

# Epsilon Sigma Phi

Alpha Delta Chapter

## 2017-2018 Annual Report



**Dr. Alejandro (Alex) Bolques, President**

ESP Membership Meeting  
August 29, 2018

Extension Professional Associations of Florida Conference  
Ponte Vedra Beach, FL

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## 2018 President's Address

Dear Florida ESP,

It has been my privilege to serve as the 2017-2018 president of the Alpha Delta Chapter of Epsilon Sigma Phi (ESP) to help shape the future of the Extension system, foster excellence in the Extension profession, and cultivate a strong relevant ESP organization.

This year, Florida ESP, along with other state ESP chapters throughout the United States, have adopted the National ESP Online Membership Dues Renewal system. While there were some glitches along the way, the National ESP Office is working to resolve and streamline the functionality of the Wild Apricot membership system. New this year are the Latino and Urban Affinity Groups that are intended for Extension Professionals to come together around a shared interest or common goal to network and provide enhanced professional development for outreach and education. Several Florida ESP members have embraced the Latino Affinity Group status.



Also this year, we saw the reemergence of the Retiree Newsletter led by Betsy Crisp and Chris Kilbride. The new ESP Life Member & All Extension Retirees Newsletter's first issue was this past summer. Very well done!

We continued the efforts begun by Dan Culbert (retired), Chair of the History Committee, to archive documents of historical importance to the University of Florida Libraries as the permanent recipient of the Chapter's Institutional knowledge.

I want to thank the Florida ESP Officers: Martha Maddox, President-Elect, Abbey Tharpe, Treasurer, Henry Mayer, Secretary, Nancy Moores, Analyst, Lori Wiggins, Chaplain, and Marjorie Moore, Past President (stand-in) for supporting me throughout the year. To the Florida ESP District Directors and Committee Chairs, thank you for giving your time and efforts in support of the many functions of the organization. To the membership, we all thank you for being a member of ESP and for your service to others as an Extension professional.

*Alex*

Alejandro (Alex) Bolques  
Florida ESP President

# List of Officers, District Directors, and Committee Chairs

## Officers

### National ESP Executive Director

**Greg Price**  
55 Walton Place Drive  
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Phone: (470) 347-0394  
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### President

**Alejandro (Alex) Bolques, Ph.D.**  
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### President-Elect

**Martha Maddox**  
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### Treasurer

**Abbey Tharpe**  
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### Secretary

**Henry Mayer**  
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### Analyst

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### Chaplain

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### Past President

**Dr. Marjorie Moore**  
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2728 E. 14<sup>th</sup> Street  
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## District Directors

### Northwest

**Jennifer Bearden**

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### Northeast

**David Nistler**

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### Central

**Grantly Ricketts**

Osceola County  
1921 Kissimmee Valley Lane  
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### Southwest

**Lara Milligan**

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### Southeast

**Linda Seals**

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### State (Specialists)

**Jennifer Gillett-Kaufman**

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### Retirees/Life Members

**Betsy Crisp**

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## Committee Chairs

### Abstract

**Adrian Hunsberger**  
Miami-Dade County  
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### Audit

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### EPAF Memorial

**Lori Wiggins**  
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### Global Relations

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### Annual Report

**Samantha Kennedy**  
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### Constitution and Bylaws

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### Member Services (Awards)

**Samantha Kennedy**  
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### **Membership Recruitment and Retention**

**Nancy Moores**  
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16110 Aviation Loop Drive  
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Brooksville, FL 34604  
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E-mail: [nmoores@ufl.edu](mailto:nmoores@ufl.edu)

### **Professional Development**

**VACANT**

### **Nominating**

**Dr. Marjorie Moore**  
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2728 E. 14<sup>th</sup> Street  
Panama City, FL 32401  
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FAX: (850) 784-6107  
E-mail: [mreem@ufl.edu](mailto:mreem@ufl.edu)

### **Public Issues**

**VACANT**

### **Resource Management and Development**

**Debbie Nistler**  
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### **Senior Times Newsletter**

**Betsy Crisp**  
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### **Retirees & Life Members**

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6459 Barcellona Road  
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### **Webpage Management**

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**Annual Membership Meeting at the  
2018 Professional Improvement and Administrative Conference  
Sawgrass Marriott Golf Resort & Spa, Ponte Vedra Beach, FL  
August 29, 2018, 9:30 – 10:30AM**

**Draft Agenda**

**Call to Order**

Alex Bolques, President

**Thought of the Day**

Lori Wiggins, Chaplain

**Recognition of Guests and Retirees**

Alpha Delta Chapter Annual Report (*Committee Report*)  
Webpage Management Committee Report

Henry Mayer, Secretary  
Samantha Kennedy  
Linda Seals

**Treasurer's Report**

Finance Committee Report  
Audit Committee Report

Abbey Tharpe, Treasurer  
Abbey Tharpe  
Sonya Crawford

**Analyst's Report**

Membership Recruitment & Retention Committee Report  
Initiation of New Members

Nancy Moores, Analyst  
Nancy Moores  
Nancy Moores

**EPAF Memorial Committee Report**

Lori Wiggins

**District Directors Reports**

Northwest District  
Northeast District  
Central District  
South Central District  
South District  
State Faculty (*Specialists*)  
Life Members (*including Retirees Committee Report*)

Jennifer Bearden  
David Nistler  
Grantly Ricketts  
Lara Milligan  
Linda Seals  
Jennifer Gillett-Kaufman  
Betsy Crisp

**Other Standing Committee Reports**

Abstract  
Members Services (Awards)  
Professional Development  
Public Issues  
Resource Management and Development  
Global Relations  
Constitution and Bylaws  
Chapter History

Adrian Hunsberger  
Samantha Kennedy  
*Vacant*  
*Vacant*  
Debbie Nistler  
Vanessa Campoverde  
Brent Broaddus  
Daniel Culbert

**Old Business**

UF Libraries' Archive of Extension Historical Materials

Alex Bolques

## New Business

## Nominating Committee Report Marjorie Moore, Past President

## Vote: 2018/19 Officers and District Directors

## Professional Development Opportunities

2018 National ESP Conference, Oct. 1-4, Manhattan, KS

2019 JCEP Leadership Conference, Feb. 6-7, Orlando, FL

2019 PILD Conference, Apr. 14-17, Arlington, VA

## Adjourn



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

	<b>Budgeted</b>	
	<b>2017-18</b>	<b>Actual</b>
<b>Income</b>		
Membership Dues		
Renewals @ \$60	\$ 6,000.00	\$3,550.00
New @ \$70	\$ 700.00	\$700.00
Life @ \$200	\$ 400.00	\$0
Fundraising (High 5 & High 10)	\$ 800.00	\$190.00
EPAF Auction-2016	\$ 1,500.00	\$1,261.67
National Endowment Donations	\$ TBD	
JCEP Workshop Funds	<u>\$ 500.00</u>	<u>\$500.00</u>
 <b>Total Income</b>	 <b>\$ 9,900.00</b>	 <b>\$6,201.67</b>
 <b>Expenses</b>		
Member Recognition	\$ 300.00	\$75.00
Scholarships	\$ 1,200.00	\$400.00
Friend of Extension Award	\$ 400.00	\$234.00
Public Policy Conference (PILD)-Public Issues Chair	\$ 500.00	\$1,168.45
ESP Annual Meeting - President	\$ 1,300.00	\$0
JCEP Meeting – President Elect - President	\$ 1,300.00	\$0
ESP National Dues	\$ 4,850.00	\$4,250.00
Office Expenses	\$ 50.00	\$175.83
National Endowment Donations	<u>\$ 0</u>	<u>\$0</u>
 <b>Total Expenses</b>	 <b>\$ 9,900.00</b>	 <b>\$6,303.28</b>



## Proposed Budget for Fiscal Year (10/1/18-9/30/19)

	<b>Budgeted 2018-19</b>
<b>Income</b>	
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>
 <b>Total Income</b>	 <b>\$ 9,900.00</b>
 <b>Expenses</b>	
Member Recognition	\$ 300.00
Scholarships	\$ 1,200.00
Friend of Extension Award	\$ 400.00
Public Policy Conference (PILD)-Public	\$ 500.00
Issues Chair	
ESP Annual Meeting - President	\$ 1,300.00
JCEP Meeting – President Elect -	\$ 1,300.00
President	
ESP National Dues	\$ 4,850.00
Office Expenses	\$ 50.00
	<u>\$ 0</u>
National Endowment Donations	
 <b>Total Expenses</b>	 <b>\$9,900.00</b>



## Abstract Committee

Members: **Adrian Hunsberger, chair**; Yolanda Goode, vice-chair; Stephanie Conner, Grantly Ricketts, Henry Mayer, Mary Nayfield-Crisp, Samantha Kennedy, Karen Stauderman, Vanessa Spero-Swingle, Lori Wiggins, George Harrison.

- The committee reviewed 14 abstracts but only 6 were accepted by the EPAF abstracts committee for presentation. All abstracts were scored by three reviewers.
- EPAF abstract competition is stiff and members are encouraged to write a high quality, impactful abstract. It's suggested that applicants look at abstracts that have been selected in the past to get tips on how to write a successful abstract. Follow abstract guidelines precisely and look at how abstracts are scored.
- There were 15 slots for abstract presentations for each association. ESP members are encouraged to submit an abstract, especially those who are up for permanent status or promotion.

Submitted by Adrian Hunsberger, Chair



## 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. Alex Bolques, ESP President, also helped solicit information. 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.

The membership (new, renewal, and life) applications and invoice forms have been removed from the annual report since membership is now processed using the Wild Apricot system at <https://epsilonsigmaphi.wildapricot.org/>.

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. When everyone submits their reports on time, the entire process goes much more smoothly.

Submitted by Samantha Kennedy, Chair and Editor



## Audit Committee

Audit will be conducted prior to EPAF. More information regarding the results of the audit will be available at a later date.

Submitted by Sonja Crawford, Chair



## Constitution and Bylaws Committee

The Constitution and Bylaws Committee had no requests this year. However, the committee is looking for new members and a co-chair.

Submitted by Brent Broaddus, Chair



## EPAF Memorial Committee

The following Extension colleagues passed away in the last year:

James B. “Jim” Estes (October 30, 2017)  
George Henry (December 31, 2018)  
David Bray (June 1, 2018)  
Kimberly Niblett (July 26, 2018)  
Dr. Richard “Dick” Baranowski (July 27, 2018)  
John Mark Shuffitt (August 11, 2018)  
Carol Lehtola (August 15, 2018)

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 Wednesday, August 29, 2018.

Submitted by Lori Wiggins, Chaplain



## Finance Committee

The 2017-2018 ESP Budget (page 10) and the 2018-2019 ESP Proposed Budget (page 11) have been submitted for review by membership.

Status of Accounts as of 3/19/2018:

Checking Account (as of 3/19/18).....\$6,990.22

Savings Account (as of 3/18/18).....\$5,154.86

**Total    \$12,145.08**

Certificates of Deposits

(Maturity Date 12/06/19- this account will automatically renew for 2 years).....\$6,430.90

**Total    \$6,430.90**

Submitted by Abbey Tharpe, Treasurer



## Global Relations Committee

The ESP Global Relations chair is glad to report three main events during 2017-2018 year with Global impact to this committee.

1. Chair (E. Vanessa Campoverde) and other ESP members led a roundtable discussion at 2018 JCEP meeting in Orlando, FL. The speakers were E. Vanessa Campoverde and Jonael Bosques.

### Affiliations:

E. Vanessa Campoverde and Jonael Bosques are current members of FACAA, NACAA and ESP. Other authors in the abstract were: Laura Valencia, member of 4-H and ESP and Karla Shelnutt, member of FEACS. **Topic: Got CAFE? The Formation of the Coalition of American-Hispanic Florida Extension Educators to Target Florida's Hispanic Audience** **Type of Presentation Being Proposed:** Round-Table Discussion (45 minutes) - Our communities are multicultural and diverse audiences who can greatly benefit from organizations such as Land Grant Universities and Cooperative Extension programming areas. The need to address this gap on serving efficiently clients from different backgrounds brought together a group of Extension agents and specialists with different field expertise such as Agriculture, Natural Resources, 4-H, Family and Consumer Sciences, Sea Grant, and Community Development to bridge the gap on educating Hispanic/Latino communities on research based information all across Florida.

2. Chair E. Vanessa Campoverde also presented at 2018 American Society of Horticultural Sciences annual meeting: *"Internationalizing Extension through Agricultural Volunteer Opportunities."*

Through international experience, Extension educators learn desirable skills to meet clientele needs and professional expertise working with other cultures in local communities while addressing global issues. Although highly encouraged, some challenges do arise for agricultural and Extension educators seeking opportunities to participate in international assignments. The US Agency for International Development (USAID) Farmer-to-Farmer (F2F) program provides technical assistance from U.S. volunteers to farmers, farmer groups, agribusinesses and other agriculture sector institutions in developing and transitional countries with the goal of promoting sustainable improvements in food security and agricultural processing, production and marketing.

3. Chair E. Vanessa Campoverde was invited to present the same topic to "Partners of the Americas" a 501(c) 3 non-profit, non-partisan organization with international offices in Washington, DC. Partners of the Americas connects volunteers, international development professionals, governments, businesses, and higher education institutions to implement programs in Latin America and the Caribbean. By linking local organizations with broader funding opportunities and empowering citizens to become agents of change, we develop lasting solutions to our hemisphere's toughest challenges together.

Submitted by Vanessa Campoverde, Chair



## History Committee

No report.



## Member Services Committee

There was greater competition among some of the award categories this year than last, but still many of the awards received no nominations and a few only received one. 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
- Distinguished Service Recognition

The following Chapter-only awards went unapplied for:

- Retiree Service Recognition
- 25-Year Tenure Recognition
- Chapter Retirement Recognition

2018 ESP Awards (# given)	Number of Applicants	Winners
Distinguished Team Award (1)	1	Grantly Ricketts Liz Felter Lance Osborne Chris Marble Jianjun Chen Shad Ali Hannah Wooten
Diversity/Multicultural Award – Individual (1)	1	Laura Valencia
Diversity/Multicultural Award – Team (1)	1	Elver Pardo Chris DeCubellis
Early Career Award (1)	7	Ramona Madhosingh-Hector
Friend of Extension Award (1)	1	Misa Mills
International Service Award (1)	2	Christine Kelly-Begazo
Mid-Career Award (1)	5	Samantha Kennedy
Visionary Leadership (1)	3	Ramona Madhosingh-Hector

These state award winners will be submitted by Member Services Chair for recognition at the national level in 2019. A special congratulations goes out to Will Sheftall, the 2017 Distinguished Service Award winner from the Alpha Delta Chapter, who won the DSA award for the ESP South Region in 2018!

2018 Recognitions (Chapter-only Awards) Recognition (# given)	Number of Applicants	Winner
Meritorious Support Service Award (1)	1	Cynthia Rutherford

There were NO APPLICANTS for the three available \$400.00 Chapter Scholarships for Professional Improvement, which can financially assist agents in pursuing a project, class, event, courses, or conference that will benefit the applicant's Extension programming. Applications are due **April 1** and are announced with the call for awards. Members are encouraged to apply for this terrific opportunity. Applications are available on the ESP Alpha Delta Chapter website. Applicants MUST have contributed to the High Five/High Ten campaign to qualify.

One more scholarship opportunity will be announced after EPAF for the JCEP Leadership Conference. This conference will take place February 6-7, 2019 at the Wyndham San Antonio Riverwalk in San Antonio, TX. 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 1**. The application is available on the ESP Alpha Delta Chapter website. Applicants MUST have contributed to the High Five/High Ten campaign to qualify.

### **Member Services Committee**

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

- Linda Seals
- Laura Cash
- Henrique Mayer
- Holly Abeels
- Mary Beth Henry
- Vanessa Campoverde
- Christine Kelly-Begazo
- Brian Estevez
- Nancy Moores
- Laura Valencia
- Sonja Crawford
- Judy Corbus

Submitted by Samantha Kennedy, Chair



## Member Recruitment and Retention Committee

Our first year of online membership via Wild Apricot was just that, WILD. Some of our members were so organized, they sent their fees in before the release and we had to collect the checks and get them to national. Then we discovered there was no place for Hi-Fives or any other monetary donations. To close it out, once your certificate was printed, you were no longer designated NEW in the system so it was hard to track those individuals.

Thanks to a very appreciated group effort, somewhere in August, all was straightened out, and our membership played out like this:

- 9 new members
- 93 renewals
- 38 life members

For a total of 140 members this year.

Some dues were sent in quite late so we have saved those for next year. Therefore, we already have SEVEN members ready to go for 2019.

Remember, enrollment for FLORIDA must be done by December 31, 2018 despite the system saying you have until Feb. 1, 2019.

Submitted by Nancy Moores, Analyst



## Nominating Committee

### ESP Alpha Delta Chapter 2018-19 Proposed Roster of Officers

The following slate of officers for 2018-19 will be presented to the membership at the annual business meeting. The proposed officers, except treasurer, will rotate into the next position the following year.

Past-president	Alex Bolques
President	Martha Maddox
President-elect	Henry Mayer
Secretary	Nancy Moores
Analyst	Lori Wiggins
Chaplain	Linda Seals
Treasurer	Abbey Tharpe

#### District Directors

Term expiring in 2019:

Northeast	David Nistler
Southwest	Lara Milligan
State Faculty	Jennifer Gillett-Kaufman
Life Members	Betsy Crisp

Term expiring in 2020:

Northwest	Yolanda Goode
Central	Grantly Ricketts (Entering 2nd year of 2-year term. Will serve another 2-year term expiring in 2022)
Southeast	Laurie Hurner (Replacing Linda Seals as she enters into the officer rotation. Will serve another 2-year term expiring in 2022).

Crystal Snodgrass was inadvertently asked to serve as the Southwest District Director but Lara Milligan is still serving. The committee recommends Crystal serve in this position beginning 2020.

**Committee:** Marjorie Moore, Chair; David Nistler; Grantly Ricketts; Lara Milligan; Linda Seals; Jennifer Gillett-Kaufman; and Betsy Crisp

Submitted by Dr. Marjorie Moore, Chair



## Professional Development Committee

No report.



## Public Issues Committee

No report.



## Resource Management and Development Committee

No report.



## Retirees & Life Members Committee

### ACCOMPLISHMENTS:

A list of 36 names was provided when I took on responsibility as chair for these two committees. That number has grown to 116, with help from various sources, but all the information (addresses and emails, etc.) has to be updated since many have moved or used their work emails in the past. Those with valid emails (in eight cases, utilized US Mail) were contacted at least three times (to update personal info; receive newsletter; invite to EPAF 2018). We are excited about having the membership meeting, retirees' luncheon and meeting all on the same day and hope more retirees will join us this year. Thank you to the board for making this possible.

The first issue of the new ***ESP Extension Connections Newsletter for Life Members and All Retirees*** (Spring/Summer 2018) was developed with the help of Chris Kilbride, Emeritus. This replaces the past publication ***Senior Moments*** and we plan to distribute twice a year. After spending so many years as part of the Extension family, retirees enjoy keeping in touch and we will use this tool to do just that. We have already received positive feedback and welcome contributors (please send any info to me or Chris).

### ACTION NEEDED:

So much is changing in Extension these days. We need everyone's help in keeping up with new retirees contact info and updates. We have heard that there will be an increased number of retirees this year and we have started collecting info before anyone leaves (UF cannot help us by providing any info after they depart). Chris will be distributing business cards at EPAF for this ESP purpose as well as to encourage FCS agents (past and present) to provide a bio and photos for the FloridaFCS.org website she developed and manages.

***Note: I will regretfully miss the board meeting at EPAF on Monday but plan to see you all at the membership meeting, retirees' luncheon, and meeting with the Dean on Wednesday.***

Submitted by Betsy Crisp, Chair



## Webpage Management Committee

Still no word from IT about if our website site will migrate to the Terminal 4 platform. Until then, continue to send all new forms and information to me via email. Suggestions to improve the website are always welcomed!

Submitted by Linda Seals, Chair



## Northwest District Report

**Jennifer Bearden, NW District Director**



**Escambia** – Nick Simmons, CED – No report

**Santa Rosa** – Mike Donahoe, CED

Vacancies: None

Potential New Members: Mary Salinas, Matt Lollar

Announcements: Matt Lollar has transferred to Santa Rosa County from Jackson County and Mike Donahoe will be retiring in December 2018.

Budget Issues Facing County: None

**Okaloosa** – Pam Allen, CED

Vacancies: None

Potential New Members: none

Personal Announcements: Pam Allen will be retiring in December 2018.

Budget Issues Facing County: Budget is good

**Walton** – Mike Goodchild, CED

Vacancies: none

Potential New Members: none

Personal Announcements:

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: Marjorie Moore will be retiring in December 2018

Budget Issues Facing County: No budget issues in Bay County.

**Jackson** - Doug Mayo, CED

Vacancies: Horticulture Agent position is open

Potential new members: Angel Granger  
Personal Announcements: none  
Budget issues: none

**Calhoun** - Judy Ludlow, CED

Vacancies: None

Potential New Members: none

Personal Announcements: Judy Ludlow will be retiring this year.

Budget Issues Facing County:

**Liberty** – Monica Brinkley, CED

Personal Announcement: Monica Brinkley will be retiring in December 2018

**Gulf** – Ray Bodrey, CED – No report

**Franklin** – Erik Lovestrand, CED – No report

**Wakulla County** – Les Harrison, CED – No report

**Gadsden** – Shep Eubanks, CED

Vacancies: Horticulture/Small Farms Agent position open

Potential New Members: none

Personal Announcements: DJ Wiggins moved to another state.

Budget Issues Facing County: none

**Leon** – Marcus Boston, CED – No report

**Jefferson** – John Lilly, CED

Vacancies: none

Potential New Members: none

Personal Announcements: Hired new Ag agent, Danielle Sprague

Budget Issues Facing County: none



## Northeast District Report

David Nistler, NE District Director



### Nassau

CED: Becki Jordi

New Hires: Justina Dacey Ag/Natural Resource Agent

Departures/Retirements: none

Vacancies: none

### Duval

CED: Mike Sweat

New Hires: none

Departures/Retirements: none

Vacancies: Small Farms/Alt. Enterprises Agent

### Clay

CED: Dr. Brad Burbauah

New Hires: none

Departures/Retirements: A. Creamer, 4-H Agent

Vacancies: 4-H STEM Agent

### Baker

CED: Alicia Lamborn

New Hires: none

Departures/Retirements: Dr. Mike Davis, Ag Agent

Vacancies: Ag/Natural Resource Agent

### Bradford

CED: Dr. Debbie Nistler

New Hires: Luara Canal, Ag/ Livestock Agent

Departures/Retirements: Jim DeValerio, Horticulture Agent, Justin Walker, Ag/ Natural Resource Agent

Vacancies: Horticulture Agent, Livestock/ Forages Agent

### **Union**

CED: David Nistler

New Hires: none

Departures/Retirements: none

Vacancies: none

### **Alachua**

CED: Dr. Cindy Sanders

New Hires: Dr. Taylor Clems, Environmental Hort. Agent, Martha Maddox, FCS Agent

Departures/Retirements: D. DeBusk, Environmental Urban Hort. Agent

Vacancies: none

### **Columbia**

CED: interim

New Hires: none

Departures/Retirements: Mace Bauer, Ag/ Com Hort. Agent, Cindy Higgins, 4-H Agent

Vacancies: Agronomy Agent, 4-H Agent

### **Gilchrist**

CED: Marvin Weaver

New Hires: none

Departures/Retirements: none

Vacancies: none

### **Levy**

CED: Ed Jennings

New Hires: none

Departures/Retirements: none

Vacancies: none

### **Citrus**

CED: BJ Jarvis

New Hires: none

Departures/Retirements: none

Vacancies: none

### **Hamilton**

CED: Greg Hicks

New Hires: none

Departures/Retirements: none

Vacancies: none

### **Suwannee**

CED: Kathrine Allen

New Hires: none

Departures/Retirements: Patrick Troy, RSA Row Crops

Vacancies: RSA Row Crops

**Lafayette**

CED: Jana Hart

New Hires: Dr. Izabella Thompson, RSA Dairy

Departures/Retirements: none

Vacancies: none

**Dixie**

CED: Holly Houghton

New Hires: none

Departures/Retirements: none

Vacancies: none

**Madison**

CED: Dan Fenneman

New Hires: none

Departures/Retirements: none

Vacancies: none

**Taylor**

CED: Clay Olsen

New Hires: none

Departures/Retirements: none

Vacancies: none

**Total current and future agent position vacancies (including 2018 Buyouts) are 1 Horticulture, 7 Agriculture, 2 FCS, 3 4-H, and including 4 County Extension Directors.**



## Central District Report

Grantly Ricketts, Central District Director



### Flagler and Putnam

CED Name: Sharon Treen.

New hire: Wendy A Mussoline, Agriculture

### Lake – No report

CED Name: Lloyd Singleton (Departing)

### Marion

CED Name: David Holmes

New hires: Brianna Swartzfager, 4-H STEM Agent

Departures: Margaret Carden (4-H); Mark Shuffitt passed away.

### Orange

CED Name: Richard Tyson

New hires: Jenny A. Rodrigues, Family and Consumer Sciences

### Osceola

CED Name: Stacy Strickland

New hire: Krista Stump, Natural Resources

Potential new ESP members (3 yrs. plus): Eva Pabon, Johanna Ramirez

### St. Johns

CED Name: Tim Wilson.

No changes since last EPAF.

### Seminole

CED Name: Barbara A. Hughes

New hire: Karen Henry, 4-H Agent and Tina McIntyre, FFL Agent

**Sumter**

CED Name: Jim Davis

New hires- Lisa Sanderson, Residential/Master Gardener Coordinator, Matthew Smith, Sustainable Agriculture and Food Systems Agent, Luann Duncan, FCS Agent (transfer from Orange County)

Departure: Martha Maddox transferred to Alachua county

**Volusia**

Interim CED: Sharon Gamble

No changes since the last EPAF



## Southwest District Report

Lara Milligan, Southwest District Director



### Charlotte County

- New Hires – Kristie Popa, 4-H EA II (came from DeSoto County)
- Departures/Retirements – Pamela Phillippe, 4-H EA II
- Position Vacancies - None
- Potential New Members (must be with Extension a minimum of 3 years before they can join)- Ralph E. Mitchell, Betty Staugler – she may already be a member?, and Kristie Popa
- Permanent Status/Promotions - None
- Personal/Announcements - None

### Collier County

- New Hires - None
- Departures/Retirements - None
- Position Vacancies - None
- Potential New Members (must be with Extension a minimum of 3 years before they can join) - None
- Permanent Status/Promotions - None
- Personal/Announcements Collier is still displaced from the Extension Building due to Hurricane Irma. Repairs are scheduled to begin this month. The goal is to be able to return in December 2018.

### DeSoto County

- New Hires – Chris Prevatt, Agriculture SSA II, Ona REC
- Departures/Retirements - Deanna Thompson left Extension and Kristie Popa transferred to Charlotte County as their 4-H agent

- Position Vacancies - Both the CED/Livestock and 4-H position are vacant
- Potential New Members (must be with Extension a minimum of 3 years before they can join)
- Permanent Status/Promotions - None
- Personal/Announcements - None

### **Hardee County**

- New Hires – Jose Zayas, 4-H EA II
- Departures/Retirements – Carolyn Wyatt, 4-H EA III
- Position Vacancies - None
- Potential New Members (must be with Extension a minimum of 3 years before they can join) - None
- Permanent Status/Promotions - None
- Personal/Announcements - None

### **Hillsborough County**

- New Hires – Alison Grooms, FCS EA I
- Departures/Retirements – Jamila Lepore, FCS EA I
- Position Vacancies - None
- Potential New Members (must be with Extension a minimum of 3 years before they can join) – Charlie Poliseno has another year before he is eligible for ESP.
- Permanent Status/Promotions - None
- Personal/Announcements - Charlie Poliseno got married

### **Lee County**

- New Hires - None
- Departures/Retirements - None
- Potential New Members (must be with Extension a minimum of 3 years before they can join) - Jennifer Hagen, FCS (2.5 yrs in August 2018)
- Permanent Status/Promotions - Joy Hazell, EA II to EA III Sea Grant, 2019

### **Manatee County**

- New Hires – Crystal Snodgrass, CED II, from EA II to CED II in Manatee Count; Angle Dryden: 4-H Office Specialist - 9/18/17; Mack Lessig: Community Gardens Program Assistant - 10/30/17; Angela “Angie” Gigliotti: Ag Office Specialist - 1/22/18; Amanda Sanchez: Food and Nutrition Program Assistant - 8/10/18; Jean Farmer: Food and Nutrition Program Assistant - 8/10/18; Tara Gage: Extension Program Manager FNP - (hire date TBD)
- Departures/Retirements - Alice Kempa – retired 7/5/18 (FNP Program Assistant)

- Position Vacancies - Sustainable Food Systems Agent (offer pending). In the new fiscal year, beginning Oct. 1, our part time community gardens program assistant will become full time. We were granted a full time Office Specialist position. We will begin the hiring process in Sept.
- Potential New Members (must be with Extension a minimum of 3 years before they can join): Michelle Atkinson, Christa Kirby, Lisa Hickey, Angela Collins, Diana Smith, Martha Glenn
- Permanent Status/Promotions: Lisa Hickey was promoted from EA I to II, but no permanent status since she is considered a courtesy agent
- Personal/Announcements - None

### **Pasco County**

- New Hires – Laura Bennett, Ag EA I
- Departures/Retirements - Jean Hink is retiring in January 2019
- Position Vacancies - None
- Potential New Members (must be with Extension a minimum of 3 years before they can join) - None
- Permanent Status/Promotions - None
- Personal/Announcements - None

### **Pinellas County**

- New Hires – None
- Departures/Retirements – Nan Jensen, FCS and Jane Morse, Commercial Hort. will be retiring by end of 2018/early 2019. Administrative Secretary will also be retiring in October.
- Position Vacancies – Will need to fill positions mentioned above.
- Potential New Members (must be with Extension a minimum of 3 years before they can join) – None
- Permanent Status/Promotions – Lara Milligan, Natural Resources Agent, EA I to EA II and Permanent Status
- Personal/Announcements – Alyssa Bowers is on maternity leave. Björn Rowan Bowers was born on 7/31/18.

### **Polk County**

- New Hires – None
- Departures/Retirements—Susan Webb, Regional Specialized agent for School and Community Gardens, transitioned to direct supervision of the District Extension Director, Brenda Rogers. Chris Holcomb, Dairy and 4-H Regional Specialized Agent, resigned and is in a private industry position.
- Position Vacancies—None

- Potential New Members (must be with Extension a minimum of 3 years before they can join)—Shannon Carnevale, Bridget Carlisle
- Permanent Status/Promotions—Mary Beth Henry promoted to Agent III! Shannon Carnevale promoted to Agent II and Permanent Status!
- Personal/Announcements—Susan Webb gave birth to a healthy baby boy, Oliver, in May!

### **Sarasota County**

- New Hires – Lee Hayes Byron, CRD CED II; Mindy Hanak, Community and School Gardens Coordinator; Melinda Gorman, Administrative Assistant; Angela Bright, Administrative Assistant/ Soil and Water Conservation District
- Departures/Retirements- Robert Kluson retired June 30, 2018; Stacy Haag-Spriggs, Community and School Gardens Coordinator, and Janie Besselman, Administrative Assistant/ Soil and Water Conservation District; Don Rainey recently left his position in the GIBMP program to become the regional Water Agent.
- Position Vacancies- Robert's Agriculture Agent will be posted soon
- Potential New Members (must be with Extension a minimum of 3 years before they can join) - None
- Permanent Status/Promotions - None
- Personal/Announcements - None

### **Regional**

- New Hires – Donald Rainey, Water Resources RSA III, District IV



## Southeast District Report

Linda Seals, Southeast District Director



### **Brevard County** – Beth Shephard, Interim CED

New Hires in the past year: 0

Retirements or resignations in the past year: 2

Current vacancies: 2

Agents granted promotion and/or PS in 2018: 0

Potential new ESP members (3+ years as an agent): none

Challenges, news, budget issues to share: none

### **Broward County** – Lorna Bravo, CED

New Hires in the past year: 3

Retirements or resignations in the past year: 2

Current vacancies: 2

Agents granted promotion and/or PS in 2018: 1

Potential new ESP members (3+ years as an agent): none

Challenges, news, budget issues to share: New IT transition under UF Oct. 1, 2018.

### **Glades County** – Tycee Prevatt, CED

New Hires in the past year: Administrative Support – Tina Heflin

Retirements or resignations in the past year: Admin Support – Shireen Riley

Current vacancies: none

Agents granted promotion and/or PS in 2018: none

Potential new ESP members (3+ years as an agent): none  
Challenges, news, budget issues to share: none

**Hendry County** – Gene McAvoy, CED  
No Report

**Highlands County** – Laurie Hurner, CED  
New Hires in the past year: Taylor Pohl Davis, Livestock Agent, Ashley Houpe-King Stewart, 4-H, Laura Strickland, Administrative Assistant  
Retirements or resignations in the past year: None  
Current vacancies: None  
Agents granted promotion and/or PS in 2018: None  
Potential new ESP members (3+ years as an agent): David Austin, Ashley Houpe-King Stewart  
Challenges, news, budget issues to share: All is going great in Highlands County, we are fully staffed and beginning anew with an amazing team and some exciting new things to come!

**Indian River County** – Christine Kelly-Begazo, CED  
New Hires in the past year: none  
Retirements or resignations in the past year: none  
Current vacancies: none  
Agents granted promotion and/or PS in 2018: none  
Potential new ESP members (3+ years as an agent): none, two for next year.  
Challenges, news, budget issues to share: Just chugging along

**Martin County** – Jennifer Pelham, CED  
New Hires in the past year: Jennifer Pelham, CED & Urban Horticulture Agent IV, Natalie Parkell, 4-H Agent I, Dr. Vincent Encomio, Sea Grant Agent II  
Retirements or resignations in the past year: none  
Current vacancies: none  
Agents granted promotion and/or PS in 2018: Yvette Goodiel - PS & Promotion to Agent III  
Potential new ESP members (3+ years as an agent): Jennifer Pelham  
Challenges, news, budget issues to share: Working with volunteer accounts and the 182 account.

**Miami-Dade County** – Teresa Olczyk, CED  
New Hires in the past year: Zakkiiyah (Zee) Osuigwe, FCS Agent  
Retirements or resignations in the past year: Jeramy Smith, 4-H Youth Development Agent  
Current vacancies: 4-H Youth Development Agent (interviews are scheduled for August 17, 2018) and FYN Extension Agent. This is 100% county funded position and it is on hold for attrition since Morgan Hopkins left in March of 2017. I am also trying to reclassify this position to FYN Coordinator.  
Agents granted promotion and/or PS in 2018: None this year  
Potential new ESP members (3+ years as an agent): Jeff Wasilewski, Qingren Wang, Vanessa Campoverde.  
Challenges, news, budget issues to share: Not enough staff to deal with 2.7 million residents. We would love to have some 4-H PAs to deal with all growing demands. In the past we had three (one of them was 100% county funded) 4-H agents and 3 UF funded PAs, but this was a long time ago. I am trying for last few years to convince county to get us a couple additional PA type positions with no luck so far. Slow internet connectivity in the main office in Homestead that

needs to be upgraded (UF? county?) County budget for 2018/2019 will be approved by the Board of County Commission in the third week of September, hopefully with no cuts to our budget. Constant dealings with the county bureaucracy .....

**Monroe County** – Alicia Bradigan-Betancourt, CED

New Hires in the past year: Michelle Mularz, horticulture agent and Liz Yongue, extension coordinator

Retirements or resignations in the past year: Kim Gabel, environmental horticulture agent, Dawn Thomas, extension coordinator

Current vacancies: economic development agent

Agents granted promotion and/or PS in 2018: Alicia Betancourt to agent III

Potential new ESP members (3+ years as an agent): Shelly Krueger, Sea Grant

Challenges, news, budget issues to share: County budgets tighten as the hurricane Irma bills pile up. FEMA compensation is slow.

**Okeechobee County** – Lauren Butler, CED

New Hires in the past year: 3

Retirements or resignations in the past year: 3

Current vacancies: Horticulture program assistant

Agents granted promotion and/or PS in 2018: none

Potential new ESP members (3+ years as an agent): none

Challenges, news, budget issues to share: retirement of veteran agent, resignation and hire for office assistant position...all during summer programming. We have finally hired new 4-H agent and replaced office assistant position.

**Palm Beach County** – Ron Rice, CED

Retirements or resignations in the past year: Cyndi Longley, FCS Agent; Carmen Bostrom, 4-H program assistant; Heidi Reever, FNP extension program manager. Maisie Ross retired in November 2017, long-time FCS Program Leader.

Current vacancies: new 4-H position (not filled due to frozen new position)

Agents granted promotion and/or PS in 2018: 0

Potential new ESP members (3+ years as an agent): Ron Rice, Matt vanWeelden, Frank Dowdle, Chris Miller

Challenges, news, budget issues to share: Our PBC budget is quite good and supportive, robust compared to many other counties. One challenge has been an extremely aging computer population in our offices. After a 2-year effort to upgrade, I was granted a special 1-time budget from PBC to upgrade, and so we are doing that now ... 25+ new computers. In summary, PBC has been very good to us.

**St. Lucie County** – Ed Skvarch, CED

Retirements or resignations in the past year: Dr. Garima Kakkar

Current vacancies: 1.

Agents granted promotion and/or PS in 2018: 0

Potential new ESP members (3+ years as an agent): 0

Challenges, news, budget issues to share: Citrus Greening is the Biggy ...



## State Specialist Report

### Report Submitted by Jennifer Gillett-Kaufman

I am continuing to work to recruit state specialists and upper administration to join ESP. I have sent email requests and met with individual interested state specialists who I know are completing their three year packets. I also discussed award nominations with several state specialists and CEDs to recognize the work of their county faculty and/or collaborators. I serve as the UF/IFAS Extension Faculty Advisory Committee (EFAC) representative for ESP. No ESP topics were taken to the EFAC for two of the last four meeting. Please make sure you submit your concerns so they can go to the Deans for resolution or discussion. I have attended three EFAC meetings since the last EPAF meeting and I sent an alternate (Linda Seals) in my place when I was overseas and unable to attend. If I can receive a list from the Membership Committee I will contact all state specialist members of ESP who were delinquent with dues payments and reminded them of the importance of maintaining their membership. I am unable to attend EPAF this year, I can participate in the ESP business meeting via conference call. I have no other information to report.



## 2017 ESP Membership Meeting Minutes (Summary)

August 28, 2017  
1:30 – 3:00pm EDT

The 2017 Annual ESP Meeting was called to order by president Alex Bolques on Monday, August 28, 2017, 1:30 PM 3:00 PM. during the 2017 EPAF Conference at the Sanibel Harbour Marriott Resort & Spa, Fort Myers, FL.

Nancy Moores, Chaplain, gave the thought for the day

Martha Maddox, Secretary did the recognition of Guests and Retirees  
Alpha Delta Chapter Annual Report (Committee Report)

Business conducted included: conducting the initiation of new members, voted on archiving ESP historical documents at the UF Libraries and voted on the proposed EPAF wellness committee and new slate of Officers. All committee reports were presented during the meeting by committee chairs.

When secretary was moving counties her computer crashed and recorded minutes were lost.

Submitted by Martha Maddox, Secretary



## ESP Fall Board Meeting Minutes

**December 14, 2017**  
**2:00 – 4:00pm EDT**

### **Call to Order**

Alex Bolques, President

Meeting was called to order at 2:07 PM

### **Thought for the Day**

Lori Wiggins, Chaplain

*Great minds discuss ideas. Average minds discuss events. Small minds discuss people. Eleanor Roosevelt*

*One small positive thought can change your whole day. Ann Voskamp*

### **Roll Call (Voting Members & Committee Chairs)**

Henry Mayer, Secretary

**Present:** Alex Bolques, Nancy Moores, Lori Wiggins, Martha Maddox, Marjorie Moore, Jennifer Gillett-Kaufman, Grantly Ricketts, Lara Milligan, Linda Seals, Betsy Crisp, Samantha Kennedy, Adrian Hunsberger, Debbie Nistler and Henry Mayer

**Absent:** Abbey Tharpe, Jennifer Bearden, David Nistler, Vanessa Campoverde, Dan Culbert, Sonja Crawford, Brent Broaddus

### **Correspondence:**

Henry Mayer, Secretary

Dan Culbert has been in contact with the UF library to archive ESP information. A copy of a DEED OF GIFT to UNIVERSITY OF FLORIDA FOUNDATION, INC. on behalf of the GEORGE A. SMATHERS LIBRARIES, UNIVERSITY OF FLORIDA can be found on page 81 and 82 of the ESP ADC 2016/17 Annual Report.

### **Treasurer's Report**

Abbey Tharpe, Treasurer

Budget sheet with income and expenditures is attached at the end of the minutes. Lori gave treasury report. Bolques noted that a reimbursement from National ESP for \$200 would be forthcoming for attending the delegate's meeting during the annual conference.

In addition, ESP received a check from EPAF. The amount was \$1,261.67

### **Audit report - None**

## **Analyst's Report**

Nancy Moores, Analyst

Wild Apricot seems to be user friendly. Emails have gone out to all current members with renewal instructions. However, several emails have come back as undeliverable. Checking them, they appear to be correctly written but either the members are no longer with UF or not in that particular county. Tracking them down has not been easy.

-We currently have 36 life members and all have a NEVER renewal date in Wild Apricot.

-There are five new members, four of which have completed payment and one pending.

-There are 37 renewals paid, 22 pending payment, and 102 active for the current year.

Henry is still receiving hard copy renewals and payments which he is forwarding to me and I notify the member they must go in and renew before I mail the check off to national. Confirmed with Linda Seals that the form is off the website and Wild Apricot information is up. However, the officer names have not yet been changed.

Seven people paid with PayPal so treasurer Abbey Tharpe wrote a check to national and we are working on those online renewals, as well.

Need confirmation that Dec. 31, 2017 will remain the deadline to enroll and be eligible for awards and scholarships as online renewal is showing Feb. 1, 2018.

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

Northwest District: Jennifer Bearden (entering 2<sup>nd</sup> year of a 2-year term)

None

Northeast District: David Nistler (nominated for a second 2-year term)

None

Central District: Grantly Ricketts (entering 2<sup>nd</sup> year of the 2-year term)

Reported on recruitment efforts, trying to recruit new people.

South Central District: Lara Milligan (nominated for a 2-year term)

She is checking that the following faculty are ESP members:

- **Departures:** Jamila Lepore, FCS EA I, Hillsborough County
- **Retirements:** Carolyn Wyatt, 4-H EA III, Hardee County

She will send an email to her DED (Brenda Rogers) to send out to CEDs encouraging eligible members to consider becoming ESP members and listing benefits.

South District: Linda Seals (entering 2<sup>nd</sup> year of a 2-year term)

Reported on recruitment efforts, trying to recruit new members

State Specialists: Jennifer Gillett-Kaufman (nominated for a second 2-year term)

She 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 and to encourage their participation in PILD. She had contacted all state specialists and administrators who are delinquent in paying 2017 dues a reminder of the importance of their continued participation in ESP. Having an updated list of who still needs to pay for 2018 would help her reach out to more delinquent members. She will continue in the role of State Specialist Director and as the ESP representative on the Extension Faculty Advisory Committee (EFAC).

**Life Members:** Betsy Crisp (accepted nomination for a 2-year term)

Betsy Crisp accept to be the chair of the Life members instead of Mary Keith. She is establishing contact with new retirees and remind them to check EPAF website

**Committee Reports.....**.....Martha Maddox,  
President-elect

As follows:

**Member Services/Awards:** Samantha Kennedy, chair

We received two applications for the JCEP Scholarship. Early Bird registration for the JCEP conference ends on January 18, 2018, so the scholarship applications will be judged the beginning of January 2018 so that the winner can be informed in time to make the registration deadline. Lara Milligan and I will be meeting on January 10, 2018 to discuss the committee leadership transition. At that time, she will share materials, deadlines, and procedures with me for the coming year.

**Professional Development:** vacant

**Abstracts:** Adrian Hunsberger, chair

Yolanda Goode, co-chair

Members: **Adrian Hunsberger, chair;** Stephanie Conner, Grantly Ricketts, Henry Mayer, Mary Nayfield-Crisp, Samantha Kennedy, Karen Stauderman, Vanessa Spero-Swingle, Lori Wiggins, George Harrison.

- The committee reviewed 12 abstracts and 9 were accepted by the EPAF abstracts committee for presentation.
- There were 17 slots for abstract presentations for each association. ESP members are encouraged to submit an abstract, especially those who are up for permanent status or promotion.
- Adrian Hunsberger was unable to attended EPAF due to a family emergency. Many thanks go to Alex Bolques and Yolanda Goode who filled in and conducted the Extension Leadership Abstracts session during the conference.
- Many thanks to Maia McGuire for providing the scoring rubrics.

**Public Issues:** vacant

**Global Relations:** Vanessa Campoverde, chair

Extension Faculty Retreat in Gainesville to serve Hispanic and minorities needs in Florida through educational efforts

For the past several months a group of about 25 Hispanic county and state Extension faculty from all program areas have formed a group and had several meetings to discuss meeting the need of Florida's Latin community. This group has been led by Jonael Bosques in Hardee County. One of the things we have received permission to do is to have a retreat in Gainesville December 18-19 from noon to noon at the Straughn Center. During this meeting we would like to meet to develop our mission as well as objectives for programming that can be used for the next year and included in ROAs and POWs. We are very interested in being able to report our impact state wide so will also be discussing our evaluation plans.

Some of the priorities for our group include scholarship (creating and translating appropriate materials for our target audience), giving our Hispanic faculty a voice, and serving the needs of our growing Latin community in Florida. We have even decided on the name Café Latino: CoALition of Faculty in Extension for Latinos. While we are all currently Hispanic, we welcome those who do not speak Spanish but also work with the target community. We would appreciate it if you could send us the names of any of your faculty you think should also be involved.

Please let me know if you have any questions, and we hope to see you at the retreat.

**Membership Recruitment & Retention:** Nancy Moores, chair

2017 Membership Campaign. Will send information to every District about people who didn't pay fees

**Retirees/Life Members: Betsy Crisp**

Betsy is the new chair of the retiree's/life members committee. She replaces Mary Keith. We welcome Betsy and thank Mary for her service.

**Website:** Linda Seals, chair

Website will be updated with current committee chairs once they are confirmed. Still waiting to hear from IFAS Web team on if, and when EPAF sites will go to T4.

**Resource Management (Foundation):** Debbie Nistler, chair

My report is brief. We raised \$190 so far for the high- five and high- ten. We expect a few more in before the end of the year.

**Finance:** Abbey Tharpe, chair

see Treasurer's report.

**Chaplain (EPAF Memorial):** Lori Wiggins, chair

James B Estes updates

**Chapter History:** Dan Culbert, chair

Deed of Gift between ESP and UF libraries will be signed which will allow archive ESP information into UF libraries. Bolques will contact Dan in order to sign the agreement. The deed will stipulate that ESP is relinquishing to UF libraries the right for the documents to be archive.

**Annual Report:** Samantha Kennedy, chair

The 2017-2018 annual report is currently available on the ESP website. However, I have updated the report to reflect current or new committee chairs as well as the new names of the South Central (now Southwest) and South (now Southeast) Districts. The updated report will be sent to Alex Bolques as well as Linda Seals for addition to the ESP website.

**Audit:** Sonja Crawford, chair

Unable to attend

**Constitution and Bylaws:** Brent Broaddus, chair

Unable to attend

**Nominating:** Marjorie Moore, chair

Marjorie is working with the District Directors in order to find candidates to be nominated for next Chaplain.

**Old Business**

Update Committee Chairs listing

National ESP Online Membership Payment System

Deed of Gift between ESP and UF Libraries.

**New Business**

Chapter representative for the New Agent Academy luncheon in January.

Martha M. volunteered to attend and represent ESP at the next luncheon

Review National ESP Calendar

Bolques encouraged the Board and Committee Chairs to visit the National ESP calendar online for awards and scholarship notifications and due dates.

**Upcoming Events**

The Joint Council of Extension Professionals (JCEP), will be held on Feb. 14-15, 2018, Orlando, FL. Several candidates already submitted the application for the EPAF scholarship. Several BOD members mention that they are going to present at the JCEP and they have their expenses covered in case other people want to go.

**Announcements, Questions or Concerns**

- Betsy mention if it's possible to move the ESP membership meeting at the same day that the retiree's luncheon.
- Martha mention that she would bring that concern forward on the next EPAF Board Meeting.
- Nancy Moores commented that is receiving emails back from the membership (old email address) from past membership list.
- Alex is going to order pens and pins for the next year new members' induction ceremony at EPAF.

**Next Board Meeting:** Winter/Spring TBD by doodle poll

**Adjourn: Motion to adjourn at 4:05 PM**

Submitted by Henry Mayer, Secretary



## ESP Winter Board Meeting Minutes

March 19, 2018  
2:00 – 4:00pm EDT

**Call to Order**

Alex Bolques, President

Meeting was called to order at 2:07 PM.

**Thought for the Day**

Lori Wiggins, Chaplain

Plenty of people miss their share of happiness, not because they never found it, but because they didn't stop to enjoy it. (William Feather)

**Roll Call (Voting Members & Committee Chairs)**

Henry Mayer, Secretary

**Present:** Alex Bolques, Nancy Moores, Lori Wiggins, Jennifer Gillett-Kaufman, Grantly Ricketts, Linda Seals, Betsy Crisp, Samantha Kennedy, Henry Mayer, Abbey Tharpe, Jennifer Bearden, Vanessa Campoverde, Dan Culbert, Brent Broaddus

**Absent:**, , David Nistler, , Sonja Crawford, Martha Maddox, Marjorie Moore, Lara Milligan, Adrian Hunsberger, Debbie Nistler

**Correspondence:**

Henry Mayer, Secretary

Nothing to report

**Treasurer's Report**

Abbey Tharpe, Treasurer

Budget sheet with income and expenditures is attached at the end of the minutes.

**Audit report**

Nothing to report

**Analyst's Report**

Nancy Moores, Analyst

While Wild Apricot was user friendly, we have uncovered some glitches. Some who paid in late 2017 had their dues credited to the previous year and were lapsed from membership this year. Unfortunately, the same day they sent the membership report to us they also closed the system to administrators for updates. This issue may account for more of our lapsed members than I know about because I'm having difficulty getting people to respond to my emails.

-We have a total of **140 paid** members.

-This includes **39 life member**, two of which are new (Rita Law and Jonathan Crane).

-It also includes our **11 new annual** members.

-There are 63 lapsed memberships and five new members who failed to complete the process. (Some of the lapsed memberships may be errors but I am having difficulty getting responses from people. Not sure if they are embarrassed that they did not renew or if they are just failing to respond.)

There does appear to be a place on the new system for donations but nowhere in the membership application can you pay your High 5 or High 10. I'll be communicating with Greg Price to see what the options are. However, for this year, we will need to collect those at a meeting.

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

Northwest District: Jennifer Bearden (entering 2<sup>nd</sup> year of a 2-year term)

Looking for more people

Northeast District: David Nistler (nominated for a second 2-year term)

Nothing to report at this time

Central District: Grantly Ricketts (entering 2<sup>nd</sup> year of the 2-year term)

Reported on recruitment efforts, trying to recruit new people. 6 people are going to be target because the recent 3 yrs. Packets submission

Southwest District: Lara Milligan (nominated for a 2-year term)

Unable to attend

Southeast District: Linda Seals (entering 2<sup>nd</sup> year of a 2-year term)

Reported on recruitment efforts, trying to recruit new members. Told Nancy to send her the names of her District to make some calls

State Specialists: Jennifer Gillett-Kaufman (nominated for a second 2-year term)

She will continue in the role of State Specialist Director and as the ESP representative on the Extension Faculty Advisory Committee (EFAC). Because teaching abroad responsibilities, she is going to miss the May 16 meeting. Linda Seals volunteer to attend the meeting instead of her

Life Members: Betsy Crisp (accepted nomination for a 2-year term)

She is establishing contact with new retirees and is going to prepare a newsletter

**Committee Reports.....**.....Alex Bolques

As follows:

**Member Services/Awards:** Samantha Kennedy, chair

I have received 8 total entries for 6 different awards. I have sent three emails to membership to remind and encourage them to apply. Award applications must be submitted through the National ESP website with Samantha Kennedy as the contact person. Applications are due by April 1. I have three volunteers to help judge awards and may be seeking others when the time comes. Once applications are judged, I will be ordering plaques for EPAF

**Professional Development:** vacant

**Abstracts:** Adrian Hunsberger, chair

Yolanda Goode, co-chair

Unable to attend

**Public Issues:** vacant

**Global Relations:** Vanessa Campoverde, chair

UF/IFAS Latino CAFE (Coalition of American-Hispanic Florida Extension Educators) and ESP members: Mr. Jonael Bosques and E. Vanessa Campoverde gave an oral presentation during 2018 Annual JCEP

Leadership Conference. The title of the session was: Got CAFE? The Formation of the Colaition of American-Hispanic Florida Extension Educators to target Florida's Hispanic Audience.

It was well received by other national ESP members and those attending JCEP.

Vanessa Campoverde also is working with Dr. Fritz Roka to bring a free H2A workshop for international agricultural workers to fill the gap for workforce in South Florida a Ag operations.

More information: <https://h-2aworker.eventbrite.com>

**Membership Recruitment & Retention:** Nancy Moores, chair

2018 Membership Campaign early in the year.

**Retirees/Life Members:** Betsy Crisp

None

**Website:** Linda Seals, chair

None

**Resource Management (Foundation):** Debbie Nistler, chair

None

**Finance:** Abbey Tharpe, chair

See Treasurer's report.

**Chaplain (EPAF Memorial):** Lori Wiggins, chair

ESP Memorial 2018 (to date that I am aware of)

Mr. George Henry

Jim Estes'

**Chapter History:** Dan Culbert, chair

Deed of Gift between ESP and UF libraries will be signed which will allow archive ESP information into UF libraries. Bolques will sign the agreement. The deed will stipulate that ESP is relinquishing to UF libraries the right for the documents to be archive.

175 ESP membership applications. Some of them are from 1920 (129 came from Betsy and 40 came from Tracy)

Annual reports

Dan C. scanned the documents if anybody wants to access them

**Annual Report:** Samantha Kennedy, chair

Nothing to report at this time.

**Audit:** Sonja Crawford, chair

Does not have anything to report

**Constitution and Bylaws:** Brent Broaddus, chair

None

**Nominating:** Marjorie Moore, chair

None

### **Old Business**

Extension Faculty Advisory Committee (ESP Rep) - Jennifer Gillett-Kaufman

None

Committee vacancies – Alex Bolques

Still two vacancies to fill out (Professional Development and Public Issues)

National ESP Online Membership Payment System – Nancy Moores

Nancy mention that the system has some glitches. The National ESP is still working to fix it

### **New Business**

Review National ESP Calendar. Samantha encouraged the Board and Committee Chairs to visit the National ESP calendar online for awards and scholarship notifications and due dates.

Samantha will include in the Annual Report the report from Ramona (JCEP scholarship recipient)

Samantha email a reminder for award submission. The deadline is April 1

Nancy mention that in the new Apricot system there is no place to put the High 5 or 10 donation

She reached the National ESP and they thinks it is a great idea to include this option on the membership application. They have added it to the list of Wild Apricot improvements for next year.

Meanwhile, they are sending out a survey in the next weeks asking for other ideas and ways to improve the system. IF you have anything else to add, I encourage you to share.

### **Upcoming Events**

The Joint Council of Extension Professionals (JCEP), PILD “Civil Dialogue in the Public Arena” conference will be held on April 8-11, 2018, Arlington, VA. Alex Bolques and Henry Mayer are going to participate.

### **Announcements, Questions or Concerns**

None

**Next Board Meeting:** Summer TBD by doodle poll

**Adjourn: Motion to adjourn at 2:20 PM**

Submitted by Henry Mayer, Secretary

# Appendices

Constitution

Bylaws

Standing Rules

2017-2018 Active Membership List

2017-2018 Life Member List

Deed of Gift Form

# 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.

Page 2 of 8

#### ***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

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DEED OF GIFT  
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