



Epsilon Sigma Phi

Your Key to Professional Excellence

2017 Annual Luncheon Meeting Minutes

ZETA Chapter

Wednesday, October 25, 2017

Cherokee Peak Dining Room

11:00-1:00

For Approval at 2018 Business Meeting

1. Call to Order and Welcome

Meeting called to order by President Fitzpatrick at 11:05 am.

2. Introduction of Officers, Life Members and Special Guests

Jacki Paone, Past President

Christy Fitzpatrick, President

Sheila Kelley, President-elect

Luann Boyer, Executive Secretary

Dennis Kaan, Treasurer

Martha Sullins, Secretary

Robert Franklin, Professional Development

Life members attending: Luann Boyer and Alvie Rothe.

3. 2017 ESP Memorials

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:

Bert Bohmont, ESP Life Member (State Specialist, Pesticide Programs)

Libby Colbert (Weld and Arapahoe counties)

Melvin "Mel" Eckard, ESP Life Member (Extension Administration)

Ina Hansen, ESP Life Member (University of Missouri Extension)

Larry Henry, ESP Life Member (Golden Plains Area, passed away in 2012)

Mildred Schaub Masterson (Fremont & Otero counties; Specialist Health & Safety)

Eldon Rice, ESP Life Member (Archuleta County)

Joan Scarpella (Extension Administration)

Betty Jo White (State Specialist, Housing)

Fred Kahler (State Office)

4. 2017 Committee Sign-up

President-Elect Kelley announced that 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. We have had significant participation on the awards committee, but we do need to have members on all the following committees:

- Scholarship, Grants and Recognition

- Professional Development
- Membership Recruitment and Retention
- Nominating Committee
- Resource Development and Management
- Global Relations

5. **Announcements:** community service project items may be placed on the table. Our raffle for the benefit of ESP is Bill Nobles condo in Pagosa Springs. Tickets are \$5/apiece or \$20 for 5. There are envelopes of 20 tickets available for purchase.

6. Lunch buffet.

7. Lunch Presentation

Jacki Paone shared lessons from the 2017 ESP National Conference. There are professional development funds that members can apply for to help facilitate participation. Next year’s conference is in Manhattan KS. We should use the 2018 conference as a place to advertise the 2019 conference that we will be hosting in Colorado Springs. Jacki found that there are interesting items to learn from national conference, for example, people can join the national organization before they become eligible for their own chapter. There is a lot to be learned from other Extension organizations that we can bring back to our organization and Zeta Chapter. ESP covers the range of Extension topics, with a smaller group of professionals. Provides an opportunity to be on work teams and be involved with different regional or national activities.

Mark Platten provided a preview of the 2019 ESP National Conference (October 14-17, 2019) that will be held in Colorado Springs. We need to start organizing for this conference. Mark provided a sign-up sheet for committees to help organize, as well as a paper outlining the host state obligations. This will provide us with the opportunity to support the national conference, and work together on this project. The conference will be at the Antlers, downtown, with restaurants, theatre nearby. Opening night will be at the Olympic Training Center. We need a theme for the conference and speakers, before May, 2018.

8. ESP State Year in Review

President Fitzpatrick presented the year in review, including having the National ESP chair attend last year’s meeting; sending members to national conferences; we distributed 7 \$200 scholarships for professional development; we won the bid for the national conference in 2019.

9. New Member Initiation

Past President Paone and Jan Carroll initiated 4 new members into the Zeta chapter: Lisa Auer; Kaycee Manupella; Heather Meyer; and Roshan Nayak.

10. Consent Agenda

President Fitzpatrick initiated discussion of the consent agenda. Moved by Robert Franklin, seconded by Laurel Kubin, all in favor, motion passed.

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| a. | Approve Minutes of 2016 Annual Luncheon Meeting November 9, 2016 | |
| b. | Accept Committee Reports | Committee Chairs |
| i. | Membership, Recruitment and Retention | Jacki Paone, |
| ii. | Global Relations | Mark J. Platten, Christy Fitzpatrick, |
| iii. | Bylaws | Jacki Paone |
| iv. | Professional Development | Robert Franklin |
| v. | Scholarships, Grants and Recognition | Sheila Kelley |
| vi. | Public Issues | Sheila Kelley |

- vii. Nominating Jacki Paone
- viii. Resource Development & Mgt (Finance & Audit) Dennis Kaan

11. Vote on operational guidelines changes

Past president Paone presented the redlined versions and final versions of the operational guidelines and bylaws for the Zeta Chapter. One significant change is that we have removed the requirement for having worked for Extension for a certain period of time. Judy Barth moved, Carla Farrand seconded, all approved and motion to approve the bylaws passed.

In the operational guidelines, the major change was adding the detailed description of committee and board member duties to the operational guidelines, and retaining the broader responsibilities in the bylaws. Jacki thanked the committee for their work on the changes to operational guidelines. Carla moved, Ruth seconded, all approved and motion passed to approve changes to the operational guidelines.

12. Approve Budgets

Dennis Kaan presented the budget for 2017, and the proposed budget for 2018. No major changes anticipated for 2018, net income of \$35 for this year, and net loss for 2018. The change in the fiscal year change to a calendar year budget, we are missing some expenses incurred in the past months. Kurt Jones performed an audit of the ESP budget, and found everything to be in order. Judy Barth also checked the state of the budget and verified that there were no errors. Karen Massey moved to approve the budget; Carla Farrand seconded this motion. There was no discussion, all approved and the motion carried to approve the budget.

13. 2018 Officer Nomination Slate

Jacki Paone, Chair

Past president Paone described the slate of board officers for 2018:

Past President: Christy Fitzpatrick
President: Sheila Kelley
President-elect: Judy Barth
Executive Secretary: Luann Boyer
Treasurer: Dennis Kaan
Secretary: Allison O'Connor

Laurel Kubin moved that we close the slate of officers as presented, seconded by Carla Farrand, all approved that the slate of officers be approved and closed as presented with no changes.

14. Installation of Officers

Installation of officers and members of the board was conducted by Jacki Paone. 2017 Officers are:

Past President: Christy Fitzpatrick
President: Sheila Kelley
President-elect: Judy Barth
Executive Secretary: Luann Boyer
Treasurer: Dennis Kaan
Secretary: Allison O'Connor

15. Other business

- a. Sheila Kelley recognized 2017 ESP national award winners. Mark Platten was the ** award winner and Irene Shonle mid-career service winner.
- b. Sheila also honored the Colorado Ruby Award Winner for distinguished service in Extension—Laurel Kubin. She received a standing ovation in her honor.

- c. Other business: Robert Franklin offered several new opportunities including “Transforming Extension” webinar on Friday October 27, 2017 through eXtension; PILD is recruiting professional to present the next conference; and the Diversity Catalyst team has an upcoming meeting on Tuesday, October 31, 2017. President Fitzpatrick thanked all the committee chairs for their work in 2017.

16. Passing of the Gavel

President Fitzpatrick passed the gavel to the incoming president, Sheila Kelley.

Jacki Paone and Sheila Kelley thanked for Christy Fitzpatrick for her service, and she was presented with an engraved clock to recognize her service as president.

17. Envisioning the Future

President Kelley reminded the membership that we are collecting toiletries as a service project, and that this is much appreciated.

- 18.** President Kelley thanked everyone for attending and adjourned the meeting at 12:30 pm.