**ESP Business Meeting Minutes**

November 17, 2010

Alumni Center Room 111

**In Attendance**: Shana Withee, Janice Cowan , Janice Smiley, Renee Carr, Virginia Bourdeau, Robin Galloway, Debi Schreiber, Nancy Kershaw, Ross Penhallegon, Joy Jones, Nellie Oehler, Jeannie Brand, Janice Gregg, Patricia Dawson, Tammy Skubinna, Duane Johnson, Jim Reeb, Debra Driscoll, Holly Berry, Sharon Johnson, Lillian Larwood, Vanessa Klingensmith, Pamela Rose, Lyla Houglum

Meeting called to order at 10:38am by President Shana Withee

**Secretary’s Report**

Minutes from the December 3, 2009 meeting were approved as corrected

**Treasurer’s Report**

Total Income for 2010 was $3,200.00. Expenses were $4,575.00. Correction to submitted financial report: all deposits made on 4/28 should total $245.00 and are all from auction proceeds. Discussion on having the books reviewed.

**Committee Reports**

Membership Recruitment – Jim Reeb

* Current list shows 48 annual members and 2 life members. Tammy Skubinna and Holly Berry have been presented life membership certificates.
* Membership committee would like help recruiting representation from each program area
* Reminder of by-law change that membership can start after 6 months of employment

Membership Services – Joy Jones

* It was a struggle for award nominations this year
* ESP awards will be presented at 3:00pm in the ballroom, search for excellence will follow
* Please attend the recognition banquet this evening

Global relations – Jeanne Brandt

* Everyone is encouraged to participate in an international experience
* A directory of international experience is being worked on and if you have a travel experience to add please do so
* Discussion of a panel at Spring Training to encourage others to participate in international travel

Professional Development – Janice Smiley

* $245.00 was raised at the spring conference for professional development
* Looking for new ideas on ways to raise funds
* 4-H will be hosting the silent auction this year at the Outreach and Engagement Conference

Public Issues – Marilyn Lesmeister

* No report was given since Marilyn was unavailable for the meeting

National Conference – Shana Withee

* Oregon had a key role in planning the conference this year (guest speakers)
* Award Winners: Administrative Leadership – Janice Smiley, DSA - Jeanne Brandt, Continued Service – Tammy Skubinna, Early Career- Sam Angima
* Committee Members: Lillian Larwood, Joy Jones, Nellie Oehler, Patricia Dawson and Duane Johnson (Patricia and Duane renewal for 2011)

History – Duane Johnson

* Contacting all members to do an update of their date sheet
* Help is needed for writing a chapter history for the website

**Old Business**

ESP Silent Auction

* As previously state 4-H will be doing the auction at this year’s O and E conference so they can build on their funds. ESP did well in raising funds in April so they are allowing 4-H to use this opportunity to generate funds
* Discussion and Review of the following Conferences:
  + JCEP, PILD and National Conference

**New Business**

* New Oregon State University promotional banner is available for check out. Please use this at events to help promote extension programs
* 2011 Calendar – Lillian will email everyone. Working on a new list serv for the coming year.
* 2011 Extension Conference – There is only one workshop so far, more are welcome! Discussion on obtaining a guest speaker and how much money to spend. There are national grants available to assist with paying for guest speakers.
* Election of Officers Slate
  + President – Lillian Larwood
  + President Elect – Joy Jones
  + Secretary (two year term) – Janie Gregg

Motion to accept officers as slated by Jeanne Brandt and second by Holly Berry

* Webmaster Needed!
* Committees
  + Public Issues is looking for a co-chair
  + Retiree Issues: Tammy Skubinna will consider serving if someone offers to assist her

Meeting Adjourned at 11:40pm

*Vanessa Klingensmith*