

**Alpha Rho Chapter - Epsilon Sigma Phi Bi-Monthly Council Meeting  
Wednesday, August 17, 2016 - 1:15 p.m.**

The meeting was called to order by President Nozella via Zoom web conference at 1:18 pm. Attending were Nozella Brown, Linda Beech, Laurie Chandler, Jamie Kidd, Debra Bolton, Diane Burnett, Nadine Sigle, Alesia Wood, Stacey Warner, Gayle Price, Sandy Procter, Sandra Wick, Rebecca McFarland, Nancy Nelson, Doug Jardine, Jennifer Wilson

Minutes from the June 15, 2016 Council meeting were posted on the ESP website at [www.k-state.edu/esp-alpharho/archives-history/minutes.html](http://www.k-state.edu/esp-alpharho/archives-history/minutes.html). Nadine Sigle moved to approve the minutes, Doug Jardine seconded. The minutes were approved.

Chapter Officer Reports

President - Nozella Brown- No report

President-elect - Nadine Sigle- Has contacted committees chairs and sent reminders in preparation for Annual Conference. She is developing committee list for 2017. She suggested we may want to consider a revision to our policies to specify the amount of travel reimbursement for officers to national meetings and conferences.

Secretary - Linda Beech- Minutes were reviewed by the president and president-elect and submitted for posting on the ESP website

Treasurer - Jennifer Wilson- Sent budget report in advance, important to note that at this point our expenditures have exceeded receipts, travel costs are a main part of the problem. The budget committee will need to be aware of this as they meet prior to Annual Conference to prepare next year's budget.

Annalist/Historian - Doug Jardine- No historian article in recent newsletter; will not be at Annual Conference due to ESP national meeting. If anyone has items for archive at Annual Conference time, they should be collected to submit to Doug after he returns from the national conference.

Editor - Sandra Wick- She needs information for the recognition booklet at Annual Conference by the end of September. She sent out the summer newsletter in July.

Past President/Endowment Chair - Stacey Warner- There were four applications submitted for the Extension Endowment grants for professional development and program innovation. The Endowment Board of Trustees will be meeting on August 25 to review the grant applications.

Council Director Reports

NW Director - David Dunn- not able to attend, no report

NE Director - Jamie Kidd- no report

SW Director - Andrea Burns- not able to attend, but submitted this report: I have made contact with all of the SW Area employees that were on the list and sent them Daryl's letter encouraging them to join as well as followed it up with a personal note, phone call or e-mail. I also encourage people in our area to nominate others for the ESP awards.

SE Director - Gayle Price- Has contacted SE staff to encourage ESP membership

State Director - Sandy Procter- Followed up with all state members about opportunity to join ESP. She has also served on the nominating committee to work on ballot for elections.  
Retirees - Mary Lou Odle- not able to participate, no report  
Extension Administration - Daryl Buchholz- not able to participate, no report

### Standing Committee Reports

Annual Recognition Reception - Nancy Nelson- Event will be held in the Union ballroom area, so no rental fee. She has worked with Debbie Hagenmeier for suggestions for caterer and menu. Last year centerpieces cost \$100, so she contacted Steve Fisher who has 15 centerpieces which can be borrowed at no cost. Time and length of event will be similar to last year, 6:00-7:30 pm. Nozella asked if we could try to connect via Zoom with those attending the national meeting at the same time. This would require extra technology at the reception. Budget for recognition event is based on ticket sales. Last year ticket price was \$13, but expenses exceeded income by about \$40. Discussion on ticket price followed. Rebecca moved price be raised to \$15, seconded by Diane. Motion carried.

Budget and Audit - Diane Burnett- Budget requests were sent to committee chairs in June. The committee will meet with treasurer on September 13, so any other information should be submitted before then.

Constitution and Bylaws - Doug Jardine- No report at this time

Endowment Auction - Ann Domsch- not able to attend, no report

Global Relations - Stacey Warner- Our chapter's Global Relations Committee will be offering a workshop at Annual Conference on international opportunities for extension professionals by a panel of those who have had international travel experiences. "Creating International Extension Programs," is an additional opportunity. It is a collaborative effort of the National ESP Global Relations Committee and the National ESP Professional Development Committee. It is a webinar being presented on Monday, September 19, 2016 at 11:30 am CST. Topics to be discussed include: visas, passports, funding travel, locating travel sites, etc. Additional information can be found at <https://learn.extension.org/events/2742>

Member Recruitment and Retention - Gayle Price- The National ESP Membership Recruitment and Retention Committee is sponsoring a webinar "Gearing Up for Your Chapter's Membership Campaign" which will be held on Tuesday, August 30, 2016 from 1-2 CT. Gayle will represent Kansas on the webinar panel to share tips and techniques to help chapters better prepare for and implement a membership recruitment and retention strategy. The webinar URL is <https://meeting.psu.edu/esp-membership>.

For state membership recruitment, Gayle has received a list of all Extension staff with less than 5 years from Stacey's office, she has updated a recruitment letter signed by Daryl Buchholz and will soon send to the list. Gayle asked for guidance on how to handle the new online membership process with new members.

Regarding membership installation at Annual Conference recognition event, Gayle asked about membership ledger, creeds and pens for new members. She also asked about a photographer at the recognition reception; Rebecca said the recognition committee would make that arrangement.

Memorial - Deanna Turner- not able to attend, no report

Nomination - Stacey Warner- The nomination committee met on July 11 to brainstorm names for

officers for the next year. Members divided the names and contacted individuals. A full slate of nominees has been secured and will be presented at the chapter business meeting during Annual Conference.

Professionalism - Trudy Rice- not able to attend, no report

Recognition - Rebecca McFarland- We currently have 17 applications in 8 categories, but have extended the deadline to August 29. I was pleased with the number of nominations, since we switched to the on-line system this year. The Recognition Committee has a timeline and we will have all of the information ready for annual conference and the recognition reception.

Retiree - Ann Domsch- Nadine reported that Ann has started working with her committee

Tenure Recognition - Aliesa Woods- Has asked for list of those to receive tenure awards and will work with her committee to recognize those members at Annual Conference.

### Alpha Rho ESP National Committee Members

Marie Blythe & Doug Jardine: Professional Development- This committee is working on plans and details for the national conference sessions.

Debra Bolton: Public Issues- National committee conducted a survey of ESP leaders across the country about public issues and diversity. The survey included some marketing questions as well. Debra will compile the findings and submit a report to the national office for discussion at national conference.

Laurie Chandler: Scholarships, Grants and Recognition- Committee has completed most of its work this year as recipients will be recognized at national conference. There weren't as many applications as hoped; Laurie encouraged us to consider this opportunity so Kansas will be represented in this process in the future. Nozella asked Laurie to report this information at the chapter business meeting at Annual Conference.

Doug Beech: Resource Management- Revised information about Charitable IRA Rollovers for Kansas and worked with Stacey and the chapter endowment committee to send information to retirees with the summer newsletter.

Sandra Wick: Marketing Committee- this committee is meeting tomorrow via conference call, the marketing information from the national survey will be reported at national conference.

### Old Business:

Update on forming JCEP: Chuck Otte- not able to attend, no report

Update on Hosting 2018 National Meeting: Stacey Warner and Jennifer Wilson- Jennifer, Stacey and Debbie Hagenmaier from K-State's Global Campus met via Zoom with Bob Ohlenschlen from the National ESP Office regarding our responsibilities for the National Conference that will be held in Manhattan September 30 to October 3, 2018. We have also gathered information from states that have hosted recently. In the next few months we will be determining the committees that we will need. All chapter members will have the opportunity to volunteer for committees. We would encourage chapter members to begin to plan to attend the 2018 meeting and if possible the 2017 meeting which will be held in Wilmington NC October 8 to 12. Jennifer added that as host site we are responsible for 3 main speakers— keynote speaker, recognition speaker and capstone speaker. She and Stacey welcome ideas for speakers and fund-raising for supplemental

expenses. Nozella suggested that we be prepared to report to other associations at Annual Conference that we will be hosting in 2018, and also to let members know about upcoming committee opportunities.

Update on moving to online membership registration - Rebecca McFarland- no further report

Update on Annual Conference Council and Business meeting - Nozella Brown, Nadine Sigle

Moving to Zoom for ESP meetings- Nozella reminded us that we set up our zoom connection through K-State, not the free public zoom as KSU offers more options. This seemed to work well, will do future meetings

#### New Business:

Discussion of conflict with Annual meeting and National meeting- Nozella emphasized the value of providing technology to include members at national conference in the business meeting and recognition event.

Travel policy clarification- Nadine suggested that clarification of ESP travel expense be updated in our chapter policy so officers representing our chapter have a better idea of reimbursement available and chapter will be better able to budget expenses. Nadine suggested this should be discussed prior to Annual Conference with treasurer and chairman of budget committee; she will set up call of the three before scheduled budget meeting on September 13.

Voting delegates for national meeting- Nadine and Jennifer volunteered to do this. Nadine will submit our delegate names to national.

#### Announcements:

August 15, 2016: Recognition Award Applications due- EXTENDED TO AUGUST 29

September 14, 2016: Next Chapter Council Meeting: 1:15 pm (2nd Wednesday)

October 25-27: KSRE Annual Conference

October 24-27, 2016 National Conference in Cape May, NJ,

Adjournment- Nadine moved, Gayle 2<sup>nd</sup> that meeting be adjourned, motion carried. Meeting adjourned.

Respectfully submitted,

Linda Beech

ESP-Alpha Rho Secretary