ESP Zeta Monthly Officer’s Conference Call – Minutes  
Monday, May 11, 2020  
8:30-9:30 a.m. 970-491-2608

Attendance: Dennis, Luann, Gisele, Christy, Deryn, Carla and Judy

Call to Order at 8:35 a.m. by Dennis Kaan, President
1. Approval April minutes – Judy moved approval of the April minutes, Gisele seconded; motion carried.
2. Treasurer’s Report – Gus will be sending the report by email; and Gisele will add to the minutes.
3. Executive Secretary Report – Luann sent examples to Carla of bylaws language for electronic voting and electronic/virtual meeting options. Luann received a couple mail items back, marked “undeliverable” for life members. She will follow up on these people.
4. Agenda Item Review -- No additions or corrections to the agenda.
5. Unfinished Business:
   a. Dennis reported he had completed the Annual Chapter Report and the voting on the Western Region Awards. He asked the national ESP staff to add a “Save” button to the online reporting and voting. So, in the event of an interruption, you can save your work and return later to complete it.
   b. Member enrollment – Eventbrite, other options researched by Gus. Dennis has yet to contact the other associations presidents and discuss with Joint Board the option of setting up one place/method for all associations to register membership and collect dues and forum meeting/meals expenses. Christy expressed concern about the transaction costs of using Eventbrite or other online systems. Carla reported she has used Eventbrite and set it up to use the “Check Payment” option at no cost for program registrations.
   c. Update to Operational Guidelines – New considerations:
      i. S,G&R Committee input to regional and national recognition
      ii. PD Committee responsibilities related to scholarship awards

Carla reviewed the proposed changes to the Operational Guidelines she emailed out just prior to the meeting. Discussion followed with further considerations for changes to the Awards Committee and the Professional Development Committee.

Carla then reviewed the proposed Bylaw changes. Again discussion followed on the Awards & Recognition Committee and Professional Development Committee – with some overlap and confusion. We’ll have to wait until the annual meeting to approve the Bylaw changes. She’ll send out this fall with 30-day notice to the members – the proposed Bylaw changes and updated Operational Guidelines to be voted on at the annual meeting. Deryn asked for more clarification on the timeline and criteria for paying out ESP scholarships and grants – as to when to consider the item as a reimbursement – after the registration is paid or after the conference or class is completed? (Carla noted the changes and emailed out a newly revised version following the meeting.)

6. New Business
   a. Committee Calendars – Judy sent out the National calendar and added a few details for the Zeta Chapter. Each committee can now add specific committee dates, details and tasks. Luann asked for her to add to the header of the calendar “Zeta Chapter.”
b. Next newsletter schedule/deadline – With some discussion, the board consensus was to have 4 newsletters per year and for the newsletter to be done/formatted and emailed out by the President-Elect. The 4 newsletter issues with be: November/December – following annual meeting/and finalizing membership; February/March; May/June; and August/September.

7. Committee Reports
   a. Membership Recruitment and Retention-Judy – no report
   b. Global Relations-Christy Fitzpatrick & Abi Saeed – Christy spoke briefly about her study tour to the Philippines and the group’s national webinar held in early May. She thanked the Zeta Chapter for support/scholarship, and expressed interest in doing a webinar or live presentation for Zeta Chapter.
   c. Public Issues-Alison O’Connor – No report
   d. Professional Development-Gisele Jefferson – No report
   e. Scholarships, Grants and Recognition- Deryn Davidson – No report
   f. Bylaws-Carla Farrand – (already covered earlier in agenda)
   g. Nominating-Judy Barth – no report
   h. Resource Development and Management-Gus Westerman – no report

8. Upcoming meetings: June 8, 8:30am; call-in number 970-491-2608
   a. Judy asked for PILD to be put on next meeting agenda for a brief discussion.

9. Meeting adjourned – at 9:45 a.m.

Respectfully submitted by:
Gisele Jefferson
Secretary