.

Minutes respectfully submitted,

Deb Sellers
Alpha Rho Secretary