

**ESP Zeta Monthly Officer's Conference Call – Minutes**  
**Monday, April 13, 2020**  
**8:30-9:30 a.m. 970-491-2608**

**Attendance: Luann, Judy, Gisele, Gus, Dennis, Alison, Deryn, Christy and Carla**

Call to Order at 8:35 a.m. by Dennis Kaan, President.

1. Approval March minutes – Judy moved to approve the March minutes as emailed; Gus seconded, motion carried.
2. Treasurer's Report – Gus gave the following report:

Current Balance as of 3/31/2020: \$16,843.56

Reflected in Statement:

Deposits: \$623.00

- ESP National for Leadership Conference Stipend - \$500.00
- CSU, Katie Dunker 2019 Forum Lunch - \$28.00
- CSU, Mary Ellen Fleming 2020 Dues - \$95.00

Expenses: \$3205.00

- ESP National, 2020 National Dues from Zeta - \$3080.00
- Dennis Kaan, 2020 JCEP Reimbursement - \$125.00

Current Balance using Accrual: \$16,843.56

– March 2020 Bank Statement Rectified on 4/10/2020

3. Executive Secretary Report – Luann reported on the cancellation of the Retiree Event set for June 12<sup>th</sup> due to the Coronavirus situation. The committee made the decision early to avoid the expense of mailing (200+) invitations; and then facing the strong possibility of cancellation and re-notification. As chair of the planning committee, Milan has requested the event for scheduling at the Pelicans Lake facility for 2021. He has not yet heard back from them.
4. Agenda Item Review – there were no changes to the agenda.
5. Unfinished Business:
  - a. Award nominations to National ESP – Deryn asked when will we hear from National on award selections. Judy and Luann both commented that usually award notification is done by mid-May to encourage winners to make plans and register for the National Conference. Dennis, as Chapter President, will be involved in some of the award selections. He noted that a committee already has reviewed and made recommendations on the Friend of Extension/ESP.
  - b. Member enrollment dues collection – using Eventbrite or other options: After some discussion, Gus and Dennis (as ESP President and President of Joint Board) will jointly contact the presidents and treasurers of the other associations to propose a coordinated effort by all associations to use the same system, if possible, and to coordinate through one email the link(s) for the association banquets/meals and membership dues. Luann volunteered to serve as a Point of Contact for registrations and memberships, if that would be of help.
  - c. Update to Operational Guidelines – Judy and Carla – deferred to the Committee Reports for Carla to report progress.

## 6. New Business

- a. Committee Calendars – Judy volunteered to draft a calendar and send it to the committee chairs for their review and input. This would serve as an overview for the chapter members and could be posted on our Zeta Chapter website. Then, the individual committees could add to it and make it more specific with details and dates for each committee, as needed.
- b. Philippines trip report from Christy – She spoke briefly about her wonderful experience and the lessons learned. She is one of 4 participants who are working together to present a webinar on April 28<sup>th</sup> about this international experience and lessons for Extension. She will send to Dennis a short article about the webinar to be included in the newsletter he is working on today.
- c. National meetings – PILD – Alison and Carla reported on the Virtual PILD meeting held online last week. There was a joint session and keynote speaker which were recorded; and she is willing to share the links for these presentations. The breakout sessions were not recorded, however. She participated in a session on Disasters and Extension's Involvement presented by EDEN. It was a very good session. Carla mentioned the session on How to Connect with Key Stakeholders – it involved a curriculum to train Extension volunteers to serve in this capacity of representing Extension to stakeholders.
- d. Next newsletter deadline – March 31, out April 10 – Dennis is working on the newsletter today. Judy and Christy will be sending more today – Judy on Nominating Committee looking for suggestions/volunteers for the open officer positions; and Christy on the April 28<sup>th</sup> webinar.

## 7. Committee Reports

- a. Membership Recruitment and Retention-Judy – the committee will begin making individual contacts to prospective new members.
- b. Global Relations-Christy Fitzpatrick & Abi Saeed – National committee will be sending out ideas for chapters on various things they can do to promote global relations. Judy encouraged Christy to apply for the opening for Western Regional Rep for the Global Relations Committee.
- c. Public Issues-Alison O'Connor – no report
- d. Professional Development-Gisele Jefferson – no report
- e. Scholarships, Grants and Recognition- Deryn Davidson – no report
- f. Bylaws-Carla Farrand – did an overview of the draft proposal she emailed to the board members this morning. The proposal is basically adding language to include Committee chairs on what would be called the Chapter Board; and not to replace the Executive Committee; but to preserve that subset for times when the Exec. Committee may need to function. Judy encouraged the committee to be careful of the language so as not to put too much authority onto the President in the appointment of committee chairs; but to encourage the committees to select or persons to volunteer to serve as chairs. Then add language to ratify the chairs by a vote at the annual meeting. She also asked about adding language to the Bylaws to allow for electronic voting for all matters, as needed, including election of officers. Luann will share language with Carla from another organization that recently added this option to their bylaws.
- g. Nominating-Judy Barth – will send Dennis a brief article for the newsletter today!
- h. Resource Development and Management-Gus Westerman – no report.

## 8. **Upcoming meetings: May 11, 8:30am; call-in number 970-491-2608**

9. Meeting adjourned at 9:40 a.m.