

Epsilon Sigma Phi Council Meeting

August 17, 2011, 1:15pm

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

The meeting was called to order by President Diane Mack at 1:17 pm.

Those in attendance included Jim Adams, Nozella Brown, Daryl Buchholz, Andrea Burns, Laurie Chandler, Dave Dunn, Beth Hinshaw, Diane Mack, Bob Neier, Chuck Otte, Deb Sellers, Jennifer Smith, Stacey Warner, Sandra Wick, and Jennifer Wilson.

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

Chapter Officer Reports:

- **President** Diane Mack:
ESP manned a booth at the NACAA Conference. Diane and Chuck thanked everyone who helped. Comments received have been very positive. About 1100 people registered, representing a smaller number from last year. About 125 luggage tags were made.
- **President Elect** Sandra Wick:
Sandra added her thanks for everyone who helped made the NACAA Conference a success. Committee members will soon be contacted regarding needs for Annual Conference. Much work has been done so far.
- **Secretary** Deb Sellers:
Minutes of the ESP Council Meeting from 06/15/2011 were written and posted on the web site. No correspondence received since the last report. A reminder was provided to officers and chairs that reports for Annual Conference are due by 10/3/11. Email to dsellers@ksu.edu.
- **Treasurer** Stacey Warner:
Committee chairs may see in the reports that their committee has spent money as some of last year's expenses are reflected in the current report. The current balance in the checking account is \$12,554.38 and the balance in the savings account is \$5,643.62. For the current fiscal year income is \$8,577.79 and expenses are \$9,913.39. Motion made by Sandra Wick to accept the Treasurer's report as provided; Chuck Otte seconded. Motion passed.
- **Historian** Jennifer Wilson:
No report.
- **Editor** Jennifer Smith:
She shared that it is time to work on the Annual Banquet Program. Items are needed by Sept 10th and should be provided in Word format. She will send out a reminder.
- **Past President** Laurie Chandler:
Applications for endowment grants were due August 15. The board will meet soon to begin the review process.

Council Director Reports:

- **Northwest**-Dave Dunn:
No report.
- **Northeast**-Chuck Otte:
He is beginning to make phone calls and visits to encourage membership.
- **Southwest**:-Andrea Burns:
No report.

- **Southeast**-Diane Burnett:
Not present.
- **State**-Dan Rogers:
Not present.
- **Retirees**-Dick Wootton:
Not present.
- **Administration**-Daryl Buchholz:
He shared that he appreciates the presence of ESP at the NACAA Conference and hopes that there was national traffic. He congratulated the Ag agent group on their success.

Standing Committee Reports:

- **Annual Banquet**-Jennifer Wilson:
The committee is working on the Annual Banquet. She has been in touch with administration at the Continuing Education Department regarding the reception. The cost will go up to \$12 this year due to changes in the menu and pricing process at Chartwell's. She contacted the committee regarding the need for decorations.
- **Awards**-Nozella Brown:
The awards deadline was August 15th and nominations are no longer being accepted. There was a good response from the system and the committee is excited.
- **Budget & Audit**-Mary Lou Odle:
Not present. She did send note to chair-elects to remind them to send in their budget requests.
- **Constitution & Bylaws**-Pam Van Horn:
Not present.
- **Global Relations**-Trudy Rice:
Not present.
- **Membership Recruitment & Retention**-Beth Hinshaw:
People within the system and meeting particular criteria have been sent a letter inviting them to join; this letter is available, along with the membership form, on the web site. The list of names will be shared with the Council Directors so they can follow up with individuals. Daryl Buchholz will mention membership ESP in one or more of his articles in the Tuesday Letter, and he supports Council Directors receiving a copy of the list of names. Margaret Phillips was thanked for her assistance in putting the list of names together. Jennifer Wilson volunteered to go to lunch with new agents in September, representing ESP.
- **Memorial**-Kathy Lupfer-Nielsen:
Not present. She has sent a note of condolence to the family of Frances Wolfe.
- **Nomination**-Laurie Chandler:
The committee has just finished their task of identifying ESP members willing to be candidates. The slate will be presented at the Business Meeting at Annual Conference.
- **Professionalism**-Bob Neier:
General study grant applications were due August 15th. Four applications were received. There was discussion regarding the best use of the \$500 allocated for this award. The consensus of the group was to provide two separate awards. Bob will call Stacey to see if any of the applicants are recent winners as this is taken into account. It was reported that the United Association conference planning committee met August 10 without representation from ESP, but we are in communication with the planners. Bob also thanked everyone for the NACAA Conference support.
- **Retiree**-Ann Domsch:
Not present. There was discussion about the plans at Annual Conference for the retirees and the need to be in communication with this group.

- **Tenure Recognition**-Jim Adams:
He has visited with Stacey Warner and will soon gather the names for tenure awards for presentation at the Annual Banquet.

National Committee Reports:

- **National Recruitment and Retention**-Stacey Warner:
No report.

Old Business

- None was discussed.

New Business

- **Payment of expense for ESP booth at NACAA meeting**
Diane Mack paid \$85 for electricity to make the luggage tags, with a total bill of about \$90. Motion made by Chuck Otte to pay these additional expenses. Andrea Burns seconded. Motion passed.
- **ESP National Meeting, October 10 - 13 in Syracuse, New York**
There are currently 11 members who plan to attend. There is a need to determine voting delegates. Discussion ensued with decision to have Sandra Wick, as President-Elect, act as a voting delegate. Motion made by Jennifer Wilson to have Stacey Warner act as the other voting delegate. Dave Dunn seconded. Motion passed.

There is a need to provide auction items. Last year we provided \$50 for an auction item, and one was purchased, but it sold for less than that amount. Discussion ensued with a motion made by Andrea Burns to purchase a "Birds of Kansas" book to use as the auction item. Jennifer Smith seconded. Motion passed.

- **Annual Conference - ESP Events**
Oct. 18: 11:45 am to 1 pm ESP Business Meeting
Oct. 18: 5 pm to 6:30 pm ESP Silent Action
Oct. 18: 6:30 pm ESP Recognition Event
Oct. 19: 7:15 am ESP Board Meeting

Members were asked to please bring items for the auction. Discussion ensued regarding the decision to use less paper at all events when possible, including the use of QR codes. If you are creating a document for an ESP Annual Conference event, it is your responsibility to include a QR code. Documents should be available to download from the internet, so items should be sent to Diane Mack no later than October 10th for posting. Creators should bring 12 hard copies to the event for sharing. Documents will be projected where possible. Hard copies will be made of the recognition brochure and the ballot for officers. Sandra Wick, as President-Elect, will be in charge of the Board meeting, and new chairs should be present at this meeting. There will be a drawing for free dues at the board meeting; members are encouraged to pay dues early to enter the drawing.

Next meeting is September 28, 2011 at 1:15pm via conference call.

Meeting was adjourned by President Diane Mack at 1:50 pm.

Minutes respectfully submitted,
Deb Sellers
Alpha Rho Secretary