



ESP Zeta Monthly Officer's Conference Call

Minutes for Monday, August 14, 2023 @ 8:30 am MST

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

1. Call to Order at 8:34 am by Alison O'Connor.
2. Approval of June 12, 2023 minutes:
 - a. No July meeting
 - b. Two changes – date of Retiree Social was June 18th instead of the 19th and Christy is not going to the National ESP Conference as indicated in minutes.
 - c. Gus moved to approve the minutes; Christy seconded the motion. No discussion. Motion carried.
3. Treasurer's Report, Gus Westerman

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

Current Balance as of 7/31/2023: \$17,219.19
Reflected in Statement:

Deposits: \$420.00 –

\$420.00 – Retiree Social Fees Deposit. 14 Registrations @ \$30.00.
Please see details in hard copy records.

Expenses: \$0.00

Current Balance Using Accrual to Date: \$17,219.19

Deposits not Reflected in Statement – \$0.00

Expenses not Reflected in Statement - \$0.00

July 2023 Bank Statement Rectified on 8/14/2023.

4. Report from Executive Secretary – Luann Boyer
 - a. Financial report sent out and provided Gus with receipts for what was paid for.
 - b. The group enjoyed the food and the event went well.
 - c. The Larimer County Fairgrounds works really well so Luann will plan to keep that location and look for a date for 2024.
 - d. Lindsey and CJ did an administrative update report and answered questions from attendees.
 - e. Retirees like to stay connected and are able to get into online section of Staff Resources with a login and can see updates on forum schedule and staff updates.

5. Agenda Item Review
 - a. No additions.
 - b. Christy moved to approve the agenda as written; Gus seconded the motion. Motion carried.

6. Unfinished/Old Business:
 - a. Attendance for National Conference and scholarships
 - i. Dennis plans to attend, as well as Alison for a shorter duration.
 - ii. Luann and Laurel Kubin are attending.
 - iii. There is funding available to support officers to travel. If you would like support for the National ESP meeting or other professional development opportunities, take advantage of available scholarships (\$200 per member applying).
 - iv. Dennis will stay until Thursday's business meeting to be our voting representative. Luann will follow up with Dennis about memorial names.

 - b. Update on ESP Annual Awards (Deryn)
 - i. Earlier this year than in the past.
 - ii. Did receive submissions and the nominees have until August 23rd to fill out the corresponding forms.
 - iii. Deryn will send an email to Yvonne to get names into the Forum awards presentation, likely on Tuesday per Alison.
 - iv. Luann will be in the Fort Collins areas and can work with Deryn on awards.
 - v. ESP members can still self-nominate and Deryn will send out an email to let them know to complete this by the 23rd, filling out both nomination and follow-up forms.

 - c. Fall professional development
 - i. Alison will work with Carla to plan something, maybe 'how to run a successful meeting'.

7. New Business
 - a. 2024 Officer Slate
 - i. President: Carla Farrand
 - ii. President-Elect: Deryn Davidson
 - iii. Past-President: Alison O'Connor

- iv. Treasurer: Gus Westerman (in middle of second or third term so not part of this year's officer slate)
- v. Secretary: Amy Lentz
 - 1. Alison offered to step into the role of Chair for the Scholarship Committee when Deryn moves into Presidential role.
 - 2. Slate will go out during the annual meeting for a vote.
- b. Fall newsletter
 - i. Newsletter will go out after the Annual meeting and have it a joint effort with Alison and Carla
 - 1. Summary of ESP retiree social
 - 2. Summary of Annual Meeting
 - 3. 2024 officer slate
 - 4. Annual Award recipients
- c. Plan Annual meeting
 - i. Confirm
 - 1. Date: Monday, September 18, 2023
 - 2. Location: Larimer County Extension Office
 - 3. Time: 9:00am-11:30am (Forum starts at 1pm)
 - a. Social time from 9:00 to 9:45 am (with breakfast)
 - b. ESP Annual Meeting will begin at 9:45 am!
 - c. Setup at 8:30 am and will try to end by 11:30 am, but have until noon per the Forum agenda
 - d. Forum begins at 1 pm at Lory Student Center
 - 4. Breakfast burritos and accompanying yummys
 - ii. Agenda
 - 1. Year-in-review
 - 2. Strength of membership
 - 3. Activities and reports from various meetings
 - 4. Budget and vote for approval of budget
 - 5. Bylaws changes/updates – needs to go out 30 days in advance
 - 6. New member initiation
 - 7. Officer initiation (Todd)
 - 8. Awards
 - 9. Passing of the gavel
 - 10. Following the event - Silent auction will take place at the poster session on Monday evening. Todd will help advertise. Discussion of getting a poster to identify the auction and recruit with QR code on the poster.
 - iii. Eventbrite
 - 1. Dennis has created the Eventbrite page
 - 2. Membership payments have not changed
 - 3. Brunch payment will remain at \$15

4. Alison will send out a save the date with a link to renew membership and register for brunch to existing ESP members.
- d. Membership recruitment and renewal
 - i. How do we promote ESP and recruit new staff?
 1. Potential of Engagement employees joining as associate members for our Colorado chapter (see below).
 2. There is a new employee training next week for OEE per Dennis.
 - a. Dennis will be there and can promote ESP and other professional organizations.
 - b. 60 people will be in attendance
 - c. QR code can be passed out
 - ii. How do we navigate with Engagement partners?
 1. Discussion on cost difference for those not in Extension (but associated with Extension) and joining as associate members – those working in Engagement.
 - a. The committee looked at the bylaws and determined that associate members will pay \$30 to join ESP Zeta (not for national membership), brunch will be an extra \$15.
 - b. Christy moved that we establish the price at \$30 for associate members, Gus seconded.
 - i. Vote held and motion carried.
 - c. Scholarship and committee involvement was discussed and determined that associate members should be encouraged to join committees (not chair) and apply for scholarships awarded at a half rate.
 - d. Dennis will add this line to the Eventbrite ticket system and indicate that associate membership does not include membership into National ESP.
 - e. No section in our Zeta operational guidelines that defines the ‘associate’ type of membership. This will need to be included to clarify the various types of membership.
 2. Will discuss this with the larger membership at the Annual ESP Meeting in September, before making decisions and recruiting for those associated with Extension.
 - a. Recruitment of Engagement will be after Forum and discussions.
 - b. Carla can send out the bylaws and the operational guidelines.
 - c. Alison and Dennis will work on a business card or something to use for recruitment.
 - iii. “Ask Me” stickers like last year

8. Committee Reports

- a. Membership Recruitment and Retention—Todd Hagenbuch
 - i. No report.
- b. Global Relations—Christy Fitzpatrick
 - i. Will meet on Tuesday, August 22nd.

- c. Public Issues— Carla Farrand
 - i. No report.
- d. Professional Development—Kurt Jones
 - i. No report.
- e. Scholarships, Grants and Recognition—Deryn Davidson
 - i. No additional report.
- f. Bylaws—Carla Farrand
 - i. No report.
- g. Nominating—Todd Hagenbuch
 - i. No additional report.
- h. Resource Development and Management—Gus Westerman
 - i. Discussion on travel stipends for officers. \$1100 for National, JCEP and PILD. Gave Carla \$150 for JCEP and got \$500 from ESP. Carla paid \$450 for registration. Gus will look into whether Carla was reimbursed or not. Other scholarship monies are still available.

Alison adjourned the meeting at 9:46 am.

Upcoming meeting: September 11, 2023, 8:30am MDT

Join Zoom Meeting: <https://zoom.us/j/91517066995?pwd=T1JrUFhGYmpDV2Zub1dQVVo3SXhldz09>

Meeting ID: 915 1706 6995 | Passcode: ZETA

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

Respectfully submitted,

Amy Lentz