

**ETA Chapter, ESP**  
**Nov. 8, 2012- 7 AM**  
**Laramie, WY**

The meeting was called to order at 7:10 AM by President Bill Taylor.

**Present:** Anowar Islam, Kim Reiman, Chris Pasley, Tina Russell, Bill Taylor, Duane Williams, Vicki Hayman, Mary Martin, Phyllis Lewis, Cole Ehmke.

**Minutes approved:** Moved by Chris; seconded by Vicki; motion passed.

**Treasurer's report:** Books will be audited by Cole and Kim; Mary moved to accept the report; seconded by Tina; motion passed.

**Nonprofit status report:** Chris and Cole reported they had called the Secretary of State about our nonprofit status. We are not registered as having a state tax exempt status and nationally it doesn't matter. Cole doesn't see any reason to pursue this issue any further but to continue as we are. We have an EIN number.

**Awards Committee:** Chris reported on who would be receiving what awards at the banquet tonight. The question, "Can a person be recognized two years in a row for the same award?" was asked but no specific answer was decided. Those receiving awards are:

- Friend of Extension: Daniels Fund and McMurray Foundations
- Distinguished Service: Bill Taylor
- Diversity/Multicultural: Kim Reaman and Warren Crawford – Mongolia 4-H Exchange
- Early Career Service: Tina Russell
- Mid-Career Distinguished Service: Cole Ehmke
- Distinguished Team Award: CSI (Calcium Science Investigation) Team – Vicki Hayman, Denise Smith, Patti Griffith, Phyllis Lewis (Nutrition curriculum for youth)
- Meritorious Support Services: Marie Hanson
- Retiree Service: Patti Griffith – completed work on Dining with Diabetes recipes; on Nutrition and Food Safety website; and continues as Strong People/Strong Bones volunteer.
- Excellence in Teamwork Award: CSI (Calcium Science Investigation) Team – Vicki Hayman, Denise Smith, Patti Griffith, Phyllis Lewis

**Historical archive report:** Cole reported that records can be archived in the Ag College's main office with Dee Bixby. He has scanned some of our old records and publications and volunteered to scan more. He asked if ESP funds could be used to complete this project, estimating he has only done a small percentage so far. There are still 6 – 8 file cabinets of entire Extension material to be scanned. ESP has several file drawers worth of these material still to be done. Kim said the Cultural Heritage Center

would do the work but that you have to be specific on what you want them to scan. To celebrate our 150<sup>th</sup> anniversary, Mary moved we allocate \$1,500 to archive these documents and that we solicit funds from the College of Ag and other entities to help with the cost; seconded by Kim; motion approved. Chris moved to have Cole continue with the digitization of our current documents; seconded by Anowar; motion carried.

**PILD report:** Anowar said that Dean Dr. Frank Galey was a guest speaker at PILD and that PILD was very beneficial for him to attend. He recommends others go in the future. He shared a report that outlined his experience.

**Coaching project:** Mary and Tina reported that this project is to try and help new members with their packet preparation. The committee currently consists of Mary, Tina, Bill, Kim, Chris, Phyllis, and Susan. Mentors are encouraged to use the current packet preparation outline. A list of potential people was circulated with the idea that personal coaching would be more encouraging than having an assigned person. Vicki suggested ESP members congratulate educators who have made it through the reporting system and been promoted, gone off probation or have achieved extended term. Duane said that first year employees get assistance from their county director and another successful educator in that employee's area. It is then up to the educator to self-select people to help them. Bill said the goal of the coaching project is to supplement what is already in place.

Comments:

- Tina said we want to encourage new employees to become ESP members.
- Bill sent a note to people who had been employed 24 months but no one was at this meeting.
- Duane said we need to capture younger age (i.e. 4-H) members and look at all potential Extension employees.
- Personal contact is important.
- Mary suggested we don't use 'mentor' but say we are 'coaches'.
- Kim suggested we target 3<sup>rd</sup> year employees.

Mary will work on this project along with committee members Tina and Phyllis.

**President's report:**

Webinars will be held to help promote the organization. So far two have been developed:

- Mary's will be Jan 10 on Definitions and Assumptions of Conflict Management.
- Bill's will be on Jan 24 on Difficult Conversations.

**Professional Development/Grant Funds**

- Chris, Cole and Vicki will lead the interviews.
- The committee thinks there is \$613.15 in the fund that can be used.

**By-law revision committee – Bill, Vicki, Phyllis**

- We need to wait until the next annual meeting for approval, as stated in the present bylaws.
- The above committee was appointed and will submit suggested changes to the membership for their final approval at the next annual meeting.

**Election of officers:**

Secretary: Tina, elected by unanimous ballot.

Treasurer: Milt, elected by unanimous ballot.

Meeting adjourned by 8:25 AM by President Bill following a motion by Chris; seconded by Vicki; motion carried.

Respectfully submitted,

Phyllis B. Lewis, Secretary