

Epsilon Sigma Phi Annual Meeting

October 22, 2013, 11:45am

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

The meeting was called to order by President Gayle Price at 11: 45 am.

Those in attendance were Virginia Bernard, Nozella Brown, Jennifer Carr, Laurie Chandler, Valeria Edwards, Dale Fjell, Lindsey Friesen, Carl Garten, Rhonda Gordon, Jamie Hancock, Ginger Kopfer, Susan Latta, Sarah Mass, Diane Mack, Candis Meerpohl, Linda Beech, Libby Curry, David Dunn, Jeanne Falk Jones, Patsy Maddy, Anna Muir, Chris Onstad, Jamie Rathbun, Nadine Sigle, Deryl Waldren, Tranda Watts, Anna Schwemmer, Rebecca McFarland, Janice MaMahon, JD McNutt, Gayle Price, Debra Bolton, Rodney Buchele, Andrea Burns, Sheryl Carson, Robin Eubank, Bertha Mendoza, Ann Domsch, Gary Gerhard, Duane Hund, Douglas Jardine, Elaine Johannes, Megan Kennelly, Elizabeth Kiss, Sarah Keatley, Pat Murphy, Charlotte Shoup Olsen, Lisa Newman, Charles Otte, Corrine Patterson, Jan Steen, Brenda Taxeras, Erin Tynon, Jennifer Wilson, Debra Wood, Sandra Wick, Aliesa Woods, Barbara Ames, Diane Burnett, Denise Dias, Beth Hinshar, Ann Ludlum, Travis Carmichael, Deb Andres, Jonathan Auilar, Beth Ireland, Mark Ploger, Ethel Schneweis, Phil Sloderbeck, Barrett Smith, James Adams, Karen Blakeslee, Cheryl Boyer, Baryl Buchholz, Paula Peters, Margaret Phillips, Trudy Rice, Barbara Stone, Pan Van Horn, Stacey Warner, Jaymelynn Farney, Julie Trayson, Fred DeLano, Jim Lindquist, Sally Lindquist, Mary Munson.

Chapter Officer Reports:

- **President** Gayle Price:
Gayle opened the meeting by showing the new marketing video. Thanks were extended to Doug Jardine and Randall Kowalik, Media Production Specialist, Communications and Agricultural Education, for their work on putting this together. She asked that members sign the thank you cards that are circulating for Martha Monihen, webmaster, and Michelle Gieber (from Stacey Warner's office) as both offer support to ESP. Several officer team changes were made late in the summer due to resignations of Becky O'Donnell and Jennifer Smith. The board appointed Nadine Sigle as secretary and Sandra Wick as Editor position. Kansas had 41 ESP members attend the Galaxy meeting in Pittsburg, PA. Flyers for next year's ESP national meeting were distributed. It will be held October 5 -9, 2014. April Mason is scheduled to be the keynote speaker. Brochures for the 2014 JCEP and PILD conferences are also available. The annual report has been posted to the website. Thanks were expressed to all previous committee chairs, directors and officers.
- **President Elect** Chuck Otte:
We are still looking for a couple of committee chair elects. If you are willing to serve please let Chuck know. The next meeting of the board will be Wednesday, October 23, 2013, at 7:15 a.m. in the State Room at the K-State Union. JCEP has a new award for professional of the year. More information will be forthcoming on this.
- **Secretary** Nadine Sigle:
Minutes of the Council Meetings were written and posted on the web site. Before leaving her position as secretary, Becky O'Donnell graciously compiled the reports from Officers and Committee Chairs for the 2012 Annual Report. The Annual Report was prepared and sent to President Gayle Price.
- **Treasurer** Jennifer Wilson:
Reports may be found on the tables. As of August 1, 2013, total assets were \$15,332.14, and

receipts were \$9,837.80. Expenditures were \$8,402.71. A motion was made by Sandra Wick to accept the report, seconded by Andrea Woods. Motion carried. Jennifer is collecting dues. Currently we have 70 members and 20 associate members.

- **Historian** Sy Nyhart:
He shared that he has collected materials and put them in the historical record.
- **Editor** Sandra Wick:
Winter and Summer newsletters were prepared. A link to the newsletters was emailed to all members and hard copies were mailed to retirees. The program booklet for the Annual Recognition Event was also compiled.
- **Past President and Endowment Chair** Sandra Wick:
Sandra shared that Marie Blythe, Margaret Phillips and Stacey Warner received a \$2,400 grant for the “Certificate in Teaching and Learning in Extension” course. This will be used for six \$400 scholarships for faculty for a self-study online course. Rhonda Gordon received and \$800 grant for registration and airfare for Galaxy IV conference. Candis Meerpohl received a \$1,000 grant for the “Special Interest Geocaching 4-H Club” program which will be used to purchase nine GPS receivers. Trudy Rice received a \$400 grant to attend the Nebraska Rural Futures Conference. Nozella Brown received a \$450 Connie Hoch and \$750 Jim Lindquist Administrative Leadership scholarship to attend and present at Galaxy IV Conference in Pittsburg, PA, on a collaborative project, “Farmers Market Volunteer Program.” She also discussed the All University Campaign and reminded members that there is an opportunity to designate funds to ESP. This campaign runs through November 15, 2013.

Council Director Reports:

- **Northwest**-Nadine Sigle: No report.
- **Northeast**-John Forshee: No report.
- **Southwest**:-Robin Eubank: No report.
- **Southeast**-Jan McMahon: No report.
- **State**-Doug Jardine:
He personally invited people on campus to join ESP via a personal invitation. Two people responded with questions resulting in one new member.
- **Retirees**-Ann Domsch: No report.
- **Administration**-Daryl Buchholz:
Daryl was pleased to report that 100% of Extension Administration are members of ESP.

Standing Committee Reports:

- **Annual Banquet**-Brenda Taxeras:
The recognition reception will be held this evening in the K-State Union Ballroom and the silent auction will close at 6:30 pm.
- **Recognition**-Cheryl Boyer:
The recognition awards will be announced this evening at the reception.

- **Budget & Audit**-John Forshee:
Fred DeLano performed the audit and found the books to be in order. Thanks were expressed to Jennifer Wilson for keeping very accurate records. The proposed budget was presented. (See attached.)
- **Constitution & Bylaws**-Megan Kennelly:
The Membership Recruitment and Retention Committee recommended and the ESP Council supports the following proposed changes to the Alpha Rho Chapter of Epsilon Sigma Phi constitution: (See Attached Sheet)
- **Global Relations**-Becky O'Donnell:
Throughout the year, announcements of international opportunities for grants, travel and other possibilities related to global projects were shared through an email distribution list. The committee responded to a national survey request from National regarding global relations committee activity. Committee members were encouraged to utilize the links regarding global relations posted on National's website.
- **Membership Recruitment & Retention**-Stacey Warner:
She noted that all efforts through personal phone calls, emails, and representation at New Agent Orientation resulted in 18 new members, 1 transfer member and 1 new life member. The committee worked and is proposing a constitution changes for membership and recruitment.
- **Memorial**-Mark Ploger:
Twelve members or former members passed away this past year and will be recognized at this evening recognition event – Dr. Glenn H. Beck, Virgil Carlson, Richard E. Golladay, Jon Herod, George Halazon, Allen Janke, Alvin "Pete" Maley, Delores "Dee" McGlashon, Donald D. McWilliams, Frank D. Morrison, Clyde E. Wassom, and May Weaver.
- **Nomination**-Sandra Wick:
She appreciated everyone who agreed to serve and stated that she knows how busy everyone is. The Slate of Officers includes President Elect – Stacey Warner, Treasurer – Jennifer Wilson, Historian – Doug Jardine, NW Director – Jeanne Falk Jones, SW Director – John Beckman, State Director – Gary Gerhard, and Endowment Trustee – Margaret Phillips.
- **Professionalism**-Carol Blocksome:
Information was provided for the annual report.
- **Retiree**-Dave Shaffer:
No report.
- **Tenure Recognition**-Debra Bolton:
She is proud to announce the recognition of 21 individuals this evening and thanked the committee for their work.

National Committee Reports:

- **Membership Recruitment and Retention**-Stacey Warner:
She encouraged members to apply to serve on a national committee as it is an opportunity to learn more about ESP. Applications are due April 1, and the application is online. All committee work is completed by phone and face-to-face at the National Meeting.
- **National Marketing**-Doug Jardine & Sandra Wick:

At the Galaxy meeting Doug and Sandra spent time at the ESP booth and assisted with conducting the survey. The survey was to determine benefits received by belonging to ESP. This information will be helpful to market the organization. The marketing video is now complete and they have also developed a new banner. They are also developing ESP attire.

- **Scholarships, Grants and Recognition-Margaret Phillips:**
She encouraged chapter members who receive recognition to move forward and submit for national recognition. She also encouraged others to apply for service on national committees.
- **Professional Development-Marie Blythe:**
No report.

Old Business:

There was no old business.

New Business

- **Action on Committee Recommendations**
 - **Approval of budget:**
A motion was made by John Forshee to approve the budget as printed. Ann Domsch seconded the motion. Motion carried.
 - **Constitution Changes:**
The approval of the proposed change would allow extension professionals to become full members after three or more years as of January 1 or who have retired, and have paid their annual dues. Associate members would be extension professionals who have been employed less than three years as of January 1 who have paid their annual dues. Doug Jardine moved to accept the proposed constitution change. Megan Kennelly seconded the motion. Motion carried.
- **Approval of Audit Report:**
Fred Delano provided the audit report. He stated that the financial records reviewed were found to be in balance and to clearly and accurately reflect the financial business of the Alpha Rho Chapter. All checks were signed by Stacey Warner or Jennifer Wilson, past Treasurer and current Treasurer, and counter signed by other another authorized officer as required by Chapter By-Laws. Total expenditures were less than budgeted expenditures. Total assets increased. The chapter Treasurer is to be commended for the clear and precise accounting of the financial business of the Chapter reflected in the financial reports submitted for review. A motion was made to accept the audit report as given by Chuck Otte with a second by John Forshee. Motion carried.
- **Election of Officers**
 - President Elect – Stacey Warner
 - Treasurer – Jennifer Wilson
 - Historian – Doug Jardine
 - NW Director – Jeanne Falk Jones
 - SW Director – John Beckman
 - State Director – Gary Gerhard
 - Endowment Trustee – Margaret PhillipsA motion was made to accept the unanimous ballot presented by the Nomination Committee by Sandra Wick with a second by Chuck Otte. Motion carried.
- **Announcements:**
 - Gayle Price again expressed thanks to this past years leadership/officer team.

- The Silent Auction will be held this afternoon and evening during the poster session. Please get items to Ann Domsch.
- A reminder was given to sign the cards and also the attendance sheets located on the tables.
- Ginger Kopfer was the lucky person drawn for free membership this coming year.

Motion made by Chuck Otte to adjourn with a second by Pat Murphy. Meeting was adjourned by President Gayle Price at 12:33 pm.

Minutes respectfully submitted,
Nadine Sigle
Alpha Rho Secretary

**Epsilon Sigma Phi Alpha Rho Chapter
October 22, 2013**

Proposed Change to Epsilon Sigma Phi Constitution (Official notification sent to the membership on 9/12/2013 and in the [Summer 2013 Newsletter](#), page 4.)

The Membership Recruitment and Retention Committee recommended and the ESP council supports the following proposed change to the Alpha Rho Chapter of Epsilon Sigma Phi constitution:

Article III MEMBERSHIP

Section 1. MEMBER. An extension professional who is currently employed by or retired from an entity of the Cooperative Extension System and who has exhibited excellence in programming and leadership is eligible for membership. Members continue to provide leadership and excellence in extension programming throughout their career and during retirement.

Section 2. TYPES OF MEMBERSHIP. The membership of the Alpha Rho Chapter shall be:

(a) Annual members. Extension professionals who have been employed **five years** (proposed change to three years) or more as of January 1 or who have retired, and have paid their annual dues.

(b) Life members. Extension professionals who have retired and have paid the lifetime membership fee which is five times the annual dues.

(c) Associate members. Extension professionals who have been employed less than **five years** (proposed change to three years) as of January 1 who have paid their annual dues.

Section 3. MEMBERSHIP ELIGIBILITY. The Membership Recruitment and Retention Committee shall consider all matters relating to membership eligibility.

Rationale and additional information:

At one time the national Epsilon Sigma Phi organization had a membership requirement that an individual had to be an extension professional for ten years (later changed to five years) to become a member. Some years ago the national organization eliminated that requirement.

At that time some states adopted their own membership requirement. The Alpha Rho Chapter decided to add an associate member category for individuals with less than five years of extension employment. Members with more than five years of extension employment are considered annual members.

Alpha Rho Chapter's associate members pay only chapter dues and not national dues (currently \$20 compared with \$70 for annual members).

The Alpha Rho Chapter associate members are not recognized as members of the national organization so are not eligible for national recognition, grants or awards. They do not receive any communications from the national office. They also are not eligible for the reduced member registration fee to attend the national conference.

The Alpha Rho Chapter Membership Recruitment and Retention committee has studied the associate member category this year and has recommended lowering the associate membership category from five years of employment to three years of employment. The council voted that this would be effective with the dues that are paid for the Oct 2014 to Sept 2015 membership year.

This proposal continues to give new professionals a reduced membership fee for several years as an incentive to later becoming annual members

EPSILON SIGMA PHI 2013 AUDIT				
	Cash Accounts Analysis			
Commerce Checking Account				
09/12/2012 Balance			\$8,239.35	
	Credit	Debit		
12-Oct	\$20.20	\$326.96		
9-Nov	\$0.17	\$1,364.15		
12-Dec	\$6,960.18	\$575.16		
11-Jan	\$628.33	\$251.00		
12-Feb	\$795.32	\$5,060.20		
12-Mar	\$300.14	\$63.18		
12-Apr	\$158.88	\$1.00		
10-May	\$0.15	\$1.00		
12-Jun	\$0.17	\$737.64		
12-Jul	\$960.15	\$22.42		
12-Aug	\$0.16	\$40.27		
12-Sep	\$0.16	\$36.00		
Total	\$9,824.01	\$8,478.98		
08/12/2013 Balance			\$9,584.38	CK
Landmark National Savings Account				
06/30/2006 Balance			\$5,125.37	
09/30/06	\$3.88	\$0.00		
Total	\$3.88	\$0.00		
11/09/06	Closed	\$5,129.25	\$0.00	
Landmark National Certificate of Deposit				
02/02/12	\$5,657.70			
Interest	\$14.11			
Total	\$5,671.81			
01/31/13			\$5,671.81	
Prior Total Cash Balance			\$13,480.35	
Credits	\$9,838.12			
Debits		\$8,478.98	\$1,359.14	CK
Outstanding Checks		\$251.94		
2012 Outstanding Cks Pd		(\$416.70)		
Ending Total Cash Balance			\$15,004.25	CK
Loan Account Receivables				
9/12/2012 Balance			\$797.12	
Loan set Aside-Non-Accruing Interest			(\$797.12)	
Pay Off			\$0.00	
Total				
8/1/2013 Balance			\$0.00	CK
Beginning Total Assets			\$14,277.47	
Ending Total Assets			\$15,004.25	CK

ALPHA RHO CHAPTER EPSILON SIGMA PHI

Financial Review Report September 12, 2012, through September 12, 2013

Submitted to John Forshee, Budget and Audit Committee

Jennifer Wilson, Treasurer

The review of the financial records of the **Alpha Rho Chapter Epsilon Sigma Phi** for the period **September 12, 2012, through September 12, 2013**, was completed October 18, 2013.

The checking account at Commerce Bank and the CD at Landmark National Bank, Manhattan, KS, were reviewed. Checks written were verified to invoices. Deposits were verified to bank statements and source. The following balances were verified per attachment:

Commerce Bank

Beginning Balance September 12, 2012	\$8,239.35
Total Credits 9,824.01	
Total Debits 8,478.98	
Ending Balance September 12, 2013	\$9,584.38

Landmark National Bank

Certificate of Deposit February 2, 2012	\$ 5,657.70
Total Interest 14.11	
Ending Balance January 31, 2013	\$ 5,671.81

Review Comments

There are three outstanding obligations totaling \$251.94

1. Check 2576--\$37.10, Summer Newsletter
2. Check 2577--\$19.84, Conference Call
3. Check 2578--\$195.00, Ruby Pin Diamonds for Dr. Buchholz Award

Check #2552 was voided and acceptable reason provided. Check #2651, written November 11, 2012 to KSU Contract Station for postage in the amount of \$90.00, was written out of sequence and was not recorded in the checkbook register. Check was properly signed and documented.

The financial records reviewed were found to be in balance and to clearly and accurately reflect the financial business of the Alpha Rho Chapter. All checks were signed by Stacey Warner or Jennifer Wilson, past treasurer and current Treasurer, and counter signed by another authorized officer as required by Chapter By-Laws.

Income checks received by the Treasurer were copied and verified to bank deposit creating an excellent verification of receipts.

Total expenditures were less than budgeted expenditures.

Total Assets increased by \$726.78, the first increase in three years. The budget indicated a decrease of \$490.00.

The Chapter Treasurer is to be commended for the clear and precise accounting of the financial business of the Chapter reflected in the financial reports submitted for this review.

Fred DeLano, Financial Reviewer,
Budget and Audit Committee
October 18, 2013

Epsilon Sigma Phi - Alpha Rho Chapter
Proposed Budget October 1, 2013 - September 30, 2014

Proposed Receipts	
Delegate Expenses (from National ESP for National Council and Regional Workshop)	\$ 700.00
Dues, Annual Member (102\$70)	\$ 7,140.00
Dues, Associate Member (25\$20)	\$ 500.00
Dues, Life Member (2@\$350)	\$ 700.00
Checking, Savings and Loan Interest	\$ 20.00
Loan Repayments	\$ -
Reimbursables, Miscellaneous	\$ 2,000.00
United Association Meeting	\$ 1,000.00
Ticket sales from banquet	\$ 140.00
Total Budgeted Receipts	\$ 12,200.00

Proposed Expenditures	
Annual Banquet Committee	\$ 250.00
Awards Committee	\$ 375.00
Budget and Audit Committee	\$ -
Constitution and Bylaws Committee	\$ -
Dues to National (102\$40 and 2@200)	\$ 4,480.00
Endowment Fund	\$ -
Global Relations Committee	\$ -
Membership Recruitment and Retention Committee	\$ 350.00
Memorial Committee	\$ -
Miscellaneous (including bank statement fee)	\$ 75.00
Newsletter (hard copy to retirees)	\$ 40.00
Nomination Committee	\$ -
Officer Expenses (printing, postage, conference calls, etc.)	\$ 650.00
Officer Travel	
National Council Meeting and Regional Workshop (\$700.00 to be reimbursed by National ESP)	\$ 2,700.00
Public Issues Leadership Development	\$ 1,000.00
Reimbursables, Miscellaneous	\$ 2,000.00
Retiree Committee – Annual Conference event	\$ 50.00
Tenure Recognition Committee	\$ 230.00
Transfer to Endowment Fund	\$ -
Total Budgeted Expenditures	\$ 12,200.00