



ESP Zeta Monthly Officer's Conference Call

Minutes for Monday, March 13th, 2023 @ 8:30 am MST

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

1. Call to Order at 8:33 am by Alison O'Connor.
2. Approval of February 13, 2023 minutes
 - a. Date needs corrected from 2022 to 2023 under approval of the agenda
 - b. Gus Westerman moved to approve the minutes with correction; Carla Farrand seconded the motion. No additional discussion. Motion carried.
3. Treasurer's Report, Gus Westerman

Current Balance as of 2/28/2023: \$18,774.19

Reflected in Statement:

Deposits: \$3,119.51 –

\$2,949.51 – Eventbrite Membership Dues/Brunch Deposit

\$85.00 – Mary Ortiz-Castro New Member Dues

\$85.00 – Todd Ballard New Member Dues

Expenses: \$150.00

\$150.00 – Carla Farrand JCEP ELC Conference Stipend

Current Balance Using Accrual to Date: \$16,214.19

Deposits not Reflected in Statement – \$0.00

Expenses not Reflected in Statement - \$2,560.00

\$100.00 - Larimer County Extension - Membership Pin Purchase
Reimbursement (20 ordered by Alison O'Connor)

\$50.00 - National Multiple Sclerosis Society - Charlotte Lehmann Memorial
Donation

\$50.00 - National ESP Development Fund - Gail Shellberg Memorial Donation

\$50.00 - Barbara Hyde Boardman Endowment - Barbara Hyde Boardman Memorial Donation
\$2,310.00 – ESP National Office - 2023 Zeta Chapter Membership Dues

February 2023 Bank Statement Rectified on 3/9/2023

4. Report from Executive Secretary – Luann Boyer
 - a. Over-billed from National ESP so Luann went back and changed the information for Zeta Chapter dues and it is now corrected.
 - b. Luann sent her the list to Carla for double checking the list serv membership.
 - c. A template for the new member certificate is only available in generic form in the documents online. Luann will follow up to see if there was a new version emailed.
 - d. Date noted and highlighted for newsletter.
 - e. Retiree social at SPUR – Luann has not heard back from administration yet. She put in for 10 potential dates for a social event and only one date worked at SPUR on a Friday. Administration could check on 2 15-passenger vans, but timing was too short. Instead, Alison helped secured The Ranch in Loveland and the Retiree Social will be on Wednesday, July 19th. Luann will put this into the newsletter and also send out as an announcement to retirees. Alison is unable to attend (Ireland trip) so will need someone to go in her place.

5. Agenda Item Review
 - a. No additions.
 - b. Todd Hagenbuch moved to approve the agenda as written; Carla Farrand seconded the motion. Motion carried.

6. Unfinished/Old Business:
 - a. Membership update – Final roster submitted to ESP National by Luann
 - i. Melina Bricker was not listed on Luann’s final roster but was initiated as a new member. Todd confirmed her last name changed from Zaholka to Bricker recently. Someone else mentioned that Cassie Van Dyke is no longer with CSU so Luann can check on swapping their memberships or add Melina.
 - ii. Can now use the list serv to contact ESP members as it has been updated with the newest roster, thank you Carla.
 - iii. Luann’s list of life members still has Raleigh Brooks’ and Gail Shellberg’s wives for emails and will be leaving on her list to continue to receive correspondence as spouses. List serv will be for all current and life members.
 - iv. If Luann would like to add Life Members to the list serv, send names to Carla.
 - v. Double checked Deryn and Todd’s emails to make sure they were correct.
 - vi. Luann will email Amy her final list of membership, including Life Members.
 - b. Canva webinar scheduled for Friday, March 24, 2023 from 12pm-1pm MT
 - i. OEE_Comms will do social media 101.

- ii. The announcement will go out through the ESP list serv and Admin BB list serv, offered to all in Extension and ESP members.
- iii. Previous recordings will be posted in the newsletters.
- iv. Future speaker topics for webinars (June or July)?
 - i. Carla mentioned Travis – training on ESP at JCEP covering habit changing
- c. April newsletter
 - i. Submissions to Alison by March 31 or earlier
 - ii. Newsletter will go out first week of April
 - iii. Current articles: Retiree Social (Luann), History of ESP (Luann), JCEP training (Carla), Global Relations (Christy), Budget Update (Gus)
- d. Memorial donations for ESP members (Gus/Luann)
 - i. Made three donations (mentioned in Gus's treasurer report)
 - ii. Will send \$50 to non-profit or organization for donations. Luann wrote up a draft letter template that talks about the donation and the person's involvement in ESP. Luann will get these sent out soon.

7. New Business

- a. Communications with OEE Administration via Joint Board
 - i. Todd attended a meeting led by Ann Duncan and there was continued discussion on how to move forward.
 - ii. Carla - associations should have a website and/or be able to link to a website.
- b. Website
 - i. Amy contacted OEE_IT to update website further...Minutes are posted through 2022. Officers and scholarship information still needs updating. Amy will continue sending updates to IT.
 - ii. Luann also updated the National ESP website contacts for Zeta Chapter officers.

8. Committee Reports

- a. Board Communications – Alison
 - i. ESP Conference Update - Alison mentioned there is a lot of interest so sign up early.
- b. Membership Recruitment and Retention—Todd Hagenbuch
 - i. No report.
- c. Global Relations—Christy Fitzpatrick
 - i. Committee is working on newsletter submission.
- d. Public Issues— Carla Farrand
 - i. PILD is coming up. Registration is open. Carla is not attending. CJ Mucklow would like someone to attend. Abby Weber will be in attendance as president of FCS. We could support Abby to attend as a

representative of ESP with funding. Carla will reach out to her. There is a virtual option for \$75 – Carla can possibly attend virtually.

- e. Professional Development—Kurt Jones
 - i. No recent applications for PD funds.
 - ii. Kurt and Alison will work on June and July professional development opportunities.
- f. Scholarships, Grants and Recognition—Deryn Davidson
 - i. Cycle for the national awards is happening now and Deryn sent reminders to those participating and updated names.
 - ii. Scholarships and grants – will look for opportunities from National ESP regarding applications for funding. Will include this information for the April Newsletter along with individual communications. Christy has received a \$500 scholarship in the past from the Angus Scholarship to travel to the Philippines.
- g. Bylaws—Carla Farrand
 - i. Nothing to do until annual meeting. This group will have to approve operational guidelines which are tied to new bylaws.
 - ii. Original draft of bylaws needs locating. Luann might have what Carla needs (redlines) and will send to her.
 - iii. Forum dates had not been officially announced as of this meeting. Some dates were mentioned but were later found to be incorrect.
- h. Nominating—Todd Hagenbuch
 - i. No report.
- i. Resource Development and Management—Gus Westerman
 - i. No report other than newsletter article.

With no objection, Alison adjourned the meeting at 9:18 am.

Upcoming meeting: April 10, 2023, 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