ESP Zeta Monthly Officer’s Conference Call – Monday September 11, 2017
8:30-9:30 a.m.
Call-In # 970-491-1252

MINUTES

1. Call to order at 8:33. Attending were Christy, Sheila, Luann, Jacki, Dennis and Martha.

2. Approval of August Minutes (Jacki moved to accept them, Sheila seconded, minutes approved).

3. Treasurer Report – Dennis reported no change from last month’s balance of $14,235.93.

4. Report from Executive Director – Luann updated life member list, and Ruth Willson will put life members on listserv so they receive the newsletters. Luann noted a lot deaths had occurred while compiling the list. She also attended the membership webinar for ESP.

5. Old Business:
   a. Bylaws, Operating Guidelines- Jacki sent out most recent copies. We will need to add in the new dues collection process, which includes entering the dues at the national level. We can add to the executive secretary’s duties, if the compensation she receives covers it. Dennis moves to add dues collection to the executive secretary’s duties, as “ Maintain the national membership database.”
   b. Annual meeting:
      i. Mark Platten will do a presentation on what we need to do to prepare for the national meeting; and Jacki will provide an overview of what’s it like to attend a national meeting, for perspective.
      ii. We will need to produce certificates for new members (frames and folders).
      iii. We need to develop the consent agenda.
      iv. We have chosen the Italian buffet ($22 for meal, $30 total cost, free for life members).
   c. Fundraising – Silent auction, can the Resource Development committee run it? We can decide on the details later (tickets for raffle and price).
   d. Dues process – Luann will be the national account admin (only that person can enter or edit members, others can be readers)

6. New Business
   a. Nominating committee update- Jacki is working on finding nominees for president-elect and secretary. Christy proposed asking Judy Barth to become president-elect and model life membership role that members can play. Or possibly Laurel Kubin? Jacki will check with Bill Nobles also on finding nominees.
   b. Recruiting new members- Martha will contact Judy and Lori for new staff list and update on what goes out to new staff regarding ESP. Include the newsletter with new staff information.
   c. Items for Joint Board during Forum-National Conference update ($2500 provided by CSU to support it)
   d. We should consider adding an extra meeting in October, following our October meeting, if we have additional topics to cover before Forum.
e. Awards- Sheila has asked for years of service for Extension staff so she can get applicants for ESP service awards. Do we want to honor our state’s Ruby Award recipient? Committee agrees that this is a good idea.

8. Next call – **Monday October 9 at 8:30 am, 970-491-1252.**