**Epsilon Sigma Phi - Alpha Psi Chapter**

**Minutes**

**October 25, 2017**

**Westin Hotel, Detroit, MI**

**Call to order:** The annual meeting of the Michigan Epsilon Sigma Phi Alpha Psi Chapter was held on Wednesday, October 25, 2017 the Westin Book Cadillac Hotel, Detroit, MI. The meeting convened at 7:03 a.m. ET in person with President Jeannie Nichols presiding. 62 members, 27 new members and 60 guests attended the meeting. Members of the board in attendance were: President Jeannie Nichols, President Elect Shari Spoelman, Treasurer Steve Lovejoy, Past President Bethany Prykucki, Secretary Beth Waitrovich, Membership Chair Bonnie Wichtner-Zoia, Historian Emily Proctor, Life Member Chair Ann Chastain, and Global Relations Chair Andy Northrop.

**President’s Report – Jeannie Nichols**

ESP (Michigan Alpha Psi) chapter highlights:

* We presently have 70 active members, 11 more than we had in 2016. We also had 3 new life members join our 101 life members.
* ESP chapter officers held six meetings to conduct official business and 3 of those were in-person meetings.
* Ann Hinsdale Knisel retired as our Life Membership Committee Chair this past March. Lifetime member Ann Chastain, gladly agreed to be the new Life Membership Committee Chair at that time. Ann been an active ESP member serving secretary from 2014 to 2016.
* To keep membership informed quarterly news notes were sent by e-mail.
* 2017 was the first year to pay dues on line. The majority of our membership registered their membership and paid their dues using the new on-line system and it went very smoothly. Thank you for embracing this new way to update your membership and pay dues.
* One way we support leadership development is to send representation to key conferences. In 2017, Chair-elect, Shari Spoelman, represented our chapter at JCEP (the Joint Council of Extension Professionals). In April three members, Shari Spoelman, Emily Proctor and I attended the Public Issues Leadership conference in Washington DC. Shari received a scholarship from ESP National to help her attend. Ann Chastain, Bonnie Zoia, Bethany Prykucki, and Shari Spoelman attended the National ESP Conference in Wilmington, North Carolina in October.
* In April, ESP was represented at the MSU Extension Retiree Luncheon event by Emily Proctor and Ann Chastain.
* ESP establishes opportunities to support professionalism in Extension. This year, we offered two professional development opportunities. The first held in January, was a webinar, Maximize Your Strengths and Increase Your Effectiveness as a Leader and had 17 participants. Thank you Bethany Prykucki and Emily Proctor for organizing this professional development for our members and other Extension personnel. The second professional development opportunity was when ESP chapter partnered with the Michigan Extension Association of Family and Consumer Sciences and offered a Route Your Retirement simulation workshop for ESP and MEAFCS members and other Extension staff, at the MSU credit union. We had a full house with 74 attendees. A special thank you to Erica Tobe for being the lead on this professional development event.
* An ad-hoc scholarship committee was formed and developed ESP member scholarships applications to support attendance at the ESP National conference, JCEP, PILD and International Study Tours.
* The by-laws were reviewed and proposed changes were developed which will be voted on at this Fall Extension Conference ESP meeting.
* A fairly detailed timeline has been developed to help keep board members on track and ESP business conducted on time.

**Treasurer’s Report – Steve Lovejoy**



Thank you to our 2017 volunteer auditor: Lyn Harvey prepared an audit report with a suggestion to obtain receipts for meeting expenses and the attendance list.

**Historian Report – Emily Proctor** (In Memoriam)

* Emily provided the membership with a memoriam of ESP members that passed away during the year including: Hal Hudson, Keith Lamkin, Tom Schneider and Doris Wetters.

**Bylaws Changes:**

* Beth Waitrovich gave the members a report on all proposed bylaws changes. After the report, members were given the opportunity to commend on the proposal. A motion and second were made and the motion was approved unanimously.

**Recognition of Life Members – Ann Chastain**

* Appreciation expressed to the ESP Life members who took the time to attend the Annual Meeting. Cheri Booth

**New Members Induction Ceremony** **– Bethany Prykucki and Bonnie Wichtner-Zoia**

* The new members and their sponsors are listed below:

New Member Sponsor

Laura Anderson Holly Tiret

Ryan Coffey Kay Cummings

Dawn Contreras Steve Lovejoy

Pamela Daniels Shari Spoelman

Tracy Daugustino Bonnie Wichtner-Zoia

Dawn Earnesty Rebecca Henne

Sarah Eichberger Shari Spoelman

Rebecca Finneran Steve Lovejoy

Thomas Guthrie Jeannie Nichols

Sheila Hebert Jeannie Hebert

William Hendrian Mike Krauch

Cheryl Howell Shari Spoelman

Alan Jaros Melissa Elischer

Michelle Jarvie Jeannie Nichols

Brian Klatt Jeannie Nichols

Rebecca Krans Bonnie Wichtner-Zoia

Kara Lynch Jeannie Nichols

Ashley McFarland Bonnie Wichtner-Zoia

Jinnifer Ortquist Holly Tiret

Paul Putnam Patrick Cudney

Diane Rellinger Ann Chastain

Gwyn Shelle Cheryl Eschbach

Sienna Suszek Jennifer Weichel

Lisa Tams Steve Lovejoy

Tracy Trautner Shari Spoelman

Mary Wilson Steve Lovejoy

Richard Wooten Patrick Cudney

**Election of Officers: Jeannie Nichols and Cheryl Eschbach**

Elections were held and these nominated members were selected:

**President Elect -** Julia Darnton

**Treasurer –** Steve Lovejoy

**Secretary –** Beth Waitrovich

**Historian –** Emily Proctor

**Installation of Officers – Cheryl Eschbach**

Past President – Jeannie Nichols

 President – Shari Spoelman

 President Elect – Julia Darnton

 Treasurer – Steve Lovejoy

 Secretary – Beth Waitrovich

 Historian – Emily Proctor

**ESP Awards Presentation – Shari Spoelman**

The 2017 ESP award winners are as follows:

* **Mid-Career Service –** Lisa Treiber
* **Early Career Service –** Emily Proctor
* **International Service –** Bonnie Wichtner – Zoia
* **Retiree Service Award –** Cheri Booth
* **Diversity/Multicultural Recognition Individual–** Phil Tocco
* **Visionary Leadership –** Deanna East
* **Administrative Leadership Recognition –** Betty Blasé
* **Distinguished Service Recognition –** Ann Chastain
* **State Team Award –** Michigan Fresh Team with the following members: Mariel Borgman, Stephanie Bruno, Sean Corp, Julia Darnton, Ellen Darnall, Mary Dunckel, Heather Dyer, Kristine Hahn, Eileen Haraminac, Becky Henne, Michelle Jarvie, Connie Kurple, Erin Lizotte, Joyce McGarry, Terry McLean, Laurie Messing, Jeannie Nichols, Jeannine Schweihofer, Lisa Treiber, Kendra Wills
* **Diversity/Multicultural Recognition Team –** Darren Bagley, Ron Bates, Julie Chapin, Deb Clark, Dawn Contreras, Sean Corp, Kelsey Crossman, Tom Cummins, Courtney Cuthbertson, Julia Darnton, Jeff Dwyer, Deanna East, Sam Farah, Imelda Galdamez, Deb Hamilton, Becky Henne, Dave Ivan, Shane Jackson, Kristina Jimmerson, Liz Josaitis, Lynette Kaiser, Sean Knurek, Nancy Latham, Terry McLean, Kendra Moyses, Heidi Mudel, Cathy Newkirk, Erin Powell, Victoria Ross, Abi Saeed, Carrie Shrier, Jen Skornicka, Diane Smith, Beth Stuever, Lisa Treiber, Kevin Zoromski
* **ESP Friend of Extension Award –** Greenstone Farm Credit Services Agency, David Armstrong

**Global Relations - Andy Northrop**

* Andy reviewed the responsibilities of the ESP Global Relations committee

**Extension Creed – Beth Waitrovich**

**Adjourn:** Jeannie Nichols adjourned the meeting at 8:30 a.m.

Addenums:

**President Elect Report**: **Shari Spoelman**

ESP (Michigan Alpha Psi) chapter highlights:

As President Elect, my primary responsibilities this year included serving as an ESP representative to MCEA, being a member of the Professional Development Committee, and chairing the Awards Committee.

Chairing the Awards Committee involves making sure that all State, Regional, and National Awards are applied for and judged appropriately, as well as, communicating the outcomes and honoring the winners. This year we had one of our state awards make it to Nationals – Bonnie Wichtner-Zoia, for International Service, and one that was recognized at the North Central regional level – Ann Chastain, for Distinguished Service.

One of the greatest challenges of the Awards Committee this year was handling the large number of awards because we honored two of the largest teams in our organization – the Michigan Fresh Team (20 members) with the Distinguished Team Award and the Flint Water Crisis Team (36 members) with the Multi-Cultural / Diversity Award. Even though it was a logistical challenge, it was a very exciting reflection of the good work our cross-institute teams do.

As President Elect, I attended JCEP in February, PILD in April (ESP National Scholarship), and ESP National Conference in October. I have learned so much about the national cooperative extension service and our professional association by attending these national meetings. I encourage all ESP members to take advantage of the scholarships that are available and attend these national conferences whenever possible.

**Secretary Report - Beth Waitrovich**.

ESP (Michigan Alpha Psi) chapter highlights

* Took minutes and prepared them for distribution
* Updates the ESP website as necessary
* Updated all email list
* Reached out to Life members who were not on the email list to obtain email addresses
* Prepared documents for proposed by law changes

**Membership Committee Report – Bonnie Wichtner-Zoia**

* Committee members include Steve Lovejoy, Dorothy Munn, Jeannie Nichols and Bonnie Wichtner-Zoia
* Six online meetings were conducted this calendar year
* The membership timeline was updated:
* October
* Membership chair sends a thank you to ESP new member sponsors and includes instructions about what to say to introduce their new nominee at the FEC awards installation ceremony.
* Membership committee prepares all documents related to induction ceremony (disbursement of pins, assistance, etc.). Past-president leads the Extension Creed.
* If sponsor is unable to attend, committee should be notified to find alternate person to introduce nominee.
* January
* ESP president sends framed new member certificates.
* Contact sponsors to provide updated information about what is happening in ESP to share with the new members they sponsored and inquire if they received the framed certificate.
* August
* Membership Committee begins planning for annual membership drive.
* ESP President sends email/letter designed by membership committee to members, including life members, requesting new member nominations (end of August).
* September
* Ongoing recruitment of new members by membership committee, board and active ESP members.
* ESP President welcomes nominees as their names are submitted, via an e-mail, informing them they will be registered for the FEC breakfast where they will be introduced by their sponsors into the ESP Association.
* A second email/letter from Membership Committee (middle September) encouraging nominees.
* Membership committee discusses/determines/arranges the new member installation ceremony held during the annual at FEC – providing a brief introduction prior to the ceremony about the value of ESP membership.
* Membership committee orders pins for new members (end of September).