1. **Call to order and welcome** (Christy Fitzpatrick, past president)
   Meeting called to order by Past-President Fitzpatrick at 12:04pm.

2. **The Extension Professionals Creed** (All)

3. **Introduction of Officers and Life Members** (C. Fitzpatrick)
   Christy Fitzpatrick Past-President
   Sheila Kelley, President
   Judy Barth, President-Elect
   Luann Boyer, Executive Secretary
   Dennis Kaan, Treasurer
   Alison O’Connor, Secretary

   Life members attending: Darrel Schafer, Laurel Kubin and Luann Boyer

4. **2018 ESP Memorials** (Luann Boyer, Executive Secretary)
   Luann Boyer honored those Extension professionals who passed away over the past year, with a brief moment of silence to acknowledge and recognize their service to Extension. They were:
   - Marguerite (Micki) Baugh (Morgan County)
   - C. Bernard (Bernie) Elliott (Pueblo County)
   - Richard Haslem (Moffat County)
   - Sam Haslem (Routt County)
   - Marlo Meakins (Arapahoe & Weld County, Regional Director)
   - Joel Plath (Regional Director)
   - Abram J. Relyea, ESP Life Member (San Luis Valley)
   - Richard (Dick) Travis, ESP Life Member (Golden Plains Area)
   - Mary Jane Ward (Las Animas County)

5. **2018 Committee Sign-up** (Judy Barth, President-Elect)
President-Elect Barth encouraged all members to sign up for committees and/or to assist with the 2019 National Conference. Sign-up sheets were on the tables for those attending the luncheon. We are currently without leadership in Global Relations and Professional Development.

6. Lunch buffet

7. Lunch presentation (Mark Platten, Chair of the 2019 National ESP Conference)
   Mark Platten, Jane Crayton and Rusty Collins provided a preview of the 2019 ESP National Conference that will be held in Colorado Springs (October 14-17, 2019). Mr. Platten encouraged membership to sign up to support the conference on the various committees—fundraising, pre-conference tours, hotel, registration/hospitality, entertainment, IT and media, transportation and scholarship. Ms. Crayton encouraged all members to attend and take advantage of this local opportunity. Mr. Collins showed his meeting pins and explained how this conference is being planned by our state Zeta chapter and has worked closely with the ESP National Board, which results in a positive conference for attendees. The conference features many speakers whom will help Extension professionals achieve “Peak Performance”.

   The Planning Committee showed the promotional video for the 2019 conference: https://youtu.be/1y1Ah_pm-E0

8. ESP State Year in Review (Christy Fitzpatrick)
   Committee reports were distributed to the membership prior to the meeting. Other highlights included: 52 members, 4 new members and 2 new life members. Retiree BBQ was held at Pelican Lakes Golf Club in Windsor in June. We had membership attend both JCEP and the National Conference. The 2017 national Diversity/Multi-Cultural award was awarded to FLTI. An online auction was launched at the 2018 Forum to raise funding for the local chapter.

9. New Member Initiation (Christy Fitzpatrick and Rusty Collins)
   Past-President Fitzpatrick, Jane Crayton and Rusty Collins initiated 8 new members into the Zeta chapter: Jessica Wong, Bruce Ide, Abi Saeed, Willy Wilkins, Reid Sweetkind, Jayda Lewis, Lisa Terry and Sarah Schweig.

10. Consent Agenda
    Past-President Fitzpatrick initiated discussion of the consent agenda. Moved by Jacki Paone, seconded by Patti Schmitt; all in favor, motion passed.
    a. Minutes of 2017 Annual Luncheon Meeting October 25, 2017
    b. Committee Reports (Committee Chairs)
       i. Membership, Recruitment and Retention (C. Fitzpatrick)
       ii. Global Relations (no report)
       iii. Bylaws (Jacki Paone)
       iv. Professional Development (no report)
       v. Scholarships, Grants and Recognition (Susan Carter)
11. **Approve 2019 Budget** (Dennis Kaan, Treasurer)
Dennis Kaan presented the budget for 2018, and the proposed budget for 2019. The 2018 budget has $15,650.38. The 2019 budget does not change significantly. The 2018 auction did not profit as much as was budgeted in 2019.

The budget includes the 2019 conference with 200 attendees @ $419/person (also includes life member discount at $200/person). The meeting is budgeted at an expense of $69,120.00. There are 20 National Meeting scholarships provided to Zeta members at $300 (total budgeted $6,000).

Judy Barth moved to approve the budget; Jacki Paone seconded this motion. There was no discussion; all approved and the motion carried to approve the budget.

12. **2019 Officer Nomination Slate** (C. Fitzpatrick, Chair)
Past-President Fitzpatrick described the slate of board officers for 2019. Ms. Barth made a motion to accept the candidates for President-Elect and Treasurer by acclamation. The motion was seconded. Motion carries.

Past-President: Sheila Kelley  
President: Judy Barth  
President-Elect: Dennis Kaan  
Executive Secretary: Luann Boyer  
Treasurer: Gus Westerman  
Secretary: Alison O'Connor

13. **Installation of Officers** (C. Fitzpatrick)
Installation of officers and members of the board was conducted by Christy Fitzpatrick. 2019 Officers are:

Past-President: Sheila Kelley  
President: Judy Barth  
President-Elect: Dennis Kaan  
Executive Secretary: Luann Boyer  
Treasurer: Gus Westerman  
Secretary: Alison O'Connor

14. **Other business** (C. Fitzpatrick)
a. Recognition of 2017 ESP state award winners (Susan Carter)
i. Early career: Carla Farrand  
ii. Distinguished Service: Barbara Fahey  
iii. Visionary Leadership: Carla Farrand
iv. Diversity Individual: Susan Carter
v. Distinguished Team Award: CFAR/FLTI
vi. Friend of Extension: Temple Grandin
b. 2017 National Distinguished Award winner: Kurt Jones
c. 25 Year Service award
   i. JoAnn Powell
d. Region Toiletry Challenge
   i. Front Range was deemed the winner by donating the most items (by weight)
   ii. All items will be donated to the Denver Rescue Mission

15. ** Passing of the Gavel ** (C. Fitzpatrick)
   Past-President Fitzpatrick passed the gavel to the incoming president, Judy Barth. President Barth thanked both Christy Fitzpatrick and Sheila Kelley for their service. Past-President Kelley was presented with an engraved clock to recognize her service as president. This will be mailed to her.

16. ** Final Comments ** (Judy Barth, President)
   President Barth encouraged the membership to attend PILD, JCEP and the ESP National Conference, including that scholarship awards are available for members, through both the Zeta chapter and national chapter. She also encouraged the Zeta membership to sign up for chapter committees and to support the 2019 National Conference.

17. ** Adjourn **
   President Barth thanked everyone for attending and adjourned the meeting at 1:43pm.