Minutes of the  
Epsilon Sigma Phi Executive Board Meeting  
December 28, 2012 – 9:00 a.m.  
Via Adobe Connect

Call to Order: by President Julie Middleton at 9:03 a.m.

In attendance: Joe Koenen, Kate Akers, Lynda Zimmerman, Nellie Lamers, Sarah Hultine Massengale, Tim Baker, Karma Metzgar

Treasurer’s Report: reported by Joe Koenen-

- 79 life members
- 5 new members, 50 renewed
- Silent auction profits were up this year
- 1 outstanding bill is plaque in Whitten Hall (to update names of presidents)
- Reminder to write a thank you note to Bev Coberly, Michael Ouart, and Rhonda Gibler for matching the pass the hat money collected during the meeting
- Income from pass the hat should be separated from the silent auction profit on the income report
- Joe asked for assistance in keeping the deceased membership list updated as needed
- Julie will remind her administrative assistant to get the bill for the plaque to Joe.

Tim Baker made a motion to accept the financial report as amended (with the change of pass the hat and silent auction profit being separated). Kate Akers seconded, motion carried.

Annalist report: Tim Baker reviewed the new file share on the S drive for ESP. ETCS will be backing the files up. It can be found on the S drive, under professional association ESP, with folders for each year. Photos, financial reports and minutes will be included.

President Elect Report: Mark Stewart was unable to attend the meeting but Julie gave an update on the newsletter Mark is developing – will be coming out in early January. ESP members can send updates to Mark for future editions.

Committee Reports:

- Recognition and Awards – Lynda Zimmerman reported that more activity will occur later in year, but reminded everyone to help nominate people for awards. Karma mentioned a new electronic form available for state and national awards that would make nominations more simplified.
- Membership – all members should help to encourage faculty to become members; new retirees should be contacted as well as those who didn’t renew for a personal reminder
• **Professional Development** – Ann Adrian was a great addition to the conference (funded using the ESP mini-grant). Meredith is planning to apply for a mini-grant again, so send any speaker/topic ideas to her.

• **Loan & Fellowship** – report will be in upcoming newsletter

• **Global Issues** – anyone interested in being part of the committee welcomed, working on a global travel survey

• **Public Issues** – will report on public values team activities

• **Courtesy & Memorials/Retirees** – Updates should be sent to Pat Snodgrass and Sandy Stegall

• **Nominations** – Karma reported that the president elect and treasurer positions for this coming year will need to be campus representatives (positions alternate between campus and field faculty)

**New Business:**

• Galaxy 2013 will be Sept. 16-20 in Pittsburgh, deadline for presentation abstracts is Jan. 13

• JCEP is Feb. 12-14; Mark will attend but the conference is open to all

• PILD – Julie will attend. Scholarship deadline is Feb. 1

• Kate Akers is working on converting the website to a content management system. She reviewed the recent changes and new look for additional suggestions.

• Attendees discussed work time used for ESP activities – agreed it is a balance, but that it is considered professional development which is included in our plan of work

• Need to do a 2013 budget- Joe will draft and board will review at next month’s meeting. If any committees need funds for committee work, please send an estimate to Joe in the next few weeks.

• Regular board meetings will be the 4th Friday of each month from 9-10am.

Meeting adjourned at 10:05 a.m.

Submitted by: Sarah Hultine Massengale