



**EPSILON SIGMA PHI- ALPHA SIGMA WISCONSIN CHAPTER**

**Board of Directors Meeting – WisLine**

**February 14, 2012**

**1:00 -3:00 p.m.**

**Minutes**

Meeting was called to order by President, Joan LeFebvre, President at 1:03p.m.

Present: Joan LeFebvre, Peggy Compton, Paul Roback, René Mehlberg, Sue Buck, Ann Keim, Patrick Nehring, Faden Fulleylove-Krause, Linda Kustka, Peg Reedy, Mahlon Peterson at 1:20p.m., Jeanne Baum at 1:50p.m., and Edie Felts-Podoll at 1:55p.m.

Excused: Joan Wimme, Mary Mennes, Cara Carper

Absent: Dwayne Rohweder, Yvonne Horton

Review and Adopt Agenda: Any additional or reordered items. LeFebvre shared that the agenda may be reordered as Baum and Felts-Podoll let her know they would be arriving late. Motion by Roback/Fulleylove-Krause to adopt the agenda and deal with items as people are available. Motion carried.

Motion by Buck/Compton to accept the November 14, 2011 meeting minutes as printed. Motion carried.

**Unfinished Business/Ongoing Business**

LeFebvre shared that the committee policies and procedures are part of the strategic planning implementation. An initial draft was shared with the Executive Committee who reviewed it on a teleconference at the end of January. Mehlberg asked for general feedback on identifying the board liaison under committee membership, which LeFebvre noted during reports. It was also decided that the following language would be used under the *Reports to* section: "Members via newsletter with articles submitted by February 15 for publication on March 1, June 15 for publication on July 1, and October 15 for publication on November 1."

LeFebvre asked for committee reports to also include any highlights from the committee policies and procedures and budget requests. The Committee Policies and Procedures will be reviewed and approved at the ESP Annual Meeting at JCEP.

Awards: Joan Wimme, excused; René Mehlberg reporting

Committee met in January to plan for upcoming work. A total of 7 award applications in 5 categories were received by the deadline and will be reviewed later this week. Wimme has developed a criteria sheet to use when reviewing applications. LeFebvre shared this information with National ESP who is interested in the criteria sheet for their use. Roback shared that there are 2 Wisconsin specific awards that need to be accessible on the ESP website and submitted directly to

the ESP Award Chair. Mehlberg will pass both pieces of information along as well as confirm the proposed budget amount.

The question was raised about getting award winner information to the correct person for the JCEP award luncheon. Mehlberg will connect with Dawn Kuelz, JCEP Conference tri-chair on those logistics and pass that information along.

Benefits Review: Dwayne Rohweder/Kathy Eisenmann, neither on-line

LeFebvre shared what has been learned over the last year about the actual functioning of the Benefits Review committee, which has been a committee of 1. As the Executive Committee reviewed the committee's policies and procedures, they are proposing more structure and function to the committee to include membership of retiree and active employees. Roback, as past-president, gave additional background to the committee. Eisenmann, who once expressed interest in serving on this committee, has now stepped down. It was the consensus of the board to keep the proposed structure and function.

Budget Item: Annual membership to the Wisconsin Coalition of Annuitants of \$50.

Grants: Mahlon Peterson

Peterson shared that historically the grants committee has provided great benefit to ESP members and beyond. It's unknown of why some years see more applicants than others. The committee will be meeting in the next month to review grant applications. There was discussion to connect named grant donors to recipients of their award at the All Association Award Luncheon at JCEP. Kustka will write a short bio of each named grant donor to put on the ESP website &/or ESP Grant Application

Global Relations: Open

LeFebvre shared this has been an open position and an inactive committee. Seven individuals expressed interest in this committee on their membership form. LeFebvre sent a Doodle to them to set-up a teleconference before the ESP Annual Meeting to try and revive the committee.

Membership: Edie Felts-Podoll (not on-line at time of report); Jeanne Baum reporting

Baum shared the current membership is 274 as of February 9, 2012: Annual – 116, including 8 new members; Annual Retired – 2; Life Members – 156, including 7 new members.

There was discussion about how to keep membership databases current. There will be an effort to engage the membership committee to work on this.

There was a clarifying question about why the Life Membership is more than many other organizations. Of the total \$400, \$200 must be forwarded to Nationals. It was requested for the Membership Committee to relook at the price of Life Membership.

Budget: \$50 for mailings

Nominations: Paul Roback

Roback thanked the active committee that has a complete slate of officers which include:

- President Elect- Patrick Nehring, Community Development Educator in Waushara County
- Treasurer- Melanie Miller, retired 4-H Youth Development Specialist
- State Director- Tom Schmitz, Central Region Director

- County-Based Director- Barb Haynes, Nutrition Coordinator & Family Living Educator in Price County
- Retiree Director- Kay Buelke Schroeder, retired 4-H Youth Development Educator in Ozaukee County

Budget: None

Resource Development and Management: Peg Reedy

Reedy shared that the committee will be meeting on Friday, February 17 to discuss annual donor mailing, new leafs for the ESP tree, committee recruitment, and fundraising efforts at JCEP. Reedy shared that amounts available for scholarships totals \$23,339.19 (ESP Fund - \$16,561.23 and Ahlgren Award Fund \$6,777.96).

Budget: \$250 for mailings and leaf recognition purchases; Baum shared there is money currently allocated to purchase the new leafs recognition at the Pyle Center

Retiree: Paul Roback

Roback highlighted the work of the committee who has taken on the task of nominating a Retiree for the ESP Retiree Award. A main function is to keep an email database of retirees to forward the Dean & Chancellor's communiqués to Retirees. Roback shared that he has only heard positive feedback to this communication.

Budget: None

LeFebvre reminded all committee chairs to send their annual committee's report (as an email attachment) to her by March 9 to allow time for the Dean's office to copy the annual report booklet. Keim will bring reports and ESP gavel from Madison to the ESP annual meeting at JCEP.

**JCEP & Annual Meeting**

General information: Paul Roback, JCEP Board Chair

Roback thanked everyone for their flexibility with the JCEP Conference as the Board decided to move from a 3-day to 2-day conference based on evaluation feedback.

ESP Centennial planning: Linda Kustka

Jerry Apps workshop: ESP is sponsoring a special workshop the day before JCEP starts led by Jerry Apps. Kustka emailed the initial information earlier in the day. Once finalized, Kustka will forward it to Roback for posting on the JCEP website. He will also forward to retirees

Guess the Gadget: Due to the change in the JCEP conference schedule, plans are being made to present Guess the Gadget at the County Leadership Conference in Stevens Point, March 7-9.

In Memoriam: Peggy Compton

Compton noted one death since the November board meeting of Tom Larsen whose daughter is Nancy Coffey, the WNEP Coordinator for Eau Claire County. Compton will read the memorials at the JCEP conference.

Silent Auction: Peg Reedy

Reedy shared there will be a silent auction and a basket raffle with specific details still being worked out.

Nominations: Paul Roback

Roback will conduct the induction ceremony of the new board members.

Membership Induction: Edie Felts-Podoll

Felts-Podoll will conduct the new member initiation ceremony. Materials have been ordered and creeds will be received from Kustka.

Felts-Podoll also asked about ESP contributing to the cost of that morning's break, which has often been done to assist in covering the costs for retirees who come for the day. Roback will look into this.

Budget: Jeanne Baum

Baum will prepare the budget. She also asked for people to pass along information about bills for attending JCEP to reimburse the Dean's Office.

Exhibit: When/If? Volunteers to Staff

It was decided to have an ESP booth which Roback and Compton will help staff. The exhibit will be during the poster session.

Other:

Felts-Podoll will go through JCEP registration information and affix an ESP sticker on members name badges.

**Treasurer's Report:** Jeanne Baum

Baum highlighted the budget to date. The Humanities Grant was funded, and a new revenue line was added to account for that income. The retiree \$50 disbursement to cover the membership for the Wisconsin Coalition of Annuitants will be moved to the Benefits Review Committee to better reflect the committee that is related to the spending. Baum also explained where and why money didn't balanced.

Baum shared the proposed 2012-2013 budget. Currently the Humanities Grant disbursements is under Board/Planning/Operations/Grants. A separate line item will be created to better track spending for this purpose. Baum will make updates based on today's meeting, send out another draft, and will have a final copy to LeFebvre by early March for inclusion in the ESP materials for the annual meeting at JCEP.

The treasurer's report will be placed on file.

**New Business**

With a new contact in the Dean's Office, LeFebvre went through the ESP task list to ensure it was up-to date. Baum indicated she had a list from prior years and will forward that to LeFebvre. Nehring added that the list should include committee meeting telephone conference arrangements.

**Reports:**

National JCEP Conference: Joan LeFebvre

LeFebvre attended the National JCEP Conference in San Antonio February 7-9. Kevin Eikenberry conducted the *Remarkable Leadership* workshop for participants. His energizing presentation included

insights and stories to inspire the leader in all of us. She shared that he would be a great speaker for any conference.

She shared that when listening to other states' reports, Wisconsin is doing well with membership and is one of the few states celebrating Cooperative Extension's Centennial.

Newsletter: René Mehlberg

The newsletter deadline is tomorrow, Wednesday, February 15. If your article will be late, please let her know. The plan is to get the newsletter to the Dean's Office by Friday, February 24 with the new staff to have it posted and mailed out by March 1. The next newsletter deadline will be June 15.

**Upcoming Meetings**

- WI JCEP Conference—April 11-12, 2012
- PILD, Alexandria, VA —April 14 -18, 2012
- ESP National Conference, Mobile, AL—October 7-10
- Galaxy IV Conference, Pittsburg, PA -September 15-19, 2013
- PILD, Alexandria, VA—April 21-24, 2013

**Deadlines**

- March 1: Award and friends nominations
- March 15: RFPs for concurrent session and poster proposals for 2012 conference
- May 1: Electronic submission for Chapter of Merit and Achievement in Chapter Membership
- April 1: Deadline for Electronic Submissions of Nominations for National Committees
- August 31: Electronic Submissions of Voting Delegates for 2012 National Council Meeting

LeFebvre adjourned the meeting at 3:07p.m.