

Epsilon Sigma Phi

Alpha Delta Chapter

2020-2021 Annual Report



Nancy Moores, President

ESP Membership Meeting
September 14, 2020

Extension Professional Associations of Florida Virtual Conference

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

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2021 President's Address

My Fellow ESP Members:

It really was an honor serving as your president for 2020-2021. This was a very non-traditional year and things did not go quite as planned. Alpha Delta members pushed through some of toughest challenges and unprecedented times to remain professional educators for Floridians who themselves were facing the unknown.



Despite not having face to face meetings and conferences becoming virtual across the nation, our members continued to shine. ESP state nominees are recognized the following year for southern region and national awards, and this year we had two such winners. Congratulations to Qingren Wang for earning Southern Region recognition for international service and thank you for serving as our virtual moderator for oral presentations at EPAF for two years running. A huge shout out to Vanessa Campoverde for earning national recognition for her early career service.

Hats off to Martha Maddox for earning her 25-year award from ESP and working 39 years in Extension. She has definitely served our chapter well over the years but she also sits on the EPAF board, multiple committees, and is actively engaged in FEAFCS, FACAA, and FAE4-HA. WOW, what a resume of service to others. Thank you, Martha, for all you do for others.

A huge thank you to Samantha Kennedy for all she does to serve this organization. She was my right-hand, go-to for everything. Once again, she handled the awards like a pro and has worked hard to get this report out for all of us. She joined me at the Farm Bureau Appreciation dinner in Gainesville and has been a wonderful ambassador for ESP.

To Abbey Tharpe, Grantly Ricketts, and Kalan Taylor, I appreciate all of you for doing your jobs and doing them well. ESP online is not the easiest program to work with and Grantly pushed through. He sent out every email I asked in a timely manner and kept communications open. Kalan put together a moving memorial service for all of Extension to celebrate the lives and work of those we lost. Once again, Abbey's books were always number perfect and ready to be reviewed. Thank you all.

This year was not easy. I know there were disappointments and unfulfilled promises. For that, I apologize to the membership. We had high hopes of "beating" this thing and moving back to business as usual, and that did not happen. I pass the torch to Lori Wiggins and pledge my support and time to help her provide programming and opportunities worthy of the ESP name.

Thank you all for being the stars of ESP!

Nancy

Nancy A. Moores
Florida ESP President

List of Officers, District Directors, and Committee Chairs

Officers

National ESP Executive Director

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President-Elect

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Secretary

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Chaplain

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President

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Analyst

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84 Cedar Avenue
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Past President

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District Directors

Northwest

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State (Specialists)

Heidi Radunovich, Ph.D.

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Retirees/Life Members

Betsy Crisp

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Phone: (813) 404-6120
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Committee Chairs

Abstract

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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

Samantha Kennedy

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Resource Management and Development

VACANT

Senior Times Newsletter

Betsy Crisp

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Nominating

Henry Mayer

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Retirees & Life Members

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Webpage Management

Linda Seals

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**Annual Membership Meeting at the
2021 EPAF Improvement and Administrative Conference
Virtual via Microsoft TEAMS
September 14, 2021
2:00 PM to 5:00 PM**

Agenda

**Call to Order: President Nancy A. Moores
Thought of the Day: Chaplain Kalan Taylor
Treasurer's Report: Treasurer Abbey Tharpe
Audit to be conducted post-conference**

**Secretary's Report: Secretary Grantly Ricketts
Analyst Report/Member Recruitment: Analyst Samantha Kennedy
*Reminder: Our membership must be submitted by 12/31/21 despite national's 02/2022 date.**

To be eligible for ESP Scholarships, a member must donate to the Hi-five Hi-Ten campaign. This has been a challenge since registration went online from national. Please make it a point to make your donation to this important fund and keep yourself eligible for scholarships from your association. Checks can be mailed to Treasurer Abbey Tharpe or given to your District Chair for delivery. We are working on a possible alternative but for now, checks are best. This is NOT collected in registration.

Committee Reports/Updates:

**Oral Presentations: Qingren Wang
Annual Report: Samantha Kennedy
Audit: Sonja Crawford
Constitution & Bylaws: Brent Broaddus
Global Relations: Vanessa Campoverde
Member Services/Awards: Samantha Kennedy
Memorial: Kalan Taylor
Professional Development: Sarah Hensley
Public Issues: Nicole Walker
Website: Linda Seals
Retirees/Life: Betsy Crisp
Nominations: Henry Mayer – see slate of officers below**

District Chair Reports:

**Central: Karen Henry
Southeast: Nickie Munroe**

Southwest: Crystal Snodgrass
Northeast: Jessica Altum
State/ NW: Heidi Radunovich
Life Members: Betsy Crisp

Announcements:

The Oral Presentation rooms are by subject, hosted by associations, so please look through the program or chart of presentations and visit multiple rooms to see our members.

Posters will be available all week for viewing. Please take the time to visit and view, then reach out to the authors by email with any questions, comments, or kudos.

There is an EPAF AUCTION happening. It is at 32auctions.com – go to the LOUNGE page and click on 3 more/new to find the link.

EPAF Bucks are also available virtually. When you shop at the IFAS Bookstore between now and September 30th, use code EPAF2021 for your \$5 off times two!

The Wellness Committee worked hard on many different activities and challenges, prizes and educational pieces. Please go to their website and check out the opportunities. Again, in the Lounge link, under 3 more/New.

Dean Johnston will address the conference this Thursday during the administrative update. We will also be installing our new officers at this time so please log in and join us for that session.

President	Lori Wiggins
President-Elect	Grantly Ricketts
Treasurer	Abbey Tharpe
Secretary	Samantha Kennedy
Analyst	Kalan Taylor
Chaplain	Nickie Munroe
State Faculty	Heidi Radunovich
Life/Retired	Betsy Crisp/ Chris Kilbride
Directors	
NW	Heidi Copeland
NE	Jessica Altum
Central	Karen Henry
SW	Crystal Snodgrass
SE	Nickie Munroe

Any announcements from officers or members
Adjournment



Actual Budget for Fiscal Year (10/1/20-9/30/21)

Income	Budgeted 2020-21	Actual
Membership Dues		
Renewals @ \$60	\$ 6,000.00	\$5,520
New @ \$70	\$ 700.00	\$1,120
Life @ \$200	\$ 400.00	
Fundraising (High 5 & High 10)	\$ 800.00	\$30
EPAF Auction-2020	\$ 1,500.00	\$0
National Donations	\$ TBD	\$300
JCEP Workshop Funds	<u>\$ 500.00</u>	<u>\$</u>
Total Income	\$ 9,900.00	\$6,970
Expenses		
Member Recognition	\$ 300.00	\$85.25
Scholarships	\$ 1,200.00	\$100
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	
National Endowment Donations		
Total Expenses	\$ 9,900.00	\$185.25

Proposed Budget for Fiscal Year (10/1/21-9/30/22)

Income	Budgeted 2021-22
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>
Total Income	\$ 9,900.00
Expenses	
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	
Total Expenses	\$ 9,900.00



Abstract Committee

Regarding the ESP Alpha Delta Chapter oral presentation abstract submission for 2021 EPAF conference at Panama City FL, one announcement and three reminders were sent out through emails to 235 association members. A total of 13 abstracts were submitted on time.

All the submitted abstracts were blindly reviewed and judged by the oral abstract committee with 4 members. All these 13 abstracts were selected with different ranks based on the EPAF criteria and average scores ($>$ or $=$ 40 points) from the 4 reviewers to be presented at the EPAF conference in September 2021. The four judging committee members are Samantha Kennedy, Crystal Snodgrass, Jeff Wasielewski, and Qingren Wang. I highly appreciate it for their valuable time and great efforts.

Submitted by Qingren Wang, Chair



Annual Report Committee

Officers, district directors, and committee chairs were solicited for information to include in the ESP Annual Report. Four calls for reports 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.

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

As of the compilation of this report, the annual audit has not been completed. This report will be updated if and when the audit is completed.

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:

Vermelle "Vam" York (1925-2021)
Dr. Art Hornsby (2021)
William "Bill" Lloyd Brown Jr. (1946-2021)
Kim Rollins (1967-2021)
Dr. William Roderick Summerhill Jr. (1934-2021)
Dr. Brenda C. Williams (1950-2021)
Charles R. "Chuck" Smith (1928-2021)
Martha B. Norton (1928-2021)
Henry Davis (1927-2021)
Shepard D. Eubanks (1962-2020)
John C. Russel (1925-2020)

More information about the lives and careers of these treasured colleagues will be presented during the memorial service at the memorial service at the virtual EPAF conference on September 14.

Submitted by Kalan Taylor, Chaplain



Finance Committee

The 2020-2021 ESP Budget (page 10) and the 2021-2022 ESP Proposed Budget (page 11) have been submitted for review by membership.

Submitted by Abbey Tharpe, Treasurer



Global Relations (Diversity) Committee

In June of 2021, Campoverde presented: “University of Florida Extension’s work helping to insure agricultural sustainability” to 24 participants of the Global Ties International program. This program was created to teach participants from nine countries (Bolivia, Chile, Dominican Republic, Ecuador, El Salvador, Guatemala, Mexico, Panama and Peru) about collaborative efforts to develop environmental resilience, maintain biodiversity, and support economic growth and best practices in emergency preparedness, management in south Florida.

Submitted by Vanessa Campoverde, Chair



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:

- Visionary Leadership
- International Service
- Continued Excellence
- Meritorious Support Service
- Retiree Service
- Diversity Team
- Friend of Extension
- Outstanding Specialist

2021 ESP Awards (# given)	Number of Applicants	Winners
Distinguished Service Award (1)	1	Stacey Ellison
Distinguished Team Award (1)	5	Erin Harlow Heather Janney Halie Corbitt Tiare Silvasy Chandler Mulvaney Emma Cannon Maxine Hunter LuAnn Duncan Amanda Marek Mark Bailey Wendy Wilber Geraldyn Sachs
Diversity Individual (1)	1	Henry Mayer
Early Career Service Award (1)	2	Alyssa Bowers
Mid-Career Service Award (1)	3	Heather Janney
Administrative Leadership Award (1)	1	Crystal Snodgrass

These state award winners will be submitted by Member Services Chair for recognition at the national level in 2022. A special congratulations goes out to Vanessa Campoverde, the 2021

Early Career Service national winner, and Dr. Qingren Wang, the 2021 International Service winner for the ESP Southern Region!

2021 Recognitions (Chapter-only Awards) Recognition (# given)	Number of Applicants	Winners
25-Year Recognition (no limit)	1	Martha Maddox

2021 Scholarships (# given)	Number of Applicants	Winners
JCEP Scholarship (1)	0	None
Chapter Scholarship (2)	1	Alyssa Bowers

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 9-10, 2022 at the Kansas City Marriott Country Club Plaza in Kansas City, MO. 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 for all scholarships.

Member Services Committee

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

- Brian Estevez
- Kristie Popa
- Ana Zangroniz

Submitted by Samantha Kennedy, Chair



Member Recruitment and Retention Committee

- 22 new members
- 150 renewals/active members
- 106 life members

For a total of **278** members this year.

Remember, enrollment for FLORIDA must be submitted by December 31, 2021, 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 1st prior to the new membership year and continues to February 1st of the membership year. The National Office will send a dues renewal invoice to every Annual Member on October 1st via email. However, members can renew membership for the next year beginning May 1st. Any **New Member** that pays their dues after May 1st will be awarded free membership for the remaining year and their dues will be credited to the next year.

Submitted by Samantha Kennedy, Analyst



Nominating Committee

ESP Alpha Delta Chapter 2021-2022 Proposed Roster of Officers

The following slate of officers for 2021-2022 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: Nancy Moores
President: Lori Wiggins
President-elect: Grantly Ricketts
Secretary: Samantha Kennedy
Analyst: Kalan Taylor
Chaplain: Nickie Munroe
Treasurer: Abbey Tharpe

District Directors:

Term expiring in 2022

Central: Karen Henry
Southeast: Nickie Munroe
Southwest: Crystal Snodgrass

Term expiring in 2024

Northeast: Jessica Altum
Northwest: Heidi Copeland
State Faculty: Heidi Radunovich
Life Members: Betsy Crisp & Chris Kilbride

Submitted by Henry Mayer, Chair; and Nancy Moores, President



Professional Development Committee

There is nothing to report from Professional Development. We did share the national esp opportunities but the committee did not meet this past year.

Submitted by Sarah Hensley, Chair



Public Issues Committee

Communicating the value of Extension careers by developing greater leadership, strengthening mentoring relationships with new faculty, and creating facilitation training for discussions based around ag, natural resources, youth development, families, economical growth, and community development. Create equity and access for everyone at the table.

Brainstorms:

- Leadership skills development, newer agents, relevance of veteran agents
- Design a way to gather opinions, perceptions of peers, connection to administration (why members are not usually participating); in position to partner with new administrators.
- Once a year membership meetings are insufficient for engagement; series of conversations with the ESP district membership. Opportunity to have regular meetings with members to discuss issues; mentoring happening regularly, less formal than training.
- Issues of equity, in. Why aren't people going into more leadership roles?
- Addressing big issues locally—mechanisms for addressing, teams working together, what resources are available. How do agents do this in public forums? (Work of J. Hazell, CIVIC; scholarly work, CIVIC survey)
- FWC training of their staff in leading topic-area meetings, facilitation (NRLI; cross-county and cross-district facilitation).
- Rally around issues specifically related to our membership, employee issues. E.g. leave (sick, annual, PTO) changes for UF. Ability of associations to address employee needs.
- Off-campus faculty issues and needs being understood by campus-based faculty. Internal marketing.
- County extension work relevance in the counties; county departments knowledge and understanding of the work
- Tip sheet—what members can and can't do with legislators; roles of stakeholders, agents, staff, etc. in relation to political leaders (not a policy, and educational piece)

Follow up:

- PIE Center rep invite to next meeting

Submitted by Nicole Walker, Chair



Resource Management and Development Committee

No report.



Retirees & Life Members Committee

ACCOMPLISHMENTS:

The COVID-19 Pandemic has affected us all in so many ways for a second year. Chris Kilbride and I managed to get out one issue of the ESP Life & Extension Retirees Newsletter - Spring 2021. (We usually strive for two.)

We emailed it to all retirees (with fewer bounce-backs/undeliverable) and posted the issue on the ESP website. Check it out:

<https://extadmin.ifas.ufl.edu/esp/esp-retiree-newsletters/>

The rest of the year, we did follow-up with important information (honors, retirements, deaths, etc.) to keep retirees informed.

I was unable to attend the Virtual EPAF 2020 meeting so ESP/FCS retiree, Mary A. Keith (who I replaced in this position a few years ago) was drafted to take notes for me. Unfortunately she had connection issues and despite tech support, unable to login.

I did not receive any other notifications of board meetings, etc. so have not reported other than this one.

ACTION NEEDED:

We are constantly working to update our email lists for 2021 to make sure that we remain in contact with retirees as best we can. Some retirees do not have email addresses and others forget to notify us when they change. We always appreciate input especially in this area but also contributions for articles (also a challenge so, we do encourage all to keep in touch with our Extension family!)

Submitted by Betsy Crisp, Chair



Webpage Management Committee

Webpage management committee: The website is up to date. Thank you to everyone who submitted updates.

Submitted by Linda Seals, Chair



Northwest District Report

Heidi Copeland, NW District Director



New hires in the last year: 2021

- Jefferson County: **Gretchen Thornton**, FCS Agent II
- Calhoun County: **Claire Reach** 4-H/FCS Extension Agent I,
- Gadsden County: **Robbie Jones**, County Extension Director, Agriculture and Natural Resources Agent
- Jackson County:
 - **Ashley Kush**, Extension Agent I, Environmental and Commercial Horticulture
 - **Caroline Chappell**, Extension Agent I, M.S., 4-H Youth Development

Departures and/or retirements/demise in the last year: 2021

- None this reporting period

Current vacancies: 2021

- None this reporting period

Promotion/Permanent Status 2021

- **Jill Breslawski** - Permanent Status and promotion to Extension Agent II
- **Marie Arick** - Permanent Status and promotion to Extension Agent II
- **Prudence Caskey** - Permanent Status and promotion to Extension Agent II
- **Kalyn Waters** - Permanent Status and promotion to Extension Agent III
- **Laura Tiu** - Permanent Status and promotion to Extension Agent III
- **Angela Hinkle** - Promotion to Extension Agent III

Potential new ESP members: (whole NW District asked to join during spring faculty meeting)

The following were sent personal notes on 8/20/2021:

Albertin, Andrea
Anderson, Evan

Anderson, Evan
Arick, Marie
Atkins, John
Bearden, Jennifer
Bodrey, Ray
Boles, Beth
Boston, Marcus
Breslawski, Jill
Carter, Ethan
Davis, Paula
Goodchild, Mike
Hinkle, Angela
Hinton, Ginny
Jackson, Scott
Jameson, Molly
Johnson, Libbie
Lee, Dorothy
Leo, Allison
Leonard, Daniel
Lilly, John
Lollar, Matt
Lovestrand, Erik
Mauldin, Mark
Mayo, Doug
McConnel, Julie
Mullins, Amy
O'Connor, Lawrence
Orwat, Matt
Salinas, Mary
Simmons, Nick
Sprague, Danelle
Stevenson, Carrie
Tancig, Mark
Taylor, Melanie

Challenges/News/Budget Issues:

- Covid and now its variants are making ALL of us weary.
- Anti-masker vs masker is a *real* issue in county offices!



Northeast District Report

Jessica Altum, NE District Director

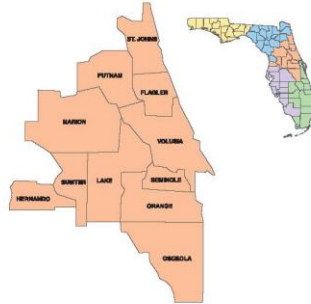


The Northeast District briefly spoke about associations at the district meeting for new agents. Due to covid, no other activities were hosted.



Central District Report

Karen Henry, Central District Director



County: Flagler

No report

County: Putnam

No report

County: Lake

New hires in the last year: Brandon White started 8/16/21

Departures and/or retirements in the last year: Juanita Popenoe, retired April of 2021

Current vacancies: None

Promotion/Permanent Status in the last year: Meg Brew promoted to Agent III

Potential new ESP members: Unsure

Challenges/News/Budget Issues: We are doing well in Lake all things considered. Our team is working hard and staying healthy (knock wood).

County: Marion

New hires in the last year: 3

Departures and/or retirements in the last year: 2 departures and 2 retirements

Current vacancies: 3

Promotion/Permanent Status in the last year: 1

Potential new ESP members: 1

Challenges/News/Budget Issues: Covid 19 and presenting information using multiple platforms or in person and virtual programming, Budget first part of the year very careful not filling positions for retiring agents, carefully conserving unused funding, No traveling or in-person programs affected numbers of total members in 4-H, Affected the volunteer use and

programming, anxiety among faculty and community, socialization and networking limits with less face to face.

County: Orange

New hires in the last year: 1 NEW HIRE

Departures and/or retirements in the last year: Zero, Ed Thrall retires on September 30, 2021

Current vacancies: 0

Promotion/Permanent Status in the last year: 0

Potential new ESP members: 1

Challenges/News/Budget Issues: N/A

County: Osceola

No report

County: St. Johns

New hires in the last year:

- Allie Anderson – 4-H Youth Development – December 2020
- Wendy Lynch – RSA - FCS/Food Systems – May 2021

Departures and/or retirements in the last year:

- Joanne Cooper – December 31, 2020 - Retirement

Current vacancies: None

Promotion/Permanent Status in the last year:

- Julia Kelly – Permanent Status and Agent II
- Terra Freeman – Permanent Status and Agent III

Potential new ESP members:

Challenges/News/Budget Issues: COVID – 19 restrictions

County: Seminole

New hires in the last year: No new hires

Departures and/or retirements in the last year: No Departures

Current vacancies: Family and Consumer Sciences Extension Agent

Promotion/Permanent Status in the last year: Shane Michael to Agent III

Potential new ESP members: Chelsea Woodard, Kaydie McCormick, Tina McIntyre

Challenges/News/Budget Issues: -

County: Sumter

No report

County: Volusia

New hires in the last year:

- Brittany Council Morton, MG Coordinator & Urban Horticulture Agent
- Hillary Ayers, FNP Extension Program Manager

- Amy Biedenbach, Multi-County Sea Grant Agent (starting date September 7th)

Departures and/or retirements in the last year:

- Joe Stewards
- Patrick Zayas (moved to Orange County)

Current vacancies: None

Promotion/Permanent Status in the last year: -

Potential new ESP members: Brittany Council Morton

Challenges/News/Budget Issues: -



Southwest District Report

Crystal Snodgrass, Southwest District Director



Pinellas

New hires in the last year: none

Departures and/or retirements in the last year: none

Current vacancies: FCS Agent

Promotion/Permanent Status in the last year: Alyssa Bowers—she was just voted on...should be approved soon.

Potential new ESP members:

Challenges/News/Budget Issues: COVID continues to be a big issue, Pinellas Educational centers-(Brooker Creek and Weedon Island) are in process of being remodeled. The Ochs 4H Center has just completed a 75k remodeling and will serve as a home base for the Pinellas County 4H program and Community Garden

Charlotte

New hires in the last year: None

Departures and/or retirements in the last year: Elizabeth Staugler, Sea Grant Agent – Charlotte County

Current vacancies: Sea Grant Agent – Charlotte County, CED in Desoto County

Promotion/Permanent Status in the last year: Betty, but she left

Potential new ESP members: Katelyn Mulinix, 4-H Agent. Desoto County & Ajia Paolillo, Multi-County Citrus Agent, Housed in Desoto County

Challenges/News/Budget Issues: None

Collier

New hires in the last year: 1, Commercial Horticulture Agent, Dr. Hamutahl (Tali) Cohen, start date September 27, 2021

Departures and/or retirements in the last year: 0

Current vacancies: 0

Promotion/Permanent Status in the last year: 0

Potential new ESP members: Dr. Cohen
Challenges/News/Budget Issues: COVID

Sarasota

New hires in the last year:

- Donna Alese-Cooke, Residential Horticulture Agent

Departures and/or retirements in the last year:

- Sarah Bostick, Sustainable Agriculture Agent (resigned)

Current vacancies:

- Sustainable Agriculture Agent position

Promotion/Permanent Status in the last year:

- None that I am aware of.

Potential new ESP members:

- I am not sure what the criteria are. Is it in Extension for 3+ years? If so, I think that would be me. Lee Hayes Byron, County Extension Director (started April 2018)

Challenges/News/Budget Issues:

- Not sure what to include here. Let me know if you have suggested overall topics. Otherwise probably nothing from us.

Polk

New hires in the last year: Luis Rodriguez, Small Farms and Pesticide Education Agent

Departures and/or retirements in the last year: none

Current vacancies: none

Promotion/Permanent Status in the last year: none

Potential new ESP members: I'm not sure which of my agents are ESP members; I think Shree Ghosh and Andrea Nikolai did join. Also eligible: Bridget Stice, Anne Yasalonis

Challenges/News/Budget Issues: none

Desoto

New hires in the last year: None

Departures and/or retirements in the last year: Elizabeth Staugler, Sea Grant Agent – Charlotte County

Current vacancies: Sea Grant Agent – Charlotte County, CED in Desoto County

Promotion/Permanent Status in the last year: Betty, but she left

Potential new ESP members: Katelyn Mulinix, 4-H Agent. Desoto County & Ajia Paolillo, Multi-County Citrus Agent, Housed in Desoto County

Challenges/News/Budget Issues: None

Hillsborough

New hires in the last year: Joanna O. Courtemanche - Extension Agent I, Parenting & Family Life; Wael Elwakil - Extension Agent II, Fruit & Vegetable Production

Departures and/or retirements in the last year: Alicia Whidden - Vegetable and Small Fruits Extension Agent (Retired); Francisco Rivera - Small Farms/Alternative Enterprises Extension Agent

Current vacancies: Small Farms/Alternative Enterprises Agent

Promotion/Permanent Status in the last year: Susan Haddock promoted to Agent IV; Brandi Yancy promoted to Agent II

Potential new ESP members:

Challenges/News/Budget Issues:

Lee County

New hires in the last year: 2 non faculty

Departures and/or retirements in the last year: 0

Current vacancies: 0

Promotion/Permanent Status in the last year: 0

Potential new ESP members: 0

Challenges/News/Budget Issues: Addition of county funded UF/IFAS Master Gardener Volunteer Coordinator Position

Hardee County

No report

Manatee County

New hires in the last year: Erin Elsberry, 4-H Agent

Departures and/or retirements in the last year: Erin Elsberry, 4-H Agent

Current vacancies: 4-H Agent, Commercial Horticulture Agent

Promotion/Permanent Status in the last year: Dr. Angela Collins, Permanent Status & Promotion to Agent III; Christa Kirby, Promotion to Agent IV

Potential new ESP members: Nelly Nelson, Michelle Atkinson, Angela Collins, Christa Kirby

Challenges/News/Budget Issues: Changes in County Administration and procedures.



Southeast District Report

Nickie Munroe, Southeast District Director



Indian River County

New hires in the last year: Kaitlyn McCarty 4H Agent

Departures and/or retirements in the last year: Darren Cole- 4H Agent

Current vacancies: none

Promotion/Permanent Status in the last year: none

Potential new ESP members: none

Challenges/News/Budget Issues: Office coverage, volunteer management in a pandemic, funding for programs, vehicles, special projects.

St. Lucie County

New hires in the last year: Grantly Ricketts

Departures and/or retirements in the last year: Ed Skvarch

Current vacancies:

Promotion/Permanent Status in the last year:

Potential new ESP members: Kate Rotindo, Carol Roberts

Challenges/News/Budget Issues:

Palm Beach County

New hires in the last year: Anna Meszaros, our new Commercial Horticulture (Vegetable Production) agent, hired August 2, 2021

Departures and/or retirements in the last year: Bill Schall, our Commercial Horticulture (Nursery Production) agent, retired April 2021; Ada Medina-Solorzano, our FCS agent, retired October 2020

Current vacancies: The above 2 positions (Bill and Ada) remain vacant, but both are in the process of either being advertised or in the candidate review stage for interviews.

Promotion/Permanent Status in the last year: Matt VanWeelden, our Sugarcane/Rice Agronomy agent, achieved PS and Promotion from Agent II to Agent III, July 2021

Potential new ESP members: Matt Van Weelden, Noelle Guay (4-H)

Challenges/News/Budget Issues: County budget remains at base level, with no reductions, but also no extra \$\$ for special projects or “supplementals”. I’m not complaining.

Broward County

No report.

Miami-Dade County

New hires in the last year: Katherine Marin - Community Resource Development (CRD) Extension Agent

Laura Vasquez - Urban Horticulture Extension Agent and Master Gardener Coordinator

Departures and/or retirements in the last year: Adrian Hunsberger (Last day: April 30, 2020) - Urban Horticulture Extension Agent and Master Gardener Coordinator; Kimber Sarver (Last day: August 4/2021) - 4-H Youth Development Extension Agent; Rachel Biderman EFNEP Program Extension Agent (Will depart on Nov.19, 2021)

Current vacancies: 4-H Youth Development Extension Agent; EFNEP Program Extension Agent

Promotion/Permanent Status in the last year: Jeff Wasielewski - Commercial Tropical Fruits Crops Extension Agent - Permanent Status and Promotion to Extension Agent II (2020)

Potential new ESP members: Laura Vasquez and Katherine Marin in 2 years. I am not sure if all other agents with 3 or more years in Extension are the ESP members.

Challenges/News/Budget Issues: As always when working in the large County - Complicated and very demanding work with the county government, COVID -19 challenges

Miami-Dade County budget will be approved in the third week of September 2021 - No major issues expected

Monroe County

New hires in the last year: none

Departures and/or retirements in the last year: none

Current vacancies: none

Promotion/Permanent Status in the last year: none

Potential new ESP members: none

Challenges/News/Budget Issues: none

Glades County

New hires in the last year: Admin Support Ashley Jones

Departures and/or retirements in the last year: Admin Support Tina Heflin

Current vacancies: none

Promotion/Permanent Status in the last year: none

Potential new ESP members: Tycee Prevatt

Challenges/News/Budget Issues: No budget issues- Covid Challenges



State Specialist Report

No report.



2020 ESP Membership Meeting Minutes

@ EPAF (virtual meeting via MS Teams)
September 1, 2020
2:00 - 5:00pm EDT

Call to Order by President Henry Mayer at 2:00pm.

Thought for the Day was given by Samantha Kennedy, Chaplain – “Success isn’t about how much money you make, it’s about the difference you make in people’s lives.”

Samantha Kennedy stated the Alpha Delta Chapter Annual Report was published and available to all members.

Samantha Kennedy reported that all award winners were notified. Their photos and bios were submitted for the EPAF book and she ordered plaques for each recipient.

Webpage Management Committee Report: Linda Seals reported the transition to T4 is complete. Please send her any feedback on website.

Treasury: Abbey Tharpe presented her report -ESP Checking Balance as of 7/07/2020- \$4,706.92 ESP Savings Balance as of 7/07/2020- \$5,158.19. Treasurer’s report was approved by Moores and seconded by Taylor.

Audit: Crawford presented that the ESP Annual Audit was completed on July 7th at 1:00 pm via Zoom with Abbey Tharpe. The checking/savings/CD balances were presented as \$4,706.92, \$5,158.19 and \$6,451.84 respectively. The ESP Financials were reconciled. A Excel spreadsheet is maintained showing a detail of checks and deposits. This spreadsheet is kept in a notebook along with the bank statements, check detail and deposit detail. The deposit receipt is stapled to the copy of the deposit slip within the deposit book.

[Grantly Ricketts](#), Analyst had nothing new to report in regards to Membership Recruitment & Retention and Initiation of New Members.

EPAF Memorial Committee Report: Samantha Kennedy reported the following Extension colleagues passed away in the last year:

Margaret Dessaint (1946-2019)

Dr. Elver Hodges (1912-2019)

Dr. Freddie Johnson (1938-2019)

Rebecca Jordi (1954-2020)

Ruth Milton (1927-2020)

Dr. Grover Smart, Jr. (1929-2020)

Dr. Rex Smith (1929-2020)

Jack Tichenor (1942-2020)

Dr. Ben Whitty (1937-2020)

Dr. Charles Wilcox (1930-2019)

More information about the lives and careers of these treasured colleagues will be presented during the memorial service at the virtual EPAF conference on September 3, 2020.

District Directors Reports

District Directors Reports were submitted:

Northwest District Director, Heidi Copeland – no report given.

Northeast District Director, Jessica Altum -For the NE district report I have been working on congratulatory emails for PS&P and some invite emails to recruit new members to ESP.

Central District Director, [Kalan Taylor](#) reported -

Here is a list of new hires for Central District.

Melanie Thomas, Flagler Co. CED transferred from Duval Co. January 2020

Mimi Vreeland, Flagler Co. , January 2020

Lori Johnson, Lake Co., March, 2020

Christian Christensen, HAEC, April 2020

Patricia “Lynn” Nobles, Marion Co. CED, May 2020

Morgan Pinkerton, Seminole Co., May 2020

Jamielyn Daugherty, Lake Co., June 2020

She plans on reaching out to all of our Central District agents to inform about the ESP virtual conference and once the new ESP recruitment flyer is created I will forward that to them as well.

South West District Director, [Crystal Snodgrass](#)

South East District Director, position vacant – no report given

State Faculty (*Specialist*) Director, [Heidi Radunovich](#)

Life Members (*including Retirees Committee Report*): Betsy Crisp reported she is still in the process of reviewing and updating the mailing list. Also gathering info for the next newsletter. So, If you know anyone who has retired and would like to contribute a few paragraphs of personal info, please encourage them to email to me (Betsy.crisp@verizon.net) or Chris Kilbride (floridianfabrics@gmail.com)

Abstract committee report by [Qingren Wang](#) – at the 2020 virtual EPAF conference, a total of 18 were submitted to ESP this year. 13 of them were selected to present in PowerPoint by the abstract committee according to the EPAF criteria. All the presentations went well at September 2, 2020 based on the schedule with TEAMS. The moderators were Qingren Wang, Samantha Kennedy, and Jeff Wasielewski.

Professional Development Chair, [Sarah Hensley reported the](#) the PD committee conducted a needs assessment of the membership to solicit feedback on professional development and how best to communicate with the membership. The report was presented to the board in July and is to be shared with the general ESP membership during EPAF. Various sub-committees took on specific responsibilities that were identified through the NA in order to take action on these items and during the membership meeting Henry and Nancy will facilitate this conversation and these assignments further. (Both the full report and the highlight from the qualitative responses are available on TEAMS site.)

Public Issues Chair, [Nicole Walker](#) became chair of the Public Issues committee after recruitment at the ESP Membership Meeting held in August at the EPAF 2019 Conference, following the leadership of LuAnn Duncan. There were no active members recorded at the time of the conference. In late January 2020, Nicole hosted a Zoom after inviting 11 ESP members to have an informal listening session to discuss the potential of the committee. We had two participants with plans to follow up with the national ESP Public Issues committee chair. Since that time, in the midst of the myriad COVID-19 related issues, we haven't followed up yet. This summer provides an opportunity to connect with the national committee and choose at least one national objective in the 2019-2022 committee Strategic Action Plan.

Resource Management and Development – Vacant no report

Global Relations chair, Vanessa Campoverde reported the following:

1) Videos of programs in Extension for Hispanic Community: Produciendo in times of Social Distancing

In response to the COVID-19 pandemic, a group of bilingual UF/IFAS Extension and members of CAFÉ(*) Latino agents has created a series of educational videos to market its services and provide educational information to underserved Spanish-speaking audiences throughout Florida. 42 videos have been produced so far. By Jonael Bosques, Francisco Rivera and John Diaz

CAFE Latino Channel:

https://www.youtube.com/channel/UCJq9f5jclfDD_rMlXMkjL2Q/videos?disable_polymer=1

2) Starting International Extension series of online educational programs for nursery growers via USAID Farmer-to-Farmer

ESP member Vanessa Campoverde takes a second international assignment to provide Extension education to nursery producers as a USAID Farmer-to-Farmer Volunteer on a virtual capacity. Program will be a series of 4 events during July of 2020

3) Covid-19 Public Service Announcements with UF/IFAS Extension in Spanish
Laura Valencia, Jenny Rodriguez ; Virgilia Zabala; Ada Medina, John Diaz and Vanessa Campoverde took upon a request from UF/Extension to make Public Service Announcements in Spanish for COVID-19 safety and released them in partnership with UF Department of Communications

4) UF/IFAS Extension CAFE Latino Horticulture Program Area
Henry Mayer, Anne Yasalonis and Vanessa Campoverde were chosen as CAFE Latino Horticulture Program Area Lead Team leader for Florida to serve program needs related to horticulture programs

(*) CAFE Latino is a coalition of faculty and Extension professionals for Latinos/Hispanics serving the needs of the Latino/Hispanic population in Florida.

For more information and requests for collaboration go to: <https://extadmin.ifas.ufl.edu/teams-and-programs/cafes-latino/> and fill in the request form. Constitution and

Bylaws - Brent Broaddus reported that he has recruited two individuals (Judy Corbus and Laura Cash) to join the committee.

Nominating Committee Report, Martha Maddox, Past-President – reviewed the nomination of officers for 2020-2021 year and the slate was voted in.

ESP Alpha Delta Chapter 2020-2021 Proposed Roster of Officers

The following slate of officers for 2020-2021 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: Henry Mayer *President:* Nancy Moores *President-elect:* Lori Wiggins
Secretary: Grantly Ricketts *Analyst:* Samantha Kennedy *Chaplain:* Kalan Taylor *Treasurer:* Abbey Tharpe

District Directors: Term expiring in 2022 Central: Karen Henry Southeast: Nickie Munroe
Southwest: Crystal Snodgrass

Term expiring in 2024 Northeast: Jessica Altum Northwest: Heidi Copeland State Faculty: Heidi Radunovich Life Members: Betsy Crisp; Submitted by Martha Maddox, Chair; and Henry Mayer President

A report was given on the results of the Qualtrics ESP Professional Development Needs Assessment by [Sarah Hensley](#).

Keynote Speaker was Mark Blevins, 2018-2019 ESP National President who spoke on Why ESP is important and relevant to you.

Professional Development Opportunities report given 2020 ESP National Conference, October 5-8, 2020, Focus on the Future, will be virtual.

Meeting adjourned.

Members who participated: Matthew Olson, Ramona Madhosingh-Hector, Alejandro Bolques, Joseph Strickland, Kalan Taylor, Heather Janney, Nancy Moores, Lisa Hickey, Sarah Hensley, Christine Kelly-Begazo, Brad Buck, Qingren Wang, Laura Cash, Joe Gasper, Karen Henry, Kristie Popa, Andrew Toelle, Charles Polisen, Jessica Sprain, Whitney Elmore, Shreemoyee Ghosh, Grantly Ricketts, Gene McAvoy, Martha Maddox, Henrique Mayer, Samantha Kennedy, Karen Stauderman, Katherine Allen, Rachel Pienta, Juanita Popenoe, Lori Wiggins, Holly Abeels, Mark Blevins, Lisa Sanderson, Heidi Radunovich, Brian Estevez, Patrick Williams, Trevor Hylton, Stephanie Toelle, Kimberly Bragg-Armatrout, Nicole Walker, Abbey Tharpe, Dewyne Hyatt, Brooke Moffis, Stephanie Conner, Linda Seals, Gregory Hicks, Molly Janeson, Crystal Snodgrass, Darren Cole, Alicia Bradigan-Betancourt, Anna Tomlinson, Norma Samuel, Sonja Crawford, Jessica Emerson, Laurie Osgood, Patricia Nobles, Allison Leo, LuAnn Duncan, Kevin Camm, Stephen Robinson, Judy Corbus, Christopher Decubellis, Wayne Hobbs, Shaina Spann, Bradley Burbaugh, Melinda Souers, Diana Hagan, Lara Miligan, Suzanne Fundingsland, Eva Pabon, Marcus Boston, Lisa Strange, Jehangir Bhadha, Brent Broaddus, Pamela Bradford,

Elizabeth Carnahan, Laura Valencia, Chris Oswalt, Ashley Johnston, Alyssa Bowers, Susan Haddock, Kevin Hill, Brenda Rogers, Julie McMilian, Yvette Goodiel, Heidi Copeland, Noelle Guay, Carol Roberts, Teresa Olczyk, Jefferey Williamson, Mary Kerr, Frances Spann, Kendra Zamojski, David Outerbridge, E. Vanessa Campoverde, Jose Zayas, Johanna Gomez-Gonzalez, Leslie Munroe, Brandi Yancy, Michael Sipos, Jessica Altum, Theresa Badurek, Hui-Ling Liao, Lisa Hamilton, Stacey Ellison, J. Craig Williams, Whitney Thames, Chris Vivian, Andrea Nikolai, Katherine Marin, Ana Zangroniz, Brian Myers, Vanessa Spero, Prudence Caskey

Respectfully submitted by Lori Wiggins

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.

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

DEED OF GIFT

TO

UNIVERSITY OF FLORIDA FOUNDATION, INC.

on behalf of the

GEORGE A. SMATHERS LIBRARIES, UNIVERSITY OF FLORIDA

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

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

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

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Signature of Donor Signature of Donor

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By: _____

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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