

Epsilon Sigma Phi

Alpha Delta Chapter

2016-2017 Annual Report



Dr. Alejandro (Alex) Bolques, President

ESP Membership Meeting
August 28, 2017

Extension Professional Associations of Florida Conference
Sanibel, FL

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2017 President's Address

Dear Florida ESP,

On November 8, 2016, our esteemed colleague and President of Epsilon Sigma Phi, Alpha Delta Chapter, Dr. Michael A. Davis, announced his resignation from the office of President. He remarked that, "It has been my pleasure to work with all of you over the past 5+ years, first as a District Director for the Northeast District, and then moving through the rotation of Board Officers."



It was encumbered upon me as President-Elect to assume the duties of the President and lead this great organization of Extension professionals. It has been a pleasure working with you and I am grateful for your unwavering support through this membership year!

Under the leadership of our Past-President, William Sheftall, I am pleased to announce that our Chapter was awarded with the 2016 National ESP Achievement in Chapter Membership-Bronze Award and the Chapter of Merit-Platinum Award. These awards recognize the chapter's effort to grow their membership through both new and life members, its involvement in recruitment and retention by informing potential members about membership opportunities, and recognize chapters who have put forth an exemplary effort to forward the cause of the Extension system by providing professional development opportunities for their members.



The National ESP Office will be launching their new Wild Apricot membership system. The new membership system has been piloted by a number of States' ESP Chapters. I believe that it will considerably reduce the time and effort expended by our Chapter Analyst to maintain and ensure the accuracy of our New, Annual, and Life membership lists.

I would like to encourage you to continue thumbing through our 2016-17 Annual Report and read about our accomplishments this year. Samantha Kennedy, our Annual Report editor, has compiled the Chapter's business reports and accomplishments for your reference. Lara Milligan's Member Services report details a list of award categories and winners. See where were in the world Florida ESP members have traveled to conduct Extension programming in Vanessa Campoverde's Global Relations report. Lastly, Nancy Moores' Memorial Service report honors those of Extension professionals that have left us this year.

I am humbled to have served you as President of the Epsilon Sigma Phi, Alpha Delta Chapter. Special thanks go out to the ESP Board for their support and encouragement and we look forward serving again for the 2017-18 membership year!

Alex

Alejandro (Alex) Bolques
Florida ESP President

List of Officers, District Directors, and Committee Chairs

Officers

National ESP Executive Director

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President-Elect

VACANT

Secretary

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Chaplain

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President

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Treasurer

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Analyst

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Past President

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District Directors

Northwest

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Linda Seals

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Retirees/Life Members

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Southwest

Lara Milligan

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Committee Chairs

Abstract

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Annual Report

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Constitution and Bylaws

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Professional Development

VACANT

Nominating

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Public Issues

VACANT

Resource Management and Development

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Senior Times Newsletter

VACANT

Retirees

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Webpage Management

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**Annual Membership Meeting
Monday, August 28, 2017, 1:30 PM-3:00 PM
Draft Agenda**

Call to Order

Alex Bolques, President

Thought of the Day

Nancy Moores, Chaplain

Recognition of Guests and Retirees

Martha Maddox, Secretary

Alpha Delta Chapter Annual Report

Samantha Kennedy

Webpage Management Committee Report

Samantha Kennedy (*Stand-in*)**Treasurer's Report**

Lori Wiggins, Treasurer

Finance Committee Report

Lori Wiggins

Audit Committee Report

Sonja Crawford

Analyst's Report

Henry Mayer, Analyst

Membership Recruitment & Retention Committee Report

Henry Mayer

Initiation of New Members

Henry Mayer

EPAF Memorial Committee Report

Nancy Moores

District Directors Reports

Jennifer Bearden

NW District

David Nistler

NE District

Grantly Ricketts

Central District

Vacant

Southwest District

Samantha Kennedy (*Stand-in*)

Southeast District

Jennifer Gillett-Kaufman

State Faculty (*Specialist*)

Mary Keith

Life Members (*including Retirees Committee Report*)**Other Standing Committee Reports**Yolanda Goode (*Stand-in*)

Abstract

Lara Milligan

Members Services (Awards)

Ramona Madhosingh-Hector

Professional Development

Samantha Kennedy (*Stand-in*)

Public Issues

Debbie Nistler

Resource Management and Development

Vanessa Campoverde

Global Relations

Brent Broaddus

Constitution and Bylaws

Daniel Culbert

Chapter History

Old Business

Special Committee on National ESP Online Membership

Alex Bolques

New Business

Proposed Amendment to the EPAF Bylaws

Brent Broaddus

Vote: Amendment to establish an EPAF Wellness Committee

Nominating Committee Report

William Sheftall, Past-President

Vote: 2017/18 Officers and District Directors

Professional Development Opportunities

2016 National ESP Conference, Oct. 9-12, Wilmington, NC

2018 JCEP Leadership Conference, Feb. 14-15, Orlando, FL

2018 PILD Conference, Apr. 8-11, Arlington, VA

Adjourn



Budget for Fiscal Year (10/1/16-9/30/17)

	Budgeted	
	2016-17	Actual
Income		
Membership Dues		
Renewals @ \$60	\$ 6,000.00	\$3,600.00
New @ \$70	\$ 700.00	\$630.00
Life @ \$200	\$ 400.00	\$800.00
Fundraising (High 5 & High 10)	\$ 800.00	\$255.00
EPAF Auction-2016	\$ 1,500.00	\$1,467.42
National Endowment Donations	\$ TBD	
JCEP Workshop Funds	<u>\$ 500.00</u>	<u>\$500.00</u>
 Total Income	 \$ 9,900.00	 \$7,252.42
 Expenses		
Member Recognition	\$ 300.00	\$162.75
Scholarships	\$ 800.00	\$800.00
Friend of Extension Award	\$ 400.00	
Public Policy Conference (PILD)-Public	\$ 500.00	\$568.61
Issues Chair		
ESP Annual Meeting - President	\$ 1,500.00	\$1,339.94
JCEP Meeting – President Elect -	\$ 1,500.00	\$700.00
President		
ESP National Dues	\$ 4,850.00	\$4,805.00
Office Expenses	\$ 50.00	\$123.75
National Endowment Donations	<u>\$ 0</u>	<u>0</u>
 Total Expenses	 \$ 9,900.00	 \$8,500.05



Proposed Budget for Fiscal Year (10/1/17-9/30/18)

	Budgeted	
	2017-18	Actual
Income		
Membership Dues		
Renewals @ \$60	\$ 6,000.00	
New @ \$70	\$ 700.00	
Life @ \$200	\$ 400.00	
Fundraising (High 5 & High 10)	\$ 800.00	
EPAF Auction-2017	\$ 1,500.00	
National Endowment Donations	\$ TBD	
JCEP Workshop Funds	<u>\$ 500.00</u>	
 Total Income	 \$ 9,900.00	
 Expenses		
Member Recognition	\$ 300.00	
Scholarships	\$ 800.00	
Friend of Extension Award	\$ 400.00	
Public Policy Conference (PILD)-Public	\$ 500.00	
Issues Chair		
ESP Annual Meeting - President	\$ 1,500.00	
JCEP Meeting – President Elect -	\$ 1,500.00	
President		
ESP National Dues	\$ 4,850.00	
Office Expenses	\$ 50.00	
	<u>\$ 0</u>	
National Endowment Donations		
 Total Expenses	 \$9,900.00	



Abstract Committee

No report.



Annual Report Committee

Officers, district directors, and committee chairs were solicited for information to include in the ESP Annual Report. Three reminders were sent out via email and information was collected for inclusion in the report. After the final deadline, it was discovered that several committee chairs were inadvertently left off the email distribution list and were subsequently asked to submit brief reports to me for addition to the Annual Report.

The information received was collated and formatted for the Annual Report. Placeholders were left for information not received in anticipation of being added to the final version of the Annual Report at a later date. Therefore, this version is a draft version of the report, pending final submission of the currently missing pieces.

Thank you to everyone who sent their information in for the Annual Report. It is a big undertaking and could not be completed properly without your cooperation.

Submitted by Samantha Kennedy, Chair and Editor



Audit Committee

The ESP Audit was conducted. The books were found to be neat and accurate. The checks and deposits were accompanied with detailed copies except for the last check. It was recommended to add the copy and request after EPAF.

Submitted by Sonja Crawford, Chair



Constitution and Bylaws Committee

This year the committee was asked to confirm the process when a President resigns from office. A review of the Chapter Bylaws, Article V, Section 6 of the Bylaws states that in the event a vacancy occurs in the President's position, the President-Elect will automatically assume the Presidency for the unexpired term and then serve another full term as President. The President-Elect's position would remain vacant until the next annual meeting.

This lead to Dr. Bolques assuming the role of President when Dr. Davis resigned as President on 11/8/16.

Submitted by Brent Broaddus, Chair



EPAF Memorial Committee

The following Extension colleagues passed away in the last year:

Eliza Moxley Jackson (October 3, 2016)
Harvey Timothy Paulk (October 10, 2016)
Michael Joseph Holsinger (October 17, 2016)
Clara Ann Smith (November 13, 2016)
Dr. Don Maynard (November 26, 2016)
Jenta Rae Wyatt (December 29, 2016)
Clarence Ammerman (January 2017)
William Becker (January 15, 2017)
James Northrop, Sr. (April 13, 2017)
Alvin Warnick (May 2017)
Charles "Chuck" Woods (May 5, 2017)
Celia Bugg Hill (August 12, 2017)

More information about the lives and careers of these treasured colleagues will be presented during the memorial service at the Friends of Extension and Retirees Lunch on Tuesday, August 29, 2017.

Submitted by Nancy Moores, Chaplain



Finance Committee

The 2016-2017 ESP Budget (page 10) and the 2017-2018 ESP Proposed Budget (page 11) have been submitted for review by membership.

Submitted by Lori Wiggins, Treasurer



Global Relations Committee

The ESP Global Relations chair and other ESP members led a roundtable discussion at 2017 JCEP meeting in Orlando, FL. The speakers were E. Vanessa Campoverde, Shawn Steed, Norma Samuel; Les Harrison, Andrea Fíon Góngora, and Daniel Culbert.

Affiliations:

E.V. Campoverde and L. Harrison; current member of FACAA, NACAA and ESP.

S. Steed is a FACAA and NACAA member.

D. Culbert is an ESP Life member .

N. Samuel moved to another university but participated in this abstract.

Andrea Fion: Field office F2F Guatemala.

Topic:

University Extension Educators Responding to International Emerging Issues

Track Where Presentation Fits:

Identifying and Responding to Emerging Issues

Type of Presentation Being Proposed:

Round-Table Discussion (45 minutes)

UF/IFAS Extension faculty have participated in Farmer-to-Farmer (F2F) programs in Ghana, Guatemala, and Haiti, providing training and assistance to farmers, extension staff, and students in their areas of expertise.

This experience, and the related challenges of working abroad with individuals or associations, enhances the chance to improve leadership skills and critical thinking on how to best approach future clientele in a world where cross cultural contacts are common and increasing in frequency.

According to JCEP committee, there were a record number of submissions this year of round table discussions, oral presentations and ignite sessions (82). There were a total of 28 of the 72 round table and oral presentations selected for presentation (38.8% acceptance) and 4 of the 10 ignite sessions submitted selected for presentation (40% acceptance).

Submitted by Vanessa Campoverde, Chair



History Committee

During the past year, this Life member has received several mailings of ESP Chapter documents from previous years. Together with chapter documents that have been accumulated over the years, there is a body of knowledge about the organization that may be of interest to Chapter members, Extension historians and the family members of those that were employed by the Florida Cooperative Extension Service.

It has been my experience that items such as Annual Reports, Membership applications, newsletters, and other documents are not always retained or transferred over the years, and are lost over time. Institutional knowledge is thus lost as members leave the profession, retire, or enter the hereafter. Regular review of such documents is a practice that ought to be encouraged.

This year I have contacted the UF Librarian and they now have temporary custody of documents that outline our Chapter's past years. They have expressed interest in receiving such documents on a permanent basis, provided that a "Deed of Gift" form is properly signed by the Chapter officers on behalf of the membership of the Alpha Delta Chapter.

I would recommend that the general membership be presented with the following resolution which may be discussed, modified if necessary, and approved by the general membership.

Be it resolved by the Alpha Delta Chapter of ESP, that Chapter Archived documents be donated to the University of Florida Libraries as the permanent recipient of the Chapter's Institutional knowledge, and that the chapter officers prepare and execute a "Deed of Gift" form. (See Appendices, pgs. 81-82)

I wish the Chapter well in its future professional development activities.

Submitted Dan Culbert, Chair



Member Services Committee

There was greater competition among award categories this year than last, but still many of the awards received no nominations and a few only received one. A more subjective judging process was put in place this year with judging criteria and a scoring system. All awards and scholarships were reviewed and scored by three members of the member services committee. The highest average score received the final award.

The following state/national awards went unapplied for:

- Continued Excellence Recognition
- Administrative Leadership Recognition
- International Service Recognition
- Diversity/Multicultural Recognition

The following Chapter-only awards went unapplied for:

- Retiree Service Recognition

2017 ESP Award Winners Award (# given)	Number of Applicants	Winners
Distinguished Team Award (1)	2	Vanessa Spero-Swingle Laura Cash Gayle Whitworth Bridgette Alfonso Shane Michael Laura Valencia
Distinguished Service Award (1)	1	William Sheftall
Early-Career Award (1)	3	Brad Burbaugh
Mid-Career Award (1)	2	Henry Mayer
Visionary Leadership (1)	1	Laura Tiu

These state award winners will be submitted by Member Services Chair for recognition at the national level in 2018. Unfortunately, none of our state winners from 2016 won an award at the national level.

2017 Recognitions (Chapter-only Awards) Recognition (# given)	Number of Applicants	Winners
25 Year Tenure Recognition (n/a)	1	William Sheftall
Outstanding Specialist* (1)	1	Jennifer L. Gillett-Kaufman
Chapter Retirement Recognition (n/a)	2	William Sheftall Mary Campbell
Meritorious Support Service Recognition (Friend to Extension) (1)	1	Kimberly Rollins

*By a Board decision, a new award was added this year titled the “Outstanding Specialist”. This new award and its criteria are now available on the Florida ESP website under the Awards category as a “Chapter Award”. This award is not eligible for recognition at the national level.

2017 ESP Scholarship Winners

- Lori Wiggins
- Lara Milligan

One more scholarship opportunity will be announced after EPAF for the JCEP Leadership Conference. This conference will take place February 14 - 15, 2018 at the Double Tree by Hilton at entry Universal Studios, Orlando, FL. The Alpha Delta Chapter of ESP has dedicated a scholarship to support attendance and participation in this conference. The deadline for this scholarship is December 1st. The application is available on the ESP Alpha Delta Chapter website.

Member Services Committee

Thank you to the following ESP members who served on the Member Services Committee, helping to judge scholarship and award winners:

- E. Vanessa Campoverde
- Shelly Krueger
- Laura Valencia
- Yolanda Goode
- Linda Seals
- Holly Abeels

Submitted by Lara Milligan, Chair



Member Recruitment and Retention Committee

As of August 2017, 90 people are renewing their ESP membership. We got 10 new members for a total of 100 members. The new members are:

- Mary Elizabeth Henry
- Christopher David DeCubellis
- Vanessa Spero-Swingle
- Laura Tiu
- Laura Cash
- Holly Abeels
- Alicia R. Lamborn
- Jessica A. Cooper
- Shelly Krueger
- Alicia Betancourt

The last ESP chapter membership roster had 112 members (including new members), so during 2016-2017 we lost 12 members, as compared to last year. We recommended renewing our marketing and promotional efforts in order to recruit new members during next year's campaign.

During 2016-2017, we gained two new Life members, for a total of 106. The new members are:

- Will Sheftall
- Mary Sue Kennington

Submitted by Henry Mayer, Analyst



Nominating Committee

ESP Alpha Delta Chapter 2017-18 Proposed Roster of Officers

Past-president	Marjorie Moore (nominated for one year)
President	Alex Bolques (rotating into office)
President-elect	Martha Maddox (rotating into office)
Secretary	Henry Mayer (rotating into office)
Analyst	Nancy Moores (rotating into office)
Chaplain	Lori Wiggins (nominated for the rotation, beginning with Chaplain)
Treasurer	Abbey Tharpe (nominated for a 1-year term)
Northwest District Director	Jennifer Bearden (entering 2 nd year of a 2-year term)
Northeast District Director	David Nistler (nominated for a second 2-year term)
Central District Director	Grantly Ricketts (by Board appointment, entering 2 nd year of the 2-year term vacated by Karen Miliffe, who left IFAS Extension)
Southwest District Director	Lara Milligan (nominated for a 2-year term)
Southeast District Director	Linda Seals (entering 2 nd year of a 2-year term)
State Faculty Director	Jennifer Gillett-Kaufman (nominated for a 2nd 2-year term)
Life Members Director	Mary Keith (entering 2 nd year of a 2-year term)

Submitted by Will Sheftall, Chair



Professional Development Committee

During the 2016-2017 year, the chair occasionally distributed email notices to the general ESP membership to promote upcoming webinars. This year, the ESP membership did not discuss or identify opportunities to submit an IST session at EPAF due in large part to the resumption of the Extension Symposium which was hosted in April in Gainesville.

The incoming chair will continue to identify professional development opportunities to better serve the ESP membership.

Submitted by Ramona Madhosingh-Hector, Chair



Public Issues Committee

ESP President Alex Bolques represented ESP at the 2017 Public Issues Leadership Development Conference (PILD). This is a fabulous conference for Extension faculty who want to learn more about becoming leaders within the organization, and it provides a great opportunity to learn how to speak with elected officials about the value of Extension. Two ESP representatives will be recruited to attend the 2018 PILD Conference.

Submitted by Linda Seals, Chair



Resource Management and Development Committee

No report.



Retirees Committee

Retiring members were contacted as I became aware of the retirements and invited to become Life Members. Four life members were added to the roster.

Using the currently available list of known emails all retired members were reminded of and invited to register for the 2017 EPAF meeting. It makes it difficult for retirees to participate fully when the board meeting, general ESP meeting and retiree luncheon are on different days at EPAF.

No requests or invitations for life members to participate in any of the current ESP committees were received.

The National Marketing Committee is starting a Mentoring initiative at this year's National Meeting. First-time participants in the National Meeting will be asked if they would like to be assigned a mentor. Current Members are being invited to become mentors. They will attempt to match people in states that have or do not have a tenure system for Extension agents. Participants who respond will be put in contact with a mentor/mentee to help them navigate the National meeting events. There will be a special reception at the meeting for first-timers and mentors. Anyone going to National for the second or more time, including retirees, are invited to register as a potential mentor.

Submitted by Dr. Mary Keith, Chair



Webpage Management Committee

In 2017, the website was streamlined to eliminate redundant pages and links. This should make the website easier to navigate. ESP National is working on developing an online membership system. Hopefully, this will be implemented in 2018. Meanwhile, the 2018 membership renewal form has been uploaded. Recommendations and suggestions on how to improve the website are always welcome.

Submitted by Linda Seals, Chair



Northwest District Report

Jennifer Bearden, NW District Director



Escambia – Nick Simmons, CED - no report

Santa Rosa – Mike Donahoe, CED - no report

Okaloosa – Pam Allen, Interim CED

Vacancies: 4-H – interviews on September 1

Potential New Members: none

Personal Announcements: Jennifer Bearden finished a master's degree in soil and water sciences

Budget Issues Facing County: Budget looks a little better

Walton – Mike Goodchild, CED

Vacancies: none

Potential New Members: none

Personal Announcements: Mike Goodchild is on Professional Development Leave

Budget Issues Facing County: No news yet

Holmes – Kalyn Waters, CED - no report

Washington - Julie Dillard, CED - no report

Bay – Marjorie Moore, CED

Vacancies: none

Potential New Members: Julie McConnell

Personal Announcements: none

Budget Issues Facing County: No budget issues in Bay County. Slight increase in county budget of 5.93%. FY18 budget consists of employee raises. Proposed millage rate decrease of .22 mills. This is a result of lower property tax rate in wake of voter approval of a half-cent sales tax to pay for transportation needs.

Jackson - Doug Mayo, CED - no report

Calhoun - Judy Ludlow, CED

Vacancies: None

Potential New Members: none

Personal Announcements: none

Budget Issues Facing County: Requesting a new program assistant. Other than that it's a continuation budget with a 2% potential salary raise.

Liberty – Monica Brinkley, CED - no report

Gulf – Ray Bodrey, CED - no report

Franklin – Erik Lovestrand, CED - no report

Wakulla County – Les Harrison, CED

Vacancies: 4-H Agent – interviewed candidates on August 17

Potential New Members: None

Personal Announcements: Samantha Kennedy became the new FCS agent on April 3, 2017. She had previously worked in Manatee County since 2004 as the FCS agent and CED.

Budget Issues Facing County: None

Gadsden – Shep Eubanks, CED - no report

Leon – Vacant, CED - no report

Jefferson – John Lilly, CED

Vacancies: Ag & Natural Resource Agent – interviewing candidates on Sept 20.

Potential New Members: none

Personal Announcements: Hired new FCS Agent, Julianne Shoup, from Kansas Extension. She started in Jefferson County January 13, 2017.

Budget Issues Facing County: none



Northeast District Report

David Nistler, NE District Director



No report.



Central District Report

**Grantly Ricketts, Central District Director
(Report Submitted by LuAnn Duncan)**



Flagler and Putnam

CED Name: Sharon Treen

New hires: Sol Looker, Horticulture Agent- Flagler County

Departures/retirements: Maxine Floyd, Horticulture Agent transferred to Marion County; Mark Warren, Multi-County Ag agent, resigned

Vacancies: Multi-County Ag Agent

Promotion and permanent status: Maia McGuire promoted to Extension Agent IV

Lake

CED Name: Lloyd Singleton

New hires: Dallas Daniels, 4-H; Mia Wilchcombe, FCS

Departures/retirements: Rachel Slocumb, 4-H

Promotion and permanent status: Lloyd Singleton, PS, Ext. Agent II

Marion

CED Name: David Holmes

New hires: Maxine Hunter, EA I, Residential Horticulture (transfer from Flagler Co.); Amanda Marek, EA I, FFL Coordinator; Caitlin Bainum, EA I, Farm Management

Departures/retirements: Norma Samuel; Jack LeCroy; Jamie Cohen

Potential new ESP members (3 yrs plus): Margaret Carden (4-H); Maxine Hunter; Yilin Zhuang (Water/Energy)

Emerging issues or trends: Water Quality/Quantity

Orange

CED Name: Richard Tyson

New hires: Jana Griffin

Departures/retirements: Karen Henry, Mary Sue Kennington

Vacancies: FCS Agent

Promotion and permanent status: LuAnn Duncan, PS Extension Agent III

Potential new ESP members (3 yrs plus): Kelly Greer, Elver Pardo

Osceola

CED Name: Stacy Strickland

New hires: Brittany Justesen

Departures/retirements:

Vacancies: Natural Resources Agent

Promotion and permanent status: Click here to enter text.

Potential new ESP members (3 yrs plus): Eva Pabon; Grantly Rickets; Jessica Sprain; Johanna Ramirez

St. Johns

CED Name: Tim Wilson

Promotion and permanent status: Geralyn Sachs to Agent III and Dr. Maia McGuire to Agent IV

Seminole

CED Name: Barbara A. Hughes

Promotion and permanent status: Julie England! Agent III

Potential new ESP members (3 yrs plus): Bridgete Alfonso

Budget issues: Baseline Budget- no issues until next year!

Emerging issues or trends: Who will get the water continues to be an issue.

Sumter – no report

Volusia – no report



Southwest District Report

Report Submitted by Nicole Walker



Charlotte County

New hires in the past year – None

Retirements and resignations in the past year- None

Current vacancies (as of August 1, 2017) – None

Agents with promotion and/or PS granted July 2017- None

Potential new ESP members (three years or more on the job) – Ralph Mitchell, Pam Phillippe, and Betty Staugler

Challenges/News/Budget Issues to share- None

Collier County

New hires in the past year – Twyla Leigh, County Extension Director; Jessica Mendes Ryals, Sustainable Food Systems Agent

Retirements and resignations in the past year- Vanessa Bielema, Sustainable Food Systems Agent

Current vacancies (as of August 1, 2017) –

Agents with promotion and/or PS granted July 2017- None

Potential new ESP members (three years or more on the job) – Dr. Doug Caldwell; Suzanne Fundingsland; Tish Roland

Challenges/News/Budget Issues to share- None

DeSoto County

New hires in the past year – None

Retirements and resignations in the past year- None

Current vacancies (as of August 1, 2017) – None

Agents with promotion and/or PS granted July 2017- Kristie Popa, 4-H Agent, earned Agent II and Permanent Status

Potential new ESP members (three years or more on the job) – Stephen Futch and Kristie Popa

Challenges/News/Budget Issues to share- None

Hardee County

New hires in the past year – None
Retirements and resignations in the past year- None
Current vacancies (as of August 1, 2017) – None
Agents with promotion and/or PS granted July 2017- None
Potential new ESP members (three years or more on the job) – None
Challenges/News/Budget Issues to share- None

Hillsborough County

New hires in the past year – Francisco Rivera, Small Farms Agent
Retirements and resignations in the past year- None
Current vacancies (as of August 1, 2017) – None
Agents with promotion and/or PS granted July 2017- Rob Northrop, Urban Forestry Agent, earned Agent IV status, and Nicole Pinson, Environmental Horticulture Agent, earned Agent II and Permanent Status
Potential new ESP members (three years or more on the job) – None
Challenges/News/Budget Issues to share- None

Lee County

New hires in the past year – None
Retirements and resignations in the past year – None
Current vacancies (as of August 1, 2017) – None
Agents with promotion and/or PS granted July 2017- None
Potential new ESP members (three years or more on the job) – Stephen Brown and Joy Hazell
Challenges/News/Budget Issues to share- None

Manatee County

New hires in the past year – Nelly Nelson, FCS Agent
Retirements and resignations in the past year – Samantha Kennedy, CED (is now the FCS agent in Wakulla County)
Current vacancies (as of August 1, 2017) – County Extension Director
Agents with promotion and/or PS granted July 2017 – None
Potential new ESP members (three years or more on the job) – None
Challenges/News/Budget Issues to share – None

Pasco County

New hires in the past year – Shari Bresin, FCS Agent
Retirements and resignations in the past year- Betsy Crisp, FCS (retired); Ed Jennings, Ag Agent (is now the new CED in Levy County)
Current vacancies (as of August 1, 2017) – None
Agents with promotion and/or PS granted July 2017- None
Potential new ESP members (three years or more on the job) – Dr. Whitney Elmore
Challenges/News/Budget Issues to share- Homestead Exemption will cut Pasco County's \$13 million, if passed. Building renovations stalled by Governor's veto of special Senate request.

Pinellas County

New hires in the past year – Jeffrey “J.P.” Gellermann, County Extension Director
Retirements and resignations in the past year – Mary Campbell, County Extension Director

(retired April 2017)

Current vacancies (as of August 1, 2017) – None

Agents with promotion and/or PS granted July 2017 – Libby Carnahan, Sea Grant Agent, earned Agent II and Permanent Status

Potential new ESP members (three years or more on the job) – None

Challenges/News/Budget Issues to share – Ecotourism project w/Dr. Stein will be initiated this year with funding provided by Convention and Visitors Bureau– similar to the one undertaken in Collier County.

Polk County

New hires in the past year—Andrea Nikolai, Family and Consumer Sciences Agent; Shreemoyee Ghosh, 4-H Agent

Retirements and resignations—Amanda Squitieri, 4-H Agent

Current vacancies—None

Agents with promotion/PS—Chris Holcomb, RSA for 4-H and other youth Dairy Programs, earned Agent II and Permanent Status

Potential new ESP members—Shannon Carnevale; Bridget Carlisle; Chris Holcomb

Challenges/News/Budget issues to share—None

Sarasota County

New hires in the past year – Sarah Davis, 4-H Agent; Marguerite Beckford, Commercial Horticulture Agent, and Patrick Williams, Residential Horticulture Agent

Retirements and resignations in the past year- Rebecca McCafferty, 4-H Agent

Current vacancies—None

Agents with promotion and/or PS granted July 2017 - None

Potential new ESP members (three years or more on the job) – Don Rainey, Robert Kluson, and Maria Rometo (not absolutely sure whether or not they are members)

Challenges/News/Budget Issues to share- None



Southeast District Report

Linda Seals, South District Director



Brevard - Linda Seals, CED

New Hires: None

Departures/retirements: None

Resigned: None

Vacancies: None

Potential New ESP Members: None

Personal Announcements: None

Issues Facing County (budget or otherwise): County budget is still declining due to no revenue increases in the county.

Broward – Brenda Marty-Jimenez, CED

New Hires: None

Departures/retirements: John Pipoly , Urban Hort Agent, transferred to a non-Extension position with the Parks and Recreation division

Vacancies: Urban Hort agent

Potential New Members: Mike Orfandedes and Brenda Marty-Jimenez

Personal Announcements: New FNP Extension program manager, 4 teaching PAs and FNP

Farm to Community Specialist hired (to start end of August)

Issues Facing County (budget or otherwise): Currently developing an MOU with the county

Glades – Tycee Prevatt, CED

New Hires: None

Departures/retirements: None

Resigned: None

Vacancies: None

Potential New ESP Members: None

Personal Announcements: None

Issues Facing County (budget or otherwise): None

Hendry – Gene McAvoy, CED

No report.

Highlands – Laurie Hurner, CED

No report.

Indian River County - Christine Begazo-Kelly, CED

New Hires: None

Departures/retirements: None

Resigned: None

Vacancies: None

Potential New Members: None

Personal Announcements: None

Issues Facing County (budget or otherwise): None

Martin – Yvette Goodial, Interim CED

New Hires: None

Departures/retirements: CED and SeaGrant Agent, JP Gellermann transferred to Pinellas County, to serve as their CED

Resigned: Britton Wilson, Florida-Friendly Landscape Agent and Master Gardener Coordinator

Vacancies: none advertised yet

Potential New Members: None

Personal Announcements: None

Issues Facing County (budget or otherwise): Staffing levels are very low right now

Miami Dade – Teresa Olczyk, CED

No report.

Monroe County –Alicia Bradigan-Betancourt, CED

New Hires: Harry Crissy (July, 15, 2016)

Departures/retirements: Kim Gabel (Nov. 2017)

Resigned: None

Vacancies: None

Potential New Members: None

Personal Announcements: None

Issues Facing County (budget or otherwise): None

Okeechobee – Lauren Butler, CED

New Hires: None

Departures/retirements: None

Resigned: None

Vacancies: None

Potential New Members: None

Personal Announcements: None

Issues Facing County (budget or otherwise): None

Palm Beach – Ron Rice, CED

No report.

Saint Lucie – Ed Skvarch, CED

New Hires: Kate Rotindo Urban Horticulture started Jan 2017, Carol Alberts Community Resource Development started in April

Departures/retirements: Sue Munyan will be retiring in Dec 2017

Resigned: None

Vacancies: None

Potential New Members: None

Personal Announcements: None

Issues Facing County (budget or otherwise): None

Seminole Tribe – No report.



State Specialist Report

Report Submitted by Jennifer Gillett-Kaufman

Jennifer Gillett-Kaufman is continuing to work to recruit state specialists and upper administration to join ESP. She has sent email requests and met with individual interested faculty. She also discussed award nominations with several state specialists to recognize the work of their county faculty collaborators. After receiving a list from the Membership Committee she contacted all state specialist members of ESP who were delinquent with dues payments and reminded them of the importance of maintaining their membership. At the December 2016 ESP meeting she volunteered for the role of ESP Extension Faculty Advisory Committee (EFAC) representative. She has attended three EFAC meetings and has solicited agenda items from the ESP board prior to each meeting. She is willing to continue in the role of State Specialist Director until her two year term on the Extension Faculty Advisory Committee as the ESP representative is completed (09/01/18).



ESP Membership Meeting Minutes (DRAFT)

Coquina Room A – Hilton Daytona Beach Resort/Ocean Walk Village – Daytona Beach, Florida
Tuesday, September 27, 2016 • 2:15 – 3:45 PM

Call to Order

Will Sheftall, President

The meeting was called to order at 2:25 PM.

Roll Call (by sign-in sheet)

Alex Bolques, Secretary

Members present (43): Juanita Popenoe, Henry Mayer, Martha Maddox, Lori C. Wiggins, Judy Corbus, Holly Abeels, Jennifer Bearden, Sheila Dunning, Karen Miliffe, LuAnn Duncan, Brenda C. Williams, Gene McAvoy, Liz Felter, Elver Pardo, Mary Sue Kennington, Qingren Wang, Sarah Hensley, Nancy A. Moores, Brent Broaddus, Keith Wynn, Dan Fenneman, Debbie Nistler, Debbie Clements, Sonja Crawford, Samantha Kennedy, David Nistler, Crystal Snodgrass, Larry Williams, Ramona Madhosinh-Hector, Nicole Walker, Any Harder, Laurie Hurner, Grantly Ricketts, Betsy Crips, Maia McGuire, Brooke Moffis, Yolanda Goode, Dan Culbert, Jennifer Grogan, Adrian Hunsberger, Wendy Lynch, Andy Toelle, Alex Bolques, Mike Davis, Will Sheftall

Thought of the Day

Henry Mayer, Chaplain

Recognitions

Recognition of Guests and Retirees

Will Sheftall, President

None at this time

Recognition of Guest of Honor

Mike Davis, President Elect

Jennifer Grogan from Georgia and In-coming Southern Region Vice President and Chair of the Public Issues Committee

Correspondence, Approval of the Minutes for 2015 Annual Membership Meeting

Annual Meeting Minutes and Correspondence – Sept. 1, 2015

Alex Bolques, Secretary

Yolanda Goode moved acceptance of the 2015 Annual Meeting, Gene McAvoy seconded. Motion to accept minutes passed unanimously. There was no correspondence related to the annual meeting presented.

Alpha Delta Chapter Annual Report (Committee Report)

Andy Toelle, Chair

The annual report has been submitted. Please look it over and let Andy know if there are any additions or corrections that need to be made. The report will be posted to the Chapter website.

Web Page Management Committee Report

Linda Seals, Chair

Linda Seals, not present at the meeting, is our Chapter webmaster and has been maintaining our website.

Treasurer's Report

Lori Wiggins, Treasurer

Lori Wiggins remarked that the Treasurer's Report was distributed via email to the membership and that copies of the report are being circulated in the room. Lori reported that the Chapter collected a total of \$9,227.02 in 2016. The amount spent was \$8,365.29 as of August 30th. Thus we have a surplus from the current budget year of \$861.73. Lori stated that this was her 10th year as Treasurer. In past year she work with the Chapter President to give recommendations on the next year Chapter budget, this year the Chapter has formed a Finance Committee. Lori referred the membership to Treasurer's Report for the listing of members in the Finance Committee and the proposed budget for 2016-17.

Audit Committee Report

Sonja Crawford

Audit conducted going back 11 years for including memberships, checks collected had invoices, all checks received were cleared and check requests were recorded and detailed.

Analyst's Report

Membership Recruitment & Retention Committee Report **Martha Maddox, Analyst**

Martha reported that 4 new annual members were added to ESP in 2016. There were 2 new Life members added. This brings the total to 102 annual members and 113 life members.

Initiation of New Members

Martha Maddox, Analyst

Four new members were initiated: Vanessa Campoverde, Abbie, Nicolas, and Laura Valencia.

Chaplain's Report

Necrology, EPAF Memorial Service

Henry Mayer, Chaplain

District Directors' Reports

NW District

Jennifer Bearden

There are 4 potential new members in the NW District that can be recruited, please see Annual Report.

NE District

David Nistler

Report given but inaudible, please see Annual Report

Central District

LuAnn Duncan

Report given but inaudible, please see Annual Report

Southwest District

Samantha Kennedy

Report given but inaudible, please see Annual Report

Southeast District

Christine Kelly-

Begazo

Not able to attend but available thought the Annual Report

State Specialists

Jennifer Gillett-Kaufman

Not able to attend but available thought the Annual Report

Life Members (including Retirees Committee Report)

Mary Keith

Not able to attend but available thought the Annual Report

Other Standing Committee Reports

Abstracts

Maia McGuire, Chair

We had 15 abstracts submitted from ESP for this year EPAF Conference. We recommend folks to continue to submit abstracts for EPAF. Maia would like to thank her working committee that help her review the abstracts, Jed Dillard and Andy (inaudible).

Member Services (Awards)

Lara Milligan, Co-chair

Lara distributed some of the certificates/awards from the Communications Award Breakfast earlier in the day. Please refer to the annual report for a listing of award recipients including professional improvement award reports. Lara encouraged the membership to review the ADC ESP website for upcoming scholarships and professional improvement opportunities.

Professional Development

Ramona Madhosingh-Hector

Report given but inaudible, please see Annual Report

Public Issues

Linda Seals, Chair

Not able to attend but available thought the Annual Report

Global Relations

Norma Samuel, Chair

Not able to attend but available thought the Annual Report

Chapter History

Dan Culbert, Chair

Dan shared information about the last book publishing of Florida Extension activities in the State. It was in 1976. Since then we have had many notable activities such as the 100th Extension Centennial and much more sitting around that can be referenced. It is important to capture some of the historical and vital information about Extension as retiring agents and life members as still with us so that it is not lost. Thus, Dan stressed the importance of having a Chapter History standing committee. Information gathered by the committee will be submitted in the Annual Report and perhaps the Chapter History documents can be made available to the membership via Google Docs or some other platform that provides access through password protection.

Old Business

Retiree Engagement

Will Sheftall, Mary Keith

Currently the Chapter is working with the Life Member Chair to encourage retiree to become more engaged in their ESP Chapter. We will continue to work with Life Members for next EPAF.

New Business

Nominating Committee Report

Katherine Allen, Past President

Voting on 2016-2017 Officers & District Directors

- Past-president Will Sheftall
- President Mike Davis
- President-elect Alex Bolques
- Secretary Martha Maddox
- Chaplain Henry Mayer
- Treasurer Lori Wiggins
- NW District Director Jennifer Bearden
- NE District Director David Nistler
- SC District Director Daren Miliffe
- S District Director Linda Seals
- State Faculty Director Jennifer Gillett-Kauffman
- Life Member Director Mary Keith

Mike Davis motion to accept the slate of officers and district directors and it was second by Martha Maddox. The vote to accept the slate of officers and district directors was passed unanimously.

Finance Committee Report (the proposed budget)

Lori Wiggins

Finance Committee has been reinstated and is an official standing committee per the Chapter Bylaws. The budget discussed earlier the Treasurer's Report was reviewed during the Summer Board Meeting and now presented to the membership for a vote. Gene McAvoy motion to accept the proposed budget and it was second by Katherine Allen. The vote to adopt the proposed budget passed unanimously.

Resource Development & Management (ESP Foundation) Report Debbie Nistler

Debbie remarked on the significance of the High-5 and High-10 fund raising that supports some of the Chapter's scholarship and professional development. An ADC ESP would be given to individuals that donate at \$20.

Constitution and Bylaws Committee Report

Brent Broaddus, Chair

A proposed revision to standing rules to include a Finance Committee was presented to the membership. Andy Toelle motioned to adopt the changes to the Constitution and Bylaws to include a Finance Committee. It was second by Samantha Kennedy. The vote to adopt passed unanimously.

National ESP Opportunities

Dan Culbert, Southern Rep. VP

Dan detailed some of the opportunities available to members from the Scholarship Grants and Recognition Committee. He mentioned that the Southern Region and for the most part Florida has been very successful in the Global Relations: International Service Award. He spoke about National Committee openings and encouraged members to consider serving on a national committee. You can read more in the Annual Report.

Professional Development Opportunities

- 2015 National ESP Conference – October 23-27, 2016: Cape May, NJ (Grand Hotel of Cape May)
- 2016 JCEP Leadership Conference – Feb 8-9, 2017: Orlando FL (Doubletree at Universal)
- 2016 PILD – April 2-5, 2017, Arlington, VA (The Hyatt Regency Crystal City)
- 2017 EPAF – August 28-31, 2017 Sanibel, Florida

Transfer of Chapter Leadership

Will Sheftall, Mike Davis

Out-going President recognized the Officers and District Directors with a certificate of Appreciation, Jennifer Grogan assisted Will to recognize these individuals. Will also distributed certificates to recognize the many Committee Chairs of the Chapter. Mike Davis presented a plaque to Will Sheftall for his service as Chapter president.

Meeting Adjourn, 4PM

Respectfully submitted by Alex Bolques, Secretary



ESP Fall Board Meeting Minutes

December 14, 2016
10:00am – 12:00pm EDT

Due to the lack of a quorum, the agenda was abandoned and the following items were discussed:

Discussion began at 10:12am due to weather delays Alex Bolques

1. President Bolques advised the participants that, per our bylaws and policies, he stepped up from President-elect upon the resignation of Mike Davis. The position of Pres-elect will remain vacant until the regular elections of 2017.
2. Roll Call (Voting Members & Committee Chairs) Nancy A. Moores (for M. Maddox)

There were only six members present at the call to order:

Pres. Bolques, Analyst Mayer, Chaplain Moores, State Faculty Gillett-Kaufman, Comm. Chair Nistler, Comm. Chair Culbert (Broaddus joined during new business; Sheftall joined during JCEP discussion).

3. Analyst Henry Mayer needs the PayPal password so he can access those memberships; Bolques will seek this from Lori Wiggins this week.
4. Old Business
 - Jennifer Gillett-Kaufman will replace Mike Davis as the ESP representative on the Faculty Advisory Committee for the remainder of his term. She is willing to serve an additional term if the membership so votes at the appropriate time.
 - The need for a special committee to research and report on the national computerized dues/membership system for 2017-18. Culbert identified it as Wild Apricot and emailed vital information to the board so this could be addressed. Possible membership on the committee was discussed with the minimum being the Analyst and Analyst-to-be but a chair is needed. National is currently piloting the program and will present for or against recommendation later this year. Some important points were clarified (all Hi 5 and Hi 10 monies will come back to the state; immediate notification of membership; lump sum to state). This committee was previously proposed at the summer meeting (minutes not official due to lack of quorum) but those notes will be reviewed before finalizing this committee make up.
 - Bolques has begun updating the chapter roster on the National ESP website. He will finalize the changes after clarifications are made at this meeting.

5. District Directors and Committee Chairs

- The District Directors listed are thought to be accurate (only one on the call to confirm). All were emailed and asked to update the president if the information was no longer accurate.
- Committee Chairs – if noted here, it is a change from what was listed on the agenda:
 - a. Member Services – Lara Milligan
 - b. Professional Development – vacant
 - c. Public Issues – Ramona Madhosingh-Hector
 - d. Global Relations – Vanessa Campoverde
 - e. Annual Report – Vacant
- f. ESP hosted Tour/IST at EPAF – based on location of event which will be Southwest (Lee Co).

This prompted a discussion in the change to EPAF and the possibility of no tours/no ISTs. Moores noted the Extension Symposium has been set for April 2017. The EPAF board meets this Friday so we will know more after that.

Lori Wiggins previously announced it was her last year as Finance Chair but a chair-in-training was identified at EPAF. Moores recalled this person to be Nikki Crawson but this needs to be confirmed with Wiggins.

6. New Business

- New Agent Academy representative for January 2017 meeting will be Will Sheftall if available and Alex Bolques if he is not.
- Culbert was asked to give an update on the National calendar as it was not accessible to Bolques. However, Culbert could not access either. Early 2017 usually includes JCEP conference; Henry Mayer and Nancy Moores expressed interest in representing this group at the event. There was some discussion to explain JCEP and review financial assistance from state and national.

7. Analyst's Report

Henry Mayer

Not including those on PayPal, we have 48 paid renewals, 5 new members, 3 new life members

8. District Director Reports (on member recruitment, staffing, other items of interest to the Chapter)

No reports were requested as Gillett-Kaufman had to leave by this time.

9. Committee Reports

- Chaplain (2016 necrology to date): Nancy Moores – three losses to date but timely information being provided through DEDs.
- Chapter History: Dan Culbert – working on several things and will be meeting with Dr. Place.

10. Upcoming Events

The Joint Council of Extension Professionals, Feb. 8-9, 2016, Orlando, FL

Officer(s) attend with financial support from national and state. Moores and Mayer interested in attending. This year is in Orlando, FL; registration is now open. Moores will defer to Maddox if she would like to represent the chapter.

11. Next Board Meeting: Winter/Spring TBD by doodle poll March was chosen as the month

Submitted by Nancy A. Moores



ESP Winter Board Meeting Minutes

March 16, 2017
10:00am – 12:00pm EDT

Call-in details

Dial-in number, (888) 670-3525

Next when prompted, enter the passcode (4047329527) followed by the # key.

Call to Order

Meeting was called to order by Alex Bolques at 10:05AM

Thought for the Day

Jennifer Gillett-Kaufman put forth an impromptu thought of the day: "Everyone needs to take more for gratitude in their lives and that you have something that you are thankful this week and even if you are having difficulties look around a find one good thing that is happening to you in the day and be sure that you focus on those positive things" by Jennifer Gillett-Kaufman.

Nancy Moores submitted the thought of the day: "If you want to build a ship, don't drum up people together to collect wood and don't assign them tasks and work, but rather teach them to long for the endless immensity of the sea", by Antoine de Saint-Exupery.

Roll Call

Alex Bolques for Martha Maddox

Correspondence & Approval of Minutes

Alex Bolques for Martha Maddox: December 14, 2016, Fall Board Meeting Minutes, prepared by Nancy Moores were emailed prior to the Board Meeting. A motion to accept the Fall Board Meeting Minutes was made by Jennifer Gillett-Kaufman and second by Linda Seals. The motion was passed unanimously.

Correspondence shared included: Bob Ohlensehlen, ESP Executive Director Resignation, Passing of Nina Bickers (Martha's Mom), and Celia Hill Fundraising Effort (Celia is a Past President of the Florida ESP ADC).

FL ESP donated a \$100 each to the Nina Bickers memorial and Celia Hill medical health fundraising. Jennifer Gillett-Kaufman suggested it would be appropriate to include a write up about Celia Hill for the Extension Comings and Goings newsletter. Mary Keith volunteered to contact Dr. Tom Obreza about submitting an article for the newsletter.

Treasurer's Report

Lori Wiggins was unable to attend.

Analyst's Report

Henry Mayer reported 89 renewing members, 10 new members, 3 new life members. He reported that he was concerned about the current retention rate of 61%. Henry noted that 59 members did not renew this year, some of which were possibly due to retirement and turn over but most seem for non-renewals. Linda Seals suggested that a non-renewal list be sent to the ESP district directors and state specialist so that they follow-up with the non-renewing ESP members.

District Director Reports (on member recruitment, staffing, other items of interest to the Chapter)

- Northwest District
 - Jennifer Bearden was unable to attend.
- Northeast District
 - David Nistler was unable to attend.
- Central District
 - LuAnn Duncan was unable to attend.
- Southwest District: **Vacant**
- Southeast District:
 - Linda Seals reported that they were four new agents in the district.
- State Specialists:
 - Jennifer Gillett-Kaufman reported that she has been reaching out to more faculty about joining ESP. Jennifer made mention that some ESP state faculty would prefer to pay 3, 4, possibly 5 years in advance, which could improve the state specialist retention in ESP. Alex comment that most likely FL ESP will be joining the National ESP dues payment system and was not sure if advance payments would be possible. Jennifer suggested that perhaps we can put forth a suggestion to National about advance membership payments.
 - Jennifer also reported on the UF/IFAS Extension Faculty Advisory Committee. The committee had their first meeting and Jennifer put forth a suggestion from Martha on getting more assistance and resources for county faculty for grants. Another can from Maia McGuire on whether hiring people with doctorate degree at agent I or II if that would be lowering their promotion potential. Jennifer stated that both Dean Place and Dr. Obreza would have more information on these items for the next EFAC meeting or Extension Symposium.
- Life Members: Mary Keith

Committee Reports

- Abstracts

- Adrian Hunsberger was unable to attend.
- Annual Report: **Vacant**
 - Samantha Kennedy has since agreed to serve in this capacity.
- Audit
 - Sonja Crawford was unable to attend.
- Constitution and Bylaws
 - Brent Broaddus was unable to attend.
- EPAF Memorial
 - Nancy Moores was unable to attend but sent a message stated that there are currently seven on the EPAF memorial list.
- Finance
 - Lori Wiggins was unable to attend.
- Global Relations
 - Vanessa Campoverde reported on a 2016 Farmer-to-Farmer international experience in Guatemala along with Dan Culbert and Shawn Steeds. It was presented at this past JCEP meeting in Orlando: University Extension Educators Responding to International Emerging Issues, E. Vanessa Campoverde, Presenter. Vanessa also attended an American Phytopathological Society meeting in Costa Rica where she had an opportunity to make a presentation and learn about the EARTH University sustainable campus. She also mentioned the ESP National Hispanic Association.
- Member Services/Awards:
 - Lara Milligan was unable to attend.
- Professional Development:
 - Ramona Madhosinh-Hector mentioned that during her time on the professional development committee the membership was made aware of webinars and other professional development opportunities available. As the outgoing PD chair, she announced that Libby Carnahan will be the new 2017/18 incoming PD Chair.
- Public Issues
 - Linda Seals is no longer the Chair of this committee but asked to hold the office until this years' EPAF Conference. Linda gracefully agreed.
- Membership Recruitment & Retention
 - Henry Mayer previously reported in Analyst Report.
- Nominating
 - Will Sheftall nothing report.
- Resource Management (Foundation)
 - Debbie Nistler unable to attend.
- Retirees/Life Members
 - Mary Keith reported that she is keeping carful watch for possible retirees and contact them via email. She has sent Life Membership Application forms to Mary Sue Kennington and Betsy Crisp. Mary continues to serve on the Marketing Committee on the National ESP level.
- Webpage Management
 - Alex kudos to Linda Seals for maintaining and updating the ESP website! Linda asked the group to visit the FL ESP Website and let her know what they think, if something needs to be updated/corrected and any suggestions for functionality.

Mary inquired about a Facebook page. National ESP is encouraging the use of Facebook. After a brief discussion on the Facebook site management and perhaps daily posting of information to increase page likes/viewership, a chapter Facebook page was tabled.

- Chapter History
 - Dan Culbert was unable to attend.

Old Business

- Alpha Delta Chapter (FL ESP) Special Committee to Consider Joining the National ESP Membership Renewal/Dues Collection System.

New Business

- JCEP leadership conference. Linda Seals and Lori Wiggins attended. As well as Vanessa Campoverde.

Upcoming Events

- 2017 PILD Conference will be held April 2 - 5, 2017 at the Hyatt Regency Crystal City, Arlington, Virginia
 - Attending Alex Bolques.

Announcements, Questions or Concerns

Mary Keith shared information about a new membership category. The National ESP Hispanic Group for Extension Agents or agents that meets and/or work with Hispanic communities. Some activities would include joint webinars to offer advice support. Vanessa made mention of a ESP Linton and ESP African American Groups. More information will be forth coming as it may become available.

Vanessa motioned to adjourn and Linda second.

Meeting Adjourn, 11:45 AM

Submitted by Alex Bolques

Appendices

Constitution

Bylaws

Standing Rules

2016-2017 Active Membership List

2016-2017 Life Member List

2017-2018 ESP Membership Invoice

2017-2018 ESP New Member Application

2017-2018 ESP Life Member Application

ESP Alpha Delta Chapter Constitution

Article I - Name

The name of this organization shall be the Alpha Delta Chapter, Epsilon Sigma Phi, National Extension Fraternity.

Article II - Purpose

Section A

The purpose of this association shall be exclusively charitable and educational within the meaning of section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section B

This purpose includes, but is not limited to:

1. maintaining the standards and ideals, preserving the traditions and upholding the morale, prestige and respect of the Cooperative Extension Service; and,
2. developing an effective working relationship and a spirit of fraternal fellowship among the present and past employees of the Cooperative Extension Service.

Article III - Membership

Section A

Qualifications:

1. duly elected faculty, professional and administrative staff who have held full or part-time Extension appointments for a total of three or more years (the three-year requirement does not apply to ESP members in other states transferring to Florida); and,
2. have displayed a cooperative and helpful attitude toward fellow Extension employees, demonstrated competency in assigned fields of responsibility; and,
3. exhibited ability in educational techniques essential to the conduct of an effective Extension program.

Section B

Classification:

1. Active: Active members are those who are engaged in professional Extension work and who have met all qualifications of membership;
2. Life: Active Alpha Delta Chapter members may become life members upon their retirement from Extension work.

Section C

Election:

1. Membership shall be on the basis of a ninety percent (90%) favorable vote by the eligible voters who properly mark and cast their ballot.

Section D

Eligible Voters - All active members.

Section E

Voting:

1. Membership voting may be taken by mail, an alternative method or at any annual or called meeting or a combination in compliance with the requirements stated below; and,
2. The vote shall be reported not later than at the next annual meeting of the fraternity after the membership has been proposed.
3. Alternative provisions for the process of the membership to cast their votes shall be adopted at the discretion of the board of directors.

Section F

Membership Criteria

1. Acceptance of membership by the newly elected member shall be acknowledged in writing and accompanied by the initiation fee, prior to the date of initiation; and,
2. A person may withdraw from membership by notifying the Secretary in writing; and,
3. Any member who fails to pay annual dues shall be dropped from membership in the fraternity and shall be so notified in writing by the Secretary; and,
4. Any member may be expelled from the fraternity for failure to observe the obligation or for conduct unbecoming a member of the fraternity; and,
5. Charges may be referred in writing, signed by two members; and,
6. These charges shall be reviewed by the membership committee which will investigate the charges and report to the fraternity, making a recommendation and,

7. An accused member shall have right of personal hearing and to file evidence in regard to preferred charges; and,
8. Expulsion from the fraternity shall require that three-fourths of all eligible voters, as defined above, cast their ballots with a simple majority showing support of the motion to expel.
9. Reinstatement - Any member whose membership has lapsed may be reinstated by paying regular dues and a reinstatement fee of \$10.00. Retirees are exempt from paying the reinstatement fee.

Article IV - Officers

The officers of this organization shall consist of a President, President-Elect, Secretary, Treasurer, Annalist, Chaplain and Immediate Past President.

Article V - Meetings and a Quorum

Section A

An annual meeting shall be at the time of the annual Extension Professional Associations of Florida, Inc. meeting.

Section B

Special meetings shall be held upon call of the President or upon written request of twenty percent of the members.

Section C

A Quorum - 15% of the paid membership shall be present to constitute a quorum at any called or special meeting of the membership.

Article VI - Initiation Fees and Dues and Changes

Section A

Initiation fee - For this chapter it shall be set annually and will include state and national dues for one year.

Section B

State and National Dues - Shall be payable to the Secretary prior to the annual chapter meeting.

Section C

Changes - Made by the National Council in dues and/or fees will automatically apply to the local chapter.

Article VII - Emblem and Membership Card

Section A

The official emblem shall be that adapted by the National Council of Epsilon Sigma Phi.

Section B

Each member will be provided with a membership card signed by the local chapter secretary and the national organization secretary.

Article VIII - Amendments

This Constitution may be amended at any annual or special meeting by a two-thirds vote of the members present providing members were notified of suggested changes thirty days prior to the meeting.

History:

Changes approved 10/19/09

ESP Alpha Delta Chapter

Bylaws

ARTICLE I – Name and Mission

The Extension Professionals' Organization

ESP is dedicated to fostering standards of excellence in the Extension System and developing the Extension profession and professional.

ARTICLE I – Name and Mission

Section 1. Name:

The name of this organization shall be Alpha Delta Chapter, Epsilon Sigma Phi, The National Honorary Extension Fraternity, herein referred to as ESP.

Section 2. Mission:

ESP is dedicated to fostering the standards of excellence in the Extension System and developing the Extension Profession and professional.

ARTICLE II - Purpose

Section 1. Purpose:

The purpose of ESP is:

- a. to serve exclusively as a charitable and educational organization within the meaning of Section 501(c)(3) of the Internal Revenue code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
- b. to recognize excellence in the Extension community.
- c. to provide opportunity for networking, fellowship and collaborative efforts.
- d. to foster leadership development through mentoring Extension professionals in the philosophy and professional practice of Extension education.
- e. to facilitate professional development.

ARTICLE III – Membership

Epsilon Sigma Phi is an equal opportunity/affirmative action fraternity. Epsilon Sigma Phi is committed to the active involvement of all its members regardless of race, color, sex, age, religion, national origin, disability, or veteran status. Epsilon Sigma Phi values and seeks a diverse membership.

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Section 1. Qualifications:

The membership of ESP shall consist of duly installed faculty, professional and administrative staff who have held full or part-time Extension appointments for a total of three or more years on June 1, and who shall have displayed a cooperative and helpful attitude toward fellow Extension employees, demonstrated competency in assigned fields of responsibility, and exhibited ability in educational techniques essential to the conduct of an

effective Extension program.

Section 2. Classes:

There shall be three classes of membership: A) member, B) honorary, and C) life.

a. MEMBER. An Extension professional (currently employed by or retired from an entity of the Cooperative Extension System) has exhibited excellence in programming and leadership. Members continue to provide leadership and excellence in Extension programming throughout their career and during retirement.

b. HONORARY. May be named upon recommendation of the ESP officers and approval by two-thirds of members present and voting at the annual meeting of the Chapter. Honorary members will not pay membership dues to the Alpha Delta Chapter. A proposal of honorary membership must be accompanied by a detailed statement showing the "meritorious service" it is proposed to recognize.

c. LIFE MEMBERSHIP. Members who are retired from the Cooperative Extension System, may obtain a paid-up life membership by paying an amount equal to five times the National dues at the time of the purchase of paid-up life membership or may be made as installment payments over a two year period. These members hold equal rights and privileges to those paying annual dues.

Section 3. Transfer of Membership:

Active members in good standing in another chapter of Epsilon Sigma Phi may transfer upon:

- a. making request to Alpha Delta Chapter.
- b. paying initiation fee and being initiated.
- c. paying annual dues.

Section 4. Termination of membership:

After one year of non-payment of dues, membership in ESP will be terminated. A person can be reinstated by payment of dues plus a \$10.00 reinstatement fee. Retirees are exempt from paying the reinstatement fee.

ARTICLE IV - Business

Section 1. Fiscal Year:

The fiscal year of Alpha Delta Chapter shall begin on the first day of October and end on September 30 of the following year.

Section 2. Meetings:

The annual meeting of the Alpha Delta Chapter shall be held in conjunction with the Extension Professional Associations of Florida, Inc. meeting. Special meetings may be called by the President or upon written request of twenty percent of the members.

Section 3. Place of Business:

The principal place of business of the Alpha Delta Chapter, Epsilon Sigma Phi, shall be the University of Florida, Gainesville, Florida.

ARTICLE V – Officers, Directors, and Elections

Section 1. Officers:

The officers of ESP are: President, President-Elect, Secretary, Treasurer, Annalist, Chaplain, and Immediate Past President.

Section 2. Directors:

The directors are: one from each Extension administrative district, one from state faculty, and one from life members/retirees.

Section 3. Terms of Office:

The Treasurer shall be appointed annually by the President with the ratification of the membership with the option of re-appointment. All other officers are elected annually. District Directors serve a two-year term with half elected each year, according to the standing rules.

Section 4. Election:

The nominating committee shall present a slate of officers at the annual business meeting. ESP members present will vote, with election by majority vote.

Section 5. Assumption of Duties:

The officers and directors will assume their duties upon adjournment of the annual meeting at which they are elected. In the event of no annual meeting, the officers and directors will assume their duties at the conclusion of the election by mail (postal or electronically) or some alternative process approved by the Board of Directors.

Section 6. Filling Vacancies:

If a vacancy occurs in the President's position, the President-Elect will automatically assume the Presidency for the unexpired term and then serve another full term as President. The President-Elect's position would remain vacant until the next annual meeting.

If a Past President vacancy occurs, the previous Past President may assume the position for the unexpired term.

All other officer and director vacancies will be filled by presidential appointment, ratified by the Board of Directors.

ARTICLE VI – Functions of Officers and Directors

Section 1. President:

The President shall preside at all ESP meetings. The President shall appoint all chairs and committee members necessary to carry out the business of ESP.

Section 2. President-Elect:

The President-Elect shall assume the duties of the President in his/her absence. The President-Elect shall appoint a Co-chair of each standing committee, who will become the chair the following year.

Section 3. Secretary:

The Secretary shall keep accurate records of honorary members and all meetings of the Executive Board and annual business meeting.

Section 4. Treasurer:

The Treasurer shall keep the official record of all membership and an accurate record of all monies. He/she shall also serve as chair and liaison between the Finance Committee and the Board of Directors.

Section 5. Annalist:

The Annalist shall serve as Chair of the Membership Recruitment and Retention Committee. He/she shall be responsible for keeping updated biographical information on each member.

Section 6. Chaplain:

The Chaplain shall have official charge of all religious and memorial services.

Section 7. Directors:

Directors will represent the area in which they serve, attend Board meetings, and encourage membership and participation of members.

Section 8. Immediate Past President:

The Immediate Past President shall give counsel to the Board of Directors, chairs nominating committee.

ARTICLE VII - Board Of Directors

Section 1. Members:

The Board of Directors shall consist of fourteen (14) members.

- a. Officers (6) - President, President-Elect, Secretary, Treasurer, Annalist, Chaplain
- b. The immediate Past President
- c. The seven (7) directors (5 Extension Districts, 1 state faculty, 1 retiree)

Section 2. Meetings:

The Board of Directors shall meet as follows:

- a. In the fall, spring, and prior to the annual meeting.
- b. Additional meetings may be called at the discretion of the President.

Section 3. Duties:

The duties of the Board of Directors are to set policy, transact business of ESP, and keep the membership informed.

Section 4. Conduct Business:

The Board of Directors may conduct business by mail (postal or electronically) or some alternative process approved by the Board of Directors when necessary. A report of each action taken shall be verified and made a part of the minutes at the next Board of Directors

meeting.

ARTICLE VIII – Committees and their Function

Section 1. Standing Committees:

The President will appoint members on the basis of interest and abilities to the following committees:

- a. Nominating - Chaired by Immediate Past President
- b. Membership Recruitment and Retention
- c. Public Issues
- d. Resource Development and Management
- e. Global Relations
- f. Memorial
- g. Member Services
- h. Audit
- i. Constitution & Bylaws
- j. Finance
- k. Retirees
- l. Abstracts
- m. Annual Report
- n. Webpage Management
- o. Professional Development

Section 2. Function:

These standing committees shall have the following duties. Additional duties may be assigned by the president. Other special committees, as needed, shall be appointed by the President.

- a. Nominating: to prepare the yearly slate of officers.
- b. Membership Recruitment and Retention: to recruit, retain and involve all ESP members and promote an effective working relationship and spirit of fraternal fellowship.
- c. Public Issues: to educate and inform ESP members about public issues and legislative matters affecting Extension programs and personnel needs.
- d. Resource Development and Management: to generate new ideas for resource development and management in order to maintain, create or enhance professional development activities; to explore opportunities for and obtain new financial resources for professional development activities.
- e. Global Relations: to promote the Extension profession and professionalism worldwide.
- f. Memorial: to present at the annual meeting a remembrance program of those past extension professional that have passed away since the last annual meeting.
- g. Member Services: to administer and provide leadership to ESP's scholarships, loans, and awards programs.
- h. Audit: to audit the books at the end of the fiscal year.
- i. Constitution & Bylaws: to review bylaws annually submit proposed changes to the Board of Directors for review prior to submitting to the membership; to review

chapter standing Rules and Policies annually submitting changes to Board of Directors for approval; to review handbook as needed.

- j. Finance: to prepare and submit proposed budget to the Board of Directors.
- k. Retirees: to recruit, retain and involve retirees and promote continued involvement in ESP.
- l. Abstracts to notify and encourage members to submit abstracts by the established due date. Responsibilities also include presiding and the facilitation of abstract presentations to adhere to the designated time allotment and to secure equipment requested by presenters for abstract presentations.
- m. Annual Report: to solicit information and reports from the officers and the committee chairmen to compile a comprehensive annual report for distribution to the entire membership.
- n. Website Management: To keep the membership up to date with all association business through routine website updates.
- o. Professional Development: To promote professional excellence, personal development and leadership development among Extension personnel. Design and implement additional professional development opportunities. Promote and foster professional improvement through collaboration with professional organizations to which Extension personnel belong. Provide leadership for mentoring activities conducted through Epsilon Sigma Phi.

ARTICLE IX - Meetings

Section 1. Annual Meeting:

The annual meeting of this organization shall be held during the Extension Professional Associations of Florida, Inc. conference for the purpose of furthering the objectives of the ESP, electing and installing officers, receiving reports of officers and committees, and transacting any other business that may arise. If deemed necessary, or if the scheduled annual meeting cannot be held, the President may call a special meeting to transact business with the approval of the Board of Directors. The President shall see that a notice is sent to everyone eligible for membership telling the time and place of such a meeting.

Section 2. Special Meetings:

The President, with the approval of the Board of Directors, may call a special session of ESP and conduct business by mail (postal or electronically) or some alternative process approved by the Board of Directors as necessary.

ARTICLE X - Quorums

Section 1. Membership Quorum:

A quorum at any annual meetings shall consist of 15% of the paid membership shall be present to constitute a quorum at any called or special meeting of the membership.

Section 2. Board of Directors:

A quorum of the Board of Directors shall consist of 50% of the Board of Directors

ARTICLE XI - Financing

Section 1. Membership Year:

The membership year shall be from January 1st to December 31.

Section 2. Initiation Fees:

The initiation fee for ESP shall be set by the National Council. This fee shall be collected by the Alpha Delta Chapter and forwarded to the Secretary/Treasurer of the National Council, Epsilon Sigma Phi, for each member initiated. If a candidate fails to be initiated, he or she may be initiated at a subsequent meeting.

Section 3. Member Dues:

Dues for the coming year are payable according to the Chapter Standing Rules and Policies.

Section 4. Payment:

Each member shall pay annual dues to the treasurer. ESP shall pay dues to the National Council of Epsilon Sigma Phi in accordance with the amount stated in the national constitution.

Section 5. Life Membership Dues:

Members, retired from the Cooperative Extension Service, may obtain a paid-up life membership by paying an amount equal to five times the National dues. Life Members have the option to pay their dues in installments over a two year period.

ARTICLE XII – Dissolution of Organization

On the dissolution of the Association, the entire net assets remaining after payment of any and all liabilities and obligations of the Association shall be transferred to such association or associations organized exclusively for charitable, educational or scientific purposes and shall at the time qualify as exempt association or associations.

ARTICLE XIII - Liability

Epsilon Sigma Phi in no way shall be liable for the acts of individual members of the Board of Directors, nor for officers who may act beyond their authority. Officers individually or collectively

shall not be liable for Epsilon Sigma Phi, unless they have acted beyond their authority as officers.

ARTICLE XIV – Non-Profit Corporation

Epsilon Sigma Phi shall conduct business like a non-profit corporation under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE XV – Amendments

These Bylaws may be amended at any annual or special meeting by a two-thirds vote of the members present providing members were notified of suggested changes thirty days prior to the meeting.

History: Changes approved 10/19/09; 9/12/06; 8/28/12, 2015

ESP Alpha Delta Chapter

Standing Rules and Policies

Standing rules may be adopted at the annual ESP Alpha Delta Chapter membership meeting by a majority vote of the voting delegates present and voting. Standing rules may be amended or rescinded by a two-thirds vote without previous notice or a majority vote after previous notice. Standing rules may be suspended temporarily by a majority vote. Standing rules will be formally reviewed every other year (even-numbered years) by the ESP Alpha Delta Chapter Board.

1. Membership

Dues: annual dues are delinquent December 31 of each year.

Dues amounts: Renewing members **\$60.00**, new members **\$70.00** (includes initiation fees), life membership (five times annual national dues) **\$200.00**. A former member can be reinstated by payment of dues plus \$10.00 reinstatement fee. Retirees are exempt from paying the reinstatement fee.

Dues: Cannot be refunded, but may be transferred where applicable.

2. Officer Nominations and Elections Process

Election of officers is held at the annual membership meeting.

Terms of Office

- The Treasurer shall be appointed annually by the President with the ratification of the membership with the option of re-appointment. All other officers are elected annually.
- District Directors will be elected according to the following schedule:
 - Even numbered years: Northwest, Central, Southeast, and Life Member Director.
 - Odd numbered years: Northeast, Southwest, and State Specialist Director.

Filling Vacancies

If a vacancy occurs in the President's position, the President-Elect will automatically assume the Presidency for the unexpired term and then serve another full term as President. The President-Elect's position would remain vacant until the next annual meeting.

If a Past President vacancy occurs, the previous Past President may assume the position for the unexpired term.

All other officer vacancies will be filled by presidential appointment, ratified by the Board of Directors.

3. Board Meetings

Mid-Year Board meetings will be held at a convenient time with the President determining and arranging for the meeting place.

4. Conference Calls

The President will schedule conference calls as needed to carry out immediate business of the Chapter. Includes the option for Board meetings when necessary.

5. Bylaws

Bylaws and Standing Rules and Policies shall be reviewed annually.

6. Annual Budget

The voting delegates at the annual ESP Alpha Delta Chapter membership meeting shall adopt the budget for the forthcoming year.

7. Awards

Award Nominees must be members in good standing with Dues paid by Dec 31 to the Treasurer.

8. Scholarships

Applicants must be members in good standing with Dues paid by December 31 and contribute to the scholarship or High 5/10 Fund.

9. Memorial Service at EPAF

All effort will be made to honor deceased Faculty with Extension appointments at the EPAF Conference following the death.

10. Delegates

President and President Elect or their designee will serve as delegate to all National and Regional meetings with the financial support of the chapter.

11. Membership Committees (Membership & Operating Details)

a. Finance Committee

Under the Bylaws, the chapter's Finance Committee is a Standing Committee chaired by the elected Treasurer, and comprised of members recruited and appointed by the President.

The Finance Committee's ***annual membership*** is hereby further defined to include, by office:

- The current chapter President;
- The current chapter President-elect; and
- The current Chair of the Resource Management (Foundation) Committee.

In addition, the President, with the advice and consent of the Treasurer, annually shall appoint or reappoint to the Finance Committee:

- One member-at-large not currently holding an elected office in the chapter's officer rotation (but could be serving currently as a District Director), who has served previously as Treasurer of a sister association at either the state and/or national level; plus
- 1-2 additional members-at-large who are interested in chapter finances and may have an interest in standing for election to the office of chapter Treasurer in a future year.

The Finance Committee's ***annual operating program*** is hereby further defined to include:

- Annual solicitation of Committee budget requests linked to Committee proposals for new and existing programs of value to the membership;
- Annual preparation of a draft proposed budget, to be submitted to the Board for discussion and revision at the Summer Board Meeting, prior to presentation to the general membership for adoption at the Annual Membership Meeting;
- Consultation on financial management decisions the Treasurer must make;
- At the request of the chapter Board, development of financial scenarios for chapter funds if new initiatives or programs under discussion were to be adopted and funded.

Revised: 9/07; 8/12; 8/14; 8/16

ESP Alpha Delta Chapter

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ESP - ALPHA DELTA CHAPTER**2017-18 MEMBERSHIP INVOICE***Please complete all information that applies:*

<input type="checkbox"/> Renewing Member	\$60.00	_____
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[Annual dues are delinquent December 31 of each year.]

<input type="checkbox"/> High Five	\$5.00	_____
<input type="checkbox"/> High Ten	\$10.00	_____
<input type="checkbox"/> High 10 Plus	\$10.00 +	_____
<input type="checkbox"/> New Member (<i>includes initiation fee</i>)	\$70.00	_____
<input type="checkbox"/> Life Member	\$200.00	_____

Total enclosed:	\$	_____
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Transfer National Membership from _____ (State)

Name: _____ Date submitted: _____

Name Change? (list old name) _____

Physical Address: _____ Check if new address:

Mailing Address – Street/PO: _____

City: _____ ST: _____ Zip+4: _____

Telephone #: _____ FAX #: _____

E-Mail Address: _____ @ _____. _____. _____

Please check:

For office use
Date Received: _____
Check #: _____
Signature: _____

Institution: **FAMU** **UF**

District: NW NE Central Southwest Southeast State Specialist

Please make check payable to **Epsilon Sigma Phi** and submit to:

Henry Mayer, ESP Analyst
Miami-Dade County Extension Service

18710 SW 288 St

Homestead, FL 33030

Tel: (305) 248-3311 x 231 Fax: (305) 246-2932 Email: hmayer@ufl.edu

Note: Electronic (PayPal) payments may be made on-line, but don't forget to submit your invoice to the ESP Analyst!

Memberships not paid by December 31 are not eligible for Awards or Scholarships!

NEW MEMBERSHIP APPLICATION

ESP Alpha Delta Chapter

Complete and mail this application with Invoice and new member fee to current Membership Chairperson.

NAME: _____

First

Middle

Last

NAME YOU PREFER FOR PUBLICITY PURPOSES:

EMAIL: _____ @ _____. ____

ADDRESS:

Street

City

State

Zip+4

Applicant's Signature (Not required if sent by email)

Date

I. Extension Appointments- Applicant must have three years of Service with Extension. Service does not have to be consecutive years and can be from several states.

Location of Service

Years Served

II. Statement: Please write a statement about your Extension accomplishments that can be read at the induction ceremony and for used for press releases. Limit your statement to the space provided.

III. Most significant Extension Program Accomplishments (or support of Extension programs): List accomplishments and year(s). Limit statement to space provided.

IV. University and/or Extension Leadership Experiences and/or Service: List experiences and year(s). Limit statement to space provided.

V. Community Service: List activity and year(s). Limit statement to space provided.

VI. Association/Organization Offices and Committees: List offices/committees and year(s). Limit statement to space provided.

NEW LIFE MEMBERSHIP APPLICATION
ESP Alpha Delta Chapter

Complete and mail this application with Invoice and life member fee to current Membership Chairperson.

First Name *Middle* *Last*

EMAIL ADDRESS: _____ @ _____

Street *City* *State* *Zip*

I. FAMILY DATA

Birthdate _____ Location _____

Name of Spouse _____ Date of Marriage _____

Name(s) of Children _____

II. EDUCATION

Schools and Colleges Attended Date Degrees

III. EMPLOYMENT/CAREER/HISTORY

Extension Position(s) Held (Title, Place, Dates)

Date & Location of ESP Initiation _____

DEED OF GIFT
TO
UNIVERSITY OF FLORIDA FOUNDATION, INC.
on behalf of the
GEORGE A. SMATHERS LIBRARIES, UNIVERSITY OF FLORIDA

Each of the undersigned Donors hereby unconditionally and irrevocably gives, transfers, assigns and delivers to the University of Florida Foundation, Inc. for and on behalf of the George A. Smathers Libraries of the University of Florida as a gift, all right, title and interest of such Donor in and to each of the following papers and other historical materials (Materials) (see attached list), together with all rights (including copyright) and interests associated with the Materials, insofar as such rights are held by the Donor:

The Donor wishes that the gift be identified to the public and in the records of the Foundation as:

Gift of

The Donor further represents that he/she is the owner of the materials and has full legal authority to make this gift. Copies of all transfer documents, receipts, and records related to the Materials (including copyright) in the Donor's possession are attached as Exhibit A.

Dated as of the _____ day of __ , 2017.

Signature of Donor Signature of Donor

Name of Donor (typed) Name of Donor (typed)

The University of Florida Foundation, Inc. hereby accepts the above property under the attached conditions.

Dated this _____ day of _____, 2017. University of Florida Foundation, Inc., on behalf of the George A. Smathers Libraries

By: _____

Name: _____ As its _____

CONDITIONS

Acceptance of gifts by the University of Florida Foundation, Inc., acting for and on behalf of the George A. Smathers Libraries is subject to the following conditions:

1. The Libraries will make the materials available for research as soon as reasonably possible, consistent with the general policies of the Libraries. The Donor may freely examine any of the materials during the regular working hours of the Library.
2. The Libraries reserve the right to exclude items from its permanent collections if they are deemed to have no permanent value or historical interest. In the unlikely event that this should arise, the Libraries will endeavor to transfer the original materials to another suitable institution.
3. The University of Florida Foundation, Inc. is a duly qualified charitable organization under section 501(c)(3) of the Internal Revenue Code, and is listed as such in IRS Publication 78.

Exhibit A—Description of Collection and/or Accompanying Documents