

Alpha Kappa Chapter Board Meeting

Monday, May 8, 2017

9:30amCST/10:30amEST

Hardin County Extension Office

The meeting was called to order by President, Annette Heisdorffer at 10:30amEST. She gave a brief welcome and thank you for attending the meeting.

Introductions by those present: Lisa Hagman, Dora Webb, Lynnette Allen, Steve Musen, Linda Combs, Annette Heisdorffer, Donna Fryman, Paula Jerrell, Nanette Banks, Katie Alexander, Amanda Hardy, Jeremy Teal, Sally Mineer, Cherry Kay Smith, Tyrone Gentry, Judy Hetterman, and Louie Rivers. Via Lync: Amanda Dame, Tony Rose, Jeanne Davis, Sarah Brandl, and Lora Lee Howard.

**Minutes:** Minutes were emailed prior to the meeting and hard copies presented at the meeting. Lisa Hagman made a motion to accept the minutes, Paula Jerrell second. Motion passed.

**Treasurer's Report:** Donna Fryman gave the treasurer's report, hard copies and emailed copy. Starting balance was \$9,110.63, ending balance \$10,774.79. Retiree Scholarship amount \$16,803.52, committee asked this be moved into UK account.

TR Bryant scholarship: \$89,620.24

Jeremy Teal made a motion to accept the report as presented, second by Louie Rivers, motion passed.

**Administrative Remarks:** Cherry Kay Smith reported that the sub committees on review have been working hard and plan to get report to Dean Cox within the next month. The qualtrics survey from agents gave a lot of good feedback. She encouraged everyone to let the rumors that may be going around to roll off our back and wait for final report. She also reported that they are working on a career ladder for state extension specialists, non-tenured professionals and associates that will be similar to the agent's career ladder. Administrative staff will be having a retreat in June. She said that UK has been working closely with KSU in hiring agents and paraprofessionals in some counties.

**Reports:**

**Professional Development:** Amanda Hardy and Donna Fryman discussed the 2017 annual meeting and in-service. A financial report for the meeting was given; Total income was \$7010 and the total expenses were \$6511.96 with a small profit of \$498.04. Amanda Hardy brought up that there is not a guideline on how much to spend on a speaker for the in-service, or having to

have a contract with the speaker. This past speaker had a contract with the amount plus expenses but no cap on the expenses (ex. Bottles of water were turned in). Sally Mineer mentioned that there may be a guideline at UK, but we do need to have a more detailed contract. Annette Heisdorffer asked if the committee wanted to go ahead and work on a contract details/guidelines for the next ESP board meeting.

Amanda got the surveys back from Ken Jones in a power point. 31 participated in survey, of those 28 attend the meetings regularly and majority had worked over 20 years. Most loved the location as well. Some thought that location may become an issue due to employees being able to pay for dues out of professional development funds so increase in members. One suggestion was to have a panel of District Directors, Administration etc. at the meeting for question and answer. It was also commented that they want more information on the rotation system of officers in ESP and to understand more of the concept of ESP for newer members. It was questioned if we would get more feedback on surveys if they had the surveys at the meeting/towards end of meeting either paper or qualtrics link, so we may do this for the 2018 meeting and in-service and build in 10-15 minutes in agenda for survey to be completed. The committee will check into other larger extension offices for size and cost in case the Signature Club will not be large enough.

**Scholarships, Grants & Recognition:** Julie Brown not present. Paula Jerrell mentioned that we had more categories entered this year than last year.

**Marketing:** Sally Mineer reported that everyone that attended the ESP meeting received an ESP Key flash drive. This was a great way to get more advertisement of ESP and she mentioned possibly putting ESP logo in our signature line in emails for members. Sally also mentioned that maybe we could have a session via skype/lync with newer members about becoming an officer, rotation system and awards etc...

**Resource Development:** Dora Webb will be taking over for Crystal Osborne, the silent auction collected a little over \$300 at the 2017 Annual Meeting

.The money from silent auction was voted to go towards stipend for members who were award winners and attend national ESP meeting.

**Retirees:** Jeanne Davis reported that the efforts to increase scholarship fund to endowment is going well. Letters have been sent, great responses, just a little shy of their goal. Retirement scholarship fund is around \$17,000 and can be endowed at \$25,000. She asked that we continue to get the word out about the scholarship which is for an extension employee's child or an extension supporter's child. The outstanding retiree award is also an award this committee gives out; rely on people to nominate the winners on this award, Linda Heaton was this year's winner. Charlene Jacobs will be taking over the retiree committee chair next year. Paula Jerrell mentioned that as a retirement gift her office and area professional staff gave Debbie Temple a lifetime membership for ESP.

**Membership Recruitment:** Dana Anderson was not present, Lynnette Allen filled in and gave her report. She reported that we have 101 renewing members, 9 new members, and one new life member plus one more for Debbie Temple. She is looking at doing a new video with the extension creed to use members (like what Mammoth Cave has done in the past), Paula mentioned to be sure and include KSU. Lynnette will share with Dana the suggestions for more information about officers and chairman rotation etc.

**Public Issues:** Tyrone Gentry reported that he went to the national conference last year and set in on the committee meeting. The evaluations of annual meeting mentioned elevator speeches and he said they will have another national elevator speech contest at the National ESP conference in North Carolina. He also reported that he has not found any guidelines on what this committee is supposed to do, if anyone knows then let him know and the committee may work on their own guidelines.

**Chapter Relations:** Nanette Banks reported that her staff assistant is continuing to work on updating the log of agents, but she needs suggestions on who to email this list to once it is completely updated. It was suggested that this list be emailed out to the area contact agents to relay to their area's counties to continue to keep updated at a district staff meeting.

**Global Relations:** Steven Musen reported that he is new, he replaces Janet Turley. He plans to speak with her about the duties. He will be traveling to Uganda this summer and he worked in the Philippines so he has some international contacts. He did not get the list of potential committee members, so he needs this so he can email out some information to them.

**Newsletter:** Deborah Shepherd not present.

#### **Reports from all Area Contacts:**

**Administration:** Cherry Kay Smith had nothing else to add from her previous report.

**Bluegrass:** Ray Tackett not present.

**Fort Harrod:** Jay Hettmansperger not present.

**Green River:** Lisa Hagman reported that Union and McLean counties have hired Ag agents. Hancock County is working with KSU to get an FCS agent. Martha Arterburn, 4-H agent Allen County has retired.

**Kentucky State University:** Louie Rivers reported that Dr. Westbrook has started and came from North Carolina to KSU. Dr. Courtney Owens is the Interim Assistant Extension Administrator and State Specialist in Program and Staff Development.

Hired 6 more people on the state level, Forestry and FCS. They just hired 2 snap Ed assistants. The position for FCS in Hancock County has been posted. A Hort agent in Marion County, FCS in Hardin County and a multi/Spanish speaking agent for Shelby county. They are interviewing 2 4-H agents for Jefferson County. First annual recognition luncheon for College of Agriculture

graduates, about 300 people attended. He also suggested that everyone who can, go to a national ESP meeting to learn more about what ESP is doing and other states as well.

**Lake Cumberland:** Tony Rose reported that Casey County is looking at possibilities for an Ag agent.

**Licking River:** Hannah Leonard was not present. Donna Fryman reported that they have a new 4-H agent in Bracken County and a new Ag Agent in Fleming County is in the interview process. They also have a new district director, Natasha Lucas.

**Lincoln Trail:** Lynnette Allen reported that Nelson County's Ag and FCS agent's positions are vacant, Washington County Ag Agent position is vacant, possible KSU Agent in Marion and Hardin Counties. Danielle Ford is the new Marion County FCS agent.

**Louisville:** Sheila Fawbush not present.

**Mammoth Cave:** Julie Brown not present. Lisa Hagman mentioned the retirement of Martha Arterburn in her report.

**Northern Kentucky:** Judy Hetterman reported that Cathy Jansen is now in Carroll County as the FCS Agent. Katie trump just had twins. Boone County has a 4-H vacancy, previous Ag Agent is now the full time office manager.

**Northeast:** Eugenia Wilson not present. Donna Fryman reported that the Lawrence County FCS agent has been hired.

**Pennyrile:** Jeremy Teal reported that there is still a FCS vacancy in Crittenden County. Christian County has had a change in office staff, Jay Stone is now the Office Manager, other agent is 50% Ag and 50% 4-H. Purchase area; retirement of Virginia Langford and Debbie Temple, 50% FCS vacancies in Purchase area. Graves County and McCracken County Ag Agents are being filled.

**Purchase:** Robert Tashjian – not present, Jeremy Teal gave a report for Purchase area.

**Quicksand:** Dora Webb reported that Crystal Osborne transferred from 4-H to FCS in Owsley County, Lee County FCS has been filled, Lakin Campbell. Natasha Lucas moved from FCS in Owsley County to District 1 Director.

**Specialists:** Sarah Brandl reported that the Kentucky Association of Specialists had meeting and awards luncheon in April. FCS specialists and associates are having a retreat in June in Lexington.

**Wilderness Trail:** Lora Lee Howard reported that Harlan County now has a FCS agent, Lora Davidson.

## **Unfinished Business:**

**2017-2018 Budget: Report from committee** – Donna Fryman reported that she has a proposed budget with a \$5 increase, \$10 increase and \$15 increase in state dues. National has not increased their dues in a while but they may at any time. She added the extra monies into JCEP, PILD and the national meeting (where majority of our expenses come from) in the proposed budget. The committee has recommended we do an increase, Donna Fryman recommended doing an increase of \$10.00. Nanette Banks made a motion to increase our state dues by \$10, Steve Musen second, motion passed. The extra funds will be divided between PILD, JCEP and national ESP meeting. Motion made by Dora Webb, committee member to accept the proposed budget as presented, Lynette Allen second. Motion passed.

### **\*Break for Lunch\***

**JCEP leadership report:** Paula Jerrell reported attending the conference and that speakers and classes are Extension related and she enjoyed the meeting and she stated it was inspiring and she learned a lot. The information is on the national website. Southern Region had a breakfast and Kentucky made up 2/3 of the people at the regional breakfast. Paula and Annette Heisdorffer both attended the conference.

**PILD meeting report:** Paula reported that this was in Washington D.C. They spent two full days hearing from legislators and staffers and how to give our message. They gave them information on what they want to hear from us as extension, more concise information, email follow up.... not a lengthy meeting. They met with Congressmen on Capitol Hill and they took their Report to the People handouts. They met with James Comer and John Yarmuth. Kentucky State University had 4 people attend this meeting as well. Annette mentioned that there are scholarships for first time attendees.

**Other:** None

## **New Business**

**Suggestions for Newsletter:** Suggestions for newsletter – also using Facebook, but not just Facebook. We need information for the newsletter, which is quarterly (Spring, Summer, Fall, Winter). We might just try to start having two.

**Report to the People Award:** Julie Brown wanted to know if we needed to continue to have this award. It was suggested to change the score sheet, to judge more on information not graphics. Lisa Hagman made a motion for the scholarship, grants and recognition committee to look at changing the score sheet for report to the people award, Paula Jerrell second, motion passed.

**2018 Annual Meeting/In-service Training:** No more information to discuss.

**Meeting Date suggestions:** September 22<sup>nd</sup> at 9:00amCST/10:00amEST via Lync, November 20<sup>th</sup> at 9:00amCST/10:00amEST via Lync, February 5<sup>th</sup> at 9:00amCST/10:00amEST via Lync.

**Policy for Board Members/Area Contacts and duties:** Organizational Guidelines and Procedures handout was passed out to all present. Paula Jerrell went over this form with everyone. She highlighted some information for our chairpersons and officers. A sheet with the list of awards and scholarships was also handed out. It was questioned if there was a list of current ESP members that we can access. Donna Fryman has a list that she can email to Tyrone Gentry to put on the website. Cherry Kay Smith made a motion to put the membership (name and possibly county and district) list on the ESP website by Tyrone Gentry. Nanette Banks second the motion, motion passed.

President Annette Heisdorffer pointed out the Friend of Extension award /recognition area schedule, that it may not be being followed as printed. Clarification was made about what year a nomination is needed to be awarded at the annual meeting. For the 2018 Annual meeting Mammoth Cave, Pennyriple and Louisville Area's should be getting a nomination for this.

**Goals: Awards and Membership:** Any information or suggestions let Dana Anderson or Lynnette Allen know.

**Other:**

**Reminders:**

**2017 National ESP Meeting, October, 8-12, Wilmington, North Carolina**

**Adjourn:** Motion made by Louie Rivers to adjourn the meeting at 1:00pmCST/2:00pmEST and second by Nanette Banks. Meeting adjourned.

Respectfully Submitted by,

Katie Alexander

Alpha Kappa Chapter Secretary