

**Epsilon Sigma Phi – Alpha Omicron Chapter**  
Board Meeting Minutes  
December 8, 2004 @ PSU Harrisburg

Call to Order: Michelle Rodgers called the meeting to order.

Attendance: Michelle Rodgers, Ken Green, Shirley Bixby and Amy Gregor

1. Minutes from the October 1, 2004 Board meeting were reviewed and unanimously approved.
2. Debrief Annual Meeting –
  - a. Location established by JCEP – leadership rotates amongst member groups
  - b. Annual Conference may be held in conjunction with next year's meeting
  - c. Facilities was the only major negative
  - d. Process that went well
    - i. Budget - sent out in Fall Newsletter – eased budget discussion
    - ii. Vice President – sent message to all committee chairs for written or oral report  
Recognition of committee chairs
    - iii. Moved awards from lunch to morning, need to communicate with committee chairs when presentations will happen (snafu with Friend of Extension Award)
    - iv. Use Agenda for next year as model
    - v. Started the meeting a half hour earlier – cannot go any later, possibly do as a 1 -5 meeting if held in conjunction with Annual Conference
    - vi. Stacie Bird took pictures of award winners & sent pictures to them
  - e. **Potential changes/goals**
    - i. **Greater Life Member Involvement**
    - ii. **Registration Information Sent Earlier – Save the Date Card**
    - iii. **Options for First timers**
    - iv. **Stacie Bird should have been initiated – needs to be done next year**
  - f. **Additional Action Steps**
    - i. **Ken will send action steps to Annual Meeting Chair**
    - ii. **Michelle will send thank you to Stacie**
3. Passing the torch
  - a. Past year successes:  
Committees realigned with National  
Notebooks for each committee chair  
Recognition of outstanding committee chairs
  - b. **Action Steps**
    - i. **Michelle will find someone to reduce and archive President's files; at the end of each president's term they will add to the files**

- ii. Shirley will contact Linda Cook per database
  - iii. The need for dynamic committee chairs was emphasized as critical for success. Committee chairs should select co-chairs.
  - iv. Ken will provide minutes for proof of Shirley's election for bank account name change.
  - v. Shirley will research software for financial records.
  - vi. Membership needs to be updated when new listing available
  - vii. Michelle will check into a share point site.
4. Newsletter Dates and Deadlines
- a. Spring Newsletter – April 1<sup>st</sup>
    - i. Deadline for articles – March 8<sup>th</sup>
  - b. Fall Newsletter – September 15<sup>th</sup>
    - i. Deadline for articles – August 24<sup>th</sup>
5. 2005 Goals for Our Chapter
- a. The three priority goals for 2005 are
    - i. One professional development activity sponsored by ESP
    - ii. One Life Member Activity – Committee Chair – Patricia Powley
    - iii. To Increase Recognition of Members – make measurable
  - b. Michelle will write and communicate these three goals
6. Professional Development Executive Officers
- a. Officers were encouraged to attend
    - i. National Meeting – November 8 – 12, 2005, Colorado Springs
    - ii. NE Regional Meeting – February 9 – 11, 2005 Columbia
7. Executive Committee Conference Call Dates
- a. January 14<sup>th</sup>, 9 – 10:30 AM
  - b. March 11<sup>th</sup>, 9 – 10:30 AM
  - c. April 8<sup>th</sup>, 9 -10:30 AM
  - d. June 3<sup>rd</sup>, 9 -10:30 AM
  - e. August 19<sup>th</sup>, 10 to 1 (face to face meeting)
  - f. September 16<sup>th</sup>, 9 – 10:30 AM
  - g. October 7<sup>th</sup>, 9 -10:30 AM

**Next Board Meeting, Friday, January 14th 9 – 10:30 via conference call.**

Respectfully submitted,

Jeffrey D. Myers  
Alpha Omicron Chapter Secretary