ESP Zeta Monthly Officer’s Conference Call
Monday, February 8, 2021 at 8:30 am MST

Join Zoom Meeting:
https://zoom.us/j/99789210543?pwd=TDRmRExTOFJqNGl3bVY5RDYwcFRWUT09
Meeting ID: 997 8921 0543 | Phone: 1-253-215-8782
Password: ESPZETA

Board members present: Alison O’Connor, Dennis Kaan, Gus Westerman, Giselle Jefferson, Luann Boyer, Todd Hagenbuch, Christy Fitzpatrick, Carla Farrand and Deryn Davidson.

1. Call to Order by Alison O’Connor at 8:33 a.m.
2. Approval of January 11, 2021 board minutes – Carla moved to approve the minutes. Dennis seconded the motion; motion carried.
3. Treasurer’s Report—Gus Westerman
   Current Balance as of 1/31/2021: $18,476.05
   Reflected in Statement:
   Deposits: $50.00 – Jacqui Paone Remaining Life Member Dues
   $2618.06 – Eventbrite Direct Deposit 2021 Zeta Membership Dues
   $78.30 – Eventbrite Direct Deposit 2021 Zeta Membership Dues
   Expenses: 0.00
4. Report from Executive Director—Luann Boyer reported she updated and sent the Zeta Chapter membership file to National ESP. They will send Gus (Treasurer) an invoice for 2021 membership dues for the 32 Active members. Luann has been actively trying to get updated contact information on several of our Life Members: Barbara Hyde, Shirley Duane, Colleen Brown and Tom Laquey. The Retiree Event is planned for June, with the committee to make a decision in April as to whether conditions would be reconsidered and the event plan continue or be cancelled. She continues to work with ESP national on review and update of the national website.
5. Agenda Item Review -- Alison noted the addition of item 7. f. Membership info for National ESP website. Gus moved to approve the agenda as amended; Todd seconded, motion carried.
6. Unfinished Business:
   a. Membership drive – Dennis Kaan noted the addition of Faith Kroschel through the Eventbrite site. All funds collected through Eventbrite were direct deposited into the Zeta Chapter checking account after January 22.
b. Joint Board Meeting January 2021 – Dennis reported the Joint Board spent time
discussing how the professional organizations might work more closely with CSU
Extension Administration on professional development efforts. He and Todd had
follow-up conversations with Wes Alford, Extension Assistant Director of
Professional Development, who was unaware of the professional associations’
roles and actions in this realm. He was also unaware of the inclusion of
professional development elements in the annual performance reviews of
Extension agents.
Christie asked again about the Joint Board minutes, as the most recent posted on
the Staff Resources webpage was 2019. Alison will share the minutes with the
Zeta Board.
It was noted most, if not all, of Staff Resources will be migrating to the new
Intranet (an inward facing network). A concern was raised about retirees and life
members of associations not having access to this set of files in order to stay
connected and informed about association and the Extension organizational
happenings. ESP committee members will bring up this concern in future meetings
about the intranet.

7. New Business
a. Discussion about association (ESP) bank accounts – Todd reported this issue was
brought to Joint Board about the CSU Extension rules and oversight. All associations,
except for the CAE4-HA, have their bank accounts outside of CSU to avoid problems.
Luann noted that Zeta Chapter has its own Tax I.D. number and our funds are below the
threshold for detailed reporting. She sends in the IRS epostcard size report as needed.
Because associations are outside the CSU Extension accounting system, CSU Extension
cannot collect and distribute funds for these separate organizations for dues and
banquet fees.
b. Budgeting for memorials for ESP members who pass away – We don’t currently have a
budget item for memorial donations – coming in or going out. After brief discussion,
Carla was asked to draft some language for our Operational Guidelines as to what will
be considered for memorial donations in honor of current and former ESP members and
others as approved by the Board; and how the chapter might designate incoming
memorial funds to our scholarship fund for professional development of ESP members.
In response to two recent deaths of former members, Gisele moved to donated $50 to
each to a memorial fund in honor of Raleigh Brooks (former 4-H Program Director) and
Lowell Watts (former State Extension Director). Dennis seconded the motion; motion
carried. Luann will get the appropriate info to Gus to issue checks on behalf of the Zeta
ESP chapter.
c. Reimbursement for JCEP conference – Gisele and Dennis both have registered for the
JCEP virtual conference for February 10-12. National ESP offers $150 scholarships for
two members per chapter to participate. So, Zeta will be getting a check for $300 for
those scholarships. Gisele and Dennis are to submit their receipts to Gus for
reimbursement of the registration fees.
d. Update Operational Guidelines? – There are a couple of items for consideration. Carla
suggested these updates be postponed at this time, as she is working on drafts on a
couple of issues.
e. National webinar proposals due February 15 – Gisele forwarded the email from national
ESP last week on to the Zeta members and encouraged members/teams to consider
submitting proposals for webinars. She especially noted the Grow and Give Program team would likely be a great topic. Alison will follow up with Katie and Amy on this. Other topics are also welcome.

f. Membership info for National ESP website – Each state will have a page within the National ESP website where Dennis and Luann are working on editing the information concerning our membership contacts and procedures to provide our specific information and to link members to the Zeta Chapter website and membership invoice.

8. Committee Reports
   a. Membership Recruitment and Retention—Dennis Kaan – nothing further
   b. Global Relations—Christy Fitzpatrick – Committee has a goal to send monthly information to Zeta members. She asked for input on the length and format for their proposed webinar. It was suggested to offer a “lunch and learn” webinar on Global Relations, and to have a 30 minutes program with Q&A – not to exceed 60 minutes total.
   c. Public Issues—Todd Hagenbuch (and Abby Weber) did receive national scholarships for PILD conference. It will be a virtual conference. He has yet to register for the event.
   d. Professional Development—Kurt Jones - nothing to report
   e. Scholarships, Grants and Recognition—Deryn Davidson – She is working now with Kurt Jones to figure out which items need to be addressed by Professional Development committee and which remain with the Scholarship committee.
   f. Bylaws—Carla Farrand – nothing to report
   g. Nominating—Dennis Kaan – nothing to report
   h. Resource Development and Management—Gus Westerman – is still working to finalize the 2020 Budget/Actual.

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9. Meeting adjourned at 9:48 a.m. – be motion from Christie, seconded by Dennis and motion carried.

Respectfully submitted:
Gisele Jefferson
Secretary