

# Epsilon Sigma Phi

Alpha Delta Chapter

## 2018-2019 Annual Report



**Martha Maddox, President**

ESP Membership Meeting

August 28, 2019

Extension Professional Associations of Florida Conference  
Ft. Myers, FL

*Compiled by: Samantha Kennedy, UF/IFAS Extension Wakulla County*

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## 2019 President's Address

Dear Florida ESP,

It has been my privilege to serve as the 2018-2019 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, ESP has had the honor of our past president Alex Bolques chairing Extension Professionals Association of Florida (EPAF). EPAF is a coalition of the Florida Association of County Agricultural Agents, the Florida Extension Association of Family and Consumer Sciences, the Florida Association of Extension 4-H Agents, Epsilon Sigma Phi – Alpha Delta Chapter, and the Florida Association of Natural Resources Extension Professionals. Under Alex's leadership each of these organizations have worked together to organize the 2019 state professional development conference. Great job Alex! Florida ESP along with ESP chapters throughout the United States successful adopted this year the National ESP Online Membership Dues Renewal system. It seem the National ESP Office was successful in resolving and streamlining the functionality of the Wild Apricot membership system. The National ESP is working to offer ways to educate member how to use technology by connect using text messaging and learning the do's and don'ts of data through the innovative idea of data parties.

We are grateful to Betsy Crisp and Chris Kilbride for publishing the ESP Life Member & All Extension Retirees Newsletter.

I want to thank the Florida ESP Officers: Henry Mayer, President-Elect, Abbey Tharpe, Treasurer, Nancy Moores, Secretary, Lori Wiggins, Analyst, Linda Seals, Chaplain and Alex Bolques, Past President 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. It takes all of us working together to be successful. I have had an Awesome TEAM!

*Martha*

Martha Maddox  
Florida ESP President

# List of Officers, District Directors, and Committee Chairs

## Officers

### National ESP Executive Director

**Greg Price**  
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### President

**Martha Maddox**  
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### President-Elect

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### Treasurer

**Abbey Tharpe**  
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### Secretary

**Nancy Moores**  
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### Analyst

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### Chaplain

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### Past President

**Alejandro (Alex) Bolques, Ph.D.**  
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Quincy, FL 32352  
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## District Directors

### Northwest

#### **Yolanda Goode**

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### Northeast

#### **David Nistler**

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### Central

#### **Grantly Ricketts**

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### Southwest

#### **Lara Milligan**

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#### **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

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### Audit

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### EPAF Memorial

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### Global Relations

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### Annual Report

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### Constitution and Bylaws

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### Finance

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### Member Services (Awards)

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## Membership Recruitment and Retention

### Lori Wiggins

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## Professional Development

VACANT

## Resource Management and Development

### Debbie Nistler

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## Senior Times Newsletter

### Betsy Crisp

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## Nominating

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## Public Issues

### LuAnn Duncan

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## Retirees & Life Members

### Betsy Crisp

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## Webpage Management

### Linda Seals

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**Annual Membership Meeting at the  
2019 EPAF Professional Improvement and Administrative Conference  
Sanibel Harbour Marriott Resort and Ft. Myers, FL  
August 28, 2019, 10:00 – 11:00AM**

**Draft Agenda**

<b>Call to Order</b>	Martha Maddox, President
<b>Thought of the Day</b>	Linda Seals, Chaplain
<b>Recognition of Guests and Retirees</b>	Nancy Moores, Secretary
Alpha Delta Chapter Annual Report ( <i>Committee Report</i> )	Samantha Kennedy
Webpage Management Committee Report	Linda Seals
<b>Treasurer's Report</b>	Abbey Tharpe, Treasurer
Finance Committee Report	Abbey Tharpe
Audit Committee Report	Sonya Crawford
<b>Analyst's Report</b>	Lori Wiggins, Analyst
Membership Recruitment & Retention Committee Report	Lori Wiggins
Initiation of New Members	Lori Wiggins
<b>EPAF Memorial Committee Report</b>	Linda Seals
<b>District Directors Reports</b>	
Northwest District	Jennifer Bearden
Northeast District	David Nistler
Central District	Grantly Ricketts
South Central District	Lara Milligan
South District	Linda Seals
State Faculty ( <i>Specialists</i> )	Jennifer Gillett-Kaufman
Life Members ( <i>including Retirees Committee Report</i> )	Betsy Crisp
<b>Other Standing Committee Reports</b>	
Abstract	Yolanda Goode
Members Services (Awards)	Samantha Kennedy
Professional Development	<i>Vacant</i>
Public Issues	LuAnn Duncan
Resource Management and Development	Debbie Nistler
Global Relations	Vanessa Campoverde
Constitution and Bylaws	Brent Broaddus

**Old Business**

**New Business**

Nominating Committee Report Alex Bolques, Past President

Vote: 2019-2020 Officers and District Directors

Professional Development Opportunities

2019 National ESP Conference, Oct. 14-17, Colorado Springs, CO

2020 JCEP Leadership Conference, Feb. 12-13, San Antonio, TX

2020 PILD Conference, Apr. 5-8, Arlington, VA

**Adjourn**



**Actual Budget for Fiscal Year (10/1/18-9/30/19)**

<b>Income</b>	<b>Budgeted 2018-19</b>	<b>Actual</b>
Membership Dues		
Renewals @ \$60	\$ 6,000.00	\$4,920.00
New @ \$70	\$ 700.00	\$840.00
Life @ \$200	\$ 400.00	\$400.00
Fundraising (High 5 & High 10)	\$ 800.00	\$420.00
EPAF Auction-2018	\$ 1,500.00	\$1,274.86
National Donations	\$ TBD	\$200.00
JCEP Workshop Funds	<u>\$ 500.00</u>	<u>\$500.00</u>
<b>Total Income</b>	<b>\$ 9,900.00</b>	<b>\$8,134.86</b>
<b>Expenses</b>		
Member Recognition	\$ 300.00	\$457.25
Scholarships	\$ 1,200.00	\$400.00
Friend of Extension Award	\$ 400.00	\$360.00
Public Policy Conference (PILD)-Public Issues Chair	\$ 500.00	\$1,341.99
ESP Annual Meeting - President	\$ 1,300.00	
JCEP Meeting – President Elect - President	\$ 1,300.00	\$1,631.95
ESP National Dues	\$ 4,850.00	\$4,840.00
Office Expenses	\$ 50.00	\$0
Mark Shuffit Scholarship	<u>\$ 0.00</u>	\$1,200.00
National Endowment Donations		
<b>Total Income</b>	<b>\$ 9,900.00</b>	<b>\$10,231.19</b>

## Proposed Budget for Fiscal Year (10/1/19-9/30/20)

<b>Income</b>	<b>Budgeted 2019-20</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-2019	\$ 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 Issues Chair	\$ 500.00
ESP Annual Meeting - President	\$ 1,300.00
JCEP Meeting – President Elect - President	\$ 1,300.00
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>



## Note about Dues Increase

The following is a message from Greg Price, ESP Executive Officer relative to ESP membership dues increase.

As previously announced, the delegates of the 2018 National Council Meeting voted to raise dues for the **first time in 10 years**. National ESP dues will increase to \$55 for annual renewal, \$55 for new members, and \$275 for life membership for the 2020 membership year.

### **2020 FL / Alpha Delta Chapter Dues**

Annual Renewal - \$20

New Member - \$25

Life Membership - \$0

### **Total 2020 FL / Alpha Delta Chapter/National Dues for 2020**

Annual Renewal - \$75

New Member - \$80

Life Membership - \$275

### **National Membership Dues Collection Calendar - When do changes go into effect for 2020**

The ESP membership year is a calendar year. The national campaign starts in October for the upcoming year. We recognize that some chapters adjust this schedule slightly to accommodate local needs. The following are the National guidelines and the dates that the online system will be changed.

On October 1, 2019 the National Office will send out renewal invoices for 2020 to FL / Alpha Delta members for the amount of \$75. Any change in chapter dues should be reported to the National Office by September 1 so the change can be properly reflected in the October 1 invoice. The new rates will be updated in the online system as of May 1 to accommodate any chapter that desires to collect 2020 dues prior to October 1.

After October 1, 2019 Life Members will be invoiced \$275 for 2020.

Effective May 1, 2019 all New Members will be invoiced at the new rate of \$80.

For additional information please review and share the link:

<https://espnational.org/2020-Dues-Increase-Information>

Respectfully submitted by  
Alex Bolques, ESP Past President



## Abstract Committee

**Invited reviewers:** Laurie Osgood, Prudence Caskey, and Laura Valencia reviewed 10 abstracts. Eight (8) of the submissions were accepted. I was the fourth reviewer on the team this year.

Abstracts will be presented during two days at EPAF with an additional 7 abstracts added to the ESP room for a grand total of 15.

I encourage Extension faculty to submit strong abstract proposals to share ideas and inspiration as well as refreshing for seasoned members of each association.

Submitted by Yolanda Goode, Chair



## Annual Report Committee

Officers, district directors, and committee chairs were solicited for information to include in the ESP Annual Report. Four reminders were sent out via email and information was collected for inclusion in the 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. 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:

Fred Burkey (Farmer Fred) (1940-2019)

Jesse Godbold (1940-2019)

Bert Harris Jr. (1919-2019)

Karl Havens (1957-2019)

Kristen Poppell (1992-2019)

Luther Lynson Rozar, Jr. (1929-2018)

Robert Bezelle Whitty (1934-2019)

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 28, 2019.

Submitted by Linda Seals, Chaplain



## Finance Committee

The 2018-2019 ESP Budget (page 10) and the 2019-2020 ESP Proposed Budget (page 11) have been submitted for review by membership.

Status of Accounts as of July 11, 2019:

Checking Account (as of 7/12/19).....	\$5,330.49
Savings Account (as of 7/12/19).....	<u>\$5,156.92</u>
<b>Total</b>	<b>\$10,487.41</b>

Certificates of Deposits

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

Submitted by Abbey Tharpe, Treasurer



## Global Relations Committee

No report.



## History Committee

No report.



## Member Services Committee

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

The following Chapter-only award went unapplied for:

- Retiree Service Recognition

2019 ESP Awards (# given)	Number of Applicants	Winners
Distinguished Service Award (1)	1	Nancy Moores
Distinguished Team Award (1)	1	Holly Abeels Carol Alberts Alicia Bradigan Betancourt Joy Hazell Ramona Madhosingh-Hector Lara Milligan Martha Monroe Linda Seals M. Jennison Kipp Searcy Sandra Thompson Kenya Washington Dreamal Worthen
Diversity/Multicultural Award – Individual (1)	1	Whitney Elmore
Early Career Award (1)	1	Laura Valencia
Friend of Extension Award (1)	2	Mike Casey
Visionary Leadership Award (1)	1	Libby Carnahan

These state award winners will be submitted by Member Services Chair for recognition at the national level in 2020. A special congratulations goes out to Elver Pardo and Chris Decubellis, the 2018 Diversity/Multicultural Team Award winners from the Alpha Delta Chapter, who won the Diversity/Multicultural Team Award for the ESP South Region in 2019!

<b>2019 Recognitions (Chapter-only Awards) Recognition (# given)</b>	<b>Number of Applicants</b>	<b>Winners</b>
25-Year Recognition	2	Judy Corbus Liz Felter
Meritorious Support Service Award (1)	1	Cynthia Rutherford
Outstanding Specialist Award (1)	1	Heidi Radunovich
Retiree Recognition (no limit)	N/A	Pam Allen Monica Brinkley Terry Delvalle Diann Douglas Cindy Higgins Barbara Hughes Nan Jensen Gene McAvoy Marjorie Moore Jane Morse Clay Olson Marvin Weaver

<b>2019 Scholarships (# given)</b>	<b>Number of Applicants</b>	<b>Winners</b>
JCEP Scholarship (1)	1	Lara Milligan
Chapter Scholarship (2)	5	Samantha Kennedy Stephanie Toelle

Each scholarship is \$400.00. One more scholarship opportunity will be announced after EPAF for the JCEP Leadership Conference. This conference will take place February 12-13, 2020 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, Brian Estevez, and Judy Corbus.

Submitted by Samantha Kennedy, Chair



## Member Recruitment and Retention Committee

Our second year of online membership via Wild Apricot seem to go a lot smoother.

Thank you to all the members for being patient and working with us on this new system. In the long run it should be to everyone's benefit. Our membership as of July 1, 2019:

- 9 new members
- 97 renewals
- 109 life members

For a total of **215** members this year.

Remember, enrollment for FLORIDA must be submitted by December 31, 2019, despite the system saying you have until Feb. 1, 2020.

The national membership operates on a calendar year. The official membership collection campaign starts on October 1<sup>st</sup> prior to the new membership year and continues to February 1<sup>st</sup> of the membership year. The National Office will send a dues renewal invoice to every Annual Member on October 1<sup>st</sup> via email. However, members can renew membership for the next year beginning May 1<sup>st</sup>. Any **New Member** that pays their dues after May 1<sup>st</sup> will be awarded free membership for the remaining year and their dues will be credited to the next year.

Submitted by Lori Wiggins, Analyst



## Nominating Committee

### ESP Alpha Delta Chapter 2019-20 Proposed Roster of Officers

The following slate of officers for 2019-20 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	Martha Maddox
President	Henry Mayer
President-elect	Nancy Moores
Secretary	Lori Wiggins
Analyst	Grantly Ricketts
Chaplain	Samantha Kennedy
Treasurer	Abbey Tharpe

#### District Directors

##### **Term expiring in 2020:**

Northeast	Jessica Altum
Northwest	Yolanda Goode
State Faculty	Heidi Radunovich
Life Members	Betsy Crisp

##### **Term expiring in 2022:**

Central	Kalan Taylor
Southeast	Laurie Hurner (Will serve another 2-year term expiring in 2022)
Southwest	Crystal Snodgrass

Committee: Alex Bolques, Chair; Martha Maddox, Jennifer Bearden, David Nistler; Grantly Ricketts; Lara Milligan; Linda Seals; Jennifer Gillett-Kaufman; and Betsy Crisp

Submitted by Dr. Alex Bolques, Chair



## Professional Development Committee

No report.



## Public Issues Committee

No report.



## Resource Management and Development Committee

No report.



## Retirees & Life Members Committee

### ACCOMPLISHMENTS:

We (Betsy Crisp and Chris Kilbride) just finished the third/latest issue of the *ESP Life Members & All Extension Retirees Newsletter* with lots of great information!

All Newsletters are here posted on the ESP website.

- <https://extadmin.ifas.ufl.edu/esp/seniortimes.shtml>

#### Summer 2019 issue

Hurricane Michael Update, Dr. Marjorie Moore (Bay) • EPAF Retirees FREE Luncheon August 28 Registration info • Retirements (12) • A Fond Farewell (3) • Hello from Retirees: Donna Peacock, Joe Pergola, Jana Hart, Nan Jensen, Ray Zerba • Retirees in Action In the News: Bill Thatcher, Reggie Brown, Tim Hurner

[https://extadmin.ifas.ufl.edu/esp/pdf/retiree\\_6.19.pdf](https://extadmin.ifas.ufl.edu/esp/pdf/retiree_6.19.pdf)

#### Fall/Winter 2018 issue

Hurricane Michael • Retirements (27) • A Fond Farewell (7) • Hello from Retirees: Mary Beth Salisbury, Larry Arrington, Mary Keith, Tom McCubbin, Tom Braddock, Want to Keep Your UF Email? • Retirees in Action • News from the State Office • EPAF Retirees Luncheon 8/18

[https://extadmin.ifas.ufl.edu/esp/pdf/retiree\\_11.18.pdf](https://extadmin.ifas.ufl.edu/esp/pdf/retiree_11.18.pdf)

#### May 2018 Issue

FCS Summit • Hello from Retirees: Betsy Crisp, Dan Culbert, John Woeste, Marilyn Norman, Mary Williams, Mike McKinney • Retirements (9) • A Fond Farewell (13) • Invitation to EPAF • New Extension Districts Map

[https://extadmin.ifas.ufl.edu/esp/pdf/retiree\\_5.18.18.pdf](https://extadmin.ifas.ufl.edu/esp/pdf/retiree_5.18.18.pdf)

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### ACTION NEEDED:

#### TWO UPCOMING RETIREMENT DATES

We received these two notices after we finished the newsletter. Please note that these both come before EPAF so we included their email in case you want to send a note.

1. **Steve Futch - retiring soon 6/30/19** - Citrus Research and Education Center, Lake Alfred • Multi-County Citrus Agent: Manatee, Hardee, Sarasota, Desoto, formerly Indian River - [shf@ufl.edu](mailto:shf@ufl.edu) <http://citrusindustry.net/2019/06/12/farewell-to-futch/>
2. **Gene McAvoy - retiring soon 7/31/19** Hendry County Vegetable Agent - [gmcavoy@ufl.edu](mailto:gmcavoy@ufl.edu)

We have already started collecting articles and personal notes from retirees for the next issue. If you have anything that you would like to share, please email to either of us (Betsy/Chris – our contact info is on the newsletters)

Also, once you do retire, unless you provide us with your personal contact info, we will have trouble keeping in touch. Sometimes, we have to track you down through mutual friends (UF will not provide that info) but we would rather hear from you directly. And just in case we do track you down or you no longer wish to receive the info we provide, just let either of us know and we will gladly remove your name for our email list.

Hope to see you at EPAF on Wednesday, August 28 for the **ESP General Meeting** at 10am; **FREE Retirees Luncheon** at 11:30pm (register at <https://extadmin.ifas.ufl.edu/epaf/epaf-conference/>); and **Retirees Meeting with Dean Place** at 2pm

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*Note: At this moment, I am not sure that I will be able to attend this year and if not, I will miss seeing you all!*

Submitted by Betsy Crisp, Chair



## Webpage Management Committee

Thanks to everyone who sent updates for the website this year. The IFAS Webteam plans to transition the ESP website to the Terminal 4 platform in the fall of 2019. If you have any suggestions or concerns, please share them with me.

Submitted by Linda Seals, Chair



## Northwest District Report

**Yolanda Goode, NW District Director**



**Bay: No Report**

**Calhoun: No Report**

**Escambia:**

County & CED's Name	<b>Escambia, Nick Simmons</b>
Vacancies	None
Potential new ESP members	Nick Simmons, Rick O'Conner, Carrie Stevenson
Announcements(personal or in general	2 agents seeking promotion for 2020
Budget Issues	None

**Franklin: No Report**

**Gadsden:**

County & CED's Name	<b>Gadsden, Shep Eubanks</b>
Vacancies	1 - Hort (vacant 4+ years)
Potential new ESP members	Kenda Woodburn
Announcements(personal or in general	None
Budget Issues -	Budget cuts (5%) expected; no county raises again

**Gulf:**

County & CED's Name	<b>Gulf, Ray Bodrey</b>
Vacancies	Administrative Assistant
Potential new ESP members	
Announcements(personal or in general	
Budget Issues	We have county operating budget concerns, as Gulf rebuilds from Hurricane Michael. Badly need a new county vehicle. I am working with the county to submit a new facility grant this year.

**Holmes: No Report**

**Jackson: No Report**

**Jefferson: No Report**

**Leon:**

County & CED's Name	Leon – Marcus D. Boston Jr.
Vacancies	None
Potential new ESP members	1
Announcements(personal or in general	*Since 12/2018 – Had two Admin Associates to retire, two Program Assistants(Hort & 4-H) resigned, two new Admin Associates were hired and two new Program Assistants(Hort & 4-H) were hired.  *Held a successful Extension Office Retreat that consisted of canoeing, team building, and a picnic style lunch last Spring. Retreat included all faculty and staff.
Budget Issues	No budget issues but the county has decided to move 13 people in the Leon County Extension Office. The entire extensionoffice is moving to one side of the building and Leon County Human Services and Community Partnerships will occupy the other side.

**Liberty:**

County & CED's Name	<b>Liberty, Marie Arick</b>
Vacancies	none
Potential new ESP members	
Announcements(personal or in general	
Budget Issues	county is late with budget meetings/preliminary yet to be addressed

County & CED's Name	<b>Okaloosa, Jennifer Bearden, Interim CED</b>
Vacancies	4-H position
Potential new ESP members	Jill Breslawski
Announcements(personal or in general	We have a great new front office person, Austin Chisholm, who just joined our team in January.
Budget Issues	Budget looks good this year. Holding steady with the expectation of cost of living and merit raises.

**Santa Rosa: No Report**

**Wakulla: No Report**

**Walton:**

County & CED's Name	Mike Goodchild
Vacancies	Horticulture Agent (Sept)
Potential new ESP members	
Announcements(personal or in general	Most of my agents are relatively new, less than 5 years
Budget Issues	Walton County is booming

**Washington:**

County & CED's Name	<b>Washington – Julie Pigott Dillard</b>
Vacancies	None
Potential new ESP members	Julie P. Dillard Matt Orwat Mark Mauldin
Announcements (personal or in general	
Budget Issues	none



## Northeast District Report

David Nistler, NE District Director



No report.



## Central District Report

Grantly Ricketts, Central District Director



### Flagler

Interim CED Name: Maia McGuire

New hire: None

Departures/Retirements: Sol Looker, Residential Horticulture EA I, Flagler County

Vacancies: Horticulture Agent

### Putnam

CED Name: Sharon Treen.

New hire: Julio Perez, Horticulture Agent

Departures/Retirements: Prissy Fletcher transferred to St. Johns County

Vacancies: none

### Lake

Interim CED Name: Meagan Mann

New hire: None

Departures/Retirements: Lloyd Singleton CED

Vacancies: Commercial Horticulture

### Marion

CED Name: David Holmes

New hires: Chandler Mulvaney, 4-H EA I

Departures/Retirements: none

Vacancies: none

### Orange

Interim CED Name: Ed Thralls

New hires: Tiare Salvasy Florida Friendly Landscaping Agent

Departures/Retirements: Kelly Greer, Florida Friendly Landscaping Agent; Amy Vue, Master Gardener Coordinator, Richard Tyson, CED  
Vacancies: Commercial Horticulture Agent

**Osceola**

CED Name: Stacy Strickland  
New hires: None  
Departures/Retirements: none  
Vacancies: none

**St. Johns**

CED Name: Tim Wilson.  
New hires/Transfer: Prissy Fletcher, Ag EA I, St. from Putnam County  
Departures/Retirements: Bonnie Wells Transfer to Brevard County  
Vacancies: none

**Seminole**

Interim CED Name: Shane Michael  
New hires: None  
Departures/Retirements: Barbara Hughes, CED  
Vacancies: none

**Sumter**

CED Name: Jim Davis  
New hires/Rehire: Norma Samuel, Florida-Friendly Landscaping and Urban Horticulture  
Departures/Retirements: none  
Vacancies: none

**Volusia**

CED: Sharon Gamble  
New hires: None  
Departures/Retirements: none  
Vacancies: none



## Southwest District Report

Lara Milligan, Southwest District Director



### Charlotte County

- New Hires - None
- Departures/Retirements – Pam Phillippe in March 2018
- Position Vacancies – None
- Potential New Members (must be with Extension a minimum of 3 years before they can join)- Betty Staugler
- Permanent Status/Promotions – None
- Personal/Announcements - None

### Collier County

- New Hires – Tom Becker, Residential Horticulture Agent, start date August 5, 2019
- Departures/Retirements - None
- Position Vacancies – Sea Grant Agent – posting complete, screening underway, interviews in September
- Potential New Members (must be with Extension a minimum of 3 years before they can join)- Twyla Leigh
- Permanent Status/Promotions – None
- Personal/Announcements – UF/IFAS Extension Collier County is happy to be back in our repaired building, post Hurricane Irma. We were displaced for 18 months. Whew!

### DeSoto County

- New Hires - Dr. Karla A. Hernandez (CED and Livestock Agent II); Katelyn Mulinix (4H Agent); Jodi L. Schaefer (4H PA)
- Departures/Retirements - Dr. Steven Futch, Multi-County Citrus Agent IV
- 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

### **Hardee County**

- New Hires - None
- Departures/Retirements – Dr. Stephen Futch, Multi-County Citrus Agent IV
- Position Vacancies – Multi-County Citrus Agent
- Potential New Members – Mr. Jose Zayas, 4-H Youth Development Agent II
- Permanent Status/Promotions – Jonael Bosques. Promoted to Agent II
- Personal/Announcements – None

### **Hillsborough County**

- New Hires - Pam Bradford (EFNEP Agent from EFNEP PA) and Kimberly Bragg-Armatrout - FCS Nutrition Agent
- Departures/Retirements - Jackie Hunter - EFNEP Agent retired; Alison Grooms - FCS Nutrition Agent resigned
- Position Vacancies - None
- Potential New Members (must be with Extension a minimum of 3 years before they can join)- Charlie Polisenio and Francisco Rivera
- Permanent Status/Promotions - None
- Personal/Announcements - Charlie Polisenio - Masters Degree

### **Lee County**

- New Hires – David Outerbridge – CED and Small Farms/Natural Resources Agent – July 1, 2019
- Departures/Retirements - Dr. Fitzroy Beckford, CED/ Small Farms/Natural Resources Agent; Joy Hazell – Sea Grant – Accepted new position in Gainesville: Facilitation/Deliberative Engagement; upcoming in January 2020 – Cathy Suggs, 4-H
- Position Vacancies – 4-H Agent (in 2020)
- Potential New Members (must be with Extension a minimum of 3 years before they can join)- Jennifer Hagen
- Permanent Status/Promotions - None
- Personal/Announcements - None

### **Manatee County**

- New Hires – Deina Brinker: 4-H Office Specialist 4/1/19; Alyssa Vinson: Residential Horticulture, Agent I 1/7/19; Becky Schellinger: Food and Nutrition Office Assistant 11/16/18
- Departures/Retirements – Erik Flanagan: Office Specialist for the Water Conservation Program departure 7/5/19; Margaret “Peggy” Baruch: County Extension Liaison for the SMART Program departure 3/27/19; Martha Glenn: Commercial Horticulture Agent departure 11/10/18
- Position Vacancies – Commercial Horticulture Agent, County Extension Liaison for the SMART Program (offer pending), Office Specialist for the Water Conservation Program, and we were granted a part-time Office Specialist position that we will begin the hiring process for in October.

- Potential New Members (must be with Extension a minimum of 3 years before they can join)- Alyssa Vinson
- Permanent Status/Promotions – Michelle Atkinson: Permanent Status & Promotion to Agent II
- Personal/Announcements - None

### **Pasco County**

- New Hires - Shayla Reighter, 4-H & Youth Development
- Departures/Retirements - Jean Hink retired (4-H)
- 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 - Steve Robinson, Commercial Horticulture Agent II
- Departures/Retirements -Nan Jensen- FCS Agent IV; Jane Morse- Commercial Horticulture Agent III
- Position Vacancies – FCS Agent (currently frozen due to early retirement incentive)
- Potential New Members (must be with Extension a minimum of 3 years before they can join)-
- Permanent Status/Promotions - None
- Personal/Announcements – Lara Milligan, Natural Resources Agent is set to go on maternity leave at the end of August through the calendar year.

### **Polk 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)- Bridget Stice, Anne Yasalonis, Shannon Carnevale
- Permanent Status/Promotions - None
- Personal/Announcements - Mary Beth Henry will be moving on soon as she and her husband are purchasing a farm in Michigan and she'll live her lifelong dreams related to her own family farm.

### **Sarasota County**

- New Hires – Sarah Bostick (Sustainable Agriculture Agent)
- Departures/Retirements - None
- Position Vacancies - None
- Potential New Members (must be with Extension a minimum of 3 years before they can join)- Abbey Tyrna, Armando Ubeda, Carol Wyatt-Evens, Randy Penn (they all completed 3 year packets this year, so I assume they are eligible).
- Permanent Status/Promotions - None
- Personal/Announcements – Marguerite Beckford completed her PhD

**Regional**

- New Hires - Susan M Webb, Extension Agent I, M.A., Regional Specialized Agent, Community Gardens- Southwest
- Departures/Retirements - None
- Position Vacancies - None
- Potential New Members (must be with Extension a minimum of 3 years before they can join)- Susan M Webb
- Permanent Status/Promotions - None
- Personal/Announcements - None



## Southeast District Report

Linda Seals, Southeast District Director



### **Brevard County**

CED: Beth Shephard  
No Report

### **Broward County**

CED: Lorna Bravo  
No Report

### **Glades County**

CED: Tycee Prevatt  
New Hires: None  
Departures/Retirements: None  
Vacancies: None

### **Hendry County**

CED: Gene McAvoy  
New Hires: None  
Departures/Retirements: Gene retires July 31  
Vacancies: None

**Highlands County**

CED: Laurie Hurner  
No Report

**Indian River County**

CED: Christine Kelly-Begazo  
New Hires: None  
Departures/Retirements: None  
Vacancies: None

**Martin County**

CED: Jennifer Pelham  
New Hires: Natalie Parkell 4-H Agent I and Vincent Encomio Sea Grant Agent II  
Departures/Retirements: None  
Vacancies: None

**Miami-Dade County**

CED: Teresa Olczyk  
No Report

**Monroe County**

CED: Alicia Betancourt  
New Hires: None  
Departures/Retirements: None  
Vacancies: None

**Okeechobee County**

CED: Lauren Butler  
No Report

**Palm Beach County**

CED: Ron Rice  
New Hires: Heidi Reeve - FNP Extension Program Manager; Daniel Gonzalez - 4-H Extension Agent Rank I  
Departures/Retirements: Deborah Levulis - Urban Hort / Master Gardener Coordinator  
Vacancies: Urban Hort / Master Gardener Coordinator

**St. Lucie County**

CED: Ed Skvarch  
New Hires: Dr. Amir Rezazadeh, Fruit & Field Crop Agent, UF/IFAS St. Lucie County  
Departures/Retirements: None  
Vacancies: None



## State Specialist Report

### Report Submitted by Jennifer Gillett-Kaufman

State Specialist Report, Jennifer Gillett-Kaufman: I am continuing to work to recruit state specialists and upper administration to join ESP. I solicited a list from Dr. Tom Obreza of State Specialists, RSAs, and SSAs who submitted promising three year packets. I reached out to seven RSAs and SSAs and to 43 State Specialists. So far the following nine specialists have joined ESP based on my invitation: Bahder, Brian; Bhadha, Jehangir; Crandall, Rae; Dale, Adam; Desaeger, Johan; Her, Young Gu; Kadyampakeni, Davie Mayeso; Liao, Hui-Ling; Myers, Brian; and Scheffler, Jason. In addition six more specialists and two RSAs have indicated they will be joining soon. I am hopeful they will follow up on this promise and I will check back with them in the fall if they do not appear on the online member roster. I discussed award nominations with several state specialists and CEDs to recognize the work of their county faculty and/or collaborators. I nominated three colleagues for ESP awards and submitted three award packets to ESP (including one packet co-submitted with Martha Maddox). I have no other information to report.



## **ESP Fall Board Meeting Minutes**

**August 26, 2018**

**12:00-2:00pm EDT**

Call to order at 12:15pm by President Alex Bolques

Thought of the day by Chaplain Lori Wiggins

Guest and prospective member introduced: Sandra Thompson of FAMU

No minutes were presented (Secretary Henry Mayer was absent)

Treasurer Abbey Tharpe reported: As of August 13, 2018, \$5971.22 in checking and \$5155.51 in savings for a total of \$11126.73. There is one outstanding membership check from nationals forthcoming. These amounts will be updated in the annual report.

Pres. Bolques reported that Henry Mayer will be attending the national ESP conference and will need our financial support. Bolques is also attending but FAMU is covering his costs.

Analyst Nancy Moores reported: 140 total members, 9 new, 93 renew, 38 life. She spoke of the challenges with Wild Apricot, especially with the recording/accepting of Hi-5 and Hi-10. An envelope will be passed at the membership meeting this Wed. for collection of these and members will be reminded they have to donate by Dec. 31 to be considered for scholarships.

Chaplain Lori Wiggins reported seven entries for the memorial program.

All districts had a report submitted for the annual report this year (kudos to all district directors).

Abstracts: Chair Adrian Hunsberger: 14 submitted, 6 accepted; some issues following written guidelines; Yolanda Goode co-chairing and will help with room.

Member Services: Chair Sam Kennedy: 21 applicants (more than double last year), some categories still had no applications. Three chapter scholarships with applications due April 1 - \$400 professional development. Will Sheftall (retired) is the DSA for the Southern Region. REMINDER: This year's award winners are submitted for next year's national awards.

Annual Report: Chair Sam Kennedy: Most reports submitted, very few pending; need to update the treasury report from Aug. 13 to current; all districts reported; membership forms removed;

Pres. Bolques reminded us Professional Development and Public Issues both need committee chairs. Encourage your peers with three years in Extension to join – submit a 3 year packet – time to join ESP.

Bolques volunteered to help incoming Pres. Maddox with chapter history, getting items to UF libraries for archiving; Adrian Hunsberger has items; we already have the Deed of Gift Form.

Acting Past President Marjorie Moore presented a written report from the nominating committee with the slate of officers selected and notes about the district directors. This will be presented at the membership meeting for approval.

-Bolques is incoming EPAF chair for the 2019 event in Panama City.

Farm Bureau Appreciation dinner is in August, in Gainesville – possibly at Austin Carey.

ESP is in charge of the Friends of Extension Luncheon this week – ticket taker volunteers are: Samantha Kennedy, Yolanda Goode, Abbey Tharpe, and Grantly Ricketts. They will need to report to the doors directly after our membership meeting Wednesday.

Membership induction: Tharpe has the pins, Bolques has the certificates, Moores is doing the induction.

Sam Kennedy distributed certificates to recognize officers, chairs, and DDs.

Committee sign up forms are present at this meeting (in the back) and will be at the membership meeting. Hunsberger asked if they could register for committees online if they can't make meetings. They need to contact the committee chair at this time but the committees can be listed on the website.

The meeting adjourned at 2:00pm

Minutes recorded and submitted by Analyst Nancy A Moores in the absence of a secretary.

Attendance per sign in sheet – scanned and attached with minutes.

Submitted by Nancy Moores, Secretary



## ESP Winter Board Meeting Minutes

March 12, 2019

1:00-3:00 EDT

The meeting was called to order by President Martha Maddox at 1:00pm EST. See end of page 2 for attendance. This meeting was held via Zoom and phone conferencing.

Chaplain Linda Seals shared a thought of the day in honor of the 30<sup>th</sup> anniversary of the World Wide Web:

“Strength lies in differences, not in similarities.” Stephen R. Covey

- Treasurer was not present for a report.
- No minutes were provided by previous secretary.
- No audit committee report at this time.
- Analyst not present for a report; will be emailed a request to share membership report with district directors and officers for various reasons.

**Awards (S. Kennedy reporting)** – due by April 1<sup>st</sup>. Multiple reminders emailed out. Professional Development Chapter Scholarship application also due April 1<sup>st</sup>, National Scholarship due May 1<sup>st</sup>. Applications are down as of today, hoping for a flurry in the last few weeks.

**Webpage Update (L. Seals reporting)** – she needs the names of committee chairs; awards have been updated; if you see anything that looks incorrect or needs updating, send to Linda Seals.

**EPAF Memorial** – if you get notice of, or know of, any Extension Agent’s death, please notify Linda Seals, Chaplain. This memorial is done by ESP but not limited to our membership.

***District Director Reports (only those reporting noted):***

**Central (G. Ricketts)** – recruiting from three year packets

**Southwest (L. Milligan)** – emailed all potential members; recruited Lisa Hickey. Hickey requested we sign the AA document affirming we do not discriminate. Discussion was held; Maddox will sign. Milligan is tracking departures through Comings & Goings publication but doesn’t know who is and isn’t a member. Requested membership rosters.

**Faculty (J. Gillett-Kaufman)** – need updated membership lists; speaking with deans about getting names BEFORE three year packets are put in so they can start recruiting in summer.

\*\*It was brought up for discussion regarding the new membership requirement that you be invited/nominated by a member in good standing and is this still accurate. Maddox indicated it was up to each state to make those decisions. However, she noted a first year agent can now become a member-at-large of ESP National while not being a state member. A. Bolques will

address this further in his report. For now, the district directors generally invite and nominate a candidate.

***Committee Reports (only those reporting noted):***

**Public Issues (L. Duncan)** – would like direction on what her responsibilities with this committee are; she will get with Linda Seals, former chair, after the meeting. This chair is also encouraged to attend PILD and asked to bring public issues effecting agents to the membership.

No other chairs were present; Professional Development needs a chair, looking for volunteers.

There was a question as to who is chairing Abstracts, Yolanda Goode was mentioned and Maddox will follow up.

**Old Business**

**JCEP (M. Maddox)** – members are encouraged to submit a presentation for national meetings; if selected for concurrent session, National ESP has stipends available to award. Due by March 15, 2019. Posters and Lightning session submissions are also needed.

**New Business**

**National dues increase (A. Bolques)** – per Executive Director Greg Price, we are currently at \$60 dues, \$40 of which goes to national and \$20 comes to Florida. There has been no increase for ten years. In 2020, dues will increase \$15, all of which goes to national. There will no longer be an additional \$5 charge for new members, all will be \$75. Each state can add the \$5 if they choose. \*ACTION – this needs to be addressed by the Constitution and Bylaws Committee, B. Broaddus, Chair.

**New Members-at-large (A. Bolques)** – as previously mentioned, eligible to join National ESP in first year as agent; however, they are not eligible for state awards and scholarships. E.D. Greg Price will be developing talking points to address this new option.

**PILD (A. Bolques)** – the dean pays \$950 and our chapter picks up the rest to attend this conference in Washington, D.C. each year. GRANTLY RICKETTS is interested in attending. Others, contact Maddox or Bolques.

A Doodle poll will be forthcoming to set our next meeting date.

1:45 pm – S. Crawford moved, it was seconded, and the motion passed to adjourn.

**ATTENDANCE**

Martha Maddox, President  
Henry Mayer, President-elect  
Nancy A. Moores, Secretary  
Alex Bolques, Past-president  
Linda Seals, Chaplain  
Samantha Kennedy  
Grantly Ricketts  
Lara Milligan  
Jennifer Gillett-Kaufman

LuAnn Duncan  
Sonja Crawford (joined 1:29pm)

Submitted by Nancy Moores, Secretary

# Appendices

Constitution

Bylaws

Standing Rules

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.

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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

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:

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Signature of Donor Signature of Donor

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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