



**ETA CHAPTER  
ANNUAL MEETING MINUTES  
EPIC, Casper  
Wednesday, November 6, 2013  
7:00 a.m. Breakfast Meeting**

- I. President Bill Taylor called the meeting to order at 7:11 a.m.
- II. Members Present- Cole Ehmke, Bill Taylor, Vicki Hayman, Mary Martin, Milt Green, Kim Reaman, Phyllis Lewis, Duane Williams, Glen Whipple, and Tina Russell
- III. Potential new members Missey Dunaetz, 4-H Educator in Converse County and Amanda Zamudio, 4-H Educator in Teton County introduced themselves and were encouraged to become full members.
- IV. Additions/Deletions to Agenda-Cole requested to add an extra item on old business related to the creation of a retirement document.
- V. Announcement of active members – Milt Geiger
  - a. Old member list is up to date
  - b. 13 current members-
  - c. List of life members-
  - d. An electronic reminder will be sent out to remind members that dues are due after the first of the year, rates are \$50 for the first year, \$45 every year after that. Dues may be paid from Oct 1-Feb1.
- VI. Approval of minutes of previous meeting (sent for review before the meeting)
  - o Corrections, additions
    - Correction of spelling errors on last year's minutes.
  - o Vote for approval-Vicki moved to approve minutes as corrected, Phyllis seconded, motion passed.
- VII. Reports
  - o Treasurer's report – Milt Geiger

All financial records that were in the ESP box have now been digitized. Our accounts are at the UniWyo Credit Union. Access to accounts has been cleaned up (now online) and who is on accounts have been updated. Current balances are, professional improvement savings\$614.51, Business savings = \$1599.06, Business checking=\$2372.99

    - Questions, discussion
      - a. Tina-Why do we have so many accounts?

Milt-It appears different accounts were created for different purposes, i.e. operating funds, professional development, etc...

        - Vicki moved for accounts to be combined so there will be only one ESP savings and one ESP checking account. Phyllis seconded. Motion passed.
      - b. Mary-Could we do a money market account? This way we could still write up to three checks a year. Milt will look into this option.

- Awards committee (Phyllis, Vicki, Chris) report – Phyllis Lewis
  - Corrections, additions-Phyllis read awards list for 2013.
  - Approval-Kim moved to approve awards. Vicki seconded. Motion passed. Cole will put the list of award winners on the website.
- Report on training webinars held –
  - Bill Taylor reported on the training webinars that were held over the year as professional development opportunities for all Extension professionals. A list of webinars was also provided.
  - Tina will double check with David Keto and Ann Tanaka about getting the recorded webinars placed on the ESP website.
  - Bill-should we continue to do similar webinars in the future? It was discussed that we should most likely continue to pursue this endeavor.
- Report on archiving/scanning/preservation of history project –
  - Cole Ehmke reported that he has almost expended all the funds he was given to scan and archive old Extension documents. He has scanned a number of valuable items including an Extension book from 1960, a 1963 report, benchmarks and objectives booklet, etc.... He is still working on scanning some Extension bulletins and other documents. He will have them all available on flashdrive once the project is complete. There is more that could be scanned, but he will scan until the \$1500 is expended then stop with the project. The documents are in PDF format and are not searchable.
- Member recruitment report
  - Tina reported that the sub-committee met by phone early in the year to talk about recruitment options. No concrete plans were decided upon and recruitment remains an issue for the survival of Wyoming ESP.
- Cole presented to the group his idea of creating a document for people who are retiring or resigning from their positions so there will be more fluid transitions when a new person is hired. This could also be developed into a webinar. Cole will send around to the group for review when it is complete.

#### VIII. Old business

- Approval of bylaw revisions. Phyllis moved to accept the bylaws as presented. A two-thirds majority (9 members) was required. Motion was passed unanimously. Motion passed. Tina will rewrite bylaws and submit to current members.
- There was no other old business.

#### IX. New business

- Attendance of officers at administrative luncheon
  - Items discussed which were of concern to ESP
    - Changes to reporting systems, in particular a narrative format versus the ET&P matrix. ESP suggested the creation of a working group for this initiative.
    - Failing membership of professional associations. In a lot of states participation in professional associations is tied to promotion. ESP has been charged with leading the discussion of changes that could be made to promote increased participation.

- Mary-We have a mission to maintain standards, ideals and integrity. A webinar could be developed that talks about “what is integrity” in Extension. Also, how we define leadership.
  - Election of officers for 2014-15
    - Nominations
      - President
        - Phyllis Lewis
      - President-Elect
        - Tina Russell
      - Secretary (if Tina is elected to President-Elect)
        - Chris Pasley
      - Mary moved to cast a unanimous ballot to elect the nominated President, President Elect, and Secretary. Kim seconded. Motion passed. Terms will start January 1<sup>st</sup> and run for two years.
  - Other new business
    - Mary moved to let the minutes reflect ESP’s appreciation for Bill’s service and efforts as current ESP President and to send Extension Administration a thank you letter for providing Extension jackets and shirts to employees. Phyllis seconded. Motion passed.

X. Adjourn

Next annual meeting: In-Depth 2014

**National Meetings:**

**JCEP Leadership Conference** – Memphis, TN; February 11-13, 2014

**PILD** - Alexandria, VA; April 6-9, 2014

**ESP** – Indianapolis, IN; October 6-9, 2014

Respectfully Submitted by Tina Russell