



ESP Zeta Monthly Officer's Conference Call

Minutes for Monday, January 9, 2023 @ 8:30 am MST

Board members present: Luann Boyer, Deryn Davidson, Carla Farrand, Christy Fitzpatrick, Todd Hagenbuch, Amy Lentz, Alison O'Connor and Gus Westerman. (Absent - Kurt Jones, Dennis Kaan)

1. Call to Order at 8:36 am by Alison O'Connor.
2. Approval of December 12, 2022 minutes
 - a. Todd Hagenbuch moved to approve the minutes; Gus Westerman seconded the motion. No discussion. Motion carried.
3. Treasurer's Report, Gus Westerman

The following is the ESP Zeta Treasure's report for the January 2023 meeting.

Current Balance as of 12/31/2022: \$15,829.68

Reflected in Statement:

Deposits: \$285.00–

\$95.00 – Britt Main 2023 Dues

\$95.00 – Joy Akey 2023 Dues

\$95.00 – Mollie Freillicher 2023

Expenses: \$0.00

Current Balance Using Accrual to Date: \$15,803.81

Deposits not Reflected in Statement – \$175.00

\$175.00 – Rebecca Hill Silent Auction Payment

Expenses not Reflected in Statement - \$200.00

\$200.00 – Joy Akey Scholarship

December 2022 Bank Statement Rectified on 1/9/2022

Please note that our records show a difference of \$0.87 when the bank statement was rectified. When Laurel Kubin cashed check #103 for \$256.87 on 7/21/2022 only \$256.00 was deducted from our account. Luann is following up with the bank.

4. Report from Executive Secretary – Luann Boyer
 - a. Luann will follow up on 87 cents owed by Laurel to rectify the treasurer’s report.
 - b. There were 3 deposits with dues but no names. Asking Gus for names so she can update her list.

5. Agenda Item Review
 - a. Add issue of list serv and newsletter.
 - b. Christy Fitzpatrick moved to approve the agenda as written; Carla Farrand seconded the motion. Motion carried.

6. Unfinished/Old Business:
 - a. Bereavement fund discussion – Carla Farrand
 - i. Will be discussed during by-law session after the meeting, along with operational guidelines.
 - ii. By-laws will go before the Annual ESP meeting in October (operational guidelines will be presented during the February Executive Committee meeting).
 - iii. Likely only need to read out any bylaw changes is if they are changes to ESP National bylaws and question about if we get to update those as an executive committee as operational.
 - iv. Luann confirmed public issues committee will be dissolved at the national level. Alison reminded of mention in national newsletter.

 - b. Membership drive
 - i. Open in Eventbrite until January 11th.
 - ii. Gus confirmed that membership has increased but not sure how much at time of meeting.
 - iii. Deryn asked about payment not showing up on national website for her dues. Luann confirmed because we are state managed, the check from Colorado won’t go in until the end of January after we collect all member dues. Will show as ‘overdue’ until they receive our check.

 - c. Bylaw update to include Engagement colleagues – Alison, Carla, and Luann will meet on January 9 following the regular meeting – anyone is welcome to join us.

 - d. Professional Development
 - i. Next opportunity: Friday, January 13 at noon: “Mindfulness for Stress Resilience” – was advertised in newsletter. Also send to AdminBB?
 - ii. Alison will send out over Admin BB, tell your friends
 - iii. Website updates (Amy Lentz)
 - i. Amy emailed (OEE_IT) Kory Swanson with all minutes from 2022 and officer names but it was just before the holiday break and may not be posted until later.

- ii. ESP (CSU) Website – Amy asked for direct access but was not granted.
 - iii. Conversation about future possibilities for website or alternative to CSU’s website (per Christy). Possible to use the national ESP website instead but Todd indicated that might not be a good way to go because it costs money. Luann mentioned barriers in who will update at the national level, too. Could be cumbersome.
 - iv. Per Carla, may be an opportunity to have all of the associations share a website for all professional development associations.
 - v. Another option, per Todd, might be just to have a sharepoint file for all professional associations, but that would eliminate those who are retired and don’t have access.
 - vi. Carla and Amy will collaborate on creating something on wordpress if we can get permission and/or investigate options.
 - vii. Joint Board;/Combined Association Website (broken site)- <https://extension.colostate.edu/staff-resources/association-information/>
 - viii. This might be a better conversation for Joint Board and include all associations. Per Alison, if we went with a paid site, could share the cost (~\$36 per association for 4 associations)
- e. ESP National Conference proposals due February 15.
 - i. Alison and Katie Dunker will be presenting about Green School trainings and public education opportunities.
 - ii. Stipend to attend conference in Montana if proposal is accepted.
 - f. List Serv and Newsletter
 - i. Issue with some receiving the newsletter, Alison sent it out but it was kicked back from list serv – Todd and Deryn both received.
 - ii. Carla indicated that if you BCC other names to an email, it automatically needs approval (which she is the administrator for), but in this case it was missed. Todd is also an administrator and password is skylark.
 - iii. Can add people to the list serv instead of BCC. Could copy paste but that might be more cumbersome.
 - iv. Carla can remove anyone that is no longer in ESP to update the list.
 - v. Newsletter was sent via Alison and Carla either through list serv or directly to retirees.
 - vi. In future, would be much easier to upload the newsletter on the website and then just share the link.

7. New Business

- a. JCEP and PILD attendees and Zeta support
 - i. Carla is attending JCEP on behalf of ESP Zeta in Missouri in February.
 - 1. Alison indicated that Carla can apply for a Zeta professional development scholarship and also get officer funds. Gus confirmed that National will provide \$500, plus we have \$1100 budgeted for travel to National ESP, JCEP and PILD to be split among those attending any of the three conferenced.

- ii. No one is slated to go to PILD.
- iii. Alison plans to attend the National ESP meeting.

8. Committee Reports

- a. Membership Recruitment and Retention—Todd Hagenbuch
 - i. No report
- b. Global Relations—Christy Fitzpatrick
 - i. No report, but Alison indicated that Christy is going to resurrect the global relations committee and email her teammates.
- c. Public Issues—Carla Farrand
 - i. Needs members but may also be sunsetting, will discuss later.
- d. Professional Development—Kurt Jones
 - i. Applications for professional development are available.
- e. Scholarships, Grants and Recognition—Deryn Davidson
 - i. If chapter winners want to update their applications at the National ESP level, those are due March 1st.
- f. Bylaws—Carla Farrand
 - i. No report.
- g. Nominating—Todd Hagenbuch
 - i. Will need a president elect and a secretary to take office next year.
- h. Resource Development and Management—Gus Westerman
 - i. Final check received for the silent auction.
 - ii. Venmo account was very helpful.

Gus moved and with no objection, Alison adjourned the meeting at 9:16 am.

Upcoming meeting: February 13th, 8:30am MST

Join Zoom Meeting: <https://zoom.us/j/91517066995?pwd=T1JrUFhGYmpDV2Zub1dQVVVo3SXhldz09>

Meeting ID: 915 1706 6995 | Passcode: ZETA

Call-in: 719-359-4580 | Call-in passcode: 362718

Respectfully submitted,

Amy Lentz