



**ETA CHAPTER
ANNUAL MEETING MINUTES
In-depth Training, Laramie
Wednesday, November 4, 2014
7:00 a.m. Breakfast Meeting**

- I.** President Phyllis Lewis called the meeting to order at 7:05 a.m.
- II.** Members Present - Scott Cotton, Cole Ehmke, Milt Geiger, Vicki Hayman, Phyllis Lewis, Chris Pasley, Kim Reaman, Tina Russell, and Glen Whipple.
- III.** Potential new members Stacy Buchholz, Sara Fleenor, Windy Kelley, Mae Smith, and Caitlin Youngquist introduced themselves and were encouraged to become full members.
- IV.** Approval of minutes of previous meeting 11-6-13.
 - Glen moved to approve minutes as presented, Scott seconded, motion passed.
- V.** Reports
 - Treasurer's report – Milt Geiger
 - Current member list
 - Life member list – Bill Eckert and Clara Lou Johnson passed away this past year so Milt will remove them from the list.
 - An electronic invoice will be sent out to remind members that dues are to be paid, rates are \$50 for the first year, \$45 for renewal.
 - Accounts have been consolidated so there is one checking and one savings.
 - Current balances: checking - \$1,158.21; savings - \$2,215.67.
 - Milt reported that we couldn't have a money market account due to lack of funds.
 - Vicki moved to dispose of the hard copy files since they have been digitized, Tina seconded, motion passed.
 - Awards committee report – Tina Russell
 - Awards list read for 2014.
 - Discussion was held about how awards are given by ESP and the Eta Chapter.
 - Cole will put the list of award winners on the website <http://www.uwyo.edu/uwe/esp/awards.html>.
 - Report on archiving/scanning/preservation of history project – Cole Ehmke
 - Cole Ehmke reported that he is still working on scanning some Extension bulletins and other documents. He will have them all available on flash drive once the project is complete. The documents are in PDF format and are not searchable.
 - Member recruitment report – Tina Russell
 - Discussion was held on the value of ESP to members.
 - Ideas for recruitment were discussed.
 - Tina and Kim will form a sub-committee to work on recruitment options. No concrete plans were decided upon and recruitment remains an issue for the survival of Wyoming ESP.

- Prepare for Retirement project report – Cole Ehmke
 - The document is under Employee Resources of the UW Extension website.

VI. Old business

- ESP president Phyllis Lewis attended the Association Officers Breakfast hosted by Glen Whipple, UW Extension Director. There was nothing related to ESP to report.

VII. New business

- Members were encouraged to sign up for national ESP committees.
- \$1500 professional develop money to be used during each budget year of July 1 to June 30th.
 - Discussion held about how money can be spent. Phyllis checked with Glen to see if it is only for ESP sponsored events. Glen stated that it can be used for other professional travel if the association deems that the best use.
- Election of officer for 2014-15
 - Nominations
 - Treasurer
 - Milt Geiger
 - Tina moved to cast a unanimous ballot to elect the treasurer. Kim seconded. Motion passed. Term will start January 1st and run for two years.
- Future professional development
 - Milt suggested topics with structured discussions to be held quarterly for members.
 - Tina, Stacy, and Scott will form a sub-committee to work on setting up topics, dates, and times.
- Other
 - Vicki moved to have secretary Chris Pasley send Extension Administration a thank you note for providing Extension employees with a power bank. Milt seconded. Motion passed.

VIII. Adjourn

- Meeting adjourned at 8 a.m.

Next Eta chapter meeting: EPIC 2015

National Meetings:

Joint Council of Extension Professionals (JCEP) Leadership Conference – Las Vegas, NV; February 11-12, 2015.

Public Issues Leadership Development (PILD) Conference – Crystal City, VA; April 12-15, 2015.

Epsilon Sigma Phi (ESP) – Coeur d’ Alene, ID; October 4-8, 2015.

Respectfully Submitted,
Vicki Hayman for Chris Pasley