

*Alpha Psi Chapter*

## **2012 EPSILON SIGMA PHI**

### **Annual Meeting Minutes & Annual Reports**

#### **Lansing Center, Lansing, MI**

**10/30/2012**

Annual meeting was called to order by President Julie Pioch at 7:15am.

**Recorded attendance:** 44 members.

Julie Pioch gave her President's report. She provided a snapshot of activities accomplished by ESP during the year including Michigan representation at national PLD and ESP meetings. She also reviewed our annual goal and had each officer share one thing they did well in the year for ESP.

Joanne Davidhizar provided the Treasurer's report. Membership for 2011-12: 50 renewals, 7 new and 3 new life members. 2012 expenditures were \$3,744. 2012 total income was \$4,862.04; with total equity = \$1,392.04.

Elaine Bush provided the Historian's report, allowing commentary and remembrance of two ESP members who passed away during the year.

New member induction ceremony by Bev Przystas. Six 2012 members: Bindu Bhakta, Erin Lizotte, Jean Lakin, Angela Harris, Michelle Neff, and Diane Smith.

Election of new officers by Julie Pioch. Brenda Reau-President; Matt Shane-President Elect; Cheryl Peters-Secretary; Deanna East-Treasurer; Elaine Bush-Historian.

Awards Presentation by Brenda Reau. No 25 years of service awards in 2012. Award winners for 2012 are listed under the President-Elect report in this document.

Recognition of outgoing officers by Julie Pioch. Outgoing officers included Past President Joe Bixler and Treasurer Joanne Davidhizar.

Installation of new officers by Julie Pioch.

Extension creed led by Julie Pioch and read aloud by all members.

Adjourned at 8:15am.

## **Epsilon Sigma Phi, Alpha Psi Chapter Annual Officer Reports**

### President's Annual Report (submitted by Julie Pioch)

At the organizational meeting in December 2011, your president began leadership to the 2012 program year by orienting new board members to their tasks as described in the bylaws and ESP Alpha Psi Chapter custom and assigning committee chairs. The board set the following goals for 2012: Actively engage with membership; Organize an effective and meaningful professional development opportunity and Committees accomplish one task well.

Conference call meetings were held in February, April, July and September. Your president developed agendas for each of the meetings, arranged conference call logistics, worked with the secretary to send reminders to members.

Your president presided over the annual membership meeting at the Lansing Center during Fall Conference held at the Lansing Center in Lansing.

Other duties and tasks accomplished by this president in 2012 include the following:

- Assisted other board members and the membership committee chair with making plans for the MSU Extension Retiree event hosted by ESP and the Director's Office. Attended and spoke at the event held in April at the Kellogg Center at MSU.

- Updated names of newly elected board members to the National ESP website.

- Submitted 2011 Chapter award recipient names to national office.

- Gathered articles and published a Spring Newsletter which was sent to all members.

- Communicated with members who attended National Conferences (JCEP Leadership, PILD, ESP National Conference in Alabama) and assisted with making sure connections were made for their expenses to be paid by the chapter or the national office. Sent scholarship information to members interested in attending conferences.

- Assisted president-elect with awards process as needed.

- Attended 4 meetings of the MCEA, elected as secretary/treasurer of MCEA.

- Participated in quarterly conference calls with other ESP Chapter Presidents from the North Central Region.

- Along with other board members, reviewed and ranked applications from regional colleagues that were submitted for national awards.

President-Elect Annual Report (Submitted by: Brenda Reau)

The primary role of the President Elect is to coordinate the ESP awards program. Promotion and outreach for award nominations began in June with an inspirational email message to the membership. Jan Brinn was the first member to respond with an award nomination so she was the winner of the homemade pie. Director Coon also included a message on awards in his weekly Spotlight. Two follow-up email messages were also sent reminding members of the July 15 deadline. Eight nominations were received.

ESP members Tom Dudek, Nancy Thelen and I served as the awards selection committee. The following individuals were selected to receive awards:

**Friend of Extension Award**

Senator Darwin Booher

**ESP Team Award**

Teresa Clark-Jones

Kathe Hale

Jean Lakin

Wanda Repke

Erica Tobe

**Diversity/Multi-Cultural Individual Award**

Mark Longstroth

**Early Career Service Award**

Eileen Haraminac

**International Service Award**

Jan Brinn

**Distinguished Service Award**

Elaine Bush

**Retiree Award**

Joe Lessard

The Distinguished Service Award was given at the Monday luncheon. The Friend of Extension Award was given at the Monday evening banquet. The remaining awards were given at the annual meeting and breakfast.

I also provided information to Dr. Lovejoy on the National ESP Ruby Award nomination process. Dr. Lovejoy nominated Dr. Coon for this honor. We will not know the outcome of that nomination until 2013. In recognition of Dr. Coon being nominated he was presented with a pair of "ruby slippers" from the local chapter.

FYI and things to consider for the 2013 awards program:

- Recruit the awards committee earlier in the process and have them assist in promotion and recruitment of award nominations, not just in the selection process.
- Distribute a list of ESP members when sending out the email messages promoting awards so people are aware who is a member that they might nominate.
- Consider partnering with other associations to promote awards. There is confusion about the awards, criteria and due dates.
- There is confusion about who is responsible for monitoring the membership list and awarding of the clocks for 25 years of service.
- The Friend of Extension Award (plaque) is ordered by Megghan Honke and paid for by the Director's office. I did not know that so already had purchased a certificate frame but I was able to use it for an individual for a team award.
- It is the expectation that all team members of an award will receive a plaque.

#### ESP Past President's Annual Report (Submitted by Joe Bixler)

The general responsibilities of the Past President are to provide guidance and direction to the Board in an effort to provide knowledge of past practices, actions or procedures in conducting the organizations business. I am pleased to have worked with such a distinguished group of folks who really do know how to advance the purpose and direction of ESP into the future. This group has truly advanced an initiative established several years ago to involve the general membership in as many organizational functions as possible. We see evidence of people stepping up to committee assignments and officer roles than previously witnessed. That is very encouraging for our chapter. I took this occasion as past President to seek opportunities to involve myself and, therefore our chapter, into the activities of our National organization. I look forward next year to serving on the Public Issue Committee and learning how chapters from across the country are adjusting to challenges they encounter with changes in Extension and specific issues addressed in the communities they serve.

Again it has been a pleasure serving our Alpha Psi Chapter and I look forward to watching it continue to grow and flourish in the years to come.

#### Historian Report (submitted by Elaine M. Bush)

During the past year, we received notice from MSU Extension's human resources department regarding the passing of two lifetime members. Sympathy cards were sent to the families of both individuals. At our annual meeting, Tuesday, October 30 2012, a memorial service honored these members:

Helen J. Fairman, who passed away Saturday, April 14, 2012 at age 89

William J. Hamilton, who passed away Wednesday, September 26, 2012 at age 88

#### Treasurer's Report (Submitted by Joanne Davidhizar)

Served in role of treasurer this year by participating in board meetings and providing financial and membership information to the board and awards committee. A complete financial report was made available for review at the time of the annual meeting.

#### Secretary Report (Submitted by Cheryl Peters)

The chapter met via conference call four times in 2012 (Feb 29, Apr 30, July 31, Sep 14) plus held one annual meeting (Oct 30). As Secretary, I attended all meetings and recorded the ESP meeting notes. In the first quarter, I updated the ESP membership list online once names were verified with the national dues office and I also updated the state ESP listserv email directory. As ESP Webmaster, I kept the website updated. For example, I upload meeting minutes in PDFs and add announcements or links to national awards. I also received additional training from ANR Tech on using Expression Engine to maintain the site. This year, I also had the pleasure to serve as an ESP representative at the PILD (Public Issues Leadership Development) conference in Washington D.C.

#### ESP Membership Committee Chair Annual Report (Submitted by Bev Przystas)

We inducted 6 new members to the Alpha Psi Chapter of Michigan ESP in October (2012). Now is the time to get your dues in for the new year. We have a new treasurer Deanna East, so make sure you get your ESP dues statement to her. Please take the time to talk with new staff and those who have been on for 3 or more years about the professional development piece of being an ESP member. For those around the state who are members, now is the time to help promote for new memberships and let them know the value of ESP. Over the next couple of months, recruitment should be a priority and you can help by being a sponsor for a new member. We would like to be able to welcome new members over the next year and to do so, would be to get their membership in as soon as possible. The induction for the new members will take place at the annual meeting next October (2013).

#### Global Relations Committee Chair Annual report (Submitted by Pat Dignum)

Members:

Treasurer's Report

2012 Annual Meeting

Membership for 2011-12: 50 renewals, 7 new and 3 life members

Income:

|                       |                |
|-----------------------|----------------|
| Dues                  | 4855.00        |
| Money Market Dividend | 7.04           |
|                       | <u>4862.04</u> |

Expenses:

|                    |               |
|--------------------|---------------|
| Awards 2011        | 274.00        |
| Dues ESP National  | 2915.00       |
| Dues MCEA          | 55.00         |
| Conf Reimbursement | <u>500.00</u> |
|                    | 3744.00       |
| Diff               | 1118.04       |

Joanne Davidhizar



**Michigan Epsilon Sigma Phi  
Balance Sheet**

|                                       | <u>SEP 30, 2011</u>      | <u>SEP 30, 2012</u>      |            |
|---------------------------------------|--------------------------|--------------------------|------------|
| <b>ASSETS</b>                         |                          |                          |            |
| <b>Current Assets</b>                 |                          |                          |            |
| <b>Checking/Savings</b>               |                          |                          |            |
| 08 Spartan Saver                      | \$5.25                   | \$5.25                   |            |
| 88 Checking                           | \$2,450.64               | \$3,561.64               |            |
| 20 Money Market                       | \$2,798.49               | \$2,805.53               |            |
| <b>Total Checking/Savings</b>         | <u>\$5,254.38</u>        | <u>\$6,372.42</u>        |            |
| <b>Accounts Receivable</b>            |                          |                          |            |
| <b>Total Current Assets</b>           | <u>\$5,254.38</u>        | <u>\$6,372.42</u>        |            |
| <b>TOTAL ASSETS</b>                   | <u><u>\$5,254.38</u></u> | <u><u>\$6,372.42</u></u> |            |
| <b>LIABILITIES &amp; EQUITY</b>       |                          |                          |            |
| <b>Liabilities</b>                    |                          |                          |            |
| <b>Current Liabilities</b>            |                          |                          |            |
| <b>Other Current Liabilities</b>      |                          |                          |            |
| <b>Accounts Payable</b>               |                          |                          |            |
| ESP National Dues                     | \$0.00                   | \$0.00                   |            |
| Awards                                | \$274.00                 | \$0.00                   |            |
| ESP S.Africa Study Tour               | \$0.00                   | \$0.00                   |            |
| <b>Total Current Liabilities</b>      | <u>\$274.00</u>          | <u>\$0.00</u>            |            |
| <b>Total Liabilities</b>              | \$274.00                 | \$0.00                   |            |
| <b>Equity</b>                         |                          |                          | Difference |
| <b>Total Equity</b>                   | <u>\$4,980.38</u>        | <u>\$6,372.42</u>        | \$1,392.04 |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <u><u>\$5,254.38</u></u> | <u><u>\$6,372.42</u></u> |            |