

Epsilon Sigma Phi, Alpha Mu Chapter
Minutes of Annual Meeting, October 25, 2018

Members present:

Alan Ladd	Barb Dunn-Swanson	Barb Fuller
Jerry Chizek	Virgil Schmitt	David Brown
David Baker	John Lawrence	Vera Stokes
Mark Hanna	Jeff Jackson	Andrea Nelson
Sherry McGill	Joy Rouse	Jim Harken
Barb Wollan	Donna Donald	
Rich Wrage	Carol Waters	

President Barb Fuller called the meeting to order at 9:30 in the Conference room of the Extension 4-H Building at Iowa State University, with 19 members present. After welcoming everyone and thanking Carol for providing such lovely refreshments, Barb introduced our speaker for the day, ISU Vice President for Extension, Dr. John Lawrence. John led the membership in the Extension Professionals Creed, and then shared reflections and updates on several topics.

- Announcement just this morning of the appointment of a new Dean for the College of Agricultural and Life Sciences, Dr. Daniel Robison, who comes to us from West Virginia.
- Dr. Lawrence reflected on the value of the 20 regional listening sessions held around the state and the value of hearing from our stakeholders. His team is analyzing the findings, including use of software analysis to identify recurring themes. A statewide report, as well as separate regional reports, will be issued, and he expects that to occur soon enough to be taken into consideration when making budget decisions for next year.
- He reviewed the rationale and process for modifying 4-H checking accounts so they fall under the jurisdiction of the local Extension Council; the goal is to have most accounts resituated by July 1 2019.
- He reminded us to routinely check meeting summaries and videos posted the “Structured for Success” website to stay tuned in to the work being done to examine what we have learned since our structure changed in 2009, and to consider the implications of those findings. In particular he asked us to: 1) help identify the essential functions that must occur in order for us to carry out our mission – there’s a starter list of functions to which we can react and add; 2) identify what is working well in certain counties or regions; 3) provide feedback to the list of questions we will ask of other states about their Extension structure.
- He reminded us to provide input to the Internal Communications Task Force through the survey and/or through direct input to team members, noting that communication was a recurring theme in the 20 listening sessions.
- He highlighted the ground-breaking goal of achieving digital accessibility in all our materials and encouraged us all to take advantage of the Professional Development opportunities that are available now.

Business Meeting.

Alan/Rich moved to approve the agenda as printed; motion passed.

Jeff/Andrea moved to approve the minutes of two meetings (10/26/17 and 3/26/18) as printed; motion passed.

Treasurer’s Report.

In the absence of Treasurer Mary Weinand, Barb Fuller shared a print copy of the Treasurer’s report, showing current assets (9/30/18) of \$8,789.78.

Barb also shared the written Audit report dated 10/16/18 submitted by the Audit committee of Phyllis Zalenski and Barb Dunn-Swanson, finding the records in good order and accurately reflective of the chapter’s finances.

Barb Dunn-Swanson/Vera moved to increase state dues by \$10, to a total of \$30/year, effective 2020; motion passed. It was noted that this will coincide with a likely increase in ESP National dues of \$15, for a total increase of \$25.

The printed report highlighted the importance of recognizing that we budget an entire year in advance; the budget for the Fiscal Year beginning 10/1/18 was approved at last year’s annual meeting, and was reviewed for informational purposes.

Rich/Carol moved to approve the budget for the Fiscal Year beginning 10/1/19 as presented; motion passed. That budget is printed below. It was noted that in recent years we have based our budget on 70 members and have fallen short, so this budget is based on a more conservative 50 members.

Budget Proposed for 10.1.2019 to 9.30.2020 – Approved 10/25/18

Income:

State Dues Income, 50 members @ \$30.00/member net	\$ 1,500.00	
“Only a Quarter” Donations of cash in lieu of labor (5 @ \$25.00)	\$ 125.00	\$ 1,625.00

Expenses:

President Expense Allocation for 2017 National ESP meeting	\$ 500.00	
President-Elect Expense Allocation for 2017 National ESP mtg.	\$ 500.00	
Membership recruiting, communication, supplies, postage, marketing and member recognition	\$ 100.00	
Friends of Extension Recognition plaques (3 @ \$110.00)	\$ 330.00	
Professional Development Expense Budget (Depends on Donations from members -or –another fundraiser	\$ 100.00	\$ 1,530.00

Net Gain/Loss projected operations \$ \$ 95.00

Note: No Membership & Recognition Annual Banquet projected for 2019

Membership Report. Andrea Nelson reported 2018 membership numbers: a total of 119 members, of which 70 are Life members and 49 are Annual members. She introduced Mark Hanna as our newest life member and presented to him a certificate of life membership. The consensus is that our decline in membership is a reflection of reduced Extension staffing. Andrea also reported that the on-line membership system is working very well:

<https://epsilonsigmaphi.wildapricot.org>

It was also noted that donated funds are available to pay dues for first year members.

A brief discussion was held questioning whether all members have access to the chapter’s CyBox folder. We will work to ensure that access is granted.

In Memorium. A moment of silence was held in honor of Harvey E Thompson, who passed away in July 2018.

Committee Reports.

Resource Development. Barb Dunn Swanson reported that they are seeking to work with membership committee to recruit more members as the most effective way to increase income. She challenged each of us to bring one new person!

Scholarship, Grants, and Recognition. Jerry Chizek reported that since most of our awards were announced and presented last March, he has only two items to report: 1) Bill Northey was one of the national Friends of Extension honorees, but was unable to attend the event; therefore we will look for an opportunity to present him with his award. Jerry shared the video message from Northey that was shown at the annual event. 2) Jerry encourages us all to begin working on award nominations NOW for the coming year, and noted that since Annual Conference is earlier than usual, the deadlines for submitting nominations may be early as well. He thanked Vera Stokes and Deb Sellers for serving on the committee.

Public Issues. Alan Ladd emphasized Dr. Lawrence’s message about staying involved in the structured for success effort; the priority being placed on transparency gives us a valuable opportunity to have meaningful input.

Professional Development. Jeff Jackson thanked Kim Brantner and Alison Boehlman for serving on the committee, and reminded us all to watch both the national and chapter newsletters for professional development opportunities. The

committee is considering applying for an ESP professional development grant to cover costs of a book study, so we should stay tuned for news, probably not till spring or summer. He also reviewed the agenda for today's tour of campus sites.

Under Professional Development, members also reported that five attended the national meeting in Kansas, with two presenting concurrent sessions and one a poster session. *Note: Barb Fuller's poster was recognized as one of the top ten posters!* Our chapter was recognized in two ways: Achievement in Chapter Membership: Platinum Award; and Chapter of Merit: Silver Award. Well done to all!

Global Relations. Barb Dunn Swanson reported that the national ESP Global Committee expresses thanks to the Alpha Mu Chapter for its financial support of the Global Initiative: Feed the Future. This project uses the ESP model to assist youth in Cambodia to pursue careers in Agricultural Extension. Our financial support, along with matching funds from National ESP supported three Cambodian Students with four years of college education. This support is helping to educate the next generation of food leaders in their country. Here is a link to the full scope of the project!
<https://www.kstate.edu/siil/whatwedo/currentprojects/cesain/index.html>

Nominating Committee. Virgil Schmitt reported on behalf of Dave Baker and himself that we have three positions to fill via elections this year, and presented the following slate of nominees:

Board Member at Large – Dennis Johnson (incumbent)

Treasurer – Mary Weinand (incumbent)

President-Elect – Barb Dunn-Swanson

Virgil noted that our by-laws allow incumbents to succeed themselves once.

Election of Officers.

Following the report of the nominating committee Barb Fuller opened the floor for additional nominations. After allowing a few moments, Alan/Virgil moved we close nominations and cast a unanimous ballot for the slate presented by the nominating committee; motion passed. A big thanks was extended to the nominating committee and to the candidates/new officers!

New Business.

The proposed revisions to the chapter by-laws were presented by the committee, made up of Carol, David and Jerry; they noted that the last update was made in 2010, and many of the changes are necessary simply to bring them current with practice. Barb Wollan/Jim moved to accept the revised by-laws as presented; motion passed. Carol also shared a Policy/Guidance document which is being developed to provide specific procedural guidance to officers and committee chairs; comments are welcome.

Passing the Gavel.

Outgoing President Barb Fuller formally passed the gavel to new President Carol Waters. Carol presented a gift to Barb with sincere thanks for her leadership during the past year.

President Carol Waters adjourned the meeting about 11:40 a.m.

Respectfully Submitted,
Barb Wollan, Secretary