ESP Zeta Monthly Officer’s Conference Call – Monday, May 14, 2018  
8:30-9:30 a.m.  
Call-In # 970-491-1251  
MINUTES

1. Call to order (8:35 a.m.)– who is on the call?  
   • Christy Fitzpatrick, Sheila Kelley, Dennis Kaan, Luann Boyer, Alison O’Connor

2. Approval of April 9, 2018 Minutes  
   • No additional corrections or additions. Minutes approved unanimously.

3. Treasurer Report – Dennis Kaan  
   • No change to the balance from April: $15,661.31.  
   • The check for JoAnn Powell’s dues was deposited by National ESP at the end of April.

4. Report from Executive Director – Luann Boyer  
   • There continues to be challenges to include the life members in the searchable database for National ESP.  
   • Secretary of State Reports: This report needs to be filed by August 15, 2018; Mr. Kaan will send the budget and account information to Ms. Boyer.  
   • To date, there are 22 retiree/life members who have RSVP’d for the Social on Friday, June 8 at Pelican Lakes in Windsor (4 p.m. is the social; dinner at 5:30 p.m.).  
     o The committee made the decision not to include an actual salad in the menu, but there will be shredded lettuce.  
     o Ms. Boyer, Ms. Barth and Mr. Kaan will be attending from the Officer’s committee.  
       • Mr. Kaan will bring a check to pay for the food service that evening.

5. Agenda Item Review  
   • Two items were added to “new business” (b and c below)

6. Old Business:  
   a. Community Service project  
      i. “Coups for Troops” (http://coupsfortroops.org/): Military commissaries will accept valid and expired coupons (up to six months past the date) and they will distribute them to active military, both stateside and overseas; coupons must be clipped out but can be collected in envelopes.  
         a. It is suggested that the coupons are collected quarterly and mailed to the Coups for Troops organization.  
         b. If coupons are brought to Forum, the coupons would need to be valid through December 31, 2018 (or expiring in June).  
   b. Webpage update  
      i. Ruth Willson has agreed to update the ESP website and make changes as necessary.  
      ii. The decision was made to add Officer photos to the Zeta Chapter website; please send a headshot to Ms. Kelley by June 1, 2018.
iii. Ms. Fitzpatrick will send Ms. Kelley the minutes from May 2017 to date.
iv. Ms. Kelley will contact Jacki Paone and Martha Sullins regarding the updated by-laws.
v. Ms. Boyer will send the updated operational guidelines from 2016 to Ms. Kelley to post on the website.
vi. Ms. Kelley will update the additional links to make them current and will send out the updated website for the committee to proof/edit.

7. New Business
   a. Newsletter
      i. Ms. Kelley would like to publish the next newsletter on June 1; all articles and information need to be sent to her by May 28.
         1. Ms. Fitzpatrick will submit an article about PILD.
         2. Susan Carter submitted an article about professional development scholarships available to attend the national meeting in Manhattan, Kansas or other conferences.
            a. Life members/retirees are eligible to apply for these scholarships.
         3. Article to request for volunteers for the 2019 National Conference in Colorado Springs? (Mark Platten)
   b. Fundraising (at Forum and other) (Ms. Fitzpatrick)
      i. Ideas and discussion about raffle items and/or fundraising items for Forum and how to organize this.
         1. Possibility of an online auction/raffle to pilot the software in preparation for the 2019 National Conference.
         2. Information and items must be submitted well in advance.
   c. Chapter Reports (Ms. Kelley)
      i. Reports were completed for 2017—Chapter of Merit and Chapter of Membership.
         1. Any documents submitted to National ESP must be submitted as a PDF.

8. Committee Reports
   a. Membership Recruitment and Retention –
      i. No report.
   b. Global Relations –
      i. No report.
   c. Public Issues – Judy Barth
      i. No report.
   d. Professional Development – Robert Franklin
      i. No report.
   e. Scholarships, Grants and Recognition – Susan Carter
      i. No report.
   f. Bylaws – Christy Fitzpatrick
      i. No report.
   g. Nominating – Christy Fitzpatrick
      i. 2019 Elections will include treasurer and president-elect
   h. Resource Development and Management – Dennis Kaan
      i. No report.
9. Next meeting: June 11, 2018; call in number is: 970-491-1251.

10. Adjourn