Minutes of the  
Epsilon Sigma Phi Executive Board Meeting  
March 22, 2013 – 9:00 a.m.  
Via Adobe Connect

Call to Order: by President Julie Middleton

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

President’s Report: Julie reported on the following:

- Julie is going to PILD (Public Issues Leadership Development) conference and will view PILD Webinar on March 27. (Sandy and Mark Stillwell also will go).
- National Galaxy IV will be Sept. 16-20, in Pittsburgh. Julie said mini-grant and scholarships applications were due on the first.

Minutes: Minutes from January ESP meeting were accepted with one correction – spelling of Nellie’s last name. Mark moved to accept minutes; Tim seconded. Motion carried.

Sarah Hultine Massengale had healthy baby boy. Send her congratulatory notes.

Treasurer’s Report: Joe will forward to all later.

- Current balance: $9,954. Dues were sent to national on time. Soneeta Grogan is a new life member. We are 7 members short of initial budgeted membership. Total membership: 58, not counting life members. Joe will report total with life members later as well.

Annalist report: Julie: Whitten Hall is undergoing renovation. There are 7 boxes with ESP info in them. Someone needs to look through the boxes and archive, etc. Temporarily, the boxes will be stored on third floor Whitten. Julie asked Tim to help go through the materials and sort. He will be in the area for Legislative Day; will talk to Karma about staying over. It would be good to have catalog of contents. Boxes need to be looked through by end of FY.

Tim: ESP Officers are using Share drive to archive digital documents.

President Elect Report: Mark Stewart will need newsletter articles by April 26. He and his office have moved to Linn.

Committee Reports:

- Recognition and Awards – Lynda: Met with Vera Massey about responsibilities of committee chair and submitted apps for national awards. This year applications will be submitted directly to ESP website to streamline the process.
• **Membership** – Vivian: She asked Joe to send his list to compare list with what’s on website; web should have only currently paid members. 9 members have not renewed, which accounts for drop in membership. Vivian will go back to 2011-2012 membership to follow up and send info to the 9 to encourage renewal. The nine are: Melinda Adams, Wendy Brumbaugh; Susan Henson; Kimberly Keller; Ron Plain; Becky Simpson; Helen Swartz; Susan Tharp; and Sarah Traub. Vivian will call Wendy; Julie will call Melinda. Keller and Henson no longer with extension. Vivian will call Ron Plain. Meridith will call Becky Simpson. Mark will call Helen. Vivian will call Susan Tharp. Linda will call Traub. All calls to be made in next couple weeks. Dues are $60. Send to Joe: 1601 Main Str., Courthouse Room 104, Unionville, MO 63565.

• **Professional Development** – Meridith: We still have money that needs to be spent from grant. Hoping to find book for members. 98 people are registered for Legislative Day ISE. 21 additional registered through UMEA website. Recommendations for book on professional development? Julie will check with Chuck Hibbert re: needs for 21st century. Also will check with Melinda. Julie suggested looking at MyLearn site. Check with Kevin Gamble re: social media suggestions. Check with Ann Adrian and Literacy COP in eXtension also. Meridith has checked with Ann, but Ann hasn’t got back to her.

• **Loan & Fellowship** – No report

• **Global Issues** – Global Issues: Julie gave report from Mary Leuci. Together they have worked on document to share info from Global survey; put in Galaxy proposal to present. This week, they presented to national 4-H group all the information from the global survey, and .ppt was well received. Mary is starting a Brown Bag seminar sharing with those who participated in global travel featured via Adobe. People are interested in reporting in this way, according to survey. Purpose is to show impact of travel on extension personnel. 30 people are on list to present Brown Bag seminars.

• **Public Issues** – Nellie: Contacted Jeff Barber and Brenda Procter re: having given public issue reports in D.C. Heard back from Jeff and encouraged him to join ESP. Sent him application and encouraged him to be on Public Issues committee. Asked Vivian to contact him too. Brochure and application info. Are on website. Working on VITA program, and will write article for newsletter as public issue. Encouraged Brenda to be life member on her upcoming retirement.

• **Courtesy & Memorials/Retirees** – No report from Pat Snodgrass. Someone passed away. Pat sent note earlier and is keeping track. Sent note to family.

• **Nominations** – No report

• **Website** - Kate not on Adobe but doing good job with website.

**New Business:**

- Julie asked how many plan to be at Galaxy. Some have submitted poster applications, and attendance will depend on acceptance.
- PILD webinar on March 27th will help inform those going to PILD.
- April 3 is Legislative Day. Day ends officially at 2:30 p.m. ISE will be on county extension business plans.
- Aug. 1 deadline for UMEA professional development award.
• Sandy reported re: Extension District Option. House and Senate versions need to be conferenced. Current Senate version includes amendment exempting St. Louis County. County Council is sending letters to St. Louis legislators asking to be included in the option.
• Julie working on strategic plan for University’s 4-campus process. Every campus asked to submit items to be funded through $14 m. from System. Julie asked for input from everyone. Next step will be to put strategies and action steps with it. Extension needs to be under action steps. Chancellor will get newest iteration on Wednesday.
• National Association of Extension Program and Staff Development Professionals is a new organization for people responsible for professional development. Membership is $60. Those interested should go to website. Conference in Dec. to focus on leadership, social media.
• ESP needs another fund-raiser. Need money for national plaque; last year plaque went for $2,000. Will have another auction @annual meeting. President elect serves on committee. How about an online auction? Last year raised $700. Karma: Tim Baker is awesome photographer. Print framed and auctioned? Dennis (Sandy’s husband) might be willing to donate a print. Mini-committee to work on fund-raiser: Tim, Lynda, Meridith.

Adobe meeting adjourned at 10:03 a.m.

Respectfully submitted,
Sandy Stegall