



## ESP Zeta Monthly Officer's Conference Call

### Minutes for Monday, April 10, 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 8:33 am by Alison O'Connor.
2. Approval of March 13, 2023 minutes
  - a. Carla moved to approve the minutes with correction; Todd seconded the motion. No additional discussion. Motion carried.
3. Treasurer's Report, Gus Westerman (sent after the meeting via email)

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

Current Balance as of 3/31/2023: \$16,264.19  
Reflected in Statement:

Deposits: \$0.00 –

Expenses: \$2510.00

\$100.00 - Larimer County Extension - Membership Pin Purchase Reimbursement

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

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

\$2,310.00 – ESP National Office - 2023 Zeta Chapter Membership Dues

Current Balance Using Accrual to Date: \$16,714.19

Deposits not Reflected in Statement – \$500.00

Expenses not Reflected in Statement - \$50.00

\$50.00 - Barbara Hyde Boardman Endowment - Barbara Hyde Boardman Memorial Donation

March 2023 Bank Statement Rectified on 4/17/2023

Current Balance as of 3/31/2023: \$16,264.19

Gus has a new computer and cannot access the report at the time of the meeting, however, sent the above report via email after the meeting.

4. Report from Executive Secretary – Luann Boyer
  - a. Gus has not received the bank statement from Luann as of 4/10/23. Luann will check with the post office to see if found.
    - i. ESP received a thank you letter from CSU for the donation to the Master Gardener program in the name of Barbara Hyde Boardman.
    - ii. Made three donations (mentioned in Gus’s treasurer report)
    - iii. 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.
5. Agenda Item Review
  - a. No additions.
  - b. Carla moved to approve the agenda as written; Todd seconded the motion. Motion carried.
6. Unfinished/Old Business:
  - a. Membership update
    - b. Melina Bricker – used to have a different last name and not showing up on the roster. Todd will look back at 2022 to see if their Routt County manager can confirm/deny that her dues were paid.
    - c. New member Melinda Macpherson - Yes, she is a new member (and a state 4-H STEM specialist). Gus has been in contact with her and will send out an invoice.
    - d. Life members added to listserv? – Luann will send the list to Carla. The list serv will be the one-stop shop for all ESP communications with members. Luann also has a few people she physically mails stuff to because they don’t use email.
7. April newsletter – it will be sent sometime in April! – Coming soon! If you have something, send Alison’s way.
8. Social Media 101 webinar – link will be sent out and shared in April newsletter. About 40 people attended. Alison will send out the link to the recording in the email for the newsletter. Lucy did a great job, covered the basics.
9. Website updates – No updates. Amy will follow up with IT.
10. PILD is April 16-19, 2023
  - iv. Abby Weber attending. Carla may try to attend virtually.

## 11. New Business

- a. ESP National Report due May 1 – Todd can send the report from last year to Alison for reference. Tried to make it easy last year and was turned in on an online form. Todd, Carla and Alison will work on a time to meet to complete for 2023.
- b. CSU Forum dates: September 18-22, 2023
  - i. ESP Annual Meeting date and location – occurs the following week, Sept. 25-28<sup>th</sup> per Christy
    1. Deryn will have to get the award information out 2 months earlier than past years.
    2. No schedule, however, in prior years we have hosted a breakfast prior to Forum, usually on Tuesday morning.
      - a. Carla will contact Eric to see if there is a schedule yet.
      - b. Todd gave his best Chevy Chase impression.
    3. OEE moved the date to accommodate other divisions within OEE.
    4. Other options discussed – earlier start (but may affect those travelling), delay start of forum, how to accommodate more people, other spaces such as the courthouse hearing room (but comes with parking issues), etc.
    5. Larimer County Office is still a good option
    6. We will move this discussion to old business going forward
  - c. June professional development opportunity
    - i. Alison talked with Kurt about high number of new staff – 50% of his regional staff has been in their job less than 2 years. Need for professional development. Options listed below:
      1. Something personal financial management – Alison reached out to Laurel about a program.
      2. Changing habits – Carla mentioned this at the last meeting and will check with Travis West, President-elect for National ESP.
      3. Tips on running efficient and successful meetings – someone who is an expert at Parliamentary Procedure. Carla could do this training as she has presentations prepared that she uses for 4-H. Will look for a date that works well for 4-H staff as they use this often.
      4. Social media 201
      5. Volunteer Management
      6. Global relations committee would like the chance to offer a webinar. May not be ready by June, so maybe September or sometime this fall.
    - ii. Luann commented that maybe 2-3 of these a year might be sufficient, and summers can be quite busy. Per Alison, maybe we offer something more easy for June like the changing habits (speaker from Ohio State, Travis West, also National President elect). Alison will reach out to him. Could be a National ESP webinar as he is trying to push this out on behalf of ESP.

## 12. Committee Reports

- a. Membership Recruitment and Retention—Todd Hagenbuch
  - i. No report
- b. Global Relations—Christy Fitzpatrick
  - i. Tentative meeting for tomorrow to talk about webinars and newsletter. Asking about length of article and Alison confirmed that space is not an issue with electronic newsletters
  - ii. Christy mentioned upcoming tour being hosted by the Ag Agents Association (NACAA) to Ecuador and has many interesting horticulture things listed and will be in January 2024. Christy will check with Susan to see if she wants to send out information from NACAA to ESP. Would also make a nice addition to the newsletter as well as advertising to the horticulture agents during their monthly gatherings.
  - iii. Todd mentioned another tour in Greece in October/November 2023.
- c. Public Issues—Carla Farrand
  - i. PILD – not able to get registered for but Abby will represent us.
- d. Professional Development—Kurt Jones
  - i. No report
- e. Scholarships, Grants and Recognition—Deryn Davidson
  - i. Usually collects nominations before forum but might start the process in summer instead (maybe open from June 1 to July 31). Could put something into the upcoming newsletter about award nominations being earlier in 2023.
- f. Bylaws—Carla Farrand
  - i. Luann and Carla have some redlines and then will get that information back to this committee. That will then get sent out in August so we can vote in September. Needs to be done in a timely manner because of the dates of Forum being moved up.
- g. Nominating—Todd Hagenbuch
  - i. Nothing at this time but need to think about who will be nominated. Some discussion of potential nominees.
- h. Resource Development and Management—Gus Westerman
  - i. No report.

With no objection, Alison adjourned the meeting at 9:12 am.

### **Upcoming meeting: May 8, 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