

EPSILON SIGMA PHI



ANNUAL REPORT 1989-90

**ALPHA DELTA CHAPTER
UNIVERSITY OF FLORIDA
GAINESVILLE, FLORIDA**

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BUSINESS MEETING

Alpha Delta Chapter, ESP
10:30 a.m., September 11, 1990
Destin, Florida

Call to Order	Dick Matthews, President
Invocation	Alice Kersey, Chaplain
Recognition of Guests and Retirees	Linda Barber, President-Elect
Initiation of New and Transfer Members	Lawrence Heitmeyer, Annalist
Recognition of Scholarship Awardees	Barbara Taylor
Minutes	Paula Stanley, Secretary
Treasurer's Report	Damon Miller, Treasurer
Reports	
* National Council	Dick Matthews, President
* Regional Workshop	Linda Barber, President-Elect
* District Representatives	
District I	Lamar Christenberry
District II	Marilyn Halusky
District III	Larry Loadholtz
District IV	Sidney Park-Brown
District V	Susan Hedge
State Faculty	Peter Warnock
Life Members	Ruth Milton
Committee Reports	
Archives	Pauline Calloway, Chairperson
Audit	Linda Cook, Chairperson
Budget & Finance	Damon Miller, Chairperson
Constitution & Bylaws	Mike Demaree, Chairperson
Foundation	Jim Cummings, Chairperson
Fringe Benefits	Austin Tilton, Chairperson
History	Olive Morrill, Chairperson
Legislative	Pat Barber, Chairperson
Membership and Initiation	Lawrence Heitmeyer, Chairperson
Memorial Committee	Alice Kersey, Chairperson
Newsletter/Annual Report	Alden Hilliker, Chairperson

Professional Improvement
and Scholarship
Program of Work
Public/Member Relations
Recognition and Awards
Retirees
Nominating

Barbara Taylor, Chairperson
Linda Barber, Chairperson
Elaine Klatt, Chairperson
Jo Shuford-Law, Chairperson
B. J. Allen, Chairperson
Bob Whitty, Chairperson

Old Business

New Business

a. dues

Remarks

Nadine Hackler, President Elect
Epsilon Sigma Phi

Memorial Service

Alice Kersey, Chaplain

Committee Meeting

Linda Barber, President-Elect

MINUTES OF BUSINESS MEETING
ALPHA DELTA CHAPTER, EPSILON SIGMA PHI
10:30 A.M., September 12, 1989
Naples Beach and Golf Club
Naples, Florida

The meeting was called to order by the President, Bob Whitty.

The invocation was given by the Chaplain, Damon Miller.

The initiation ceremony was conducted by Paula Stanley, Annalist. The following were initiated: Joy Cantrell, Donald Sweat, Catherine Neal, Michael Ouart, Mary Lamberts, Millie Ferrer, Scott Andree, Jim Fletcher, Logan Barbee, David Dinkins, Andrew Rose, Kevin Hill, and Bob Tervola.

A motion was made by Elaine Klatt and seconded to dispense with the reading of the minutes of the last meeting. The motion carried.

The Treasurer's Report was approved as printed in the Annual Report.

President Whitty reported on his trip to the National Council of ESP. The emphasis of the meeting was the 75th Anniversary. Dr. Johnstrum won the Ruby Award. Bob also reported on the Regional Workshop held in Knoxville, Tennessee. Nadine Hackler's name will be submitted for office. Nadine is currently Southern Region Director. We have an active retirees program in Florida. We have an outstanding awards program. We also have two representatives in the Speakers' Bureau: Nettie Ruth Brown and Jim Watson.

All the District Directors were announced and recognized for their efforts during the past year.

The Audit report was given by Bill Brown. Recommendations made by the committee will be put into effect. The account will be changed and the savings will be transferred to a CD account.

The By-Laws committee report was given by Loretta Hodyss. The changes were approved on motion by Loretta and 2nd. The vote carried. The major change was to divide the office of Secretary/Treasurer into two separate offices.

The Archives Committee report was given by Ruth Milton. She encouraged members to keep filing materials. She asked officers to give them the materials. 75th Anniversary programs can be filed if counties will send them to the committee. Also, memorial service materials can be filed.

The report of the History Committee was given by Roberta Hall. She asked that everyone get materials in to the Archives Committee so that her committee could do their job.

Newsletter/Annual Report Committee - The Annual Reports were distributed by Marshall Breeze. Three newsletters were published during the year.

Professional Improvement Committee - Joe Halusky presented degree-seeking scholarships to Monica Brinkley and Kim Donnell and to Elaine Klatt, non-degree. All members were encouraged to submit applications. Non-members are to be invited to the meeting to receive scholarship awards.

Public/Member Relations - Elaine Klatt reported progress toward obtaining funds from each association for design of a state-wide publicity brochure on Extension. All associations are supporting this ESP project. Publicity was provided for award winners.

Recognition and Awards - Bob Renner reported on the award recipients. Framed certificates will be presented. The awards look very nice this year.

Retired Members - B.J. Allen reported on the success of the special events that were planned for retirees. The slide show was a big hit.

The Nominating Report was given by Jack Spears. The slate of officers are:

President:	Richard (Dick) Matthews
President Elect:	Linda Barber
Secretary:	Paula Stanley
Treasurer:	Damon Miller
Annalist:	Lawrence Heitmeyer
Chaplain:	Alice Kersey
Immediate Past President:	Robert (Bob) Whitty

Directors: Terms Expiring in 1990

District I:	Lamar Christenberry
District III:	Larry Loadholtz
District V:	Susan Hedge
Life:	Ruth Milton

Directors: Terms Expiring in 1991

District II:	Marilyn Halusky
District IV:	Sydney Park-Brown
State Staff:	Peter Warnock

The Memorial Service was conducted by Damon Miller, Chaplain. Those recognized were: Althea Ayers, Edna Eby, Justine Bizette, Virgil L. Elkins, Sr., Ed Lee Ayers, and Lucy K. Miller.

Nadine Hackler gave a report on the activities of National. The program emphasis is on ESPReachingIntoTommorrow (ESPRIT). Five or six goals for the 90's: support Extension programs, professionalism, and maintenance goals.

The installation of officers was conducted by Dr. Jim Brasher.

Dick Matthews presented a plaque to Bob Whitty for his outstanding year as President of ESP.

The meeting was adjourned by Dick Matthews, new President. Committee meetings followed the meeting.

Linda Barber
Secretary-Treasurer

EPSILON SIGMA PHI
ALPHA DELTA CHAPTER

Financial Statement

Checking (1310005109) - July 24, 1989 - July 9, 1990

Balance on Hand July 24, 1989 \$ 3,618.97

Deposits:

7-24-89	Dues and Foundation	\$ 120.00	
9-5-89	Dues and Foundation	235.00	
9-15-89	Dues and Foundation	815.00	
10-29-89	Dues	40.00	
2-12-90	Dues	200.00	
3-1-90	Dues	1,140.00	
	Foundation	90.00	
3-8-90	Dues	350.00	
	Foundation	60.00	
3-13-90	Dues	60.00	
	Foundation	10.00	
3-26-90	Dues	140.00	
	Foundation	10.00	
4-9-90	Dues	120.00	
4-9-90	Reimbursement From Nat'l. - Linda Barber - Pres. Workshop	200.00	
4-20-90	Dues	120.00	
	Foundation	10.00	
*5-31-90	Dues	225.00	
	Foundation	10.00	
6-25-90	Dues	85.00	
7-9-90	Dues	80.00	
	Sub-Total Dues & Foundation		<u>4,120.00</u>

Special Non-Income Deposit:

12-8-90	Closed Money Market Account (53102000780) and Deposited Amount over \$ 3,000.00 into interest earning checking	\$ 622.82	<u>622.82</u>
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TOTAL DEPOSITS PLUS INITIAL BALANCE	<u>8,361.79</u>
INTEREST PAID ON CHECKING (4.26%)	<u>81.93</u>

TOTAL FUNDS AVAILABLE	<u>\$ 8,443.72</u>
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Expenditures:

7-24-89	Nettie R. Brown (Retirement gifts; stamps - \$ 5.00)	\$ 148.78
8-4-89	National ESP (Certificates)	45.00
8-23-89	Paula Stanley (Stamps)	50.00
9-11-89	Mabad Mesnik (Awards Framing)	57.24
9-11-89	Deborah Humphries (Stamps)	27.50
9-11-89	The Picture Gallery (Awards Framing)	156.05
9-11-89	Dr. Elaine Klatt (Scholarship Award)	400.00
9-11-89	Monica Brinkley (Scholarship Award)	400.00
9-11-89	Kim D. Meeks (Scholarship Award)	400.00
9-11-89	Ed Jennings (Scholarship Award)	400.00
9-15-89	Tro Craft Studios, Inc. (Awards)	101.97
9-19-89	Nat'l. ESP (Foundation Contributions)	125.00
9-19-90	Nat'l. ESP (9 Annual dues, 1 Life)	98.00
2-12-90	Richard Matthews (ESP Nat'l Meeting)	125.05
2-12-90	Paula Stanley (Stamps for 1989 Mail)	25.00
2-28-90	Returned Check for dues debit	20.00
3-1-90	Linda Barber (Pres. Workshop ESP)	378.40
3-26-90	Epsilon Sigma Phi National	
	124 Old Members @ 7.00 (\$ 868.00)	
	11 New Members @ 12.00 (\$ 132.00)	
	1 Reinstatement @ 5.00 (\$ 5.00)	
	17 Foundation @ 10.00 (\$ 170.00)	1,175.00
3-30-90	Deposit Slips for Checking	28.48
6-7-90	Douglas Printing (Public Relations Pub.)	500.00
7-2-90	Epsilon Sigma Phi National	
	9 Old Members @ 7.00 (\$ 63.00)	
	2 Life Members @ 35.00 (\$ 70.00)	
	2 Reinstatement @ 5.00 (\$ 10.00)	
	1 Foundation @ 10.00 (\$ 10.00)	153.00
	TOTAL EXPENDITURES	<u>\$ 4,814.47</u>

Account Summary:

TOTAL FUNDS AVAILABLE	\$ 8,443.72
TOTAL EXPENDITURES	<u>4,814.47</u>
CHECKING ACCOUNT BALANCE AS OF 7-9-90	<u>3,629.25</u>

* Deposit included payment of Returned Check debit 02-28-90.

Financial Savings Account (541032686) Certificate of Deposit First Union Bank Gainesville, Florida (Purchased 12-08-89)	\$ 3,000.00
Interest paid thru 06-08-90 (7.5% - 6 Months Certificate)	112.19
Redemption Value on 06-08-90	\$ 3,112.19

AUDIT COMMITTEE

This is to certify that on July 17, 1990, the Audit Committee met and examined the financial records of the organization. All records appeared to be accurate and in good order for the period of July 24, 1989 to July 9, 1990.

The audit covered both the checking account and the certificate of deposit and after review, the Audit Committee makes the following recommendations to the Board for consideration:

1. That a safety deposit box be secured at First Union for the certificate of deposit. It does not seem wise for it to be shifted around and run the risk of being lost. When the organization determines to cash it in, the Treasurer and President will have to go to the bank anyway.
2. That a simple ledger sheet be established to show income and expenditures by categories. The committee noted that the 1989-90 expenditures exceed the proposed budget. Currently there is not a system to compare the budgeted expenditures with actual expenditures by category. It will help the new President and Treasurer in planning chapter expenditures.
3. That the Board consider requesting from the Dean of Extension a central storage space for the ESP files including financial records and the Membership Ledgers. Currently the financial records since 1946 are being shipped around to each new Treasurer. The proposed files might include the Annual Reports, Membership Ledgers and other pertinent information.
4. That complete financial records including all the raw data such as deposit slips and checks be maintained for seven years. After that time only the financial summary showing the income and disbursements be kept in a central file for the duration of the organization.
5. That the Treasurer continue to use a deposit book until the end of the book instead of starting a new book each year. With the current practice of having to pay for deposit books the cost will be reduced.
6. That the Treasurer and Analyst examine ways to improve the correspondence with District Directors regarding dues payment by members.

Committee Members:

Linda Cook, Chairman
Clay Olsen
Steve Ryan
Susan Hedge, Chair-Elect
Victor Yingst
Steve Dobbs

BUDGET AND FINANCE COMMITTEE

RESPONSIBILITIES:

To assure adequate financial status of the chapter and appropriate business transaction procedures:

1. Requests from officers and committees their budget needs with (justification).
2. Prepares a budget for the year.
3. Presents budget for approval at the December Board of Directors' Meeting.
4. Makes needed recommendations concerning the finances of Epsilon Sigma Phi.
5. Reviews the financial audit and presents report to the Executive Committee and Board of Directors.

GOALS:

Provide a budget that will meet the needs of Alpha Delta Chapter for 1989-90.

Maintain accurate and clear financial records.

ACCOMPLISHMENTS:

1. The budget provided for the President to attend the Southern Region Officers Workshop.
2. National Dues have been paid.
3. Operating expenses of the chapter committees were provided.
4. Accurate financial records were maintained.
5. Opened interest earning checking account.
6. Purchased a six month Certificate of Deposit earning 7.5% interest.

COMMITTEE MEMBERS

Damon Miller, Chairman
Lawrence Heitmeyer, Chairman-elect
Richard Matthews
Linda Barber

1989-90 BUDGET

ALPHA DELTA CHAPTER
Epsilon Sigma Phi

Projected Income

Chapter Portion of annual dues - \$13.00 x 200 members		\$2,600.00
Other income -		
Initiates - 15 x \$13.00 -----	\$195.00	
Life Members - 3 x \$25.00 -----	75.00	
Investment account interest -----	250.00	
Subtotal	\$520.00	\$520.00
TOTAL INCOME		\$3,120.00

Projected Expenditures

Travel expenses to National Council Meeting (1)		\$200.00
Travel expenses to Southern Region Workshop (2)		350.00
FAEP Annual Meeting		200.00
Awards and Recognition		
Certificates -----	\$ 50.00	
Lettering -----	25.00	
Frames -----	150.00	
Mementos for Retirees -----	50.00	
Friend of Extension -----	125.00	
Total -----	\$400.00	400.00
Scholarships (3 @ \$400.00 each)		1,200.00
Postage and Labels		670.00
Incidental Costs		100.00
		<hr/>
		\$3,120.00

CONSTITUTION AND BYLAWS COMMITTEE

PURPOSE

Keep the Constitution and Bylaws of Epsilon Sigma Phi updated, pertinent, relevant and in accord with the National Constitution and Bylaws.

DUTIES

Reviews National and Chapter Constitution and Bylaws. Recommends changes (in writing) for Board of Directors to consider at the Spring meeting. Prepares an article for the summer newsletter concerning proposed changes. If voting on changes by mail, counts ballots and reports on voting to the Board of Directors and members. Prepares and submits interim report by December 1 to the President. Prepares and submits final report following the established guidelines (by August 1) to the President.

ACCOMPLISHMENTS

Major changes to the Bylaws occurred last year when the office of Secretary-Treasurer was divided into two separate offices; that of (1) Secretary and (2) Treasurer. The proposed changes were put into effect in the 1989 election. Since that time, the revision and printing of a new handbook has become necessary in order to reflect these changes. The handbook will be composed using WordPerfect 5.0 and will be stored on IBM formatted diskettes for ease of use by future committees. In addition, there has been a recommendation that the committee investigate the status of Adjunct Extension Agents in becoming members of Epsilon Sigma Phi.

RECOMMENDATIONS

Review and accept the new handbook for use by the membership of Epsilon Sigma Phi. Continue the procedure of updating the handbook using IBM compatible software and hardware.

Committee Members:

Michael Demaree, Chairperson
Ann Rye, Chairperson-Elect
Tim Crocker
Nadine Hackler
Julie Holman
Larry Loadholtz
Marylou Shirar
Jim Stricker

FOUNDATION COMMITTEE

The National Epsilon Sigma Phi Foundation promotes excellence among the membership of our Honorary Fraternity of Cooperative Extension Professionals. We in Florida's Alpha Delta Chapter wholeheartedly subscribe to this purpose. With view to this, the Foundation Committee has worked to secure support for the "I'M A 10" fund-raising campaign. Our Florida goal is \$10 per member. We have made substantial progress toward meeting our goal. The Foundation Committee strongly encourages all ESP members to make a contribution to this campaign, so we can reach our goal and finalize this project.

RESPONSIBILITY: Seek members for Professional Development programs for ESP members.

GOAL: Seek 100 percent member participation in the "I'M A 10" fund-raising campaign and attain Florida's goal.

ACCOMPLISHMENTS: Encouraged support of the "I'M A 10" campaign through personal contact, announcements, and newsletters.

Committee Members

Jim Cummings, Chairman
Jan Masteryanni, Chairman-Elect
Jenta Wyatt
Bill Summerhill
Jay Hebert
Mary Lou Shirar

EPSILON SIGMA PHI FRINGE BENEFIT COMMITTEE REPORT
FLORIDA ASSOCIATION OF EXTENSION PROFESSIONALS ANNUAL MEETING

September 11, 1990

Committee Members

Cliff Taylor
Al Dawson
Jim Fletcher
Bob Strain

Jenta Wyatt
Yancey Walters
Alto Straughn
Marilyn Halusky

Russ Swanson
Ray Andrew
Austin Tilton

Activities

1. Our ESP fringe benefit committee met three times during this year. Information was developed in the following areas:
 - a. Optional Retirement System
 - b. Lump Sum Retirement
 - c. Issues and questions to ask prior to retirement
 - d. Extended retirement credit for previous work in vocational areas
 - e. Matrix of different retirement plans with benefits available now and following retirement
 - f. Software program to help determine retirement benefits.
 - g. How federal and state pension plans are supervised and audited
2. The ESP fringe benefit committee will hold workshops and have handouts of the above areas at our annual meeting.
3. All IFAS professionals and retirees were mailed information concerning proposed cost-of-living cuts, elimination of lump sum retirement, and reduction of government's share of the health benefit program. They also received information on extending civil service retirement creditable service.

Recommendations:

1. Provide each employee an annual printout of their individual retirement and fringe benefits.
2. Conduct periodic "fringe benefit fairs" on campus and in each extension district for employees and spouses.

I would like to personally recognize and thank each committee member for their excellent contributions.

Austin Tilton
Chairman

LEGISLATIVE COMMITTEE

RESPONSIBILITIES:

To remain abreast of current legislative concerns that affect the organization and its members.

GOALS:

To provide input on bills pending which affect ESP and its members.

ACCOMPLISHMENTS:

The legislative committee concentrated on two issues this past year. One was pension monies which would be affected by proposed legislation reducing FDIC insurance from \$100,000 to \$50,000 to help the savings and loan bailout. The other was the proposed COLA cuts, elimination of lump sum and reduction of government's share of the health benefit program.

1. The committee spoke with congressional staffers who, in turn, spoke with the House Banking Committee staff on the pension issue. It was learned that the Treasury Department is presently completing a study on the issue of cutting the \$100,000. The study will not be done until February. Until the study is completed, there will be no changes. Changes will be proposed after February, if needed. The crux of the issue seems to be that for passbook savings account, only newly opened accounts will be affected. All others will be "grandfathered" in.
2. The proposed COLA cuts (H.R. 3914) and the extension of our civil service retirement creditable service (H.R. 3129) are two issues Congress will be voting on. The committee spoke with congressional staffers and requested that our congressmen become co-sponsors of H.R. 3914 and H.R. 3129. They agreed to do so.

The committee would like to urge all ESP members to get in touch with congressional staff on issues important to them. Individual contacts are very important especially when staff receives numerous letters of concern. Congressmen do listen to constituents or at least those who want to be re-elected listen. Do not hesitate to write your congressmen or state legislator on pending bills or proposed bills that are important to you as a professional Extension worker. Letters do make a difference.

MEMBERSHIP AND INITIATION COMMITTEE

RESPONSIBILITY:

To maintain membership files on Active, Inactive, Life and Deceased Members and to conduct the initiation ceremony at the Annual Meeting.

GOALS:

To have all Extension workers who are eligible for membership and who are not members invited for initiation or renewal of membership, whichever the case may be.

To have on file for each member current biographical information and a current photo.

ACCOMPLISHMENTS:

- * Maintained file for Inactive Members
- * Wrote 8 Current Members requesting Biographic Information and picture from them.
- * Sent invitation and application to 24 prospective members
- * Invited six transfers to become members
- * Sent letters to the seven District Directors asking them to encourage those prospective members in their Districts to join.
- * Provided for the Induction and Initiation Ceremony for the 1990 Annual Meeting of Alpha Delta Chapter of Epsilon Sigma Phi.

COMMITTEE MEMBERS:

Lawrence Heitmeyer - Chairperson

Muriel Gravely-Turner

Alice Kersey - Vice-Chairperson

Steve Dobbs

Wayne P. Smith

Elaine Courtney

Peter Warnoch

Alice Ayers

Gerald Kidder

Don Sweat

MEMORIAL COMMITTEE

An investigation to determine the identity of deceased retirees of the Florida Extension Service has been made. The following ten names will also be reviewed to determine their status as former members of Epsilon Sigma Phi. A memorial service is planned for Tuesday, September 11, 1990 during the Annual Meeting of Epsilon Sigma Phi scheduled at Sandestin, Destin, Florida.

Retiree:

Mrs. Josephine H. McSwine
Dr. Chester D. Leonard
Mr. Forrest N. McCullars
Mr. Frank S. Perry
Dr. Joseph R. Beckenbach

Mrs. Anne D. Champagne
Mr. Ed L. Ayers
Mrs. Ethel M. Powell
Dr. Robert L. Reddish
Dr. Edgar W. McElwee

Committee Members:

Alice Kersey, Chairman
John Brenneman
Becky Young
Ray Andrew
Howard Smith

NEWSLETTER/ANNUAL REPORT COMMITTEE

RESPONSIBILITIES: The newsletter is designed to be record of Alpha Delta accomplishments, concerns and plans for the year. It has the responsibility to:

1. Provide accounts of important events or actions that ESP members should know about.
2. Offer additional news and/or interpretation of regional and national activities and issues which will have an impact on Florida Extension Professionals.
3. Promote a high level of professionalism, good interpersonal relationships, support for Extension at all levels, and understanding of legislation or other governmental actions that will affect Extension.

The Annual Report is designed to summarize accurately and succinctly ESP committees' goals, responsibilities, and accomplishments during the year as a record for historical purposes and as a guide to future committee members. The annual report also includes recommendations for committees and/or the organization for the year ahead. The Newsletter/Annual Report Committee produces this report.

GOALS: The primary goal of the ESP Newsletter/Annual Report Committee is to ensure an informed, cohesive membership in the Alpha Delta Chapter. The committee aims to accomplish this through well-designed and well-produced publications that contain information from a variety of sources that might be of interest and value to Extension professionals.

ACCOMPLISHMENTS: The committee produced and distributed two issues of the ESP newsletter and the 1989-90 Annual Report. All documents followed recently established formats to insure continuity and professionalism in chapter communication efforts.

RECOMMENDATIONS: If the other committee chairmen would submit items for the newsletter or the annual report on floppy disc, we could increase efficiency and accuracy in preparation of Chapter publications.

Committee Members

Alden Hilliker, Chairman
Linda Cook, Chairman-elect
Ruth Warren

PROFESSIONAL IMPROVEMENT AND SCHOLARSHIP COMMITTEE

PURPOSE: Promote professional improvement within the ranks of Florida Cooperative Extension and Epsilon Sigma Phi.

RESPONSIBILITIES/GOALS: Distribute scholarship applications to all Florida Extension faculty, review and select winning applicants for three scholarships each year, inform the ESP president of the winners and announce the winners at annual agents' meeting. Distribute information to the ESP membership regarding national and state professional improvement scholarships.

Assist Florida's Extension agents' associations with a call for papers, and the organization of the ESP professional paper presentation section at the Annual Florida Extension Associations meetings. (Chairman-elect usually handles this.)

Study ways to promote and foster professional improvement at the annual meeting. This includes establishing networks with other professional associations.

Encourage professional growth and development by involving members in study tours, encouraging faculty to join professional associations and by subscribing to the JOURNAL OF EXTENSION.

ACCOMPLISHMENTS: Scholarship opportunities and application forms were announced in the ESP Newsletter. Memoranda having information concerning ESP scholarships were sent directly to all County Extension faculty in Florida in June, 1990. Deadline for response from scholarship applicants was August 1, 1990, prior to publication of this annual report.

ESP has participated in the annual agents conference by organizing and chairing a professional papers session at the annual conference and publishing the abstracts. The professional improvements committee screened and selected the papers in July to be presented at the annual meeting and edited the abstracts. Papers generally accepted were those which covered topics considered applicable to all Extension professionals, and not specific to just Agriculture, Home Economics, 4-H or Marine.

Committee Members

Barbara Taylor, Chairperson	Freddie Johnson
Linda Barber	Pat Miller
Lamar Christenberry, Chairperson-elect	Merry Taylor
Barney Harris	Jenta Wyatt

BT/bft/23:25

PROGRAM OF WORK COMMITTEE

Committees are the life-blood of our association, and our ESP Committees have been active during the past year. Some of the highlights are:

Public/Member Relations: This committee has successfully given leadership to the designing of a promotional brochure for key leaders about Extension.

Fringe Benefits: This committee continues to provide all Extension employees with current information about retirement issues. A display is planned for the annual meeting with computer software for individual retirement analysis.

Retirees: Our group is one of the most active in the nation. Again this year the annual meeting will have special activities planned for our retirees. Just one of their accomplishments this past year is the beginning of a fund for 4-H Camp improvements.

Newsletter: The newsletter continues to serve a vital role in communication for ESP. This committee depends on the membership for information to include in each issue.

Professional Improvement: ESP provides continuing support through scholarships, loan programs and encouragement of member participation in professional associations.

Recognition and Awards: ESP has a strong awards program. This year new awards were added at the national level. These awards need to be promoted more next year in order to have entries in all categories from Florida.

Although not an organized committee, national relations is an area of concern. Our association needs to become even more active by sending more delegates to the Southern Region Workshop and the National meeting. We especially want to give support to the National President for next year, Nadine Hackler. We are proud of her leadership and commitment to the goals of ESP.

Committee Members: Linda B. Barber, Chairman
Paula Stanley, Chair-Elect
Pat Barber
Nadine Hackler
Elaine Klatt
Ann Parramore
Bill Summerhill

PUBLIC/MEMBER RELATIONS COMMITTEE

RESPONSIBILITIES:

1. That the Public/Member Relations Committee seek means to increase the general public's knowledge and understanding of Extension and its influence.
2. That outstanding high school and college students be made aware of the employment opportunities with Extension.
3. The Committee work to promote a spirit of fraternal fellowship, knowledge, and appreciation of Extension and Epsilon Sigma Phi among the Chapters membership.
4. That the Committee work with the Planning Committee of the Annual Conference to incorporate social activities between the retirees and the active membership. This would be in addition to the Annual Retiree Luncheon.
5. That the Committee continue to work for a special program for those Extension Faculty who are not eligible for membership in Epsilon Sigma Phi yet. This program would be at the Annual Meeting at the same time as the ESP Annual Meeting. This meeting should be designed to allow Administration and new employees to meet in a relaxed, informal setting that will help to make them feel that they are an important part of the organization.

GOALS:

1. Provide publicity for Friends of Extension Award.
2. Notify county officials regarding award winners.
3. Recommend nominees to Epsilon Sigma Phi National Speakers Bureau.
4. Recommend and draft brochure "to explain Extension Service" for statewide distribution.
5. Submit news to "On Line."

ACCOMPLISHMENTS:

1. Publicity will be provided for Friends of Extension Award.
2. County officials will be notified of award winners.
3. Nominees have been submitted to the National Speakers Bureau.

4. Extension brochure was drafted and approved for printing July 1990.
5. Brochure will be distributed at annual conference.
6. Committee news was submitted to "On Line."

RECOMMENDATIONS:

Adopt statewide brochure for distribution September 1990.

Committee Members

Elaine Klatt, Chairman
Mike McKinney, Chairman-elect
Dick Wootton
Lowell Loadholtz
Jay Hebert
Deborah Humphries
Russell Swanson
Ken Shuler
Tom MacCubbin
Tom Greenawalt
Brent Henry

ESP Recognition and Awards Committee Report

1989 - 1990

I. Responsibilities

- Solicit nominations for state, regional and national ESP award categories.
- Determine award winners (state level) or award nominees (regional, national level).
- Notify and congratulate all award recipients.
- Obtain all awards (including Past President's Award).
- Coordinate award presentations.
- Coordinate recipient information for publication in FAEP Awards/Recognition booklet.
- Assist nominator and regional/national award nominee in preparing applications for submission at regional/national level by March 1991.

II. Goals

- Clarify ESP award winner and award nominee categories.
- Establish policies and procedures for determining award nominees and winners.
- Emphasize the eliteness of ESP awards (a peer nominates another) via individual contact with each member.

III. Accomplishments

- Restructured ESP awards to reflect the national, regional and state categories. ie. all state awards are grouped together ; clarified if award recipient would be a winner (state) or a nominee (regional, national).
- Established specific policies and procedures for soliciting nominees for all award categories and for determining the winner for each category.
- All ESP members were contacted via personal mail regarding nominations. A follow-up computer message served as a reminder. An article requesting nominations appeared in the winter ESP newsletter.
- 15 completed nominations were received by deadline.
- 12 state award winners were selected (which include a new award category for team recognition).
- 1 regional award nominee was selected. A regional packet is to be completed by March 1991.
- All award recipients were notified and congratulated by mail.

- Nominators will make the award presentations at the FAEP conference.

IV. Recommendations for 1990-91 committee

- Include 1989-90 late nominations in the 1991 ESP award considerations.
- Determine process (who, what, how) for including previous state award winners as nominees for regional/national award categories. ie. Should someone nominate state award winner as regional/national nominee or should there be a poll of former state winners automatically considered? Would those state award winners who were not selected as regional/national award nominees one year be held over until another year?
- Submit a budget request to Secretary - Treasurer for awards, postage, miscellaneous by November 1, 1990.

Submitted by:

Awards and Recognition Committee
Shirley Clark
James Edwards
David Marshall
Elaine Shook
Merry Taylor
Muriel Turner, Chair-Elect
Jo Shuford-Law, Chair

RETIREED MEMBERS COMMITTEE

RESPONSIBILITIES:

1. Plan and coordinate the activities for retired members during the state meeting.
2. Secure sponsor for the luncheon.
3. Select a gift for retirees.
4. Prepare and distribute information to retirees.
5. Update retirees' files.
6. Serve as a liaison between retired and active members.
7. Assist ESP in furthering the goals of ESP and the Cooperative Extension Service.

GOALS:

1. Promote the interest and general welfare of ESP life members, retired members, and other professional Extension workers.
2. Involve retired members in making contacts to assist in supporting legislative proposals related to Extension work, suggest and help those well qualified to seek legislative office.
3. Assist in furthering the goals of ESP and Extension work.
4. Provide a communication system for retired members.
5. Encourage retired members to develop a state project.

ACCOMPLISHMENTS:

- * Secured sponsor and planned luncheon program for 1990 meeting.
- * Purchased engraved letter openers to be given to retirees.
- * Conducted a fellowship hour for retired members for the first night of annual meeting.
- * Held a "Look to the Future" meeting with Dr. Woeste.
- * Followed up on project for retirees and initiated a fund-raising effort that would benefit current Extension programs and serve as a memorial to all contributors (current pledges nearing \$20,000 level).
- * Continued "Voice of the Past" program with a goal of providing a tape showing "History and Heritage of the Florida Cooperative Extension Service."
- * Continued to encourage the development and distribution of an information piece for retirees and their spouses.

NOMINATING COMMITTEE
ALPHA DELTA CHAPTER
EPSILON SIGMA PHI

ANNUAL REPORT
1989-90

RESPONSIBILITIES: To select a slate of officers and directors to serve for the 1990-91 year.

GOALS: To seek qualified, interested members to serve in leadership positions of the chapter.

ACCOMPLISHMENTS FOR 1989-90: All current officers, who were eligible to move up to new positions, were contacted in April and agreed to move up to the next positions. The committee was asked by mail for nominations in May. All nominations were mailed to the committee for voting in June.

The following members were selected for officers and directors and will be presented to the membership at the annual business meeting:

President:	Linda Barber
President Elect:	Paula Stanley
Secretary:	Damon Miller
Treasurer:	Lawrence Heitmeyer
Annalist:	Alice Kersey
Chaplain:	Mike Demaree
Immediate Past President:	Richard Matthews

Directors: Terms Expiring in 1991	
District II:	Marilyn Halusky
District IV:	Sydney Park-Brown
State Staff:	Peter Warnock

Directors: Terms Expiring in 1992	
District I:	Pam Allen
District III:	Bob Renner
District IV:	Denise Coleman
Life Member:	B. J. Allen

RECOMMENDATIONS: The committee recommends that future committees begin coordination of their work by April 15.

COMMITTEE MEMBERS:

Robert Whitty, Chairman	Bob Renner
Ed Jowers	Judy Yates
Ann Parramore	Bill Summerhill