ESP Board Meeting
Friday, January 21, 2011
Minutes

A. Agenda Approval

B. Previous Meeting Minutes were reviewed and discussed.

C. Treasurers Report
   b. Checks to be deposited. 50 active members: 7 new, 43 renew, 1 life member (Mark Williams). Membership lists reviewed.

D. Committee Reports
   a. Membership - Van/Bev
   b. Awards - Julie P/Joe B - National and State
   c. Bylaws - Joe L/Julie P

E. Old Business
   a. JCEP/PILD/National Meeting Assignments
   b. Professional Development Opportunity - Joe/Cheryl
   c. Newsletter - February - Winter Edition
   d. Budget Approval/Audit Approval
   e. Committee Assignments - Members
   f. Website Update

F. New Business
   a. Redesign and ESP fit
   b. Future Meeting Schedule
   c. Other
Thursday, May 26, 2011

Minutes

In attendance: Joe Bixler, Van Varner, Julie Picoh, Cheryl Peters, Elaine Bush, Joe Lessard.

B. Previous Meeting Minutes were reviewed and approved. Bush motion support, Varner second. Carried.
C. Treasurers Report
   a. Calculated interest was added to account balance. Actual budget is in the black. ESP South African tour accounts and remaining bills to be settled with Jan Brinn. Final report needed from South African ESP trip.
   b. Expenses - Chapter is current with national ESP and membership dues.
D. Committee Reports
   a. Membership - 58 renewing members; 9 new members to be inducted in Fall. Need to think about retention and identify new members for 2012. Varner will send updated member list to all. Peters will update website.
   b. Awards - National and State - Pioch to send award announcement soon to MSUE everyone, applicants will be directed to website. All board members need to encourage applications and/or nominate candidates.
   c. Bylaws - No report. Discussion to add language to define award eligibility.
E. Old Business
   a. PILD Report Washington DC - Bixler attended. Highlight was private session with Senator Debbie Stabenow (Committee Chair of Agriculture, Nutrition and Forestry). Contacts with the Senator’s secretary also made.
   b. Website Update - Cheryl receiving training from Roger and sharing login with Julie. Updates in batches are best. Captions with photos that are sent and file names on photos of individual preferred. Roger should be recognized for his past assistance on website at Fall Extension
Conference. Lessard suggested marketing materials developed by Fran A be available for officer, maybe placed on website.

c. Professional Development Opportunity – Fall Extension Conference 2011 - Discussion about face-to-face versus online session opportunity. ESP sponsored session on engaged scholarship (recorded and shared on chapter website). Proposal for sessions are due June 15th. Bixler and Peters to arrange.

d. Newsletter - Summer Edition - Send Bixler the summary reports assigned and he will assemble the newsletter to send.

e. ESP Retiree Reception - Lessard and Varner represented ESP and Dr. Lovejoy represented MSUE administration. CANR Dean Buhler provided updated on college activities. Round robin of retiree attendees. Photo gallery captured by Varner. Cheryl to upload 2011 photos to the website.

F. New Business

a. T-shirts ☺ - Bixler designed logo and with Varner made executive decision to order 50 shirts, with $5 proceeds on each shirt. Two ESP membership requests were made from the T-shirt announcements. Lessard wishes he had them for the Spring retiree event, could have sold them. Have T-shirts at June 17th MCEA meeting and take photo for website.

b. MCEA Meeting - Friday June 17th - 9am to 3pm Bengel Wildlife Refuge (Clinton County). Bixler, Lessard, Picoh will attend.

c. Educational Travel Trip - Ireland - Invitation is out. Deposit for 10 people to date in treasury. Target is 20 participants. Invite to go out one more time to MSUE everyone and then to national.

d. Next meeting - Agenda items: organize the annual meeting and receive a report from awards committee. August 2nd, 9:30am conference call.
Tuesday, August 2, 2011

Minutes

In attendance: Joe Bixler, Van Varner, Julie Pioch, Cheryl Peters, Joe Lessard, Elaine Bush.

A. Agenda Approval. Pioch motion support, Varner second. Carried.
B. Previous Meeting Minutes were reviewed and approved. Pioch motion support, Varner second. Carried.
C. Treasurers Report
   a. Account has $28,300 for ESP Ireland trip currently deposited. Refund due to Ann Chastain for Ireland trip. Pat Dignum from South African trip still due a refund as well. $155 new revenue from t-shirt sales. Total operating budget to date is $1,421.45.

D. Committee Reports
   a. Membership. 58 renewed members. 9 new members. 4 life members. (71 total ESP members in 2011). New members need inducted at FEC 11.
   b. Bylaws - No report. A notice of any bylaw changes goes out 2 weeks before the annual meeting. Joe L and Julie P will meet and revise.
   c. Awards - National and State - Another call for nominations was sent over the listserv because only a few nominations came in by July 15. More applications were reviewed with the extended deadline. Announcement of some preliminary winners; final award winners will be listed in annual meeting minutes. 25 year memberships will be reviewed for the annual meeting. Gifts will be ordered in time for FEC 11. Julie will communicate with Megghan Honke on the Director's awards and the ESP awards and be sure the two nomination systems work together.

E. Old Business
   a. Website - National scholarships that are available should be posted on Chapter's ESP site front page. Modify the Ireland trip so that it shows trip is full and happening. Add S. African trip photo and report (when available)
b. Professional development opportunity. No update, will keep on future board agendas for future opportunities.

c. Newsletter - Fall Edition - to be published after FEC 11, annual meeting, award winners, and report from Ireland trip.

d. Committee assignments - persons will be contacted for audit committee. October 1\textsuperscript{st} deadline for Audit. Lessard suggested looking at national committee structures (previous ESP discussion) to build capacity and have more officer delegation and ESP member action.

e. T-shirts. And now polos shirts will be sold by ESP for $25. Checks are forwarded to Treasurer. Will be sold at FEC. Another announcement to MSUE everyone with photo.

F. New Business

a. MCEA - Bixler, Lessard, Pioch attended May meeting. Association representation at FEC and verbal support by Director Coon for association promotion within the organization confirmed.

b. Officers - We need to be seeking other officers and the bylaws state there will be a nominating committee. Brainstorm of potential ESP members for officer positions.

c. Next meeting - \textbf{September 15\textsuperscript{th}} - 9:30am - 11am. Call. Bixler will send details.
ESP Board Meeting

Thursday, September 15, 2011

Minutes

In attendance: Joe Bixler, Julie Pioch, Cheryl Peters, Van Varner, Bev Przystas.

Special planning meeting for Fall Extension Conference 2011

A. No bylaw changes for 2012.

B. Recipients for 25 years of service? Varner will order clocks; Bixler will pick up clocks for meeting. Membership list checked. Three 1986 hires will be honored. Christine Venema, Joanne Davidhizar, John Grix. Three clocks needed. George Silva* and Margaret Lashore* were eligible but dues were not up-to-date. Rules are membership dues need to be paid year before and year eligible for 25 year service award. Bixler will send a note to Silva and Lashore that if they get dues up-to-date they can receive the 25 service year award in 2012. Some discussion of “when” an employee reaches 25 years - all with MSU Extension or any Extension service total?

C. Interested new officers: Brenda Reau and Joanne Davidhizar.

   a. Treasurer’s report. Treasurer will be absent. If there is an audit completed, there is a motion to adopt. Otherwise, audit is pending and Varner will turn over the books to the new treasurer. Need to collect ESP dues at the meeting to write receipts. Roger Betz or Hal Hudson could be asked to do this as they are both former Treasurers. Receipt book will be sent by Varner for FEC. Pioch and Peters will sit together before the meeting and get membership dues. Pioch is putting together the script, awards books, and reports. President’s report due from Bixler by 9/30/11. Treasurer’s report will be prepared by Varner. Varner will send Excel file to Peters for printing. Materials for 40 should be available.
b. Historian Report? By Bush?
c. Membership Committee Report by Przystas. She will bring ESP pens, and pins, and will put creed on certificate. She will get names from Varner.
d. Bixler will do nomination committee report, follow script for nominations.
e. Awards committee by Pioch.
f. No new business.
g. Recognition of outgoing officers. Lessard will be “talked about.”
h. Installation of New Officers will be done by past president either Kathe Hale or Fran Adelaja.
i. Incoming president remarks by Pioch. Pioch leads Creed. Bixler closes meeting.

E. ESP Breakfast starts at 7:15 and meeting starts at 7:30. Only have 45 minutes.
Epsilon Sigma Phi Michigan Alpha Psi Chapter
In-Person Meeting 12/15/11
Northstar Cooperative


Call to Order – 10:08am
Additions to agenda - none

2011 meeting minutes reviewed from January 21, March 18, May 26, August 2; September 15;

Meeting notes from October 12th Annual Meeting reviewed and completed. Final 2011 Committee Reports collected.

Reports of Officers:
  o President:
    ▪ Brief new officer orientation for Joanne Davidhizar and Brenda Reau.
    ▪ National Report Assignments. Deadlines for awards and grants are on national website. [http://espnational.org/](http://espnational.org/) Varner already sent membership list for the year; next deadline for roster is Feb 1. Joanne and Julie will send national names of ESP members. It is an online process. Members should be listed by the end of January for ESP national award eligibility. Members, however, can join any time of year. Must be member for 2 years before national ESP award eligible. Chapter officer update already done by Pioch. Quarterly phone calls with the Regional Director of National ESP is a task that normally the President attends. If President unavailable, another officer may sub. Pioch will send dates for these calls to Reau.
  ▪ Committee Appointments & Member Assignments
    • Standing:
      o Membership. Bev Przystas to remain committee Chair. Three people plus Treasurer are needed. Bev runs recruitment and new inductee ceremony.
      o Auditing. Three members that are not directors needed. Beth Clawson, Mark Longstroth, Janice Zerbe (Chair). Pioch to confirm.
      o Nominating. Bixler will Chair and find two more members.
      o Awards/Recognition. Reau will Chair and find three members to join. Serves as award representative to MCEA in the past. Board seat on MCEA. The Alpha Psi chapter has 15 awards with online applications due every July 15th.
      o Life Member. Jake Wamhoff, Kathy Foerster (Chair), Joe Lessard, Van Varner each nominated. Objective: to continue with co-sponsorship by ESP and the Director's Office an annual MSUE retiree reception in April\(^1\). One task
for 2012 would be to work with MSUE HR to update the Life Member list. Another is to market life memberships to retirees and encourage active involvement in Chapter.

- **Special:** These special committees were developed to mirror the national structure.
  - Global Relations. Pat Dignum to continue as Chair. She recently organized the Ireland trip for 2011.
  - Professional Development. Peters will Chair with Bixler as member. Both to find additional committee member. Membership will be solicited for ideas/participation.
  - Bylaws. No committee. Pioch assigned to regularly review.
  - Marketing. Not continued as a committee. Previously developed materials were discussed and will be reviewed at the next meeting.

- **Board Members Assignments:**
  - Website ([http://esp.msue.msu.edu/esp/home](http://esp.msue.msu.edu/esp/home)). Peters to maintain website content.
  - Retiree Lunch. Pioch and Life member committee to connect.
  - PILD Representative. Bixler, Peters possibly attendees.
  - MCEA Representatives. Three seats. Pioch, Bixler, Reau selected to attend regularly. Alternate TBD. Dates needed.
  - Newsletter. President’s task.
  - T-shirt sale. Discontinued fundraiser after inventory is gone.

- **Treasurer**
  - To date 32 of 50 members have paid dues. We already exceeded our new member enrollment with 9. All 2011 inductees are paid. Renewal notices were sent by Varner in Oct 2011. Davidhizar will send reminder of renewal dues.
  - Conference reimbursement was zeroed out for 2012. Director’s office providing $1,200 for all conferences all year to each Association. Possible discussion to raise membership dues in 2013. Should review what other north central states charge. Awards expenses were retained after some discussion.
  - Chapter needs to consider how to raise funds.
  - Budget year starts October 1st.
  - 2012 budget accepted as presented. Adopted unanimously.
  - Audit not done at this date. Davidhizar has not been a functional treasurer yet; Varner was completing duties. Pioch to have Zerbe and Longstroth to assist in 2011 Audit review.
- Varner to change names at Credit Union on 12/15/11. Davidhizar on account, Varner off account; Bixler and Pioch stay on account.

- New Business
  
  o **Growing membership.** Considered Program Assistants/Associates and Program Instructors for future membership. Bixler to check with national office on rules. Membership committee will focus on getting Life members. If an ESP member already sent in regular dues, retirees mid-year, they can pay the difference for a Life membership.

  o **Goals for 2012**
    1. Actively engage with membership
    2. Organize an effective and meaningful professional development opportunity
    3. Committees accomplish one task well

  o **Meeting Schedule for 2012**
    - February 29th 9:30am-11am
    - April 30th 9:30am-11am
    - July 31st 9:30am-11am
    - September 14th 9:30am-11:30am

---

## 2012 Meeting Schedule

- February 29th 9:30am-11am
- April 30th 9:30am-11am
- July 31st 9:30am-11am
- September 14th 9:30am-11:30am

---

Postscripts:

1. The MSUE retiree reception event is an element of ESP service to its membership and other professional colleagues and ESP will continue to be proactive in shaping the experience for attendees at the event. Language drawn from the 2003 Annual ESP report on this event: ....*This second annual reception for MSUE retirees was co-sponsored by ESP and the MSUE administration and held at the Kellogg Center prior to the All-University Retiree Luncheon.......*

2. The Audit Committee filed a report on 1/6/12. ESP members Longstroth and Zerbe completed the audit. All files and accounts found in order.