ESP Zeta Monthly Officer’s Conference Call - MINUTES
Monday, December 14, 2020 at 8:30 a.m.

Join Zoom Meeting:
https://zoom.us/j/99789210543?pwd=TDRmRExTOFJqNGl3bVV5RDYwcFRWUT09
Meeting ID: 997 8921 0543 | Phone: 1-253-215-8782

Board Members present: Alison O’Connor, Dennis Kaan, Gus Westerman, Gisele Jefferson, Luann Boyer, Todd Hangenbuch, Deryn Davidson and Christy Fitzpatrick

1. Call to Order by Alison O’Connor at 8:43 a.m.
2. Approval of November 9, 2020 board minutes --Luann Boyer asked for a correction in the minutes on the next newsletter deadline for articles and publication date. Alison stated the deadline for articles is December 30, 2020 with the newsletter to be published/emailed in early January 2021. Gus moved to approve the minutes with the corrections; Dennis seconded; motion carried.
3. Treasurer’s Report—Gus Westerman – gave an oral report, with a printed report to follow by email. Current Balance as of 11/30/2020: $15,793.74
   Reflected in Statement:
   Deposits: $0.00
   Expenses: $100.00 – Jacki Paone Scholarship
   $539.82 – Luann Boyer Stipend and Expense Reimbursements
   Nov. Expense not reflected in statement: $200.00 – Mark Platten Scholarship
   Current Balance using Accrual to Date: $15,729.49
   – November 2020 Bank Statement Rectified on 12/10/2020
4. Report from Executive Director—Luann Boyer reminded us that she had requested Gus to put a separate line item in the budget for postage of awards, so the awards items would not be increased in future years. She also gave a report on the plans for the 2021 Retiree Social. She consulted Milan Rewerts and confirmed they have the event planned for Friday, June 11, 2021 at Pelican Lakes in Windsor, Colorado.
5. Agenda Item Review – no additions or corrections
6. Unfinished Business:
   a. Membership drive – Dennis reported 30 members are paid for 2021. He will send two more recruitment emails in December and January with the drop-dead date of January 29, 2021 to pay member dues, as a check must be sent to National ESP by February 1st. Dennis needs to make a couple corrections to the
EventBrite site on deadline and membership dues. He will move Dawn Thillman to the new member category and refund the extra money paid for Life member. And, he will need to collect an additional $50 from Jackie Paone for Life membership.

b. Newsletter for January 2021 – Alison asked for input on the draft included with agenda. Luann stated a correction is needed for Life Member Dues. It is 5 times the national dues of $55; so the total should be $275.

c. Newsletter dates for 2021 – Alison confirmed that the timing of the newsletters is flexible. She will plan on 4 or 5 newsletters: January, Spring, Summer, Fall, and Dec/Jan.

d. Website updates for incoming Board/committee chairs – Luann has updated the Zeta chapter officers with National ESP, including adding Todd as our President Elect – which is not specified on format. Alison will send update for Zeta chapter website to Ruth Willson.

7. New Business

a. Update on PILD and Angus scholarship applications – Alison report Todd had applied for the PILD scholarship and Mark Platten has applied for the Angus scholarship by the December 1st deadline.

b. Committee Calendar – Alison asks for any updates. After some discussion about shifting the Professional Development grants/scholarships to the PD Committee, it was recommended to ask committee members on Scholarships, Grants, and Recognition to serve jointly on the Professional Development Committee too. Alison and Deryn will follow up with them.

c. Annual Chapter Report (due May 1) – Luann recommended to not get in a hurry with this report, as she is on the national committee and they have plans for further updates to the online reporting process and survey.

d. Ideas/speakers for professional development presentations for Zeta Chapter during 2021 – Alison has some ideas for virtual PD sessions, maybe a couple per year. She will work with Kurt Jones on this. Todd asked about funds in the budget for an honorarium for speakers. After a brief discussion about national grants for chapters, Alison will follow up on the Angus chapter grant and the Rita Wood grant for possible funding sources with deadlines of May 1st and December 1st.

e. Resubmission of Diversity Team and Individual Awards to National Committee – Deryn reported that national had sent a recent email stating the online application had changed for these two Diversity awards. So, our two award winners will be contacted and asked to resubmit their applications using the new format.
8. Committee Reports
   a. Membership Recruitment and Retention—Dennis Kaan – nothing further
   b. Global Relations—Christy Fitzpatrick – She will connect with her committee and
discuss possible speakers on global extension work for PD; and she will send an
article for the January newsletter.
   c. Public Issues—Todd Hagenbuch -- He is optimistic for an in-person PILD in April.
   d. Professional Development—Kurt Jones – not present. Gisele/Deryn reported
one recent application for Professionals Development scholarship.
   e. Scholarships, Grants and Recognition—Deryn Davidson - no updates; and she will
ask committee members to serve on PD to help review the applications.
   f. Bylaws—Carla Farrand - not present
   g. Nominating—Dennis Kaan – Alison clarified we’ll be needing a nomination for
President Elect and one for Secretary for the 2021 annual meeting/election.
   h. Resource Development and Management—Gus Westerman will work to finalize
the 2020 actual budget and expenditures in the coming weeks to close out the
year. After we finalize our membership for 2021, we’ll decide if we need to
revisit/revise the new budget.

Upcoming meeting: January 11, 8:30am
https://zoom.us/j/99789210543?pwd=TDRmRExTOFJqNGl3bVY5RDYwcFRWUT09
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9. Meeting adjourned at 9:30 a.m.

Respectfully Submitted:
Gisele Jefferson
Secretary

Approved: 1/11/2021