



EPSILON SIGMA PHI - ALPHA SIGMA WISCONSIN CHAPTER BOARD MEETING

August 18, 2009
10:00 AM – 12:30 PM
Pyle Center Madison

Meeting was called to order by President, Christine Kniep at 10:35 am

ROLL

Present: Chris Kniep, Paul Roback, Jeanne Baum, Shelley Tidemann, Dan Wilson, Jennifer Erickson, Ken Schroeder, Mary Ann Genson, Steve Kinzel, Patrick Nehring, Tom Parslow, Rene Mehlberg, Edie Felts Podoll, Linda Kustka,

Excused: Ann Keim, Dianne Weber, Matt Hanson, Dwayne Rohweder,

Absent: Yvonne Horton, Karen Joos, Jennifer Lord

Members responded to the following questions for Roll Call: **What “value added” do you think members get from paying their dues to belong to ESP?**

Review and Adopt Agenda:

Moved by Paul Roback, seconded by Dan Wilson, to adopt the agenda as presented. Motion carried.

Review of June 8, 2008 Meeting Minutes:

Moved by Dan Wilson, seconded by Jeanie Baum, to accept the minutes as corrected and place on file. Motion carried. Minutes will be forwarded to Jennifer Lord to post as adopted.

Treasurer’s Report (Jeanne Baum-Treasurer)

Report was distributed via e-mail. Baum reported that dues have been coming in, CD’s are progressing, books have continued to be sold and preparations for the expenses for National and Regional Meetings are being addressed. Baum and Parslow will be meeting to work on the Resource Committee section of the Treasurer Report. Baum has also worked to clean up the membership list in relation to the treasurers report. Audit – Karen Dickrell, Wally Hitt, Dan Malacara will be completing the audit the first Friday in September. Treasurers Report was placed on file for audit.

- 1) Standing Committee Reports: Committee chairpeople were asked to check their committee list at <http://www.uwex.edu/ces/admin/esp/committees/index.html> to verify committee membership. In addition, share up-dates and committee plans as part of their report. Roback noted that he has worked with Mary Lucas to update the ESP Website and committee lists are being worked on. Get updates to Roback.
 - a) **Awards (Member Services): Matt Hanson** – Awards Nominations are due January 31, 2010. November messages will be sent out to membership to apply. Kniep noted that a survey administered by Yvonne Horton indicated that people prefer to be nominated rather than apply.
 - b) **Benefits Review (Legislative): Dwayne Rohweder**- no report
 - c) **Grants (Professional Development): Patrick Nehring**- There were 13 applicants and 4 were awarded- 1 Beatty and 3 Professional Development awards. The requested amount for the August 1st deadline was around \$22,300 and \$3,500.00 was awarded in August. It was noted that around \$20,000 total was awarded in 2009. The economic impact of late was noted in the applications. The committee is developing policies and procedures for the grants process. Grant recipients are required to report on what they have learned from their experience before payment is released. Placement of

Draft

the short reports on the web were discussed so other committees could access the information. Nehring noted that a retiree representative is needed for his committee.

- d) **Global Relations:** no report. A chair is needed for this committee.
- e) **Membership (Membership, Recruitment and Retention): Edie Felts Podoll-** Committee membership has been updated and all program areas are represented as well as state employees with the exception of the Northern District. Podoll will be sending e-mails on membership. Concerns were expressed regarding counties not continuing their past support for membership. Need to communicate the importance of membership. Kniep noted a challenge from National ESP to contact Administrators to belong. Only one administrator currently belongs, Baum will e-mail Podoll the current listing to help with recruitment. National cutoff for membership is September 1st, after that, membership is considered beginning 2010.
- f) **Nominations:** Kniep reported that Chuck Law recommends the committee be disbanded or filled with past presidents. No action will be taken at this time. This will be placed on November Board Meeting agenda. Kniep will contact Dianne Weber with idea, as changing would be a by-law revision.
- g) **Resource Development and Management: Tom Parslow-** The fund at UW-Trust was established March 7, 1953 while the two funds at UW-Foundation were established May 24, 2001. We are currently funding grants other than Ahlgren grants from the UW-Trust. Parslow discussed and shared efforts to get retirees more involved with the Endowment Fund. Parslow prepared a brochure that will be handed out at the ESP picnic sharing information on the different funds and how to be a contributor. Committee membership is included on the form. The committee meets the 5th Monday of the month- 4 times a year. Goals for the committee include updating the website, Evergreens were updated this past year and a “leaf” locator is being developed by Parslow and Jennifer Lord. Discussion held on how to get more contributions as outside contributions are not as successful, looking for ideas. Kniep will make a small pitch for a lighthearted fundraiser with small articles for next year’s picnic at this year’s picnic. Kinzel asked if there is communication linkage with funders and recipients to help in telling the story of how the dollars are used. Nehring noted the Grant’s committee’s report to the membership by recipients. Wilson questioned if there was a place to suggest keeping ESP in mind when Estate Planning is being done by members? Discussion regarding current information on web already, but Felts-Podoll mentioned Karen Goebel may be a resource to contact for further help.
- h) **Retirees: Mary Ann Genson/Dan Wilson-** Discussion on Role/Responsibilities of this committee was held. Kniep noted in by-laws, directors serve on the standing committees to represent the board, but there is no job description with expectations. Past practice was to be a communication link with committees and the board. Wilson suggested we may want to review roles and responsibilities as well as bylaws and the website. Wilson will work on the review in organizational function with Roback. This would include the county and State representative’s roles/responsibilities too.

Kniep asked if 6 directors could meet before the November board meeting to discuss some actions/responsibilities for the directors, may want to look at Roberts Rules of Order as a starting point. Directors then looked at the committees that were in need of representation. Jenny will contact Marti Havlovic to see what Global Relations is about. Discussion concluded with a suggestion by Wilson that the organization may benefit from going through an organizational assessment process, to help the organization strategically think about how to help the organization stay focused and viable.

Draft

- i) **County Representatives: Ken Schroeder, Jenny Erickson**, -Report was included with Retiree report discussion
- j) **State Representatives: Steve Kinzel, Ann Keim(excused)** –Report was included with Retiree report discussion

Board Member Reports:

- (a) **Historian: Linda Kustka**- Reported there are 4-5 boxes of Historian materials from Past Presidents. An archivist needs to be asked what is in the boxes that are archive able types of information to keep. Discussion of digitalizing the materials was suggested. Kustka had proposed a session following the August 18th board meeting to look at the materials, but cancelled it due to lack of participation.
- (b) **Newsletter: Karen Joos/ René Mehlberg** – July newsletter is out, it is 3 times a year and the next deadline is October 15, 2009. Parslow suggested that the newsletter be mailed to all retirees. Kniep asked that Parslow, Kustka and Genson help the newsletter team identify picnic photo attendees for the newsletter.
- (c) **Administration Support: Jennifer Lord**-no report
- (d) **Administration Representative: Yvonne Horton**-no report
- (e) **Past President: Dianne Weber**- Kniep reported in Weber’s absence. The next JCEP board meeting is August 19th, to talk about the 2010 conference. Dates for the 2010 JCEP conference are April 6-8 in Green Bay. The 2011 site is being reviewed.
- (f) **President: Christine Kniep**- ESP connection highlights noted that Linda Cook will be stepping down and Bob Ohlensen from Idaho will be taking her spot at the National Office. Horton chaired the Employee Recognition Committee, sharing information on appropriate recognition. A teleconference is coming up August 20th. National Committee Appointment – Karen Joos, Marketing Committee was shared. Karen and Paul Roback will be attending the National ESP meeting in Fargo ND. Kniep discussed the National Membership survey that was sent out to each state as well as the National History Project.
- (g) **President-elect: Paul Roback**- Reported that the Website up-dates include the content on the site. Mary Lucas as well as Jennifer Lord have helped. A credit card donation icon is now there. Discussion on the membership list at the site and if this is public or not and if it is/should stay secure. Decided to get rid of secure site. The Memorial List was done with the assistance of Jo Ann Gruber Hagen. Roback will also write an article for the newsletter following attendance at the National Meeting.

Unfinished/On-going Business

- (a) **Bylaw revisions**- areas to address include Nominations Committee and the Roles and Responsibilities of Board Members.
- (b) **Committees – preferred size and representation**- Retiree for Grants Committee was secured by Kniep going off this committee and Wilson joining.
- (c) **Membership – “goals” for 2009-2010**- Felts Podoll discussed in Membership report.

Draft

- (d) National Meeting Attendance-**Kniep noted that Voting Delegates are Paul Roback & Karen Joos. Jim Hovland is also attending. Award winners are: Mary Novak – Diversity and Joan M. Wimme – Early Career. Joan is attending and discussion of flowers for award attendees followed. Kniep will contact Weber to check on who orders the flowers. Novak is attending NEAFCS in Alabama.

New Business

- (a) **Licensing Auction/Raffle at JCEP** – Patrick Nehring reported on when a license is needed and not. Kniep and Mehlberg will check on the ESP needs and will report back at the November board meeting. It was noted that Mike Wildeck has been leading an effort to clarify the non-profit status of ESP.
- (b) **UW-Extension 100th Year Celebration – 2012 – Pamela Seelman**-Chris Kniep reported that Pam was meeting with Yvonne and Rick to see what needs to be pulled together and they are looking for historical pictures at this point.

Up-coming Meetings- Kniep noted that a meeting wizard will be sent for a teleconference time for November.

2009-2010 Meetings: November & February WisLines

JCEP – April 6-8, 2010, Green Bay

President Kniep thanked all for their patience and Erickson motioned, Kinzel seconded to adjourn the meeting. Motion carried. President Kniep adjourned at 12:40 pm.