

ESP Zeta Monthly Officer's Conference Call – Friday, August 19, 2016

8:00-9:00 a.m.

Call-In NEW # 970-491-2613

Minutes

1. On the call: Jacki Paone, Mark Platten, Martha Sullins (excused were: Karen Massey, Luann Boyer). Meeting called to order at 8:04 am.
2. Approval of Minutes – May 20, 2016 & July 15, 2016 both approved
3. Agenda:
 - a. 2016 Forum
 - i. Considering hosting national convention – Jacki has talked to Rusty about this possibility. Average attendance 150-200. Host chapter receives 25% of proceeds. Host responsibilities are significant. Colorado could be a good draw for attendance. National makes the decision 2.5 years out. Last conference held in Colorado was about in the year 2000. Held in the first 2 weeks of October. Action item: vote at the annual meeting on holding the annual national convention in Colorado. Mark may be interested in chairing the organizing committee. Executive committee will lay the groundwork. Jacki will get more information from Rusty on submitting the RFP to be a national conference site.
 - ii. Annual Lunch Meeting – Wednesday (11/9) – 12 pm – 2 pm
 1. Room reserved with Lory Student Center
 2. Meal – same as last year – Front Range Buffet
 3. Cost of Meal - \$19.95/person, same as last year; tax & gratuity not required for waitstaff, but did we provide a cash gratuity (we need to check on this). Plan on guest meal for Bob O. Do we want to pay for life members to attend? This could be a nice benefit to demonstrate to the membership. Last year's price was \$25/person. We have covered 7-8 meals in the past. Mark recommends increasing the price per person to \$30-35, in this way we could net about \$500, which would help us cover as many as 8 people who attend the awards dinner.
 - Budget \$1710 revenue; \$ 1250 expense
 - 2015: \$1220 Revenue; \$ 1261.84 Expense
 4. Election of Officers for 2017-Mark has recruited Sheila Kelley as president elect; Dennis Kaan will step in as treasurer and that fills vacancies.
 5. 2017 Budget – We will discuss at next meeting. Now budget time period moves to a calendar year basis.
 6. Committees – Christy will manage sign-up sheets at meeting.
 7. DRAFT Agenda Review – Jacki drafted. We will need committee reports and minutes ahead of time. Luann will discuss changes to operational guidelines (this may go on the consent agenda). Need to determine 25 year members; new members will be presented during the meeting. Jacki could develop a year in review on a ppt, so we don't need to take

time during the meeting. Mark has made arrangements for Bob's travel and logistics.

8. Luann will take care of frames, certificates, pins for ESP recognition.
9. Reach out to Judy Barth to determine new members, existing members. We will need to mail from campus (Martha will assist with these steps). Luann can mail invitation to life members.

iii. Breakfast Meeting with Executive Committee – Wednesday (11/9)

1. Meet at the Hilton to define roles, have all of supplies we need.
2. Meet at 7 am (first Forum session begins at 8 am in Lory Student Center)
3. Agenda: Annual Meeting Items; transition to new officers

iv. Awards Banquet

1. Sheila should join us for the next meeting
2. Include ESP Intro
3. Condo in Dillon at fundraiser (Rusty will contact Pat about it)
4. Silent auction (see if Nadine is still interested and finds value in it)
5. Award presentations (certificates)
6. Nadine put together packets last year

b. Incorporation & Tax Requirements – Luann has applied for our EIN.

c. ESP Newsletter –

1. September – Forum, Bob O. Speaker, ESP Awards
2. November

4. New Business

a. Operating Guidelines – will we have proposed changes?? - Review

Zeta Chapter's Operational Guidelines may be amended and adopted by a two-thirds (2/3) vote of the membership present at the Annual Meeting without giving previous notice or by a majority vote after previous notice. Operational Guidelines may be suspended temporarily by a majority vote of the membership in session. Operational Guidelines shall be formally reviewed every other year (even numbered years) by the Executive Committee.

b. Award nominations, scholarships, grants

- i. December 1, Electronic Submission Deadline for PILD Scholarships, Professional Development Grants and Angus Professional Development Scholarship Applications to National Office

c. International Professional Development Opportunity – Info/Promotion – Mark

d. October 24-27, ESP National Conference, Cape May, NJ - Jacki

e. Contact Judy for names of new Extension employees who have been hired since Forum 2015. We could divide the list of new employees and call each individually. We can also ask Judy about faculty members with Extension appointments.

5. Next call – **Friday September 16, same NEW number (970-491-2613).**

6. Adjourned at 8:55 am.

Remaining calls for 2016 (Fridays at 8 am):

- **September 16**
- **October 21**

- ***November 4 – ADDED MEETING TO DISCUSS FORUM***
- ***Christy – do you want to schedule ahead or wait until new officers are in place?***