

## Epsilon Sigma Phi Council Meeting

October 19, 2011, 7:15am

Minutes from previous meetings are available on [www.ksre.ksu.edu/esp-AlphaRho](http://www.ksre.ksu.edu/esp-AlphaRho)

The meeting was called to order by President Sandra Wick at 7: 17am.

Those in attendance included Diane Burnett, Rhonda Gordon, Jamie Hancock, Doug Jardine, Sally Lindquist, Diane Mack, Sy Nyhart, Gayle Price, Dave Schaffer, Deb Sellers, Charlotte Shoup Olsen, Jennifer Smith, Tranda Watts, Sandra Wick, and Debra Wood.

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

### Chapter Officer Reports:

- **President** Sandra Wick:  
Please refer to the provided position descriptions to ascertain responsibilities in the upcoming year.
- **President Elect** Gayle Price:  
Nothing to report.
- **Secretary** Deb Sellers:  
Minutes of the ESP Council Meeting from 09/28/2011 were written and posted on the web site. The Annual Report for 2011 was prepared and submitted to the President Diane Mack. A thank you note was received from Linda Beech for the travel grant.
- **Treasurer** Jennifer Wilson:  
Not present.
- **Historian** Sy Nyhart:  
He would like to receive the old records and guidelines and will confer with the previous historian.
- **Editor** Jennifer Smith:  
Requested that items be sent to her.
- **Past President** Diane Mack:  
Discussed the Endowment goal set by a previous President and progress made toward achieving that goal.

### Council Director Reports:

- **Northwest**-Nadine Sigle:  
Not present.
- **Northeast**-Chuck Otte:  
KCAA prepared thank you certificates and ESP received one. This was provided to Jennifer Wilson in her role as Historian. He thanked everyone for his or her support of the booth effort.
- **Southwest**:-Robin Eubank:  
Not present.
- **Southeast**-Diane Burnett:  
Nothing to report.
- **State**-Doug Jardine:  
Did not report.
- **Retirees**-Dick Wootton:  
Not present.
- **Administration**-Daryl Buchholz:  
Not present.

### **Standing Committee Reports:**

- **Annual Banquet**-Nancy Pihl:  
Not present. Diane Mack suggested smaller portions on the desserts during the reception.
- **Awards**-Libby Curry:  
Not present. Sandra Wick stated that the members voted on recommendations from the committee yesterday. There was a discussion about other systems that are used that appear to be simple, streamlines, and integrated with national requirements. It was reported that there were multiple levels of confusion regarding notification of national award winners this year.
- **Budget & Audit**-Debra Wood:  
Encouraged the Board to consider raising dues as was discussed with the membership at the Annual Business Meeting. She reported on the history of dues and increases within the chapter. It was discussed that the membership needs to vote on a raise, although the Board can make recommendations to the membership.
- **Constitution & Bylaws**-Mary Meck Higgins:  
Not present.
- **Global Relations**-Charlotte Shoup Olsen:  
She has been contacted by a committee member with an idea for the upcoming year, and she is looking forward to acting as the Global Relations Chair.
- **Membership Recruitment & Retention**-Rhonda Gordon:  
Pens will be ordered so that they can be readily available. There are additional names to add to the committee list. Reminders will be sent to individuals who haven't paid their dues.
- **Memorial**-Deanna Sweat:  
Not present.
- **Nomination**-Diane Mack:  
Reported that they will work to fill the open positions for next year.
- **Professionalism**-Jamie Hancock:  
Nothing to report. Sandra Wick discussed the process for representation for the United Associations Conference Planning Committee. Gayle Price reported that she was at the first planning meeting and will continue to attend those meetings. She asked for ideas and stated that the conference planning committee wants to know how best to support ESP members.
- **Retiree**-Sally Lindquist:  
She has a list of eleven names for attendance at the Annual Awards luncheon and the plans are for the retirees to sit together. She shared these names with the Council and asked that the Council provide assistance if given the opportunity. They have activities planned for after the Luncheon.
- **Tenure Recognition**-Tranda Watts:  
She requested input regarding the recognition of tenure process at the Reception.

### **Old Business**

- Sandra Wick discussed the issue of non-response from committee members. She asked that this issue be brought to the Council's attention if it should arise as committees are important per the bylaws and all members are expected to serve.
- Bus tour—as per the decision at the Annual Business Meeting by the membership, there is no need for further discussion. Sally Lindquist suggested possible partnerships with other organizations and that there might be mutual interest activities. One challenge is that sometimes meetings may be scheduled at the same time, creating a conflict.
- Membership brochure revision—this idea had been brought up at one time. The brochure is used at new agent orientation. It was suggested that the committee revisit this idea and decide if the brochure should continue or perhaps transform into something else.

### **New Business**

- Council meeting conference calls – are scheduled for the 3rd Wednesday, 1:15 pm, every other month, beginning December 14, 2011. Please contact Sandra Wick if you will be unable to attend a meeting. Reference the back page of the provided handout which also has dates of meetings, JCEP, PELD, Annual Conference, etc. Pictures of the web site and the URL are also on the handout.
- Committee meetings before next council meeting—Committees are encouraged to meet before the first Council meeting scheduled for December 14, 2011. Each committee has a budget.
- National Conferences--expenses associated with national meetings for officers was discussed. Stacey Warner will not submit expenses. Sandra Wick has outstanding expenses totaling \$84.31. Motion made by Chuck Otte to approve payment of the \$84.31 for Sandra Wick. Seconded by Diane Mack. Motion passed.
- Discussion about budgets and travel grants ensued within the context of the committee's recommendations as the Annual Business meeting. The travel grants have already been awarded and individuals have plans in place for the upcoming year. The recommendations would become effective for the next year's travel grants. It was noted that committees can find their budgets and responsibilities online.

### **Adjourn**

Motion to adjourn made by Chuck Otte. Seconded by Jennifer Smith. Motion passed.

Meeting was adjourned by President Sandra Wick at 7:42 am.

Minutes respectfully submitted,

Deb Sellers  
Alpha Rho Secretary