

Epsilon Sigma Phi Council Meeting

August 15, 2012, 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 1:15pm.

Those in attendance included Diane Burnett, Laurie Chandler, Libby Curry, Jamie Hancock, Sally Lindquist, Diane Mack, Mary Meck Higgins, Sy Nyhart, Chuck Otte, Deb Sellers, Charlotte Shoup Olsen, Nancy Pihl, Margaret Phillips, Gayle Price, Jennifer Smith, Sandra Wick, Deanna Sweat, Tranda Watts, Deb Wood, and Dick Wootton.

Motion made by Libby Curry to approve minutes from the previous meeting as posted to the web. Seconded by Chuck Otte. Motion passed.

Chapter Officer Reports:

- **President Sandra Wick:**

Sandra thanked everyone for attending. She has attended conference calls regarding preparations for the upcoming National Meeting. She and Gayle Price have also been busy with preparations for the National Meeting, and they are voting delegates for the chapter. She has been appointed to the National Marketing Committee for 2013. She is also running for the position of North Central Vice-President. There are three candidates for that office this year. Elections will be held during the National Meeting to increase voter turnout. Although no campaigning is allowed by ESP, you can meet the candidates on the website. She will give a brief presentation at the National Meeting.

She has also been prepping for Annual Conference, and committees have been busy. She thanked Laurie for the excellent job representation of ESP on the Annual Conference Committee.

- **President Elect Gayle Price:**

Gayle has registered for the National Meeting. She is excited to learn about Sandra's candidacy for North Central Vice-President. She has been sending emails to chairs and co-chairs to ask for help in identifying new chairs and co-chairs and will continue to work to identify potential leaders by Annual Conference. She has also worked with Marie Blythe regarding the United Associations conference and has been representing ESP on that committee with an upcoming meeting later this month. She will continue until October. This responsibility does belong to the ESP Vice-President.

Gayle suggested that we consider renaming the Annual Banquet committee as we no longer have a banquet. She asked if there has been discussion about renaming that committee to better reflect responsibility. Nancy stated that the committee has discussed this and they would like to rename the committee to the ESP Recognition Reception Committee.

- **Secretary Deb Sellers:**

Minutes of the ESP Council Meeting from 06/20/2012 were written and posted on the web site. A note of appreciation was received by Denise Dias for the Connie Hoch Leadership Scholarship and Jim Lindquist Administrative Leadership Scholarship. A reminder was provided to officers and chairs that reports for Annual Conference are due by 10/3/2012. Note: Council directors are not required to provide reports. Email to dsellers@ksu.edu.

- **Treasurer Jennifer Wilson:**
Sandra reported for Jennifer. The financial reports were emailed. Some corrections were needed in the Consolidated Statement of Accounts as items were moved. Members were reminded that we are nearing the end of calendar year. For the ESP Endowment account, there is an anticipated distribution for grants of \$5396. The budget will be presented at Annual Conference. Motion made by Dick Wootton to accept reports as printed. Seconded by Jennifer Smith. Motion passed.
- **Historian Sy Nyhart:** No report.
- **Editor Jennifer Smith:**
The summer newsletter went out last week. Sandra reported that she had great comments about it.
- **Past President Diane Mack:**
The Endowment has been communicating about the availability of grants, with applications due today. The committee has a conference call later this month.

Council Director Reports:

- **Northwest-Nadine Sigle:** Not present.
- **Northeast-Chuck Otte:** He continues to talk with agriculture agents about membership with varying degrees of interest expressed.
- **Southwest:-Robin Eubank:** Not present.
- **Southeast-Diane Burnett:** She stated that she is always promoting membership.
- **State-Doug Jardine:** Not present.
- **Retirees-Dick Wootton:** No report.
- **Administration-Daryl Buchholz:** Not present.

Standing Committee Reports:

- **FYI-Annual Conference Report:** Laurie Chandler stated to look on the website for information about the schedule and speakers. The committee is in the process of determining which concurrent sessions will be offered. The theme for this year's Annual Conference is "Land-grant Universities: Advancing the Legacy," celebrating 150 years. She has also been communicating with chairs about arrangements they need for Annual Conference and they should let her know what their needs are. There was discussion about ESP needs at Annual Conference, and Sandra will communicate directly to bring forward rooms, times, and location needs for ESP. Registration is not yet available. Administration has asked for continuity on the Annual Conference committee, but this is Laurie's last year. A new representative will need to be found. Work for Annual Conference would probably begin in December.
- **Annual Banquet-Nancy Pihl:** All plans have been made. Desserts, fresh fruit, cheese and crackers will be offered.

- **Awards**-Libby Curry: She has received suggestions that this committee name be changed to Recognition. She reminded everyone that today is the deadline for accepting nominations. Although many have been received, there are 17 categories, and 10 have nominations. The new report form is working well.
- **Budget & Audit**-Debra Wood: She sent an email to chair-elects of each committee asking for requests for the budget. Next Friday is the deadline for these requests. The committee will develop the budget to present at the Annual Meeting.
- **Constitution & Bylaws**-Mary Meck Higgins: No report.
- **Global Relations**-Charlotte Shoup Olsen: She continues to send opportunities to committee members. She also asked the membership if anyone wanted to be added to these internal communications, with one positive response.
- **Membership Recruitment & Retention**-Rhonda Gordon: Not present.
- **Memorial**-Deanna Sweat: She has sent two condolence letters.
- **Nomination**-Diane Mack: The committee will meet later this month to work on their responsibility.
- **Professionalism**-Jamie Hancock: No report. It was discussed that chair-elect responsibilities need to be changed for this chair and committee related to the changes with travel grants.
- **Retiree**-Sally Lindquist: She has met with Stacey and they are working through the process related to the room reservation at the Discovery Center. She received example letters from Susie as a model to be sent to members.
- **Tenure Recognition**-Tranda Watts: She has requested a list of those to be recognized this year for tenure, as this will impact other tasks. The plan is to provide ribbons for nametags and certificates for those being honored at the registration table. There was discussion about the need to have someone at the registration table or if those already there could be asked to help. Dick suggested that Tranda call Sue Robinson to inquire. Those receiving tenure awards will sit together and will be recognized as a group. Individuals with 25 years or more will receive additional recognition through the sharing of three or four of their accomplishments and a more substantial gift. Tranda stated that she is open to input of where to go for purchase of items. She will meet with Daryl and Stacey to finalize plans.

There was a discussion about photo-taking and it was determined that the Awards Committee should take on this responsibility and that it should be reflected on the responsibilities list for that committee. There was discussion about the updating of responsibilities, and it was determined that individual committees should do this with no approval process needed. It was unclear if name changes of committees have a process outlined in the by-laws. Mary Meck Higgins volunteered to check. Gayle Price requested that any of these types of changes come to her by 10/3 and then she will send on to Martha.

National Committee Reports:

- **Membership Recruitment and Retention**-Stacey Warner: Not present. No report.
- **Scholarships, Grants and Recognition**-Margaret Phillips: No report.
- **National Marketing**-Doug Jardine: Not present.
- **Trudy Rice**- Not present.

Old Business

- Tenure Recognition (tabled from April meeting). No additional discussion.

New Business

- ESP National Meeting, October 7-10, in Mobile, Alabama.
 - Voting Delegates: Sandra and Gayle
 - Sandra provided a list of our Kansas ESP membership who had registered for the ESP National Conference, October 7-10, in Mobile Alabama.
- Auction items: 2 needed (1 for silent auction and 1 for the live auction).
 - The chapter has participated in this before. No new ideas were generated, so Gayle and Sandra will get together and discuss. Members are encouraged to email Sandra with ideas.
- Annual Conference – ESP Events
 - Tuesday, October 16 – 11:45 a.m. – 1:00 p.m.- Business meeting (Less paper use of QR Codes)
 - Tuesday, October 16 – 6:30 p.m. – 8:00 p.m.- Recognition Reception
 - Tuesday, October 16 – 5:00 p.m. – 6:30 p.m.- Silent Auction – (during Tech session)
*Ann Domsch will chair this committee with other retirees helping.
 - Wednesday, October 17 – 7:15 a.m. to 7:55 a.m.- Council meeting
 - There was discussion about the need to end the meeting at 7:55 a.m. due to President Schultz speaking promptly at 8am in Forum Hall.
 - Retirees are invited to Awards Luncheon – Wednesday, October 17 – 11:30am–1:00pm
- Associate Membership: National does not recognize associate members and they are not eligible for awards. It was suggested that this be referred to the membership committee and to ask for a recommendation. There was consensus to wait to address this issue until the fall.
- Membership Brochure Update: It was shared that the goal was to have an updated version that looked fresh with updated information. The committee is still waiting for photo releases. The committee shared that the layout does not line up exactly, but the members thought this was fine. It was suggested that a change be made under “Membership” to address the word “banquet” due to earlier discussion and decision about a name change. Sandra thanked the committee members for their work. Motion made by Mary Meck Higgins to accept the revised brochure with the suggested change. Seconded by Gayle Price. Motion passed.
- Deadline for booklet items: The deadline to send items for inclusion into the Recognition Reception booklet is 9/4/12. Please send these to Jennifer Smith. A reminder will be sent to Committee Chairs.
- Retirement committee—there was discussion about chairs and co-chairs for next year. Sally Lindquist and Gayle Price will discuss further.

Annual reports are due to Deb Sellers no later than Wednesday, October 3, 2012.

Next Meeting: Wednesday, September 26, 1:15 p.m.

Adjourn

The meeting adjourned at 2:00pm.

Minutes respectfully submitted,

Deb Sellers
Alpha Rho Secretary