ESP Zeta Monthly Officer’s Conference Call – Friday, September 16, 2016
8:00-9:00 a.m.
Call-In # 970-491-2613

MINUTES

1. On the call: Jacki Paone, Mark Platten, Martha Sullins, Sheila Kelley, Christy Fitzpatrick (excused were: Karen Massey, Luann Boyer). Meeting called to order at 8:03 am.

2. Approval of Minutes – August 19, 2016. Minutes changed to reflect Sheila Kelley as president elect. Noted that cost of meal is $22/person, higher than discussed in August. Revised minutes will be sent to Ruth Willson.

3. Old Business:
   a. 2016 Forum
      i. Considering hosting national convention in 2019 – discussion (Bid due March 1). Mark Platten would spearhead the application to National. Proposals are reviewed at National meeting, and we could discuss a possible application during Forum. The Western region could be leveraged to participate also, so the full conference development wouldn’t fall on CO. The conference would pull the state together across all ESP members. An important consideration is central location with nearby activities for participants to engage in. The Cheyenne Mountain Conference Resort is one possibility, or the Broadmoor. A first activity is to investigate lodging and conference centers (there are lots of activities in the area). For action:
         1. At the annual meeting we need to recommend CO chapter hosting this meeting in 2019. Mark could provide an overview, followed by discussion and a vote. Bob can also provide context.
         2. Need to start a committee to develop the RFP.
      ii. Annual Lunch Meeting – Wednesday (11/9) – Noon – 2 pm
         1. Room reserved with Lory Student Center – Cherokee Peak
         2. Meal – similar to last year – Back Forty Barbecue
            Cost of Meal - $22/person; we will charge $30 for the luncheon. Tax & gratuity are not required. Mark confirmed that we didn’t pay a cash gratuity last year, and we will not plan on paying one this year either due to budget constraints.
            We will plan on guest meal for Bob O and any life members, up to 5, so total of 6 guest meals.
            • Budget $1710 revenue; $ 1250 expense (need to confirm with Karen)
            • 2015 $1220 Revenue; $ 1261.84 Expense
   3. Election of Officers – Sheila, President-Elect; Treasurer – Dennis Kaan. Mark is also trying to line up another candidate for president elect and treasurer. This will be added to the next newsletter.
   4. 2017 Budget – Karen – Add line for Awards Banquet winners to cover their meals (retiree (1), admin (3), friend of ESP (1), and their spouses
up to 8 total). Meal value could be $60, so we need to dedicate a line item to cover this expense.

5. Budget will move over to calendar year basis, so comparison will be inexact over the next two years. ESP Development Fund Donation?

6. Operating Guidelines/Bylaws – Mark and Luann reviewed the Operating Guidelines and found areas where we need to revise that will require more time. We probably won’t have time to discuss at the meeting; rather should have a face-to-face meeting with Executive Committee and Bylaws Committee so they can discuss. If we use professional development funds to bring those committees together, they could meet at some point between August and October (or earlier without that funding), in order to have time for membership to evaluate.

7. Committees – sign-up sheets Christy. Karen will try to add a few new members for the finance committee.

8. Due to time, we will recommend attendees get their meals first upon arrival at noon, and then do a welcome about 5 minutes in. Then starting Bob at 12:30 so he has 30 minutes to talk, with 10 minutes for Q&A, then start the business meeting at 1 pm. Committee member sign-ups will be on the table, in addition to operating guidelines to understand what each committee is responsible for.

9. Refer to Agenda for annual meeting: make changes including postponing discussion of bylaws and operating guidelines. The must be separate from consent agenda and voted on separately since there are specific items that need to be reviewed and then voted on by membership. Award winners will be recognized at awards banquet (state and national). We could repeat the announcement of 25-year award at the luncheon. We will need to get membership recognition certificates from National, and Bob could bring them out with him for us to hand out at the induction.

iii. Breakfast Meeting – Wednesday (11/9)

1. Meet with Bob at the Hilton; 7:00 am to review last details for our meeting and confirm what needs to happen to transition to new officers

iv. Awards Banquet - Sheila

1. ESP Intro
2. Silent Auction may be difficult to expand and introduce at the banquet.
3. Award Presentations

v. Joint Board Meeting – Email Jacki or Christy if there is anything to mention at this meeting.

b. Incorporation & Tax Requirements – Luann is still investigating our status.

c. We need to send out letters to new members. Forum registration goes out on Sept 26, and we need to get letters and follow up by phone. Jacki will send draft letter to membership committee and this committee will send to members. Martha will get addresses and Christy will work with Dianne and Giselle to make follow up phone calls after the letters go out. Executive Committee can assist with those calls.

d. Newsletter –
1. September – Forum, Bob O. Speaker, ESP Awards, Another leadership pitch, committee memberships, donations for auction & silent auction, heads up on Annual Meeting agenda.
2. November

4. No specific committee reports were given.

5. No new business was discussed.

6. Next call – **Friday October 21, same number.**

7. Adjourn at 9:06 am.

**Remaining calls for 2016 (Fridays at 8 am):**
- **October 21 – Next meeting**
- **November 4 – ADDED MEETING TO DISCUSS FORUM**