The meeting was called to order by President, Caroll Guffey. Declaration of a quorum was declared by treasurer, Beth Phelps.

Motion by made by Linda Meeks, seconded by Allisen Penn to dispense with the reading of the minutes of last year’s general business meeting. Motion carried.

Beth Phelps gave the treasurer’s report. Figures presented reflected financial records from February 1, 2006 – January 31, 2007. Beginning balance was $6,913.13 and ending cash balance as of January 31, 2007 was $8,029.23. Motion made by Linda Meeks, seconded by Donna Taylor to accept financial report. Motion carried.

Beth Phelps gave the membership report. Beth reported that we had 79 active members and 45 life members for a total of 124. Two returning members have paid dues since Galaxy conference began increasing our active member count to 81 for a total of 126 members. Motion made by Donna Taylor, seconded by Linda Meeks to accept report. Motion carried.

Committee reports were as follows:

**Budget and Audit** – Linda Meeks  
**Audit** – audit committee composed of Gayla Taylor, Renee Perkins and Linda Meeks audited financial records for period February 1, 2006 – February 2, 2007 on February 15, 2007 and found the records acceptable. No recommendations are made at this time for needed corrections.

**Budget** - Proposed budget was presented in written form. A category for fundraiser/sponsorship was added to the proposed budget this year so that income and expenses would balance. Linda commented that income was increased because dues were raised $10. It was noted that in 2008, National dues would go up forcing us to raise our dues as the constitution sets our dues based upon the national dues. It was noted that we need to get the fundraising committee functioning.

**Constitution and Bylaws** – chair, Mike Hamilton was unable to attend. President, Caroll reported that he didn’t know of any adjustments that needed to be made to the Constitution and Bylaws.

**Membership committee** – Terrie Treadway  
Terrie commented that since our membership was only slightly less than last year, not only was it important to retain new members by keeping them involved. Her committee has 3 recommendations: (1) A list of eligible members needs to be generated so we will know who is eligible for membership. Linda Meeks has volunteered to do this. Terrie stated that the list needed to go to the district directors, officers, and membership committee members. (2) It is important to involve each new member in the association. She has provided committee roles for each ESP committee so that members can more accurately choose the committee on which they would like to serve. She passed a committee list around the room during this meeting to allow those present to indicate their committee choice if desired. If members do not wish to indicate today, she will correspond electronically at a later date to get that information. (3) Terrie prepared folders for each committee chair with information from the national organization indicating suggested items to include
in a committee chair notebook; committee duties list, and last year’s committee recommendations. Terrie distributed the folders to those committee chairs present.

**Legislative and Resolutions Committee** – Don Plunkett

Don read proposed resolution 1: Since most agents currently employed are state appointed and have TIAA/CREF as their retirement package and can start drawing retirement at 59½ years of age, if they so choose from TIAA/CREF, the retirement package of these personnel need to be reviewed. Be it resolved, that any agent that has a minimum of 20 years of service and reaches the age of 59½ and wishes to retire, can retire and continue to have extension's portion of their health insurance be paid by extension until the retiree is eligible to receive Medicare. This same benefit package should also be for employees that wish to retire at 62 years of age. In most instances, the difference in salary savings will more than offset the cost of this benefit package.

Discussion was held. There was a motion by Laura Connerly, seconded by Terrie Treadway to change “county agent” to non classified Extension employee. Motion passed.

There was a motion by Beth Phelps, seconded by Candace Carrie’ to add the words “or older” after 59 ½ and to delete the sentence relative to retiring at age 62. Motion passed.

There was a motion by Allisen Penn, seconded by Karen Ballard to change “Extension” to “U of A System”. Motion carried.

After further discussion, there was a motion by Robbie McKinnon, seconded by Donna Taylor to strike the last sentence of the proposed resolution concerning cost savings. Motion carried.

After even more discussion, there was a motion by Karen Ballard, seconded by Danita Brookins to change “U of A system” to Division of Agriculture. Motion carried.

Final version of Resolution 1:

Since most agents currently employed are state appointed and have TIAA/CREF as their retirement package and can start drawing retirement at 59½ years of age, if they so choose from TIAA/CREF, the retirement package of these personnel need to be reviewed.

Be it resolved, that any non-classified UACES employee that has a minimum of 20 or more years of service in the U of A Cooperative Extension Service and reaches the age of 59½ or older and wishes to retire, can retire and continue to have extension's portion of their health insurance be paid by the Division of Agriculture until the retiree is eligible to receive Medicare.

There was a motion by Allisen Penn, seconded by Donna Taylor to call for the vote on the final version of the resolution. Motion carried with one descending vote.
Don read the second resolution:

The differential in the base salary of a BS and MS degree has widened significantly and the salary adjustment of an employee obtaining their a MS degree while employed by Extension has caused significant salary discrepancies in some agent's salaries in the same county even though the experienced agent may have a greater number of years of service with extension, and the more experienced agent currently has a MS degree.

Be it resolved, that when an agent receives a salary increase due to obtaining a MS degree, that the salary of all agents in that office be reviewed, and adjusted if necessary, so that the salary spread of the all agents is calculated on years of service as if agents were new hires with MS degrees.

Be it also resolved that when salary adjustments are made due to one agent receiving a Masters Degree, that years of service with extension will be given a greater value than years of service in a related field, ie, teacher, industry, etc, for determining new salaries, especially that of more experienced staff.

Discussion followed which generally indicated that the intent of the resolution has merit but further research needs to be done and perhaps reword the resolution. A motion was made by Judy Robison, seconded by Robbie McKinnon to send the resolution back to committee for further refinement and that is be brought back before the membership for an electronic vote by April 1, 2007. Motion carried.

**Professionalism Committee** – Linda Chappell  
Her committee agreed to provide professional development training. One session was held yesterday. Linda indicated that evaluations from the session positive with indications that more training along this area was desired. A session will be held this afternoon dealing with preparing promotion documents and is targeted at those who plan to prepare a document. Samples of successful documents will be available as well as an opportunity to discuss the document with those who have been successful in the promotion process. Terrie Treadway commended Linda and her committee for their work with these two sessions. Carrol added his commendation as well.

**Awards and Recognition** – Debbie Still  
Award nominations were received in 6 categories involving 13 individuals and teams. We will give a DSA, Early Career, 25 year service, Diversity/multi Cultural, Meritorious Service, and Team award. Caroll will award DSA and 25 year awards at the banquet. Following the report, Becky Mc Peake made the following awards to the following members:
- Early Career Service Award – Caroll Guffey
- Diversity Award – for “Eating and Moving for Life” program - Easter Tucker, Keith Click, Terrie James, Trisha Echols
- Team Award – for “Navigating the Financial Journey” program - Laura Connerly, Renee Myers, Linda Chappell, Trudy McManus, Tonya Yates, and Susan Holman.

**Nominating Committee** – Quinton Hornsby  
The nominating committee presents the following slate of officers:  
President- Terri Treadway; President-elect – Don Plunkett; Vice President – Joy Buffalo; Secretary- Brenda Vick; Treasurer – Beth Phelps; and Past President – Caroll Guffey.

There was a motion by Allisen Penn, seconded by Becky McPeake to accept the slate of officers. Motion carried.
Memorial and Tribute Committee – Terrie James Terrie reported that we had lost two members to death in the past year – Tom Fudge and Ken Scott. A memorial will be conducted later in the meeting.

Web Page Committee - Becky Bridges Committee members are Becky Bridges, chair, Becky McPeake, Liz Childs and Willa Williams. The committee presented the updated web page, found at http://intranet.uaex.edu/esp/. Upon approval, the web page will be linked from the UACES home page by selecting "For Faculty and Staff", and locating the link for "Epsilon Sigma Phi (ESP) - Alpha Iota Chapter " under Professional Organizations. Becky reported that information will be updated as it is collected after the Galaxy conference. Anyone with updates may send the information to Becky. Each link was previewed to those in attendance. The suggestion was made to try to increase the font for 'Alpha Iota Chapter'. (Update: The web page was linked on Friday, February 25 and it now available as noted above from the UACES home page.) Allisen Penn suggested that she add the list of past award winners to the site.

Fundraising Committee – No chair Caroll explained that he wasn’t able to get a chair. Allisen Penn volunteered to chair the committee.

Newsletter Committee – Donna Taylor The current Newsletter Committee members are: Donna Taylor (Chair), Terrie Treadway, Tammy Seefeld, Easter Tucker, and Chris Meux. The Newsletter Committee achieved its goal of publishing three newsletters during 2006—in February, June, and December. The February and June newsletters were coordinated and published by Terrie Treadway, the previous chair. Then she passed it to Donna who coordinated and published the December newsletter, which was a collaborative effort with the other committee members. President, Caroll Guffey, wrote a very interesting article for the June and December newsletters. Donna expressed thanks to her fellow committee members for their assistance and support, with a special thanks to Terrie for generously sharing her knowledge and experience in putting a newsletter together.

Brenda Vick asked committee chairs to email a written copy of their report to her by the end of next week.

Allisen Penn moved and Becky McPeake seconded to accept all the committee reports. Motion carried

District Director Reports:

President, Caroll reported that the Ozark and 1890 director positions were vacant. Ozark will elect at the conclusion of the meeting and Caroll will work on getting an 1890 director.

Retirees – no chair or retiree was present

Ouachita – Kaye Shroud – Kaye reported 3 new members – Lisa Gilmore, Kris Elliot, and Bridget Youngblood.

Delta – Romona Thieme – no report other than what was printed on the membership list

State Office – Linda Meeks – asked that more directors be elected to cover the state office. She also reported that in addition to recruiting new members we needed to make an effort to retain our current members from year to year.
National Reports – Caroll Guffey

PILD- Caroll indicated that he met with our entire national congressional delegation or their staff and that they were knowledgeable about Extension with all of them having someone in their family who participated on one or more of Extension’s programs. He stressed that sending two officers to this meeting would benefit our association, but that as stated earlier, this would require that more funds be raised. Even though he took advantage of all funds offered by our administration and funds offered by the National organization, attendance is costly

ESP National Meeting – The meeting was in Maryland and the big focus was on intergenerational workplace. He was also reminded of the national capital campaign and left brochures for members to pick up. He stressed that the idea behind the capital campaign was to set up an endowment that could be used to fund scholarships to the state organizations and their members. He was surprised to find out that our Arkansas ESP association had received $6000 from the current fund. $1000 was received to pay for speakers at Galaxy conference at Mountain View. Terri Treadway indicated that she had received a $500 scholarship from National several years ago which she used toward payment of her Master’s program.

JCEP - The focus at this meeting was the Global Relations Committee. Caroll indicated that there was a great deal of information about this on the national ESP website. He also learned at JCEP that there was a Spanish website which he thought was hosted by Texas A & M which had fact sheets translated into Spanish. There was a list of FCS related fact sheets on this site.

Caroll indicated that the 2007 National meeting was in Charleston, South Carolina from September 10-14, 2007 and that members should consider attending.

Unfinished Business –

Committee Assignments – Terri indicated that she would be talking having electronic conversations with members to make assignments

New Business –

Fundraising Committee - New chair, Allisen Penn asked for volunteers to serve on her committee. Laura Connerly and Merritt Royal volunteered.

Memorial Service- Becky Reynolds and Donna Taylor conducted the memorial service honoring Tom Fudge and Ken Scott by lighting candles symbolizing the friendship, knowledge, and inspiration that these men shared with our membership. Appropriate poems and inspirational words were read followed by a moment of silence to reflect on their lives.

New Member installation – Terrie James and Laura Connerly installed the following new members: Kris Elliot, Lisa Gilmore, and Merritt Royal by sharing the ESP mission and asking for their loyalty to the organization. They received framed Extension creeds that they were asked to hang on their office wall and ESP lapel pins.

Installation of officers – Quiton Hornsby installed the following officers: President- Terrie Treadway; President-elect – Don Plunkett; Vice President – Joy Buffalo; Secretary- Brenda Vick; Treasurer – Beth Phelps; and Past President – Caroll Guffey
President, Caroll turned the meeting over to incoming President, Terrie. On behalf of the association, Terrie presented Caroll with a plaque in recognition of his service and leadership to the organization.

Terrie called for the districts to caucus and elect directors and alternates and then report the results to the secretary.

District Caucus results:

Ozark – Renee Myers, director    Linda Chappell, alternate
Ouachita – Shiryle Hopkins, director  Kris Elliott, alternate
Delta - Martha May, director     VeEtta Simmons, alternate
State Office – Danita Brookins and Beverly Sims, directors
                        Linda Meeks and Judy Robison, alternates

Becky McPeake announced plans for Legislative Reception to be held on March 26 from 5 – 7 p.m. at the Capitol Hill apartments hosted by the Extension professional associations. Chris Meux with ACCES is chairing the effort and will provide more details in the near future.

With a motion by Laura Connerly and a second by Donna Taylor, the meeting adjourned at noon.