



EPSILON SIGMA PHI- ALPHA SIGMA WISCONSIN CHAPTER

Board of Directors Meeting - Pyle Center ESP Room 220

August 17, 2010

Noon-3:00 pm

Meeting was called to order by President, Paul Roback, at 12:15 pm.

Roll Call: roll call response: Your UWEX position; years working in Extension and why you maintain membership in ESP.

Present: Chris Kniep, Paul Roback, Jeanie Baum, Shelley Tidemann, Patrick Nehring, Ken Schroeder, Joan Lefebvre, Sue Buck, Fade Fulleylove-Krause, Peg Reedy, Jenny Wehmeier, Ann Keim, Edie Felts-Podoll, Dan Wilson, Linda Kustka

Wisline: Matt Hanson

Excused: Yvonne Horton, Renee Mehlberg

Absent: Dwayne Rohweder, Jenny Wehmeier,

Review and Adopt Agenda: Moved by Wilson/ Reedy. Motion carried.

Moved by Baum / Buck to accept the June 4, 2010 Meeting Minutes motion carried.

Treasurer's Report: Jeannie Baum reported on the financial report handed out. She reported the audit committee request to list the outstanding checks that were out and she has done that. She noted the budget is in line. President Roback received a letter from the audit committee that the books are in good standing. Motioned made by Wilson and Fullylove-Krause seconded to place Treasurers report on file for audit. Motion Carried

Standing Committee Reports: NOTE: "former" committee name is listed in parenthesis. **Please report on status of committee and upcoming activities & deadlines.**

Awards (Member Services): Matt Hanson-

The ESP Chapters have voted and the 2010 ESP recognition recipients have been determined. There were 145 applications submitted for the various awards. There were many outstanding nominations representing every facet of the Extension focus and mission. Epsilon Sigma Phi congratulates all of the applicants / nominees and especially the recipients on their Extension efforts and the recognition given by their chapters.

The ESP Recognition recipients from Wisconsin for 2010 include:

Distinguished Service: Mary Brintnall-Peterson, WI; **Early Career:** Paul Roback, WI

Matt will follow up with Mary BP on her award and if she is attending. Matt noted that the next award cycle will begin in again in December and last year's recipients will be encouraged to submit for the national awards next year.

Once again, congratulations to our Wisconsin ESP Award Winners who will be recognized at the 2010 National ESP Conference in Jackson, Wyoming, October 12-15, 2010. Board Liaison is Shelley Tidemann.

Benefits Review (Legislative): Dwayne Rohweder

Dwayne will have his report ready for the picnic, as he is involved with that function and not able to be at the meeting. Paul will e-mail out Dwayne's report after receiving it to the full board. Paul will also follow up with Dwayne on the status of Dwayne finding additional help for this committee.

Grants (Professional Development): Patrick Nehring

Patrick Nehring reported on the recent grant cycle. The total amount given out was \$6,115.00 this time.

The committee discussed member's succession on the committee. Discussion was held on the archiving of documents. The committee has put the last three years of grant recipients on the website. Request from Jenny Wehmeier was noted that she has adjusted her timeline of use of grant dollars.

Global Relations: Jenny Wehmeier and Faden Fulleylove-Krause

Faden Fulleylove-Krause noted that Jenny has been appointed to the National Global Relations Committee. There will be a workshop presented at the October All UW Extension Conference. Paul noted that Jenny is planning on going to the National ESP meeting in October.

Membership (Membership, Recruitment and Retention): Edie Felts Podoll

Edie Felts Podoll noted a membership article will be in the next newsletters as well as e-mail will be sent to remind individuals to join or renew their dues. Joan Lefebvre asked if the October All UW-Extension Conference would be an outlet to reach new members. Peg Reedy and Paul Roback will be checking with Ann Kiem on the possibility of having a poster as well as have a table for ESP on Wednesday evening at the October conference. It was determined that New Colleague orientation may be another place to check into if ESP is present at this training. Joan Lefebvre noted that grant recipients who are not members could be approached to join. Paul noted the current membership is 160 lifetime members and 136 annual renewal members. The board determine a deadline for dues, as the national due date is February 1st, so the state due date is January 15, 2011 for dues.

Edie discussed the concept of sending a "bill or statement" to existing members and the thoughts of her committee on doing this. The committee noted it would be a good option to do, but would like guidance from the board. Wilson noted that if a bill is sent, the bill would need to have ESP as the group, but information to correlate the membership to the association is affiliated with Extension.

Edie also asked if there was a location to see if an individual was a member of ESP. Discussion of if this is an issue of confidentiality. Sue Buck noted that a membership list would be beneficial for awards nominations as well. Discussion held and Jeannie and Edie will work on the billing and how to have a listing on the web. Board liaison is Ken Schroeder.

Nominations: Chris Kniep

Group is on hold till the strategic planning process is completed after the first of the year.

Resource Development and Management: Peg Reedy

Peg reported contributions in the first quarter of f2010 totaled \$680 and were transferred to the Endowment. Contributions from 4-1-10 to 8-1-10 totaled \$1760. Current balance in the Wisconsin Foundation Fund is \$351,325.04. ESP receives all funds raised during the JCEP "Extension Olympics" and silent auction. Cara Carper has volunteered to coordinate and promote the silent auction in 2011. Donations and how to go about donating was discussed. Sue Buck asked if the auto withdrawal option was being promoted and Peg noted it was, but could be encouraged more. Paul noted that for the 2011 JCEP conference it overlaps with PILD conference. Paul Roback is board liaison.

Retirees Committee: Committee on hiatus until completion of strategic plan

Motion made by Felts-Podoll and LeFebvre seconded to place reports on file. Motion carried.

Board Member Reports

Historian: Linda Kustka

Linda noted that the role of Historian could use a job description for clarification, she will start to outline a job description. Linda will have the description ready by the November board meeting. Linda noted that she has been asked to be a support person to help with the Extension 100 year celebration and there is a brief role description. She noted that planning for the centennial celebration is preliminary, but ESP should be thinking about how they would like to be involved. The Archive visit earlier today resulted in discussion of state materials as well as individual county files with narrative reports, which were found in the archives. The information found could be used to tell Extension's story as well as the county information could be included in county historical societies collections. To see the archives it is best to have an appointment. It was noted that the original constitution was found from the visit. Discussion was held on how does ESP want to retain our current history?

Newsletter: René Mehlberg reported by Paul Roback

3 per year -**November**, Marc, July Article deadline: October 15.

Paul noted who is receiving the newsletter by hard copy and e-mail has been worked on. The Dean's office prints off the hard copies and sends them out.

Administration Support: Barbara Heidecke & Sondra Milkie

Barbara is the lead contact and Sondra is a student assistant.

Administration Representative: Yvonne Horton No Report

Retiree Representation: Dan Wilson & Faden Fulleylove-Krause No Report at this time

State Representation: Ann Keim & Sue Buck No Report at this time

Past President: Chris Kniep

2011 WI JCEP Conference Planning. Chris's role is to chair the 2011 conference. She noted that she needs 2 more individuals to help with the JCEP planning team, let Chris know if you are interested. Chris noted the overlap for JCEP and PILD for this year. Because of overlap and

departments needing time to meet, the first day is being looked at as a time for Departments to meet, but it is still being worked on. Discussion was held on the tours and attendance and the tours may be forgone this year due to past lack of interest. Conference is scheduled for April 5, 6 and 7th at Stevens Point Holiday Inn.

Chris chairs the Chancellors Search and Screen Committee and noted there is still time to for additional candidates to apply for the Chancellor position.

President: Paul Roback

National ESP Meeting in Jackson, Wyoming. National Meeting attendees will be Paul Roback, Joan LeFebvre, Jenny Wehmeir, Karen Joos and Jim Hovland. Paul noted there will be a breakout session on creating a 501c3 that he will be attending.

National Strategic Plan is now available on-line at www.espnational.com He noted different sections from the national plan that mirror our chapter.

Calendar of ESP Activities Paul is continually updating this.

President-elect: Joan LeFebvre

Joan noted she was not aware of any new updates to the Memorial listing.

Unfinished/On-going Business

Strategic Planning- Paul Roback

Paul presented a budget that would involve 8 individuals, with 12 being the upper number of Participants involved in the strategic planning effort. Those individuals have not been determined, but demographics of the group were discussed. Those individuals who have been contacted noted a time constraint to serve. The date will be November 16 and 17th.

Overview of design team recommendations, funding for facilitator & travel expenses presented were discussed by Paul Roback. The maximum funding costs projected is 4,924.00 with 12 participants and facilitator. If there are only 8, costs will be less. Dan Anhalt, Continuing Education coordinator for UW-Washington County has been contacted to be the facilitator for the ESP Strategic Planning process.

Jeannie Baum noted in the budget there is not a specific line item for strategic planning, but there are other areas in the budget that could support a strategic planning process. Wilson moved to fund the Strategic Planning Thinking process not to exceed the maximum cost projection, seconded by LeFebvre. Motion passed.

Sue Buck noted to think about key stakeholder interviews to help gather information for the process.

Incorporation Status- Paul Roback, Jeanne Baum & Patrick Nehring

Patrick shared that through investigation; it was found our chapter does not have non-profit status. It was noted that the chapter had used the UW Foundation non profit status in the past when planning for the Endowment fund. The archives visit found the chapter's constitution, but that does not make our organization a non-profit. Baum suggested we find out what other chapters are doing, and National was contacted to see if chapters could fall under their nonprofit status.

Baum noted there are other foundations that our chapter has been listed under and she pays dues for membership. Linda Kuska noted the Wisconsin Bar Association has a document that talks about different organization titles. Joan LeFebvre noted the unincorporated nonprofit association title is another possibility. Discussions lead to further investigation into unincorporated nonprofit association and/or 501c3 association as well as look at our bylaws for verbiage used. Joan will send information on the unincorporated nonprofit association title to Paul. Paul Roback, Jeannie Baum and Patrick Nehring will look into the unincorporated nonprofit as well as find out more at the National Meeting on this topic and this topic will be address again at November's board meeting. It was suggested that the National office be alerted to the unincorporated nonprofit association information.

Records Retention Policy

Discussion on how do we retain the records, i.e.: applications for grants, treasurers past due records, etc. What is important to keep? Paul Roback noted that grant/loans recipients, membership lists, minutes, executive board agenda's are kept. Chris Kniep noted that it is important to pass along current information to new committee/officers. It was noted Gary Korb has ESP materials in his office. Paul Roback will contact Gary Korb for the boxes in his office and will go through them and organize.

Suggested that Faden Fullylove-Krause and Linda Kustka contact the Archivist to see what is appropriate to retain for the organization.

Dan Wilson suggested that maybe each committee chair might receive a flash drive to pass along the information, but it would be nice to have one hard copy of materials. Paul Roback noted that all committee chairs at their discretion can purchase a flash drive and submit the expense to the treasurer; this was agreed upon by consensus by the board.

New Business

ESP Picnic- August 17, 2010, Lakeview Park Shelter on Allen Blvd. With a 2:30 Social Time, 4:00 Program and 5:00 Dinner.

2011 National JCEP Leadership Conference (Feb. 8-10, 2011- San Antonio, TX)-
ESP Alpha Sigma Chapter Meeting Delegates. Paul noted there use to be regional meetings and now last year there was just one meeting for all to attend. This meeting is significant as each association has meetings to conduct business. Motion by Buck and Fully Love Krause seconded that Joan LeFebvre be the chapter delegate to the National JCEP Leadership Conference. Motion carried.

UW-Extension 100th Year Celebration - 2012 - Pamela Seelman - Linda Kustka reported
Linda Kustka noted she would keep the chapter informed as planning for the celebration proceeds.
Sue Buck noted the Smith Lever centennial will be coming up in 2014 as well.

Up-coming Meetings

Board Meetings Paul will send out a doodle for a date for the remaining board meetings.

November 2010

February / March 2011

National ESP Meeting - October 12-15, 2010 Jackson, Wyoming

2011 National JCEP Leadership Conference - Feb. 8-10, 2011- San Antonio, TX

Dan Wilson moved and Jeannie Baum seconded to adjourn. Meeting adjourned at 2:50 p.m.
Members adjourned to attend the ESP picnic.

Contact: Paul Roback, President, paul.roback@ces.uwex.edu

Minutes recorded by Michelle D. Tidemann, Secretary