

Minutes
Board Meeting
Epsilon Sigma Phi – Alpha Omicron Chapter
March 26, 2004 via Conference Call

Call to Order: Amy Gregor called the meeting to order via conference call.

Those attending were: Amy Gregor, Michelle Rodgers, Duane Stevenson, Debra Bryant and Ken Green

The Board then began a discussion of the items contained in the agenda provided by Amy Gregor. Highlights include:

- 1) Minutes review and approval**
 - a. The minutes of the February 19, 2004 Board Meeting were unanimously approved.
- 2) Committee Update – Michelle Rodgers**
 - a. Michelle has prepared committee notebooks and sent them out to all committee chairs
 - i. These notebooks will be used to record committee business, including goals, specific committee contacts & facts so that pertinent information may be passed from one committee chair to their replacement
 - b. Reports were not available for: professional development opportunity, Guy Temple's project, and the Endowment campaign.
- 3) Report on membership – Amy**
 - a. An updated list of potential new members will be obtained from Kim Evancho
 - i. At their discretion, the Membership Committee will not need to solicit membership from everyone on that list as all of the previously eligible members were approached by last year's committee
 - b. Debra Bryant has provided a copy of the 2004 membership list via e-mail
 - c. An updated "lifetime membership" list has been requested from Linda Cook by Debra and she will forward the lifetime list to the Board when received
 - d. The wording and use of "administrative staff" in the membership section of the by-laws was discussed
 - i. At what level are "administrative staff" (staff asst. vs. senior administrators) eligible for ESP membership – this question was referred to the Membership Committee for review and a recommendation.
- 4) ESP Website – Amy**
 - a. Updated information has been shared with Peg Shuffstall to placed in the chapter's website.
- 5) Items for Next Membership E-mail Update – Amy**

- a. Send out a combined message containing information on many topics; website, national & annual meeting dates, committee staffing list, and a possible new award.
- 6) Purchase of ESP pins (\$7.50 each) for Committee Chairs – Michelle**
- a. Recognition of committee chairs with a ESP pin was discussed
 - i. After discussion, it was decided that a few pins would be ordered to recognize special significant efforts by members/ committee chairs
 - ii. These pins would be paid for out of the chapter’s Professional Development Fund.
- 7) Spring Newsletter reminder – Ken**
- a. Articles are due to Ken by April 15th
 - b. May 1st is the publication goal
 - c. Ken will send out a reminder on or near April 15th for article submission
 - d. Amy and Ken will review using Publisher to create the newsletter.
- 8) ESP Calendar reminders – Amy**
- a. Regional/ National voting due by June 1st
 - b. Amy will send out information on national voting issues to secure a consensus for the chapter vote form the officers
 - c. National Conference information will be included in the Spring issue of “ESP Connections”.
- 9) 2004 Chapter Goals**
- a. Endowment Campaign - \$380 closer to the goal of \$2,500
 - b. Membership – will check with Christy Bartley for a new goal
 - c. Professional Development – sponsor offering(s) during Fall In-Service
 - d. Website – update and post information to our chapter’s website by April 2004.

Next chapter Board Meeting – Friday April 23, 2004 at 1:15 PM via conference call.

Respectfully submitted,

Kenneth E. Green
Alpha Omicron Chapter Secretary (2003-2004)