ESP Zeta Monthly Officer's Conference Call – Monday, April 8, 2019
8:30-9:30 a.m. 970-491-2612

MINUTES

1. Call to Order at 8:31am
2. Those attending: Judy Barth, Dennis Kaan, Susan Carter, Luann Boyer, Christy Fitzpatrick, Gus Westerman, Gisele Jefferson, Mark Platten, Deryn Davidson, Alison O'Connor
3. Approval of February 11, 2019 minutes. Amended minutes were moved for approval by Ms. Fitzpatrick; seconded. All members voted aye; motion carries.
4. Treasurer's Report-including update on Bank account
    a. The new bank account has been set up through Community Banks of Colorado; both Mr. Westerman and Ms. Boyer have access (including online); they have received the monthly statements
    b. $1,800 balance as of 4/8/19 because the remaining funds from Key Bank have not been transferred
    c. Checks need to be purchased—Mr. Westerman will look into options for purchasing and will use funds from the budget accordingly
        i. Ms. Boyer will send Mr. Westerman information from a private check company
    d. Key Bank balance is $15,164.48; all checks have cleared and Mr. Kaan will withdraw the funds from Key Bank in April 2019 and send them to Mr. Westerman for deposit
    e. Mr. Kaan will send out the approved 2019 budget to the executive committee
5. Report from Executive Director (Ms. Boyer)
    a. An email was sent about the retiree social to all retirees and life members to save the date about the June BBQ retiree social event
6. Agenda Item Review
    a. No additional items.
7. Unfinished Business:
    a. 2019 National Meeting Update—Mark Platten
        i. The registration fee for National Conferences has not increased in the last several years; it may be a factor to consider in order to have a successful and professional conference.
        ii. All committees for the National Conference have met and are working on their tasks—approximately 40 Zeta members are serving on these committees.
        iii. RFPs have been approved for the conference; notification has not come from National for the approved speakers. Approximately 100 RFPs were submitted, which is up from 2018.
        iv. IT people met at the hotel to finalize details for needs and AV/technology needs.
        v. Rooms for the speakers have been identified at the conference center.
        vi. Menus are being finalized.
        vii. Tours and transportation
            1. 15-passenger vans are needed for Monday's tours; if Extension Offices can provide vans, please notify Todd Hagenbuch in Routt County—eight vans are needed to transport 100 people.

            a. Could rented buses be considered instead to move large amounts of people back and forth?
            b. Vans can be used for transporting smaller groups.
        2. The four tours can be both "just for fun tourist stops" and also educational; a mix of both should be provided.
    viii. Ms. Boyer and Laurel Kubin are working to plan the life member event/activity (held on Tuesday, October 15).
b. Update on procedure for obtaining support to attend 2019 National ESP Conference
    i. Professional Development committee (Ms. Jefferson) will create an application/form to apply for the 20 available stipends
c. Update on Zeta Website
    i. Ruth Willson has updated the website according to President Barth's requests: esp.colostate.edu
    ii. Please review the website for corrections/clarifications/edits
    iii. Bylaws and Policies and Procedures have been updated and posted
    iv. Ms. O'Connor will send the updated and approved minutes to Ms. Willson to post following the meetings

8. New Business
    a. Dues collection – National ESP correspondence – Dennis/Luann
        i. It is required that all renewals go through CSU and collection via Forum registration
        ii. National dues will increase in 2019-2020.
    b. Newsletter Update
        i. The April 2019 newsletter will be completed by EOD 4/12/19
        ii. President Barth will follow up with individuals who still need to submit information for the newsletter
        iii. President Barth will also encourage people to pay their life membership dues prior to the national dues increase.
    c. Retiree Barbeque-Luann
        i. The Committee was to meet with Pelican Lakes to confirm menu and pricing for the event; the price has been $25, which mostly covers the cost of the event and materials
            1. Approximately 45 people attend this event
            2. The Zeta Chapter agreed to cover the cost difference in 2018, though it wasn't necessary; Ms. Boyer asked if Zeta would be willing to cover it in 2019
            3. Motion by Ms. Jefferson to allow $150 in additional funds from the Zeta Chapter to help cover the cost of the meal. Motion was seconded. All members voted aye; motion carries.
    d. Framed historical items
        i. Sheryl Foss contacted President Barth about items found at the state Extension Office; they are historical items and not specific to ESP (they are two different Extension Workers Creeds). President Barth suggested they should be donated to the CSU Historic Archive and Linda Meyer. Committee agrees.
        ii. Ms. Boyer has the original ESP Charter in her possession and will be donated to the CSU Archive.
        iii. Ms. Boyer has a framed charcoal sketch of the ESP pin, which she will keep.

e. New member certificates
    i. President Barth received new member certificates for several individuals—some are duplicates; some are not. Ms. Fitzpatrick will let President Barth know which ones she needs to sign and mail to the members.
    ii. President Barth will sign and mail the two life member certificates.

9. Committee Reports
    a. Membership Recruitment and Retention-Christy
        i. No report.
    b. Global Relations-Christy & Abi
        i. National Priorities include updating handbook, webinars on doing international work, etc. Ms. Fitzpatrick and Ms. Saeed will communicate with the membership about promoting international opportunities, nominating individuals for international work, and promoting Michael Fischer's trip to Latin America.
    c. Public Issues-Dennis
        i. Mr. Kaan will be attending PILD in April 2019.
    d. Professional Development-Gisele
        i. Ms. Jefferson submitted articles for the newsletter regarding the stipends available for the National Conference and encouraging members to use those funds.
        ii. Ms. Jefferson will create an application/form to apply for these available stipends (20 at $300 each).
    e. Scholarships, Grants and Recognition-Susan & Deryn
        i. The National Conference stipends are not a scholarship; these will not be approved by the Scholarship Committee; they will be approved by Professional Development
        ii. All local nominations were submitted to National; voting occurs May 1
        iii. Nominations for 2019-2020 will start in August
        iv. President Barth will email Mr. Platten regarding the Zeta Chapter applying for the Professional Development Programming Grant (due May 1).
    f. Bylaws-Carla
        i. The committee will begin work on updating the bylaws and policies.
    g. Nominating-Christy
        i. Ms. Fitzpatrick will encourage individuals to serve in an officer's position or on the Executive Committee in a future email
    h. Resource Development and Management-Gus
        i. The National Conference must be self-sustaining, but any profits are split 50-50 between National and the local chapter; fees and expenses must be budgeted accordingly.

10. **Next meeting: May 13, 8:30am; call-in number 970-491-2612**

11. Meeting adjourned at 9:48am