ESP Zeta Monthly Officer’s Conference Call
Minutes - Monday, May 10, 2021 at 8:30am MST

Board members present: Alison O’Connor, Gus Westerman, Kurt Jones, Gisele Jefferson, Luann Boyer, Christy Fitzpatrick, Dennis Kaan, Todd Hagenbuch, and Carla Farrand

1. Call to Order by Alison O’Connor at 8:33 a.m.

2. Approval of April 12, 2021 minutes – Tod Hagenbuch moved to approve the April minutes; Gus Westerman seconded the motion; motion carried.

3. Treasurer’s Report—Gus Westerman
   Current Balance as of 4/30/2021: $16,556.05
   Reflected in Statement:
   Deposits: $0.00
   Expenses: $360.00 –
   $55.00 - Irene Shonle 2021 Dues to National
   $55.00 - Jonathan Vrabec 2021 Dues to National
   $50.00 - Donation to the Colorado 4-H Foundation of $50 in memory of Lowell Watts
   $50.00 - Donation to the Colorado 4-H Foundation of $50 in memory of Raleigh Brooks
   $150.00 – Gisele Jefferson JCEP Reimbursement
   Current Balance using Accrual to Date: $16,556.05
   April 2021 Bank Statement Reconciled on 5/10/2021

4. Report from Executive Director—Luann Boyer reported an update on the Retirees Social planning. She had communicated the results of her survey with the planning committee. They decided to set the event for Friday, September 10, 2021 to tie into the CSU AG Day the following day. Then last week she received an email with a concern about Milan Rewerts not able to attend and wanting them to change the date again. She asked for recommendations from the board. The board members encouraged her to forge ahead with the plan and notification to all the retirees on the postponement of the event until September 10th and have a registration date early enough to allow the planning committee to cancel without any fees.

5. Agenda Item Review – Carla moved to approve the agenda, Christy seconded the motion; motion carried.

6. Unfinished/Old Business:
   a. Art of Scholarship webinars update - Kurt Jones announced the webinars to be held in conjunction with the Peaks and Plains Regional meeting. Details are as follows:
      • Tuesday, May 11 from 10am-noon:
        o “Discovering Your Inner Scholar: Building Skills and Confidence for Extension Professionals” – Leigh Anne Aaron, FACS Agent, Mary Beth Hornbeck, FACS/4-H Agent, Roxie Price, FACS Agent, & Rachel Stewart, FACS Agent, University of Georgia Extension
Kurt will record the session, if permitted by the presenters.

- Wednesday, May 12 from 1:30pm-3pm:
  - Prepping for Granting: Considerations Before Creating the Proposal – Jeff Tranel, Regional ABM Specialist.
  - Kurt will record the session with permission from the presenter.

b. ESP annual report was submitted April 12 by Alison.

c. ESP Western Region voting: completed May 5 (thank you to Dennis and Todd!) Zeta Chapter had award applications in nearly all categories. Alison noted there are many good works happening in Colorado Extension.

d. Note about posting YouTube videos on any CSU/Extension website – Christy Fitzpatrick noted the following three reasons as to why the April webinar on CSU Todos Santos could not be posted to the CSU YouTube channel.
  
i. Must be properly closed captioned
  ii. Closed captioning can only be done by a current employee
  iii. If you are sending the direct link to people, it does not need to be closed captioned

7. New Business – No new business for this meeting.

8. Committee Reports
   a. Membership Recruitment and Retention—Dennis Kaan reporting the committee will start recruiting efforts in May or June.
   b. Global Relations—Christy Fitzpatrick reported the committee has a goal to get something out monthly to chapter members. Lisa Auer (Larimer County FLTI) will be sending the next update soon.
   c. Public Issues—Todd Hagenbuch and Carla Farrand attended the virtual PILD conference in April. Both said it was a good conference; and they were asked to write a short article on one highlight of the conference for the next newsletter in mid-June.
   d. Professional Development—Kurt Jones is also working with Eric Ishiwata, CSU Dept. of Ethnic Studies for a webinar in June on the topic of diversity, equity and inclusion.
   e. Scholarships, Grants and Recognition—Deryn Davidson did not send any updates.
   f. Bylaws—Carla Farrand – nothing at this time.
   g. Nominating—Dennis Kaan – nothing at this time. Dennis is asked to prepare a list of the officer positions to fill at the fall annual meeting for the June newsletter.
   h. Resource Development and Management—Gus Westerman – nothing at this time.

Upcoming meeting: June 14, 8:30am MST

[https://zoom.us/j/99789210543?pwd=TDRmRExTOFJqNGl3bVY5RDYwcFRWUT09](https://zoom.us/j/99789210543?pwd=TDRmRExTOFJqNGl3bVY5RDYwcFRWUT09)
Meeting ID: 997 8921 0543 | Phone: 1-253-215-8782 | Password: ESPZETA
If calling in, use passcode: 3544873

9. Meeting adjourned by a motion from Carla Farrand at 9:07 a.m.

Respectfully submitted:
Gisele Jefferson
Secretary