

Epsilon Sigma Phi

Alpha Delta Chapter

2021-2022 Annual Report



Lori Wiggins, President

ESP Membership Meeting

August 30th, 2022

Extension Professional Associations of Florida Virtual Conference

Compiled by: Kalan Taylor, UF/IFAS Extension Volusia County

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2022 President's Address

Dear Florida ESP,

As President of the Alpha Delta Chapter of Epsilon Sigma Phi (ESP) for 2021/2022, it has been my sincere pleasure to work with a committed Board who has dedicated themselves to fostering high standards of excellence in the University of Florida Extension System.



The annual Extension Professionals Associations of Florida (EPAF) Conference provides a unique forum for Epsilon Sigma Phi to serve in leadership roles promoting and supporting professionalism in Extension. President-Elect, Grantly Ricketts; Treasurer, Abbey Tharpe; Secretary, Samantha Kennedy; Annalist, Kalan Taylor, Chaplain; Nickie Munroe; and Past President, Dr. Nancy Moores have diligently worked throughout this past year to envision the needs of the organization's future and innovatively and resourcefully responded to these needs. A big thank you goes to Dr. Nancy Moores for mentoring me throughout this year no matter how big or small the question was, she was always available with her wealth of knowledge.

Thank you to the members of Florida ESP for your dedication to fostering leadership development and mentoring within the Extension profession. You do it through your membership and active involvement in ESP, and through peer leadership and mentoring in your office or unit, week in and week out.

Our robustness, resilience and relevance are strengthened when colleagues across all disciplines and associations join together in ESP chapter work. I want to thank all of our officers, district directors and committee chairs, whose support and diligent execution of their respective duties have made it possible for me to serve you. The chapter will be in good hands this coming year with the next chapter President Grantly Ricketts and with an excellent slate of committed and dedicated officers, directors, and committee chairs. I thank you all for being a member and an integral part of Florida ESP and for your service to others as an Extension professional.

Kindest regards to all, and best wishes to the in-coming chapter leadership team,

Lori Wiggins

Florida ESP President

List of Officers, District Directors, and Committee Chairs

OFFICERS

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Chaplain

Nickie Munroe

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President

Lori Wiggins

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Treasurer

Abbey Tharpe

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Analyst

Kalan Taylor

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Past President

Dr. Nancy Moores

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Northwest

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Retirees/Life Members

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COMMITTEE CHAIRS

Abstract

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Audit

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Annual Report

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Constitution and Bylaws

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Membership Recruitment and Retention

Kalan Taylor

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VACANT

Senior Times Newsletter

Betsy Crisp

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Nominating

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Annual Membership Meeting

2022 EPAF Improvement and Administrative Conference

August 30th, 2022 • Panama City, FL

2:30 PM to 4:30 PM

Agenda

Call to Order

Thought of the Day

Recognition of Guest and Retirees

Secretary's Report

Treasurer's Report

Annalist Report/Member Recruitment

Initiation of New Members

EPAF Award Recognitions

Committee Reports

Abstracts

Annual Report

Audit

Webpage Management

EPAF Memorial

Professional Development

Public Issues

Global Relations

Constitution and Bylaws

Nominating Committee Report

District Directors Reports

Northwest District

Northeast District

Central District

Southwest District

Southeast District

State Faculty (*Specialist*)

Life Members (*including Retirees Committee Report*)

Old Business

- ESP National Meeting, 2021
JCEP, 2022 & PILD, 2022

Lori Wiggins, President

Nickie Munroe, Chaplain

Lori Wiggins, President

Samantha Kennedy, Secretary

Abbey Tharpe, Treasurer

Kalan Taylor, Analyst

Kristie Popa, Awards Chair

Committee Chairs

Qingren Wang

Kalan Taylor

Sonya Crawford

Linda Seals

Nickie Munroe

Dr. Sarah Hensley

Nicole Walker

Vanessa Campoverde

Brent Broaddus

Dr. Nancy Moores, Past-President

Heidi Copeland

Jessica Altum

Karen Henry

Crystal Snodgrass

Nickie Munroe

Dr. Heidi Radunovich

Betsy Crisp

Grantly Ricketts

New Business

- Vote: 2022-2023 Officers and District Directors Dr. Nancy Moores
- High Five/High Ten Presentation Abbey Tharpe/Samantha Kennedy

Professional Development Opportunities

- ESP National Meeting: September 26-29, 2022, in Branson, Missouri – Registration is open until September 9th - a virtual option is also available.
- JCEP- Extension Leadership Conference, February 7-9, 2023, Kansas City, Missouri
- Public Issues Leadership Development Conference (*PILD*), April 16-19, 2023, Arlington, VA (DC) / Request for Proposals Due October 15, 2022

Other Items of Business

- **Recognition** Lori Wiggins

Pass Gavel



Budget Reports

Budget Report (8/5/2022)

Status of Accounts:

| | |
|---------------------------------------|--------------------|
| Checking Account (as of 8/05/22)..... | \$7,771.91 |
| Savings Account (as of 8/05/22) | <u>\$5,159.26</u> |
| Total | \$12,931.17 |

Certificates of Deposits

| | |
|--|-------------------|
| (Maturity Date 10/13/19- this account will automatically renew for 2 years)..... | \$6,451.84 |
| Total | \$6,451.84 |

Submitted by Abbey Tharpe, Treasurer

Proposed Budget for Fiscal Year (10/1/22-9/30/23)

| Income | Budgeted 2022-23 |
|--|-----------------------------|
| 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 Income | \$ 9,900.00 |

Submitted by Abbey Tharpe, Treasurer



Abstract Committee

Regarding the ESP Alpha Delta Chapter abstract submission for 2022 EPAF conference at Panama City FL, one announcement and several follow-up reminders were sent out through emails to 235 association members. A total of 11 abstracts were submitted on time.

All the submitted abstracts were blindly reviewed and judged by the abstract committee with 3 members. Of which 10 abstracts were selected with different ranks based on the EPAF abstract skeleton criteria with average scores ($>$ or $=$ 40 points) from the 3 reviewers to be presented at the EPAF conference in 2022. With an adjustment by the EPAF abstract general committee, 15 participants will provide their PowerPoint presentations as any of other associations. The three judging committee members for ESP Alpha Delta Chapter 2022 are Samantha Kennedy, 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 requests were made, via email, asking for reports. The reports received was collected and formatted for inclusion in 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 Kalan Taylor, Analyst and Chair



Audit Committee

The ESP Annual Audit was completed on August 8, 2022, at 1:30 pm via TEAMS with Abbey Tharpe. The checking/savings/CD balances were presented as \$7,771.91, \$5,159.26 and \$6,451.84 respectively. Membership consists of 60 renewals and 7 new members. An Excel spreadsheet is maintained showing a detail of checks and deposits. This spreadsheet is kept in a 3-ring binder notebook along with the bank statements, check detail, and deposit detail. Invoices are stapled to the check request. The deposit receipt is stapled to the copy of the deposit slip within the deposit book. The checkbook and deposit book are secured according to University of Florida policy. The ESP financials are reconciled each month. The goal is to increase High Five and High Ten. Abby Tharpe has done a great job keeping financial records.

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 have passed away in the last ESP year:

- ✦ Jerald “Jerry” S. Southwell (2021)
- ✦ Dr. Douglas Archer (1946-2022)
- ✦ Andrew “Andy” John Rose (1938- 2022)
- ✦ Kenneth Leroy Durrance (1927- 2022)
- ✦ Donald Edwin Sweat (1939- 2022)
- ✦ Duska Leone Dorschel (1945- 2022)
- ✦ John McCullum Stevely (1950- 2022)
- ✦ John H. Herbert Jr. (2022)

More information about the lives and careers of these treasured colleagues will be presented during the memorial service at the memorial service at the EPAF Conference on August 30th, 2022.

Submitted by Nicole Munroe, Chaplin and Chair



Finance Committee

The 2021-2022 ESP Budget (page 10), the 2021-2022 ESP Proposed Budget (page 11) and the 2022-2023 ESP Proposed Budget (page 12) have been submitted for review by membership.

Submitted by Abbey Tharpe, Treasurer and Chair



Global Relations (Diversity) Committee

No report.

Submitted by Vanessa Campoverde, Chair



Member Services Committee

Award recognition is an important part of our professional development and tenure process. ESP offers a wide variety of awards to our Extension agents. To learn more about these awards please visit the ESP National website. Most awards require two years of ESP membership for eligibility. 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 this year:

| | | |
|-----------------------------------|---------------------------------|------------------------------|
| Distinguished Service Award | Visionary Leadership Award | Distinguished Team Award |
| Continued Excellence Award | Administrative Leadership Award | Diversity Individual Award |
| International Service Award | Award | Diversity Team Award |
| Meritorious Support Service Award | Distinguished Team Award | 25 Year Tenure Award |
| Retiree Service Award | Diversity Individual Award | Friend of Extension Award |
| | Diversity Team Award | Outstanding Specialist Award |

To learn more about these awards please visit the ESP website!

Congratulations to our two 2021-2022 award winners!

Early – Career Service Award Winner: Jehangir Bhadha [2 applicants]

Mid – Career Service Award Winner: Brian Estevez [1 applicant]

Congratulations to our Professional Development Scholarship winner Karen Henry!

ESP offers two different scholarships each year: the JCEP scholarship and the Chapter Scholarship. 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 7-9, 2023 at the Kansas City Marriott, 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:

- Lisa Hickey
- Colleen Larson
- Lorna Bravo

Submitted by Kristie Popa, Chair



Member Recruitment and Retention Committee

Thank you to all District Directors and current ESP members who have reached out to faculty members for new membership recruitment. Thank you to all our ESP members who renewed their membership.

- 15 New Members
- 113 Renewals/Active Members
- 103 Life Members

For a total of **231** members this year.

Remember, enrollment for Florida must be submitted by December 31, 2022, despite the system saying you have until February 1st, 2021.

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 Kalan Taylor, Analyst and Chair



Nominating Committee

ESP Alpha Delta Chapter 2022-2023 Proposed Roster of Officers

The following slate of officers for 2022-2023 will be presented to the ESP ADC membership at the annual business meeting. The proposed officers, except treasurer, will rotate into the next position the following year unless otherwise noted. District Directors serve multiple year terms and are noted below:

| | |
|------------------|------------------|
| Past-President: | Lori Wiggins |
| President: | Grantly Ricketts |
| President-elect: | Samantha Kennedy |
| Secretary: | Kalan Taylor |
| Annalist*: | Nickie Munroe |
| Chaplain: | Sonja Crawford |
| Treasurer: | Abbey Tharpe |

District Directors:

Terms Expiring in 2023

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

Terms expiring in 2024

| | |
|------------|------------------|
| Central: | Karen Henry |
| Southeast: | Yvette Goodiel |
| Southwest: | Shreemoyee Ghosh |

*NOTE: The position of annalist was previously written as analyst. In accordance with our bylaws and the national site, this has been corrected for 2022-2023.

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.

Submitted by Dr. Nancy Moores, Past President and chair



Professional Development Committee

Nothing to report.

Submitted by Sarah Hensley, Chair



Public Issues Committee

No report.

Submitted by Nicole Walker, Chair



Resource Management and Development Committee

No report.

Vacant position



Retirees & Life Members Committee

ACCOMPLISHMENTS:

COVID-19 continues to influence our actions for a third year, despite immunizations and boosters, face-to-face contact remains somewhat limited. Chris Kilbride and I managed to publish one issue of the **ESP Life & Extension Retirees Newsletter - Summer 2022**. (We used to strive for two issues/year!)

Once completed, we emailed the newsletter to all retirees (with fewer “bounce-backs” marked “undeliverable”) and posted the current issue on the ESP website (**Thank you, Linda Seals!**) with past issues. 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 did not receive any other notifications of board meetings, etc. so have not reported this year other than this one.

ACTION NEEDED:

We are constantly working to update our email lists for 2022 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 their email address changes. We always appreciate input especially in this area but also contributions for articles, a paragraph or two is fine, up to a page and photos, if possible (This also a challenge. We encourage all to keep in touch with our Extension family – so, please let us hear from YOU!)

Submitted by Betsy Crisp, Professor Emeritus (ESP) working closely with Chris Kilbride, Professor Emeritus (FEAFCS)



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: 2022

- Holmes County: **Christopher Lauen**, 4-H Youth Development Agent I
- Santa Rosa County: **Joshua Criss**, Environmental Horticulture Agent I

Departures and/or retirements/demise in the last year: 2022

- Escambia County: **Angela Hinkle**, FCS Agent III
- Gulf County: **Julie McMillian**, 4-H Youth Development/FCS
- Jackson County: **Caroline Chappell**, 4-H Youth Development Agent I
- Jefferson County: **Gretchen Thornton**, FCS Agent II
- Santa Rosa County: **John Atkins**, AG/NR Agent IV (retired)
- Santa Rosa County: **Mary Salinas**, Environmental Horticulture Agent II (retired)
- Wakulla County: **Patrick Williams**, AG/NR Agent II
- Walton County: **Michael Goodchild**, Forestry and Residential Horticulture CED III (retired)

Transfers: 2022

- **Danielle Sprague**, Jefferson County AG to Gadsden County, AG/Commercial Horticulture Agent I
- **Laura Tiu**, from EA III to CED III, Walton County
- **Libbie Johnson**, Escambia County to Santa Rosa County, Sustainable AG/Food Systems Agent II
- **Nicole Crawson**, Holmes County to Walton County, 4-H Youth Development Agent II
- **Samantha Kennedy**, from EA III to CED III, Wakulla County

Promotion/Permanent Status 2022

- **Extension Agent II with Permanent Status:** Ethan Carter, Molly Jameson, Daniel Leonard, & Laurie Osgood
- **Extension Agent III with Permanent Status:** Andrea Albertin, Clarence Bodrey, & Nicholas Simmons
- **Extension Agent III:** Jennifer Bearden
- **Extension Agent IV:** Kendra Hughson, & Carrie Stevenson
- **Program County Extension Agent II:** Amy Mullins



Northeast District Report

Jessica Altum, NE District Director



The Northeast District is actively recruiting new members for the new year and spreading the word about the benefits of the ESP association.

New hires in the last year: 2022

- Citrus County: **Caetano Rossi Sales**, AG and Natural Resources Agent I
- Suwannee County: **Amanda Phillips**, AG and Commercial Horticulture Agent I
- Union County: **Meagan Daniel**, 4-H Youth Development Agent I

Departures and/or retirements/demise in the last year: 2022

- Bradford County: **Luke Miller**, Horticulture/Small Farms Agent I
- Duval County: **Christopher Kerr**, Commercial Horticulture Agent II
- Suwannee County: **Courtney Darling**, AG and Natural Resources Agent I
- Northeast District: **De Broughton**, Agriculture RSA II
- Northeast District: **Sudeep Sidhu**, AG and Water Management RSA II

Transfers: 2022

- None

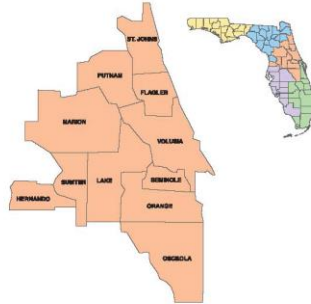
Promotion/Permanent Status 2022

- **Extension Agent II with Permanent Status:** Luke Harlow
- **Extension Agent III with Permanent Status:** Kevin Athearn, Savanna Barry
- **Extension Agent III:** Heather Janney



Central District Report

Karen Henry, Central District Director



New hires in the last year: 2022

- Flagler County: **Judy Jean**, Urban Horticulture Agent I
- Flagler/Volusia Counties: **Carolyn Kovacs**, Sea Grant Agent I
- Marion County: **Jeremy Rhoden**, AG and Urban Horticulture Agent I
- Orange County: **Clarissa Chairez**, Residential Urban Horticulture Agent I
- Orange County: **Calvin Gardner**, Urban Horticulture Agent I
- Orange County: **Hillary Ayers**, Family Consumer Sciences Agent I
- Putnam County: **Heather Pogue**, 4-H Youth Development Agent I

Departures and/or retirements/demise in the last year: 2022

- Citrus County: **BJ Jarvis**, AG and Commercial Horticulture Agent IV (retired)
- Citrus County: **Sarah Ellis**, Family Consumer Sciences Agent II
- Volusia County: **Laura Cash**, 4-H Youth Development Agent I

Transfers: 2022

- **Chelsea Woodward**: from Seminole County to Volusia County, 4-H Youth Development Agent I
- **Crystal McCazzio**: from Putnam County to Marion County, 4-H Youth Development Agent III

Promotion/Permanent Status 2022

- **Extension Agent II with Permanent Status**: Lisa Hamilton, Eva Pabon, Jessica Sprain, & Hannah Wooten
- **Extension Agent III with Permanent Status**: none
- **Extension Agent III**: Scott Taylor
- **Extension Agent IV**: Tim Wilson



Southwest District Report

Crystal Snodgrass, Southwest District Director



New hires in the last year: 2022

- Charlotte County: **Katherine Rose**, Sea Grant Agent I
- Hardee County: **Marissa Alexander**, 4-H Youth Development Agent I
- Manatee County: **Alexandra Draper**, 4-H Youth Development Agent II
- Pinellas County: **Truong Tran**, 4-H Youth Development Agent I
- Sarasota County: **Ashley Ellis**, Residential Horticulture Agent I

Departures and/or retirements/demise in the last year: 2022

- Hillsborough County: **Brandi Yancy**, 4-H Youth Development Agent II
- Hillsborough County: **Charles Poliseno**, 4-H Youth Development Agent I
- Hillsborough County: **Nicole Pinson**, Horticulture and MG Coordinator Agent II
- Sarasota County: **Abbey Tyrna**, Environmental Science Agent II
- Southwest District: **Susan Webb**, Community Gardens RSA I

Transfers: 2022

- None

Promotion/Permanent Status 2022

- **Extension Agent II with Permanent Status:** Nelly Nelson
- **Extension Agent III with Permanent Status:** Christopher Prevatt
- **Extension Agent III:** none
- **Extension Agent IV:** Ralph Mitchell, Maria Rometo, Shawn Steed



Southeast District Report

Nickie Munroe, Southeast District Director



New hires in the last year: 2022

- Indian River County: **Andrea Lazzari**, County Extension Director
- Miami-Dade County: **Kenan Bridges**, 4-H Youth Development Agent I

Departures and/or retirements/demise in the last year: 2022

- Broward County: **Megann Cady**, 4-H Youth Development I
- Indian River County: **Christine Kelly-Begazo** (retired)
- Palm Beach County: **Laurie Albrecht**, Environmental Horticulture Agent I (retired)

Transfers: 2022

- **John Roberts**: from Orange County to Palm Beach County, Residential Horticulture and MG Coordinator Agent I

Promotion/Permanent Status 2022

- **Extension Agent II with Permanent Status**: Andrea Lazzari
- **Extension Agent III with Permanent Status**: none
- **Extension Agent III**: Holly Abeels, Vanessa Spero, Elizabeth Vassilaros, & Lindsey Wiggins
- **Extension Agent IV**: none
- **Program County Extension Agent II**: Danielle De Vries



State Specialist Report

Nothing to report.

Submitted by Dr. Heidi Radunovich, Chair



2021 ESP Membership Meeting Minutes

@ EPAF (virtual meeting via MS Teams)
September 14, 2021
2:00 - 5:00pm EDT

No Minutes Taken During Meeting

Call to Order: President Nancy A. Moores

Thought of the Day: Chaplain, Kalan Taylor

Treasurer's Report: Treasure, 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 nationals 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.

| Officer Position | |
|------------------------|----------------------------|
| 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

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:

Gift of

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

Dated as of the _____ day of __, 2017.

Signature of Donor Signature of Donor

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

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

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

By: _____

Name: _____ As its _____

CONDITIONS

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

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

Exhibit A—Description of Collection and/or Accompanying Documents