1. Called to order at 8:35. Attending were: Christy, Jacki, Mark, Dennis, Martha, Sheila
   a. Excused: Luann

2. Approval of January Minutes –Martha, Jacki moved to approve the minutes, Dennis seconded.

3. Treasurer Report – Dennis received Treasurer’s notebook in January, $4980 was deposited, following that he received two additional memberships (Jennifer Wells and Ashley Stokes). Dennis sent a check for $2,705 for our chapter’s National membership; spent $54 to overnight dues to National office by overnight mail. Ending balance in the account is $15,369.79. Note that there is $900 for officer travel (travel for 3 individuals).

4. Christy provided officers with the 2017 national ESP calendar which details deadlines for scholarships, professional development meetings, etc.

5. Old Business:
   a. Further Updates on Incorporation & Tax Requirements; IRS Status - Luann will try to determine if IRS letter is for ESP Zeta Chapter or another entity.
   b. No updates on Retiree BBQ
   c. Mark provided an update on National ESP Conference Bid, which is due on March 1. Now have determined two sites: Denver and Colorado Springs. Food costs drive high price of bids (need to provide 6 meals, hotel, 3 breakfasts, two lunches and a dinner to cover) (Double Tree…). Need an opening event for the conference. The Executive Committee (EC) will make the final decision between the 2 sites. Committee will need to meet before proposal due date, and have details in order to make a decision. Christy will send a doodle poll to the EC determine a discussion date.

6. New Business
   a. February Newsletter should be sent out by end of the month. Will include JCEP, president’s message, could include committee descriptions, with more depth. Sheila will add something on scholarships.
   b. Sheila reviewed the bylaws pertaining to the committees, and committee oversight resides with the President. 80 members and 28 are involved in committee work. In looking at bylaws and National standing committees and our web site, they are not consistent (and Operational Guidelines also don’t reflect committee work). We do need to meet to review the bylaws which are inconsistent with the Operational Guidelines (dated 2014). We need chairs for each committee (Global Relations, Membership Recruitment, Public Issues). Ruth Willson maintains the web site; the President sends in the content; the Secretary sends in approved minutes. Current committee chair positions:
      i. Bylaws (need chair)
      ii. Professional development (no current chair)
iii. Recruitment and retention (no current chair)
iv. Resource development and management (Dennis)
v. Scholarship, grants, and recognition (Sheila)
vi. Global relations (Christy)
vii. Public issues (Sheila)

Jacki and Christy could discuss management and committee work with each committee (this could then be used to make changes to the web site. Sheila can assure that each committee is staffed and then we can feature them in the newsletter. She will do a feature on the Public Issues committee (sent in to Christy by 2-22-27); Jacki will feature Recruitment and Retention. Martha will write a feature on eXtension.

c. Fundraising idea: put an ask for ideas in the newsletter. Sheila – year-round fundraising idea: those who traveled made a commitment to pick up motel samples to be contributed to homeless shelters or others in crisis. It would be good to pick a recipient so contributors know where the donations are going and who will benefit.

d. We need to promote professional development to our memberships, so EC can send in ideas for conferences and training.

e. Christy reports that the National Office wants members to sign up themselves and send in their money individually. Does present an additional challenge of membership payment and recruitment for our Chapter.

f. Membership update: Jacki reports 62 renewing memberships and 5 new, (including 1 lifetime member), for a total of 67 members in our chapter. It appears there are 80 total, 11 of whom did not renew, so between 67-69 members in our chapter.

g. Sheila reports $1400 in professional development funds are available that can be disbursed in $200 increments.

7. Meeting adjourned at 9:37 am.