Minutes of the  
Epsilon Sigma Phi Executive Board Meeting  
April 26, 2013 – 9:00 a.m.  
Via Adobe Connect

Call to Order: by President Julie Middleton

In attendance: Julie Middleton, Mark Stillwell, Mark Stewart, Tim Baker, Vivian Mason, Meridith Berry, Sandy Stegall, Karma Metzgar, Nellie Lamers, Lynda Zimmerman, Bev Maltsberger, Joe Koenen

Absent: Mary Simon Leuci, Sarah Hultine Massengale, Pat Snodgrass, Kate Akers

President’s Report: Julie reported on the following:

- PILD Meeting – Julie thought it was outstanding. Thanked Sandy and Dave for the work done. Saw all of the representatives from the House and Senate. We visited with at least one staffer and sometimes three or four. Julie indicated that getting ready PILD helped everyone to put together a good Extension story that was meaningful and engaging. Sandy commented that it was a great week and a wonderful group of folks to visit our legislators on the Hill. Volunteers of Glen Coleman and Delores Howard were great and told wonderful stories.
- Julie mentioned that she attended an ESP meeting while in DC. Chapter merit reports due May 1. Let Julie know if you have anything. The report is on-line and Julie will need membership information and highlights from the past year.
- Currently our chapter has 61 regular members; 79 life members.
- Julie also reported that Administrative leadership scholarships due May 15 and Chapter mini-grants due June 1.
- Galaxy registration will open in May. There will be an elevator speech contest. National Public Issues committee is working on this. Ask people to do short speeches about Extension. Will ask you to do it and will videotape and put on YouTube. 30 seconds to a minute.

Minutes: Julie asked for a motion to accept March minutes. Nellie moved to accept as written and Meridith seconded. Minutes accepted.

Treasurer’s Report: Joe provided the treasurer’s report via email. He received dues from Janet Kline and Ron Plain. Mark Stewart indicated that Dave Baker would be sending his. Joe has not sent those dues to National yet. The budget is updated to show members those members who have rejoined. We are down just five from last year. Previous ESP and Life Member Melvin McQueen passed away. Total membership is now 67. Mark Stewart indicated that Helen Swartz indicated that she would become a life member but probably not until Helen’s retirement on April. It was suggested to include in May’s report. Total amount in account is: $10,048.14.

Bev Maltsberger made a motion to accept the treasurer’s report as provided by email and orally. The motion was seconded by Nellie Lamers. Treasurer’s report accepted.
**Annalist report:** Tim Baker reported that he was able to review materials located at Whitten Hall. At some point the materials will be moved to the attic – boxes were inventoried, mostly financial records, meetings records. He did not see photos. We should use share drive to share photos. One file was a card catalog of records (membership) going back several years. These items would be good to keep around and in a safe place. Some old chapter manuals were there also. Tim will put the notes he took on the share drive for review. Julie indicated that we need to decide how far back we need to keep the documents. The thought was seven years for financial records. Julie will check with others, but the consensus is seven years. She will check with Bob Schultheis and Mark Stillwell for sure.

**President Elect Report:** Mark Stewart indicated that he would like to go out with a newsletter soon. Would like to have articles from committees and would also like to have a PILD article. Mark indicated that he would be working on the newsletter the first week in May to have out between May 10-12. Get articles to Mark by the first of May.

**Committee Reports:**

- **Recognition and Awards** – Lynda indicated that she received information about voting for national awards and forwarded to Julie to submit our chapter votes. She will be checking with national ESP on the procedures for online nominations this year, and then will work on updating our website with nominations instructions. How do we get people to vote – in the past the president voted. Julie will poll the officers. Julie asked Lynda to put together a list so that it can be sent to the executive board. Julie asked that officers have a quick turnaround for voting.

- **Membership** – Vivian reported that we all agreed to contact members who had not renewed. Most have agreed to renew. She also reported that there is a problem with her membership; she will work to get that corrected. Karma also mentioned that letters from National were sent out if you haven’t renewed you got a letter from committee members. This has been effective. Courtesy reminders have been very effective in identifying 45-50 members that wanted to renew, but haven’t for some reason

- **Professional Development** – Meridith will be doing a poster session at Galaxy and it will be on the grant that we received from ESP. Meridith sent out a survey monkey about social media and how people use it. Looking at purchasing a book for our membership. Issues are finding a place that has enough copies. Clarification about purchasing books for our membership -- Meridith is just looking at current membership, rather than life members. Julie asked if we would have enough money to do both. Meridith doesn’t think life members would be interested in the book. The cost is an issue; she is trying to find something within our cost range and would like to buy for just 61 active members. Julie suggests buying for 61 current members. Sandy suggests that Meridith poll the life members and ask them in advance if they would like a book. Consensus is that retirees may like a book and if we go with a paperback, maybe we could buy one for everyone. Nellie Lamers suggest that if we poll then we could only buy a book for those who request it. Karma suggests that an article be included in the upcoming newsletter polling them. Article will be put in the ESP newsletter asking them if they
would be interested in the book on social media, if they are contact Meridith and she will then get them the book.

- **Loan & Fellowship** – It is time for people to apply. Bev will be including an article in the newsletter. Need to apply by August 1.

- **Global Issues** – Mary Leuci not able to be on today. Poster accepted for Galaxy regarding international travel and the benefits to faculty members and benefits for Extension. Getting ready to start lunch and learns. Have been contacting people who have traveled and willing to share experiences with others. Will be set up similar to an ISE, 12-1 and learn about the travels.

- **Public Issues** – Have not talked with Jeff Barber (Viv may have) or Brenda Procter again about memberships or articles on their projects affecting public issues. My article for the newsletter is about VITA- a recap of this year for MU extension and partners with information on the need and public value.

- **Courtesy & Memorials/Retirees** – Pat Snodgrass not able to attend. She has sent cards to the families of ESP members who have passed. Sandy has put together a newsletter article to go to the next all retirees newsletter inviting them to become lifetime members to ESP. The next PILD will be April 6-9, 2014.

- **Nominations** – No report, but will be getting those together for the Fall. Any suggestions let Karma know. President-elect will come from campus.

- **Website** – No report

**New Business:**

- Mark Stillwell reported on the restructuring our regional VP election process. In the past every two years we elect 4 regional vice presidents who are elected in the same year. Also elect a second vice president. We did the same thing this year – NE, NC Southern and Western. This equates to a turnover of five board members every two years. This has been evaluated and it has been decided to try to have more continuity. The decision has been made to have elections of two VP every year. On the odd number we will have the Western and NE elections and the even years will have Southern and NC. This doesn’t require a national council vote to do this.

- National committees are also tied to the regional VP and they have historically led the committee for two years. We recognize with the restructuring we need to also look at restructuring the committee to make sure that the committees have the appropriate mix and we feel comfortable with them. We have had an ad hoc life member committee for last four years looking at whether we are meeting the life member concerns. Life members are very active on the standing committees.

- At the national ESP Galaxy conference we should be getting registration information soon. Mark indicated that registration would be open around the first of May but more likely closer to the middle of May. This should still allow for plenty of time to register. Mark encourages you to be sure and check the box that you are an ESP member as part of the registration process.
• As part of the conference as the National President, there will be a reception in the Wyndam Hotel, not sure of the date, but wanted to make sure to invite all to attend. Mark thanked everyone for efforts to raise funds for the wooden (made of native wood from the state of the ESP president) key.

• We have money set aside, but Julie thought if we could raise more that would be great. Tim indicated that the committee is still working on the auction. Mark indicated that the chapter donation would be added to what the president contributes and then would be recognized, won’t be a mock auction. Julie suggested asking the Cabinet to contribute and then will make a decision as to what we can appropriate from the budget. Money needs to be together by September. July would be the date to collect to have by September. Karma pointed out that the Cabinet already matched what was raised last year. Julie agreed that they have already given toward the key. We have $650, maybe we could come up with another $400. Let’s hold off for now and will talk about it next time.

Announcements:

• SB9 and HB 202 (Extension Redistricting): Sandy noted that the bill is part of omnibus SB342 and also in SB9 and is still proceeding.

• NAEPSSDP Membership -- $60: This is a new association with about 80 members. Julie indicated that the membership is made up of people who have responsibility for program and staff development in their state.

• We need to post the March and April minutes.

Motion to adjourn – Tim Baker moved to adjourn, seconded by Bev Maltsberger. Meeting adjourned at 10:28.

Respectfully submitted,

Vivian Mason