Call to Order at 8:34am

Attending: Dennis Kaan, Judy Barth, Carla Farrand, Deryn Davidson, Luann Boyer, and Gisele Jefferson

1. June minutes moved for approval by Judy Barth; seconded. Motion approved.

2. Treasurer’s Report was sent via email on 7/13/2020 by Mr. Westerman; there have been no transactions since we met last. The treasurer’s report was motioned for approval by Alison O’Connor; seconded. Motion approved. Current Balance as of 6/30/2020: $16,443.56
   - Reflected in Statement:
     - Deposits: $0.00
     - Expenses: $0.00
     - Expense not reflected in statement: $0.00
   - Current Balance using Accrual: $16,443.56
   - June 2020 Bank Statement Reconciled on 7/9/2020

3. Executive Secretary Report
   a. Ms. Boyer combined several articles from Colorado and submitted them as one to the national committee for their newsletter.

4. Unfinished Business:
   a. Member enrollment – Eventbrite, who covers transaction costs this year – ESP or members. This will be an agenda item for Annual Business meeting.
      i. Consider adding a $5 service charge to membership dues to cover the cost of the Eventbrite fees?
      ii. ESP has a strong enough budget this year where we can cover the online fees—if necessary. Judy suggested that we cover the cost this year and discuss with the membership how to cover the cost in future years.
   b. Professional Organization common annual registration
      i. Mr. Kaan has confirmation from the other organizations in Extension to create one site to do all association membership dues in combination with Forum.
      ii. Question – Would ESP have to divvy up the membership dues and send those organizations a check? No – Eventbright has the capability to do this and automatically send payments to the other organization’s bank accounts.
   c. Update to Operational Guidelines/ByLaws – Online Business Meeting
      i. All proposed changes in by-laws must be submitted in advance for voting virtually (30-45 days prior), but these can be sent at any time prior to the annual meeting (as long as it’s 30 days prior)
      ii. Mr. Kaan will schedule a time to discuss the plan of action during the week of August 10—he will coordinate this with Ms. Boyer and Ms. Farrand.

5. New Business
   a. Online National Meeting
      i. Will be held virtually on October 6-8, 2020: https://espnational.org/2020-ESP-National-Conference
   b. Online Annual Forum
      i. Will be held in a virtual format, meaning the annual ESP-Zeta meeting will also be held virtually
      ii. There is a possibility of a face-to-face meeting in spring 2021
iii. Judy has heard the Extension Admin is planning to postpone all CSU Extension awards until early 2021 for the in-person state meeting. She expressed concern that ESP/Zeta Chapter needs to continue with our awards nominations and selections per the national schedule so as not to get the two calendar years combined/intertwined.

c. Next newsletter deadline – September 9, 2020
d. Sheila Kelly’s mother’s memorial donation – Gisele moved for Zeta Chapter to donate $25 to the Morgan County 4-H Foundation as a memorial. Judy offered a friendly amendment of $50 and seconded the motion. No further discussion; motion carried. Luann will ask Gus to mail her the check and she will deliver it to the foundation officer(s), along with Sheila Kelley’s address for notification of the gift. Judy also asked for the Secretary (Gisele) to mail a sympathy card to Sheila on behalf of the Zeta Chapter.

6. Committee Reports

a. Membership Recruitment and Retention-Judy – Committee has drafted an ESP recruitment/introduction letter for all new Extension hires. It will be mailed in August; and she asked Board members to assist in follow-up telephone calls. The final step will be a second letter/email with information and instructions on how to register for membership and pay the dues.

b. Global Relations-Christy Fitzpatrick & Abi Saeed
   i. Abi Saeed has left CSU Extension for another position in Montana.
   ii. Christy is preparing to sell her home in Colorado and move back to Maine. We hope she will continue to be involved with our chapter via distance communications.

c. Public Issues-Alison O’Connor – Nothing to report.

d. Professional Development-Gisele Jefferson – She noted the conference information has not yet been released for the upcoming virtual national conference – October 6-8, 2020. Dennis suggested we use some/all of our professional development money to assist members with online participation in the virtual national conference.

e. Scholarships, Grants and Recognition- Deryn Davidson – Deryn again noted that Mark Platten has won a national award; and she will forward the award announcement to the state Extension Admin for publication and public recognition.

f. Bylaws-Carla Farrand – Following the Board meeting/call, Carla sent out by email the most current/final version of the proposed Bylaws and Operating Procedures changes. She asked the Board/committee to make one final review of the documents before she sends them out to Zeta membership in August.

g. Nominating-Judy Barth – no report at this time. We’ll be needing to elect a Vice President and Treasurer. There is nothing in the Bylaws to prevent people from seeking and serving a second/multiple terms.

h. Resource Development and Management-Gus Westerman – No report at this time.

7. Upcoming meetings: September 14, 8:30am; call-in number 970-491-2608

   a. Note: ALL future meetings through 12/14/2020 will use 970-491-2608

8. Meeting adjourned at 9:28 a.m.