



**2016 Annual Business Meeting
Epsilon Sigma Phi - ZETA Chapter
Wednesday, November 9, 2016
MINUTES**

For Approval at 2017 Business Meeting

1. Call to Order, Welcome

Meeting called to order by President Paone at 12:05 pm. Jacki wished all Extension professionals a successful year ahead.

2. Introduction of Officers, Life Members and Special Guests

Mark Platten, Past President

Jacki Paone, President

Christy Fitzpatrick, President-elect

Luann Boyer, Executive Secretary

Karen Massey, Treasurer

Martha Sullins, Secretary

Sheila Kelley, Scholarship, Grants and Recognition, future President-elect

Robert Franklin, Professional Development

Special guest in attendance: Bob Ohlensehlen, ESP Executive Director

Life member attending: Luann Boyer

3. Memorial

Names of ESP members who passed way in the last year were read with a brief moment of silence to acknowledge and recognize their service to Extension. They were:

Gwen Bosley (Campus, Communications)

Jim Doyle (Fremont, Custer, Pueblo Counties, Tri River Area)

Al Meier (Campus 4-H specialist)

Sandi Meier (Weld County; Campus)

Sharon Moore (Adams County)

Ken Oakleaf (Campus Specialist)

Bill Peterson (Campus 4-H Director)

Maxine Tamlin (Campus)

Bill Wailes (Campus Specialist)

Bob Wiley (Weld County)

4. ESP Year in Review

President Paone called attention to the scrolling slide presentation summarizing ESP ZETA Chapter activities for 2016.

5. Lunch

- 6.** Bob Ohlensehlen, ESP Executive Director, presented on ESP to the membership, "Where We Have Been, Where We Are, Where We Are Going," an overview of ESP through the years.

7. Mark Platten and Bob Ohlensehlen conducted the initiation for new members, as well as for two members who joined last year but were not inducted at the November 2015 ceremony.

Tim Aston (new for 2016)	Kayla Hinkley
Jenny Beiermann	Kim Morrison
Kyle Christensen	Sue Schneider (new for 2016)
Jane Crayton	

Memberships transferred from other chapters to Zeta: Keeton Ehrig(present); Ashley Stokes(not present).

8. 2016/2017 Committee Signup

President-Elect Christy announced committee sign-up sheets were available on the tables. There will be many important issues to address this year and the committees will facilitate getting this work done.

- Committees are:
- Scholarship, Grants and Recognition
 - Professional Development
 - Membership Recruitment and Retention
 - Nominating Committee
 - Resource Development and Management
 - Global Relations

9. Input for Discussion with Joint Board

Jacki invited those attending to write any suggestions and comments for the Joint Board on 3x5" cards, located on each table. This information will be submitted to other the associations and to Lou Swanson at the Joint Board meeting on November 10, 2016.

10. Consent Agenda

There was no discussion on the consent agenda, listed below. Jackie asked for a motion to approve the consent agenda; Carla seconded, and it passed with unanimous approval.

- i. Approve Minutes of 2015 Annual Luncheon Meeting, November 11, 2015
- ii. Accept Committee Reports:
 - a. Membership Recruitment and Retention Mark J. Platten, Chair
 - b. Global Relations Mark J. Platten, Chair
 - c. Bylaws Mark J. Platten, Chair
 - d. Professional Development Robert Franklin, Chair
 - e. Scholarship, Grants and Recognition Sheila Kelly, Chair
 - f. Public Issues Christy Fitzpatrick, Chair
 - g. Nominating Mark J. Platten, Chair
 - h. Resource Development and Management (Finance & Audit) Karen Massey, Chair

11. Bylaws and Operating Guidelines

Mark P. shared his plan to review the bylaws during 2017, and reminded ESP members that they can be involved by participating on the bylaws committee.

12. Approve 2017 Budget

Dennis Kaan and Judy Barth performed an audit of the ESP budget, and found everything to be in order.

Budget: Karen explained that the membership fee will increase by \$5 for each new and existing member. In addition, there is a change in how the fiscal year is set up (from July-June to a calendar year of January-December). Benzel moved to approve the 2017 budget, Benzel moved, Michael seconded. Motion passed. Karen will get financial information to the new Treasurer and that person and Luann will work with Key Bank to get the signature of the new treasurer on the account along with Luann as Executive Secretary.

Executive Secretary Luann Boyer explained what she has done to ensure our non-profit status. The bank account was initially set up with an individual's SSN, so we sought an EIN in order to file with the Secretary

of State and change the information on the bank account. Now we are organized as a charitable organization with the state of Colorado. Also, the mailing address for ESP was Colorado State University, so the federal tax and non-profit status reports were not filed, in order to continue our status as a charitable organization. We will reapply so that next year we will re-secure our status as a charitable organization.

The Vanguard investment account was also dissolved according to new regulations from SEC, so we need to reinvest those funds. Dan had a comment about making sure the reinvestment was made in something that furthered the mission of ESP. Todd moved to accept budget, Gus seconded, and the budget was approved by all.

13. Hosting the National ESP Conference in Colorado

Mark P. explained that hosting the national conference would bring a national group together to make a difference in the organization, as typically 200 members attend. The last time Colorado hosted was 2005, and it will bring the organization together and help ESP Zeta chapter connect to chapters across the country. Mark officially requested that we host the conference in 2019. Mark offered to lead the team in charge of organizing and preparing the bid. Zeta needs to identify host sites, hotels, tours, etc. and then submit a proposal to ESP National. Jennifer W. asked if there was a fund-raising effort associated with hosting. Bob O. replied the national conference covers expenses with registration fees, although recently they have been fundraising to cover speaker fees. Mark will send a one-page overview of the process for hosting the conference. Jacki explained that we are not spending any of our chapter budget; rather we have the opportunity to earn some revenue from hosting.

Jacki asked for a motion, Carla Fl. moved; Sheila K. seconded. Rusty described how the planning for a 2019 conference needs to start pretty quickly so it can be announced at the 2018 national conference. Jacki asked for a vote to proceed with preparing a bid, and motion was passed.

14. 2016-17 Officer Nominations and Installation

For each office, Mark P. asked for additional nominations, but there were none proposed. Laurel K. moved and Rusty C. seconded Sheila Kelley be elected for President-Elect by acclamation. Motion carried. Carla F. moved and Steve N. seconded Dennis Kaan be elected Treasurer by acclamation. Motion carried.

Installation of officers and members of the board was conducted by Mark Platten and Bob Ohlensehlen. 2017 Officers are:

President Christy Fitzpatrick
President-Elect Sheila Kelley
Secretary Martha Sullins
Treasurer Dennis Kaan
Past President Jacki Paone
Executive Secretary Luann Boyer

15. Other Business

- a. 25 Year Service Award: President Paone announced that she had a plaque to present to Ron Meyer for his 25 years of service.
- b. 2016 ESP state award winners:
 - i. Retiree Service Award: Luann Boyer for stepping in as Executive Secretary upon the passing of ESP Executive Secretary Don Kaufmann;
 - ii. Distinguished Service Award: Ruth Willson;
 - iii. Continued Exemplary Service: Judy Barth;
 - iv. Team Award: CSU CO-Horts;
 - v. Early Career Service Award: Rusty Collins
 - vi. Mid-Career Service Award: Irene Shonle
 - vii. Diversity/Multicultural Individual Award: Mark Platten;
 - viii. Meritorious Service Awards: Joan Jordan; Valerie Billings; Michelle Langston; Adam Smith.

- c. Jacki thanked the executive committee for their service over the past year. She also announced that there was a leftover gift certificate from last year to be distributed, so she drew from an envelope and the gift certificate went to Deryn Davidson.

16. Passing of the Gavel

Mark thanked Jacki Paone for her service, and she was presented with a plaque to recognize her service as president. Jacki passed the gavel to Christy Fitzpatrick as the newly-elected president. Christy announced her thanks to the membership for their support and she hoped that everyone would be able to work together to foster development of ESP.

17. Other business

Joint Council Breakfast – Christy & Jacki will be attending; and will mention additional dollars for PILD and organize information from cards submitted at the lunch to a report/ask questions to Joint Board.

Meeting adjourned at 1:50 pm.