



ESP Zeta Monthly Officer's Conference Call Minutes for Monday, October 11, 2021 @ 8:30 am MST

Board members present: Alison O'Connor, Kurt Jones, Dennis Kaan, Gisele Jefferson, Christy Fitzpatrick, and Luann Boyer.

1. Call to Order at 8:37 a.m. by Alison O'Connor.
2. Approval of September 14, 2021 minutes – Christy moved to approve the minutes as written; Dennis Kaan seconded the motion. Motion carried.
3. Treasurer's Report—Gus Westerman was not present and will email the report to the board members. Current Balance using Accrual to Date: \$ 16,231.05. We have not had much activity in Sept. however Luann did send me the info for the Retiree BBQ. Income: Donation of \$175 – Deposited by Luann on 9/7/21 and Expenses: 108.01.

Reflected in Statement:

Deposits: \$175.00

\$70.00 – Cleon Kimerling, Retiree Donation

\$70.00 – Gary Lancaster, Retiree Donation

\$35.00 – Keith Titus, Retiree Donation

Expenses: \$500.00

\$200.00 – Susan Carter, ESP Scholarship

\$300.00 – Larimer County Extension, Zeta National Meeting President's Stipend

Current Balance using Accrual to Date: \$16,231.05

September Expenses not reflected in Statement: \$0.00

September 2021 Bank Statement Rectified on 10/14/2021

4. Report from Executive Director—Luann Boyer reported she had sent to Gus the donations of \$175 from 3 retirees and asked for these funds to be earmarked for the Retiree Social in 2022. She also sent him her invoice and receipts for expenses incurred in planning and promoting the Retiree Social for her reimbursement. The expenses were just over \$100. (She was away from home and did not have the exact figures with her.)
5. Agenda Item Review – Kurt Jones asked to add an item in New Business to amend the budget for scholarships. Dennis Kaan moved to approve the amended agenda; Christy Fitzpatrick seconded the motion; motion carried.
6. Unfinished/Old Business:
 - a. 2021 Annual Meeting plans were reviewed by Alison O'Connor, as noted below.

- i. Monday, November 8, 9:30 am – noon: Social time 9:30 am, Brunch at 10 am; Meeting at 10:30 am (Hybrid meeting - will be Zoomed for virtual participation)
 - ii. Location: Larimer County Extension Office, 1525 Blue Spruce Drive, FTC – She was unable to get CSU catering to work with us under the current COVID restrictions. So, she choose to move the annual ESP meeting to the Larimer County Extension Office where there is no rental fee and modified mask restrictions.
 - iii. Brunch buffet; cost: ?? (can be included with membership drive) – As per the item above on catering options being non-existent in Fort Collins this fall, Alison suggested we provide our own brunch of breakfast burritos, fresh fruit, sweet rolls, juice and coffee. She estimated the cost between \$10 and \$15 per person. Christy Fitzpatrick moved to charge \$15 per person for the brunch, as the registration information needs to be completed soon. Dennis Kaan seconded the motion; motion carried. Gisele Jefferson asked for Dennis to add a question to the registration form asking for any special dietary needs. Dennis Kaan will complete the membership form and brunch registration form with this information and send it out via Adminbb listserv.
 - iv. No guest speaker is in the meeting plan; but those who attended National Conference can say a few things about their experience.
 - v. Tentative agenda: Alison O'Connor will draft a meeting agenda and send it out to the board for review ahead of the meeting. Kurt Jones and Dennis Kaan will provide the equipment and facilitate a Zoom connection for the annual meeting to be a hybrid format allowing for virtual participation.
- b. 2021 fundraiser – Alison reported that Gus Westerman had spoken with Mark Platten about the online silent auction. She will remind them to get the details out soon requesting donation of items; and establish the auction prior to the annual meeting. She will encourage them to keep the auction open for days/weeks following the annual meeting to allow for more opportunities for sharing and bidding.
 - c. 2022 membership recruitment – Dennis Kaan is opening the membership drive this week with the announcement going out system wide to all Extension staff and was prepared to hold the membership registration site open into January. Luann Boyer reminded us that membership is for a calendar year; and encouraged him to set a date in mid to late December to complete the membership drive prior to the national ESP deadline date for payment.
 - d. National Conference attendees: Luann Boyer, Susan Carter, Christy Fitzpatrick, Tony Koski, Mark Platten, Alison O'Connor and Dennis Kaan are all registered for in-person participation in the conference in Savannah, Georgia.
 - i. Scholarship awards used/left – Kurt Jones reported the Professional Development Committee had awarded \$1300 of the \$1400 budgeted. There were seven PD scholarships already approved and he expected one more. (Kurt noted that he and the treasurer had moved Gisele's PD application to Officer Expense for her participation in JCEP last spring.)
 - ii. States Night Out: Christy asked if she could plan for a location near the river and expect our state delegates and spouses to get their own transportation.

Feedback was positive and she gathered the number of people in the party for making the reservation.

7. New Business

- a. Member Awards and Recognition: Alison O'Connor reported that Deryn Davidson said she had received a good number of award nominations in several categories; and people must complete the online application by October 18th for consideration.
 - i. Scoring of the applications will take place by the committee members after the October 18th deadline.
 - ii. Printing certificates – Luann Boyer will print and frame the award certificates and bring them to the annual meeting.
 - iii. Announcements
- b. Recruitment for ESP Zeta President-Elect and Secretary – Dennis Kaan will be working on officer recruitment beginning this week and report back to the board prior to the annual meeting. Possible candidates were discussed for Dennis to contact.
- c. Amend Professional Development Scholarship Fund: Kurt Jones moved to add \$100 for a maximum of \$1500 for the 2021 year; Dennis seconded; and motion carried.

8. Committee Reports

- a. Membership Recruitment and Retention—Dennis Kaan and the committee members will prepare for the New Member initiation at the annual meeting. Alison will print Zeta Chapter membership certificates for the committee to present. The new members will later receive their national membership certificates after dues are paid. Alison will also need to check with Extension Human Resources on any qualified members to receive the ESP 25 Years of Service certificate.
- b. Global Relations—Christy Fitzpatrick reported the committee are encouraging award nominations/applications for Multi-Cultural, Diversity and International Service. And, she is always recruiting more committee members.
- c. Public Issues—Todd Hagenbuch
- d. Professional Development—Kurt Jones reported earlier on the 8 PD scholarships for the year totaling \$1500 with the amended budget.
- e. Scholarships, Grants and Recognition—Deryn Davidson
- f. Bylaws—Carla Farrand will review the Bylaws after National ESP completes the updates and revisions.
- g. Nominating—Dennis Kaan is working on officer nominations.
- h. Resource Development and Management—Gus Westerman (not present) Luann Boyer reminded us that Gus needs to complete the Financial Report for the 2020 year, as well as this current year of 2021 following the annual meeting. He is encouraged to send the Board the current budget as it is at this current point in the year and prepare a proposed budget for 2022. Kurt Jones volunteered to help the Finance Committee of Gus, Carla and Dennis in the internal review of the Treasure books ahead of the annual meeting. Gisele suggested to include Todd, as incoming President, on the review.

- i. Zeta Chapter Newsletter – After a brief discussion, it was decided for Alison to do the 4th newsletter for the year following the annual meeting with the New Officers, Awards,

Gisele moved to adjourn the meeting; Dennis seconded. Meeting adjourned at 9:48 a.m.

Upcoming meeting (ANNUAL MEETING): November 8, 10am MST