

**Ohio Association of Extension  
Professionals  
Annual Report**



**2008**

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# OAEP PAST PRESIDENTS

1921- S.R. Heffrom- Temp. Chair	1964- Harold Ruggles
1922- J.D. Hervey- President	1965- Jim Marquand
1923- C.G. Fedner	1966- John Parker
1924- J.C. Hedge	1967- Ivor Jones
1925- J.C. Hedge	1968- John Wells
1926- H.S. Lewis	1969- W.W. Hamilton
1927- J.P. Schmidt	1970- Dale Glass
1928- C.E. Rowland	1971- Philip L. Grover
1929- E.H. Reed	1972- Floren James
1930- J.E. Whonsetler	1973- James R. Helt
1931- J.E. Whonsetler	1974- Virginia I. Zirkle
1932- George Kreitler	1975- Bobbie D. Davis
1933- George Kreitler	1976- Calvin D. Knight
1934- E.O. Williams	1977- Robert H. Groves
1935- E.O. Williams	1978- Carl F. Ruff
1936- W.S. Barnhart	1979- Helen G. Storer
1937- H.S. Ward	1980- Robert A. Cox
1938- O.D. Sands	1981- Robert D. Fleming
1939- W.H. Ford	1982- Janis Hughes
1940- Howard Bond	1983- Beulah Hill
1941- Guy Hummon	1984- Ron Courtright
1942- C.D. McGrew	1985- J.C. "Joe" McClanahan
1943- Carl R. Bibbee	1986- Ralph Jordan
1944- Fred R. Keeler	1987- Edison Klingler
1945- Roger Thomas	1988- George Ropp
1946- E.A. Drake	1989- Larry Ault
1947- Robert Lang	1990- Larry Lotz
1948- George B. Ganyard	1991- Joyce McDowell
1949- C.B. Stewart	1992- Ron Overmyer
1950- L.A. Best	1993- Herbert "Pete" Lane
1951- Ross Milner	1994- Gary Wilson
1952- Clarence Brown	1995- Jack Sommers
1953- S.N.McIntosh/C.E Blakeslee	1996- Nikki Eyre
1954- George B. Ganyard	1997- Cindy S. Oliveri
1955- Herbert Hadley	1998- Jerry Mahan
1956- C.N. McGrew	1999- Doris Herringshaw
1957- Lester Cronin	2000- Betty Wingerter
1958- Norman Arnold	2001- Deanna Tribe
1959- L.C. Holtkamp	2002- Ken Lafontaine
1960- Marshall K. Whisler	2003- Marge Wolford
1961- Oscar E. Share	2004- David Samples
1962- John E. Moore	2005- Barb Brahm
1963- Byron Gamble	2006- Chris Olinsky

2007- Andy Merritt/Greg Homan

2008- Cindy Shuster

**Ohio Association of Extension Professionals**  
**87<sup>th</sup> Annual Meeting – December 17, 2008**  
**5:15 – 6:30 p.m.**

Call to Order	Cindy Shuster
Pledge of Allegiance	Jessica Rockey
Inspiration	Jerry Mahan
Secretary's Report	Becky Barker
Treasurer's Report	Teresa Johnson
OAEP President's Report	Cindy Shuster
Committee Reports (in annual report)	
Personnel	John Barker
Policy	Kathy Lechman
Professional Improvement Program	Sherry Nickles
Public Relations	Tricia Callahan
Recognition	Don Ordaz
	Dave Dugan
Old Business	
New Business	
Recognition of outgoing Board members	Cindy Shuster
OAEP Election Results	David Marrison
Installation of OAEP Board   Members	Cindy Shuster
President, President-Elect, Past President, Treasurer, Secretary, 1 <sup>st</sup> and 2 <sup>nd</sup> Vice-Presidents, program representatives	
What's next? Plans for 2009	Mike Hogan
Adjourn	Mike Hogan
Parliamentarian	

## **Ohio Association of Extension Professionals President's Report**

I have enjoyed and appreciated the opportunity to serve as your President and all of the experiences that I encountered during my term; it truly has been a prestigious honor. I am greatly appreciative of the Board of Directors who has worked diligently throughout the year to reflect the members' interests and concerns through committee work and our open discussions and dialogues with the Administrative Team.

Our OAEP committee chairs are to be commended for their dedication and support to the organization. With the assistance of committee members, they developed a plan of action for the year at their February meeting. These action plans were posted to the OAEP website. Active committees with members who are engaged in the inter-workings of the committee are the backbone to any successful organization. These committee chairs have provided the necessary guidance in positioning OAEP for the future. Please take time to review the officers' and committee reports for details about the work that has taken place.

As my year as president comes to a close, I am pleased to share the accomplishments of the OAEP board and committee members through "a year in review"

### **January**

- ~ Reorganization meeting; welcomed new members to the board and provided an orientation to members as to their roles and responsibilities as a board member.
- ~ Participated in the State Extension Advisory Committee Meeting. Co-presented "Effective Strategies to lead a Strong Advisory Committee" with G. Wolford and S. Crowell.
- ~ Invited as a guest speaker for the Agriculture Education 630 class addressing "Why Professional Development?" and "What is OAEP?"

### **February**

- ~ Committees met for the first time and developed their yearly "Action Plans".
- ~ The new OAEP logo was presented, accepted, and launched to our newly designed website.

### **March**

- ~ In March, dodging the post-blizzard weekend of 2008, board and committees met.
- ~ The Public Relations committee shared a draft of our new promotional brochure; getting feedback from the board.
- ~ Open discussion and dialogue with Keith, Ken and Linda.
- ~ Participated in association leaders' meeting with the Administrative Team. This was an opportunity to share your issues and concerns with the Administrative Team through open discussion and dialogue.
- ~ Participated in the Legislative Luncheon.

### **April**

- ~ The Spring issue of the OAEP newsletter was posted to the new website.

### **May**

- ~ The Strategic Plan was launched.
- ~ Our board meeting was held via webex due to reduced travel budgets.

### **June**

- ~ The board and committees met.

- ~ Open discussion and dialogue with Keith, Ken and Linda.
- ~ Participated in the State Extension Advisory Committee meeting.
- ~ Participated in association leaders' meeting with the Administrative Team.
- ~ The Summer issue of the OAEP newsletter was posted to the website. Wrote an article entitled, "Feeling Stressed? Depressed? Frazzled? Anxious? Tense? Weary? You Bet I am. Any You?" focusing on stress management.

#### September

- ~ The September meeting was held via conference call.
- ~ Attended the annual retiree Picnic. This was an exciting experience and one I looked forward to with great anticipation; a time to renew Extension friendships and reminisce.
- ~ Ohio was well represented at Galaxy III; 18% of the Showcase of Excellence displays and 13% of the seminars. The 1<sup>st</sup> and 2<sup>nd</sup> VP's from each association coordinated the State's Night Out; kudos to the planning committee.
- ~ Participated in association leaders' meeting with the Administrative Team.

#### October

- ~ The board and committees met.
- ~ Open discussion and dialogue with Keith, Ken and Linda.
- ~ Participated in the State Extension Advisory Committee meeting.

#### November

- ~ Participated in association leaders' meeting with the Administrative Team.
- ~ The Fall issue of the OAEP newsletter was posted to the website. Wrote an article entitled, "Ten Ways you benefit from Being Involved in OAEP".

#### December

- ~ Participated in Buckeye Bounty.
- ~ Participated in our 87<sup>th</sup> Annual Meeting and the Joint Recognition Annual Conference.

Our professional organization is only as strong as we make it. Committees depend on active members; not those who appear only on paper. I challenge those of you who have volunteered to serve on an OAEP committee in 2009 to make meetings and committee responsibilities a priority.

I have professionally and personally grown as an individual through my leadership role in the Ohio Association of Extension Professionals and for that, I am thankful.

In essence, it's been a year to remember. Thanks for the memories.

Cindy Shuster  
OAEP President

# 2008

## Ohio Association of Extension Professionals Officers

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<b>President:</b>	<b>Cindy Shuster</b> shuster.24@cfaes.osu.edu	Perry County	740-743-1602
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<b>President Elect:</b>	<b>Mike Hogan</b> hogan.1@osu.edu	Carroll County	330-627-4310
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<b>Past President:</b>	<b>Vacant</b>
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<b>Secretary:</b>	<b>Becky Barker</b> barker.157@osu.edu	Morrow County	419-947-1070
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<b>Treasurer</b>	<b>Teresa Johnson</b> johnson.1389@cfaes.osu.edu	Defiance County	419-782-4771
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### 1<sup>st</sup> Vice Presidents

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<b>ANR</b>	<b>Dave Marrison</b>	Ashtabula County marrison.2@osu.edu	440-576-9008
<b>CD</b>	<b>Maurus Brown</b>	OSU South Center brown.989@osu.edu	740-289-2071
<b>FCS</b>	<b>Deb Angell</b>	Huron County angell.20@osu.edu	330-674-3015
<b>4-H</b>	<b>Lisa McCutcheon</b>	Licking County mccutcheon.46osu.edu	740-670-5315
<b>State</b>	<b>Kathy Lechman</b>	Human Resources lechman.1@osu.edu	614-247-7176

## 2nd Vice Presidents

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<b>ANR</b>	<b>Julia Woodruff</b>	Ashland County woodruff.94@osu.edu	419-281-8242
<b>CD</b>	<b>Jim Wiedenheft</b>	Huron County wiedenheft.1@osu.edu	419-668-8219
<b>FCS</b>	<b>Dan Remley</b>	Butler County remley.4@osu.edu	513-887-3722
<b>4-H</b>	<b>Jo Williams</b>	Scioto County williams.2213@osu.edu	740-354-7879
<b>State</b>	<b>Teri Gustafson</b>	Human Resources gustafson.29@cfaes.osu.edu	614-292-2399



**2008**  
**Ohio Association of Extension Professionals**  
**Regional/State Board Representatives**

**NORTH CENTRAL**

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<b>ANR</b>	2008	John Barker	Knox County	740-397-0401
<b>CD</b>	2009	Sharon Strouse	Holmes County	330-674-3015
<b>FCS</b>	2009	Jennifer Hartzler	Crawford County	419-562-8731
<b>4-H</b>	2008	Sherry Nickles	Ashland County	419-281-8242

**WEST**

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<b>ANR</b>	2009	Andy Kleinschmidt	Van Wert County	419-238-1214
<b>CD</b>	2008	Joe Lucente	Lucas County	419-213-4254
<b>FCS</b>	2008	Tricia Callahan	Miami County	937-440-3945
<b>4-H</b>	2009	Sylvia Altenburger	Paulding County	419-399-8225

**SOUTH EAST**

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<b>ANR</b>	2008	Dave Dugan	Brown County	937-378-6716
<b>CD</b>	2009	Sheila Maggard	Adams County	937-544-2339
<b>FCS</b>	2009	Pamela Montgomery	Morgan County	740-962-4854
<b>4-H</b>	2008	Jessica Rockey	Perry County	740-743-1602

**STATE**

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<b>ANR</b>	2009	Randall Reeder	Ag. Engineering	614-292-6648
<b>CD</b>	2008	Don Ordaz	Systems Manager	614-292-0295
<b>FCS</b>	2008	Kirk Bloir	FCS Administration	614-247-6524
<b>4-H</b>	2009	Allen Auck	State 4-H Office	614-292-4444

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<b>RETIREE</b>	2008	Ella Mae Bard		740-587-2996
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<b>MEMBERSHIP</b>		Lisa McCutcheon	Licking County	740-670-5315
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<b>NEWS EDITOR</b>		Jill Stechschulte	Fulton County	419-337-9210
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<b>WEBMASTER</b>		Teresa Johnson	Defiance County	419-782-4771
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<b>AT LARGE</b>		Kathy Lechman	Human Resources	614-247-7176
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## **December 13, 2007 -- Meeting Minutes – *OAEP ANNUAL MEETING***

President Andrew Merritt called the second Annual OAEP meeting of the 86th Annual Meeting of Extension Professionals to order. The meeting was held at the Cherry Valley Lodge in Newark, Ohio beginning at 10:15 a.m.

Jessica Rockey led the Pledge of Allegiance and Andrea Daubenmire read a poem of inspiration about living for the moment.

The secretary's report for the 2006 OAEP Annual meeting had been posted on the website and approved at the January 2007 OAEP Board meeting.

Teresa Johnson gave the 2007 Treasurer's Report which stated a net gain for the organization, but the treasurer reminded the members there are scholarship payments and there had been a state increase of dues for some of state associations. The 2008 budget will reflect the changes, including the PILD adjustment.

The 2008 OAEP Budget was presented to members for approval. Lisa McCutcheon moved to approve the budget. Hal Kneen seconded the motion. Members voted to approve the 2008 OAEP Budget.

2007 OAEP President Andy Merritt: Andy asked members on what they thought the purpose of OAEP should be.

Committee Reports: Reports are posted on the OAEP website. The Professional Committee has the scholarship recipients posted. The Recognition Committee passed out awards to members. A complete of Award Recipients are posted on the website and on page 33 of OAEP Annual Report. Recognition Chair person Cindy Shuster thanked the Award Committee for their hard work!

Recognized individuals with 5 years, 10 years, and 15 years of Extension service.

### **NEW BUSINESS:**

President Andy Merritt reported that Keith Smith is open to discussion on what OAEP should be involved with in the future. For example, Bruce Clevenger had put together a salary report comparing promotion in the A & P track.

Member Ken LaFontaine stated the need for support for professions to build the Extension family beyond the county level. He thought there needed to a network formed to build the organization. Betty Wingerter supported Ken's point.

Andy wanted to know what other "hot issues" there were in the organization. He thought one was the issue with the combined old professional organizations to still build relationships with the state and county professionals. Other issues included: Retention and recruitment of staff, including how to reach out to staff and management of unfilled county positions including who's responsibility (pay/cost) to take care of other county's clintal. There was much discussion on these vacant positions. Members suggested some guidelines and policies be drawn up to handle those with neighboring counties' educator vacancies. A

suggestion by Brenda Young was to recognize those who have been filling in for other county's educators. Cindy Shuster asked members to send their suggestions to their regional representatives. These concerns will be sent to Keith Smith. Andy Merritt also asked what does OAEP need to do to make changes in the organization.

Recognition of Outgoing OAEP Board members by Cindy Shuster and Andy Merritt. Thank you for your contributions to the new OAEP organization.

Results – Chris Olinsky, committee chair and Installation of OAEP Board by Cindy Shuster: President Cindy Shuster

President-Elect	Mike Hogan
Secretary	Becky Barker
2 <sup>nd</sup> VP, AGR	Julia Woodruff
2 <sup>nd</sup> VP, FCS	Dan Remley
2 <sup>nd</sup> VP, 4-H	Jo Williams
2 <sup>nd</sup> VP, CD	Jim Wiedenheft
2 <sup>nd</sup> VP, State	Terri Gustafson
This group joins:	
Past-President	Andy Merritt
Treasurer	Teresa Johnson
1 <sup>st</sup> VP, AGR	Dave Marrison
1 <sup>st</sup> VP, FCS	Deb Angell
1 <sup>st</sup> VP, 4-H	Lisa McCutcheon
1 <sup>st</sup> VP, CD	Maurus Brown
1 <sup>st</sup> VP, State	Kathy Lechman
4-H West Rep	Sylvia Altenburger
4-H SE Rep	Laura Jane Murphy
4-H NC Rep	Sherry Nickles
4-H State Rep	Allen Auck
CD West Rep	Joe Lucente
CD SE Rep	Sheila Maggard
CD NC Rep	Sharon Strouse
CD State Rep	Don Ordaz
ANR West Rep	Andy Kleinschmidt
ANR SE Rep	Dave Dugan
ANR NC Rep	John Barker
ANR State Rep	Randall Reeder
FCS West Rep	Tricia Callahan
FCS SE Rep	Pam Montgomery
FCS NC Rep	Jennifer Hartzler
FCS State Rep	Kirk Bloir

2008 OAEP President Cindy Shuster Plans for 2008: Cindy asked members to the OAEP Website for the Annual Report, complete the PULSE Surveys, and attend their state association meetings. Meeting dates for the OAEP Board and Committees is posted in the annual report. The next meeting will be just for Board members on January 7 at Ag Admin. The February meeting will be for Board members and Committees in the new Ohio 4-H Center. Cindy welcome to two new OAEP members to the Annual Meeting.

Cindy Shuster presented outgoing Andy Merritt with a plaque in recognition of his service as OAEP President in 2008. She thanked him for his contributions.

After announcements and a statement from Cindy, Jeff Dick moved to adjourn the 2007 Annual OAEP meeting. Pam Montgomery seconded. Meeting adjourned at 11:30 a.m.

Respectfully submitted by OAEP Secretary Nadine Fogt

## OAEP Financial Report 2008

10/2/07 - 9/30/08

OAEP			
Income		Budget	Actual
OAEP Dues	301 @ \$55	\$15,950.00	\$16,555.00
Utzingen Award Donation			\$1,000.00
States Night Out			\$3,858.00
TOTAL OAEP INCOME		<u>\$15,950.00</u>	<u>\$21,413.00</u>
Expenses		Budget	Actual
Accounting/Bonding Fees		\$200.00	\$200.94
Buckeye Bounty Public Relations		\$250.00	\$370.01
Courtesies		\$250.00	\$355.93
Directors Expenses		\$400.00	\$474.20
Marketing		\$1,000.00	\$403.60
Membership Expenses		\$100.00	\$72.36
Donations		\$250.00	\$0.00
Emeritus Activities		\$200.00	\$0.00
JCEP (1st VP's)		\$1,500.00	\$3,372.09
PILD (2nd VP's)		\$4,500.00	\$3,794.05
Printing Annual Reports		\$100.00	\$0.00
Recognition Awards		\$3,500.00	\$3,541.74
Scholarships		\$3,400.00	\$1,850.00
Misc	Galaxy States Night		\$4,991.03
TOTAL OAEP EXPENSES		<u>\$15,650.00</u>	<u>\$19,425.95</u>
Net Gain/Loss		\$300.00	\$1,987.05

ACCOUNT BALANCES			
OAEP Checking Account			\$17,167.42
Checking Account Liabilities			
	4-H Acct Fund		\$758.98
	AG Acct Fund		\$1,734.32
	FCS Acct Fund		\$862.57
Available OAEP Checking Account Funds			<u>\$20,523.29</u>
OAEP Savings CD (15 months @ 5.25%)	Principle: \$ 15,000	opened 12/4/07	\$16,880.57
American Funds Money Market	Principle: \$10,000	opened 6/21/06	\$10,932.38
OSU Development			\$187.00
Total Available OAEP Funds			<u>\$48,523.24</u>



Ohio State University Extension

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<http://defiance.osu.edu>

OAEP Audit Report  
November 7, 2008

I met with Teresa Johnson, OAEP Treasurer, to examine the financial records and accounts of OAEP. A review of randomly selected transactions indicated that they had been properly recorded. I also found the books accurately represented the account balances as shown on the bank statements and supporting documentation. The Quicken account has been rolled over for the 2009 fiscal year.

I would like to acknowledge some of Ms. Johnson's accomplishments as the OAEP treasurer from 2004 – 2008.

- Working with the business office in allowing payment requests forms to be utilized for membership payment.
- Working with the Board to change the fiscal reporting year to accurately reflect the membership year for income and expense reporting. (October 1 – September 30)
- Working with the Board to better understand that dues were not covering expenses in a given fiscal year which led to a dues increase.
- Working with committees to better define the courtesies guidelines and developed a form to be used by the membership.
- Generated \$6000 of interest revenue over a four year period by using higher yielding money markets and certificates of deposit.

Recommendations for the 2009 fiscal year.

- Have the outgoing treasurer serve on the finance committee to allow for a smooth transition.
- Set up on-line banking to allow copies of the bank statements to also be sent to someone on the finance committee as a check and balance procedure.
- Send monthly budget reports to members of the finance committee if they are not currently serving on the board.

I would like to commend Ms. Johnson on her four years of service to OAEP and for her outstanding work and fiscal responsibility to the members of the association.

Sincerely,

Wm. Bruce Clevenger, Extension Educator  
Defiance County

**OAEP Budget**  
**FY 2009**  
10/1/08 - 9/30/08

<b>OAEP</b>		
<b>Income</b>		<b>Budget</b>
OAEP Dues	305 @ \$55	\$16,775.00
<b>TOTAL OAEP INCOME</b>		<b>\$16,775.00</b>
<b>Expenses</b>		<b>Budget</b>
Accounting/Bonding Fees		\$200.00
Buckeye Bounty Public Relations		\$350.00
Courtesies		\$300.00
Directors Expenses		\$500.00
Marketing		\$1,000.00
Membership Expenses		\$100.00
Donations		\$250.00
JCEP (1st VP's)		\$3,000.00
PILD (2nd VP's)		\$4,000.00
Recognition Awards		\$3,500.00
Scholarships		\$3,400.00
Misc		\$100.00
<b>TOTAL OAEP EXPENSES</b>		<b>\$16,700.00</b>
<b>Net Gain/Loss</b>		<b>\$75.00</b>

<b>ACCOUNT BALANCES</b>			
<b>OAEP Checking Account</b>			<b>\$17,167.42</b>
<b>Checking Account Liabilities</b>			
	4-H Acct Fund		\$758.98
	AG Acct Fund		\$1,734.32
	FCS Acct Fund		\$862.57
<b>Available OAEP Checking Account Funds</b>			<b>\$20,523.29</b>
<b>OAEP Savings CD</b> (15 months @ 5.25%)	Principle: \$ 15,000	opened 12/4/07	<b>\$16,880.57</b>
<b>American Funds Money Market</b>	Principle: \$10,000	opened 6/21/06	<b>\$10,932.38</b>
<b>OSU Development</b>			<b>\$187.00</b>
<b>Total Available OAEP Funds</b>			<b>\$48,523.24</b>

## 2008 OAEP MEMBERSHIP OUTREACH REPORT

**Lisa D. McCutcheon, Chair**

While serving as Membership Chair over these past five years, I have worked to maintain timely communications among our membership while striving to improve our membership records database. Typical functions of this position include tracking years of service, national association memberships, member retirements and resignations, as well as contact information for all association members and office locations across the state. This position also maintains oversight of the OAEP listserve.

Throughout this past year, we have continued to focus efforts on the membership database – both by improving the accuracy of the information within the system, and by improving our capabilities to perform queries and provide lists to those officers and members who need them. There is still much to be done in order to make data collection and utilization more user-friendly. During 2009, we will focus on incorporating national association tenure as an aspect of our records database. This has been determined to be an area of

	2002	2003	2004	2005	2006	2007	2008
<b>OAEP Members</b>	323	355	305	278	293	314	310
<b>NACAA Members</b>	100	108	103	96	85	86	83
<b>NAE4-HA Members</b>	121	128	106	100	107	120	117
<b>NEAFCS Members</b>	80	86	74	70	70	71	78
<b>CDS / NACDEP Members*</b>	35	45	45	24	25	40	42
Totals do not reflect Life Members within any National Associations.							
* Totals reflect either CDS Memberships (2001-2006) or NACDEP Memberships (2007-2008)							

current weakness that would be beneficial during the annual awards selection process

### STATE AND NATIONAL ASSOCIATION MEMBERSHIP NUMBERS

As you can see, the OAEP membership numbers have decreased slightly during the current year, as have two of the four national association memberships. Throughout the year(s) to come, it will continue to be critical that we effectively communicate the benefits of state and national association membership. An aspect of that benefit includes keeping current membership informed of association business, and providing new staff members with a personal invitation to get involved and become active.

Looking ahead to the future, we are currently receiving membership dues for 2009, and will be working toward having national association memberships submitted by the end of the year.

For those looking for happenings within OAEP, past meeting minutes, newsletters, membership and committee forms, or a listing of current officers or meeting dates, please feel free to go to the OAEP website located at: <http://www.oaep.osu.edu>

Should there be a way in which I can be of assistance to any of you, please do not hesitate to contact me at the Licking County Extension Office. I can be reached by phone (740.670.5315) or email ([mccutcheon.46@cfaes.osu.edu](mailto:mccutcheon.46@cfaes.osu.edu)) at your convenience.

I continue to acknowledge much appreciation to Teresa Johnson, as effective communications between the OAEF Treasurer and OAEF Membership Chair continue to be essential in maintaining accurate records.

## **2008 Ohio Association of Extension Professionals Recognition Committee Report**

David Dugan, Chair, Allen Auck Co-Chair

**Committee Members:** Kirk Bloir, Carol Chandler, David Crawford, Erin Dailey, Andrea Daubenmier, Julie Fox, Cora French-Robinson, Linette Goard, Ann Golden, Laryssa Hook, Margaret Jenkins, Christine Kendle, Sara Kleon, Ken LaFontaine, Mary Longo, Monadine Matthey, Carol Miller, Tracie Montague, Melinda Morrison, Marilyn Rabe, Nancy Recker, Jessica Rockey, Marilyn Sachs, Katharine Shumaker, Sharon Strouse, Cynthia Torppa, ,Judy Villard, , Marisa Warrix, David Dugan and Allen Auck.

Carol Chandler, Mike Hogan and Erin Dailey coordinated the National Association awards for NEAFCS, NACAA, and NAE4-HA respectively and the 2 – 10 and over 10 State Achievement awards for the Ohio Association of Extension Professionals. Judy Villard coordinated the State Personnel Service awards, Kirk Bloir the Jim Utzinger State Specialist Teaching award and Marilyn Rabe the service and tenure awards process and Lynnette Goard will work on the script.

### **2008 Committee Accomplishments:**

- Successfully created the OAEF Awards Chart through the assistance of Nancy Recker. This chart allows all award information in one place. The table consists of when each award is presented, who presents the award, previous winners.
- Selected Distinguished Service Award Recipients for NACAA, NAE4-HA and NEAFCS and other National Association awards;
- Selected 2 – 10 and over 10 State Achievement Awards recipients;
- Selected State Personnel Service Awards;
- Coordinated service and tenure awards for Extension Professionals completing years of service divisible by 5;
- Submitted three articles to the Ohio Association of Extension Professional News Letter;
- Secured photographer for Joint Recognition Annual Conference award recipients.
- Developed news releases for award recipients to publicize their professional development accomplishments;
- Developed and coordinated Joint Recognition Annual Conference awards ceremony and accompanying script;
- Re-established funding for the Jim Utzinger, State Personnel Teaching Award,
- Established October 1<sup>st</sup> as the date for those individuals in multiple regions with dual assignments to declare which was their “home” region for awards in OEAP.
- Established October 1<sup>st</sup> as the date to determine which region would be “home” if a county is shifted to a new region by administration.



## **2008 OAEP Professional Improvement Committee**

**Sherry Nickles, Chair**

**Pam Montgomery, Co-Chair**

### **Highlights:**

Sub-committees were discussed and formed at the February meeting. Goals for the committee to work on for the year were prioritized under each. Following is a summary of each group's work.

### **Scholarship sub-committee:**

Lisa Barlage, chr; Mary Beth Albright, Nancy Snook, Jerry Mahan, Judy Conrad, Brenda Young  
The budget this year was \$3,400 total with six \$500 professional improvement scholarships to be given and four \$100 first timer attending a national meeting scholarships to be given. The new OAEP heading was added to the scholarship application along with changing to two deadlines - June 1<sup>st</sup> for national conferences being held in June, July and August, and September 1<sup>st</sup> for national conferences held in September, October, and November. Scholarship recipients included: Melanie Hart, Jonah Johnson, Cindy Bond-Zielinski, Steve Brady, Shari Gallup, Susan Colbert, and first timers Marissa Mullett, Travis West and Cindy Long.

### **Annual Conference sub-committee:**

Judy Conrad volunteered to be the liaison for annual conference planning committee representing professional improvement committee. The theme is "Now is Our Time".

### **New Educator Orientation and Mentoring sub-committee:**

Sherry Nickles, Brenda Young, Judy Conrad, Hanna Kohler, Karen Bruns, Cindy Long, Lisa Barlage  
Graham Cochran, Leader New Personnel Development, participated in two meetings of the committee and shared status of new educator orientation and the mentoring process which is now referred to as 'on-boarding'. He also discussed progress taking place on the 'Staff Base' OSUE Strategic Planning issue. Three goals include:

\*Transition work with Human Resources to a Competency Based Approach. Graham and Chris Igodan are leading the effort to develop a set of broad competencies all people need for work, and possibly by individual job. This is a work in progress to develop a model for OSUE.

\*Shared services/staffing patterns

\*Enhance the way OSUE utilizes volunteers

### **Professional Development sub-committee:**

Pam Montgomery, Carolyn Wilson, Regina Kuhn, Steve Brady, Jerry Mahan

The committee discussed the proposed signature programs. Although identified programs are respected, concern was generated and taken to the OAEP board regarding a lack of 4-H programming represented and a lack of time/staff to implement signature programs.

### **Future items to consider for work by the committee:**

Continue to keep 'on-boarding' a priority for new employees.

Continue to track the "Staff Base" OSUE Strategic Planning process.

## **2008 OAEP Public Relations Committee Report**

The OAEP Public Relations Committee has been quite busy in 2008. Thanks to all the hard work of our committee members here's a summary of the year's activities.

- Members of our committee were involved in the creation of a new OAEP logo. The new logo is to be incorporated in all new print and on-line materials.
- Jennifer Hartzler led the effort to update the OAEP promotional brochure updating content and incorporating the new logo.
- The committee professionally printed 500 new promotional brochures for distribution at Extension events.
- Jennifer Hartzler produced updated OAEP tabletop display materials that were used at the Extension Strategic Planning Event held on Columbus in May 2008.
- OSU Extension HR agreed to distribute the new OAEP promotional brochure (printed and digital version) in materials provided to new Extension employees.
- The committee purchased a new table top display board to be used at Extension events throughout the year.
- The committee provided funds to the Ross County Extension office to purchase snacks for the 2008 County Commissioner's Days.
- The OAEP Public Relations Committee will continue to use the new format for Buckeye Bounty at County Commissioner Association of Ohio Conference in December 2008. The committee is putting together door prizes for which Commissioners may register during the conference. As in 2007, the OAEP board will provide \$250 toward the door prizes and State Extension Advisory Committee is also contributing \$250. With the \$500 there will be two large value prizes; one of which is a Longaberger Basket valued at \$100, and 10 \$25 items.

Commissioners will receive a door prize registration sheet in their registration packet and the OAEP PR Committee will have tables set up next to the registration area with the door prizes on display. Commissioners may register Monday and Tuesday, Dec. 8 and 9, and the drawing will be held at the Tuesday Luncheon. In the past, OAEP also hosted two spouses sessions at the conference. Due to low attendance the committee agreed to cancel the sessions for this year.

*-- Respectfully submitted by PR Committee Chair Don Ordaz, Systems Manager, OSU Extension and Co-Chair Jennifer Hartzler, Extension Educator, Crawford County.*

## 2008 OAEP Personnel Committee Report

John Barker, Chair; Shelia Maggard, Co-Chair

### Committee Members:

Kathleen Booher  
Pat Brinkman  
Kara Colvin  
Jennifer Even  
Nikki Eyre  
Beth Gaydos  
Jan Gordon  
John Grimes  
Diane Johnson

Jane Keyser  
Mark Landefeld  
Edwin Lentz  
Mike Lloyd  
Todd Mangen  
Niki Nestor McNeely  
Rose Fisher Merkowitiz  
Janet Wasko Myers  
Tony Nye

Steve Prochaska  
Joy Sharp  
Rich Sherman  
Susan Shockey  
Ed Werner  
Treva Williams  
Gary Wilson  
Lisa Wittenauer  
John Yost

The Personnel Committee is asked to monitor and report on salary and benefit information for faculty and staff, evaluate the promotion and tenure system and address personnel issues identified by the membership.

The committee reviewed and commented on the results of *2007 OSU Extension Salary Study*. The full report can be found at: [http://hr.ag.ohio-state.edu/2007\\_Salary\\_Study.pdf](http://hr.ag.ohio-state.edu/2007_Salary_Study.pdf). This report contains grouped data about OSU Extension employees by gender, race, titles, salary, years of OSU service, and program areas. Garee Earnest is establishing an OSU Extension H.R. Research Agenda that will routinely study salaries, system wide equity, and gender.

The committee continues to review the promotion and tenure (P&T) process for both faculty and administrative and Professional (A&P) positions. The committee encourages employees that are eligible for P&T to go to the training sessions near the beginning of their career and/or a few years before the year a vita is being submitted. Plan ahead and know the guidelines for P&T. Members going through the faculty P&T process have shared their frustrations with the new system and have asked us to look into this process next year.

Other issues that were identified throughout the year related to the future of OSU Extension and were directly related to the OSU Extension Strategic Plan. Due to our current financial climate clustering and/or multi-county assignments may become an important part our future staffing plan. Our committee had many discussions on issues relating to this subject and suggested the following recommendations to administration:

- 1) To include OAEP representation in future meetings regarding staffing/clustering.
- 2) To seek input from current multi-county educators when developing a plan regarding staffing/clustering.
- 3) Ask County Directors to seek input from County Commissioners regarding staffing/clustering.



Ohio Association of  
Extension Professionals



## 2008 NACAA Report

### **Membership:**

We were pleased to have 83 paid and active NACAA members.

### **Assistant Director for Agriculture & Natural Resources:**

Congratulations to Dr. Steve Baertsche who retired as the Assistant Director for Agriculture & Natural Resources on March 31, 2008. Dr. Baertsche had served in this position since 1993. Congratulations to Dr. Donald Breece who was selected to serve as our new Assistant Director. Don had previously served as our State Farm Management Extension Specialist.

### **Ohio Excels at 2008 NACAA Annual Meeting & Professional Improvement Conference**

The NACAA Conference held in Greensboro, North Carolina on July 13-17 was filled with outstanding achievements for OSU Extension Agriculture & Natural Resource Extension Educators. A total of 64 individuals participated in the conference with 25 regular members, 11 spouses, 12 sons & daughters, 13 life members & spouses, and three industry representatives.

Congratulations to three OSU Extension teams for receiving NACAA Search for Excellence Awards. The winners were: 1)"The Agriculture Reality Store" program as the national winner in the Search for Excellence in 4-H Youth category. Team members were John Grimes, Becky Cropper, David Dugan, and Nikki Eyre. 2)"Building for the Successful Transition of Your Agricultural Business" as a national finalist in the Search for Excellence in Farm and Ranch Financial Management awards program. Team members were David Marrison, Chris Zoller, Don Breece, Chris Bruynis, Jeff McCutcheon, Barry Ward, Julia Woodruff, and Mike Gastier. 3)The Soil Quality Workshop program won the Search for Excellence in Sustainable Agriculture for the North Central Region. Team members were Bruce Clevenger, Jim Hoorman, Chris Bruynis, and Alan Sundermeier.

Ohio once again showed its strength as nine Ohio entries advanced to the national competition in the NACAA Communication Awards program as North Central Winners. Region winners were: Jonah Johnson, Andy Kleinschmidt, David Marrison, Marissa Mullet, and Alan Sundermeier. David Marrison was selected as the National Winner for Published Photo and Marissa Mullet was a National Finalist for Computer Generated Graphics.

Congratulations to Randy Zondag (Horticulture Extension Educator in Lake County) and John Grimes (Agricultural Extension Educator in Highland County) for being selected as NACAA Distinguished Service Award Winners. Congratulations to Harold Watters (Agriculture & Natural Resources Extension Educator in Champaign County) for being selected as a NACAA Achievement Award winner. Congratulations to Mark Mechling, Extension Education in Muskingum County for being the national winner for the Public Relations in Daily Efforts (PRIDE) competition. Mike Gastier from Huron County was also selected as a 2008 NACAA/SARE Fellow representing the North Central Region of NACAA.

The following Educators presented scholarly presentations at the 2008 NACAA AM/PIC: Chris Bruynis, Bruce Clevenger, David Dugan, Jim Hoorman, Mark Mechling, Dr. Erdal Ozkan, Howard Siegrist, Alan Sundermeier, and Chris Bruynis

Ohio had 16 posters accepted for the NACAA conference. The following Educators presented posters: John Barker, Maurus Brown, Chris Bruynis, Jim Chatfield, Bruce Clevenger, Erik Draper, Steve Foster, Jim Hoorman, Andy Kleinschmidt, Terry Kline, David Marrison, Jeff McCutcheon, Mark Mechling, Steve Prochaska, Alan Sundermeier, Gary Wilson, Barry Ward, Harold Watters, Julia Woodruff, Shawn Wright, John Yost, Randy Zondag, and Chris Zoller. Ohio had three national winners in the Extension Education division. These winners were Erik Draper, David Marrison & Randy Zondag (National Winner for Extension Education), David Marrison, & Terry Kline (National Runner-up for Extension Education) and Julia Woodruff & Doris Herringshaw (North Central Region Winner for Extension Education).

Ohio has always been very active as leaders for the NACAA national committees. In 2007-2008 Chris Bruynis, Mike Hogan, Chris Penrose, and Gary Wilson served as national chairman or vice chairman. The following members will serve in national leadership positions in 2008-2009: Chris Bruynis, Gray Graham, Mike Hogan, David Marrison, Mark Mechling, Chris Penrose, Alan Sundermeier, and Gary Wilson.

### **New Electronic Journal Established by NACAA**

A new electronic journal was started this year by NACAA and four Ohio Extension professionals made history by being published in this new journal. Nineteen papers were accepted this year with three from Ohio. Congratulations to David Marrison, Maurus Brown, Alan Sundermeier, and Steven C. Prochaska for having their articles published. Please visit the new journal site at <http://www.nacaa.com/journal/>

### **Galaxy III Update:**

NACAA had a good presence at Galaxy III even though the Farm Science Review was being held the same week. Members giving presentations or poster displays included: Jim Chatfield, David Dugan, Erik Draper, Denise Ellsworth, Jeff Fisher, Gary Graham, John Grimes, David Mangione, David Marrison, Tony Nye, Steve Prochaska, Dianne Shoemaker, Kathy Smith, Julia Woodruff, and Chris Zoller.

### **2008 Committee Chairman:**

Thank you to the following NACAA members for serving in state leadership roles. State chairman were: 4-H & Youth (Chris Penrose), Administrative Skills Development (Jeff Fisher), Ag Economics & Community Development (Barry Ward), Agronomy & Pest Management (Alan Sundermeier), Animal Science (Glen Arnold), Communications (John Yost), Early Career Development (Mike Gastier), Extension Programs (Andy Kleinschmidt), Horticulture & Turfgrass (Gary Gao), Membership (David Marrison), Natural Resources/Aquaculture/Seagrant (Mark Landefeld), Professional Excellence (Jim Hoorman), Public Relations & Agricultural Issues (Chris Zoller), Public Relations (Greg Labarge),

Recognition & Awards (Ted Wiseman), Scholarship (Chris Bruynis), Sustainable Agriculture (Alan Sundermeier), and Teaching & Educational Technologies (Jeff McCutcheon).

**Respectfully Submitted**

David L. Marrison, OAEP 1<sup>st</sup> VP for Agriculture & Natural Resources

Julia Woodruff, OAEP 2<sup>nd</sup> VP for Agriculture & Natural Resources

**NEAFCS Annual Report**

**December 2008**

Deborah L. Angell

Daniel Remley

1<sup>st</sup> Vice President

2<sup>nd</sup> Vice President

Deborah L. Angell – Vice President Awards and Recognition

Vice President Member Resources – Nancy Stehulak

Vice President, Professional Development – Pat Brinkman

**Membership** – Ohio had 77 paid NEAFCS Members in 2008.

**Awards and Recognition** – The following award winners were recognized at Galaxy III.

**Marcia Jess-** Continued Excellence

**Barbara Brahm-** Continued Excellence

**Cynthia Shuster-** Distinguished Service

**Susan Zies-** Distinguished Service

**Cindy Oliveri & Team** Healthy Lifestyles Education Grant - Encouraging Fruit and Vegetable Consumption

Team Members: Maurus Brown, Kathy Jelly, Sheila Maggard, Monadine Matthey, Lucinda Miller, Treva Williams, and Mary Gulas

Award: Central Region Winner

**Cindy Oliveri & Team** Educational Publication - Dining with Diabetes - An Ohio Initiative

Team Members: Bonnie DeArmitt, Kathy Dodrill, Marie Economos, Shari Gallup, Beth Gaydos, Sheila Maggard, Monadine Matthey, Dan Remley, Susan Zies, Lydia Medeiros, Nancy Schaefer

Awards: 3<sup>rd</sup> Central Region Winner & 3<sup>rd</sup> National Winner

**Beth Gaydos & Team** Radio - February is Heart Health Month: Food Safety for Fruits and Vegetables

Team Member – Bill Cassler

Awards: 1<sup>st</sup> Central Region Winner & 1<sup>st</sup> National Winner

**Margaret Jenkins** Television - Homemade in the Heart of Clermont

Awards: 2<sup>nd</sup> Central Region Winner & 3<sup>rd</sup> National Winner

**Tricia Callahan & Team** Marketing Package Award - Move It Miami County

Team Members: Susan Couser, Linda Good, Lisa Goodall, Tim Fine, Melissa Hudelson and Demetria Woods

Award: Central Region Winner

**Galaxy III Conference, Indianapolis, IN, 2008, September 15 – 19, 2008.** NEAFCS National Meeting took place during the National Extension Conference. Approximately 33 members attended. Presentations involving NEAFCS Ohio Affiliate Members included the following:

**Concurrent Sessions:**

*Down to Earth: Understanding Gender Differences in Communication*

Presenter: Cynthia Torppa

*Virtual Offices in an Extension System*

Presenters: Myra Moss, Co-presenters: Jerry Thomas, Cindy Torppa, Niki Nester-McNeely

*Funding Extension with Property Tax Levies*

Presenters: Mike Lloyd, Bruce Zimmer, Beth Gaydos

*Tools for Thriving and Surviving as an Extension Professional*

Presenters: David Marrison, Deb Angell, David Civittolo, Lisa McCutcheon

*Understanding and Working with People in Poverty*

Presenters: Kathy Lechman, Laura Jane Murphy, Jennifer Hartzler

*Preparing Young Adults for Marriage: Romantic and Unrealistic Expectations*

Presenters: Cynthia Torppa, Nancy Recker

*Building Consensus among Non-Profit Groups Through Community Strategic Planning Based on the Logic Model*

Presenters: Myra Moss, Cindy Bond-Zielinski, Bill Grunkemeyer

*Delivering Extension Programming with Blended E-Learning Tools*

Presenters: Tricia Callahan, Jerold Thomas, Graham Cochran, Myra Moss

*Getting Ahead by Letting Go*

Presenter: Carol Miller

Co-presenter: Carol Chandler, Susan Holladay, Cindy Long, Mary Longo, Cindy Torppa

*Redesigned Family Tree: Stepfamilies*

Presenters: Lois Clark, Nancy Recker

**Poster Sessions:**

32 - *Keep the "Pickle" Out of Your Program*

Presenters: Kathryn K. Doddrell and Andrea Tessier

45 - *Partner for Promotion: An Extension-Pharmacy Initiative*

Presenters: Shari L. Gallup, MS, CFLE, Doris Herringshaw, Ed.D.; Jen Rodis; Julie Legg; Jerry Cable

50 - *TAG: Teens Tobacco Awareness*

Presenters: Janice Hannah, Co-presenters: Beth Stefura

56 - *Enhancing Family Farm Business Through Risk Management Grants*

Presenters: Doris Herringshaw, Julian Nolan Woodruff, David Marrison, Chris Zoller, Dianne Shoemaker

60 - *The Money Mentoring Program in Action*

Presenter: Susan Holladay

62 - *Ohio Implements Navigating for Success State-Wide Nutrition Education Training*

Presenters: Margaret A. Jenkins, Joyce R. McDowell, Maria Carmen Lambea, Ana Claudia Zubieta

78 - *Making Nutrition, Health, and Wellness FUN!*

- Presenter: Mary Longo
- 113 - *The Family Tackle Box*  
Presenters: Joyce Schriner, Cynthia Shuster
- 118 - *What is Extension? - Marketing to College Students*  
Presenters: Nancy Y. Snook, Co-presenter: Beth D. Gaydos
- 120 - *Screening Preschoolers for Vision Problems - A University Community Model*  
Presenter: Nancy Stehulak
- 15 - *100 Best Communities for Young People Award Strengthens Communities*  
Presenter: Barbara Brahm
- 52 - *Building Blocks to Safe Fun in the Sun*  
Presenters: Rose Fisher Merkowitz, Patricia Brinkman
- 53 - *Strengthening Extension Employees - Unique Qualities through Social/Emotional Intelligence*  
Presenters: Rose Fisher Merkowitz, Garee Earnest, Beth Flynn, Jeff King
- 60 - *Rating Snack Foods in Schools*  
Presenters: Linnette Goard, Doris Herringshaw, Marcia Jess
- 2 - *Skills for Success in the Knowledge Economy*  
Presenters: Graham Cochran, Tricia Callahan, Jerold Thomas
- 37 - *4-H nutrition Projects - Addressing the Challenge of Childhood Obesity through Nutrition Education*  
Presenters: Cindy Oliveri, Shari Gallup, Linnette Goard, Cindy Long, Jane Wright
- 50 - *Choice Food Pantry Development: Offering a "Rainbow of Choice"*  
Presenter: Dan Remley, Hugo Melgar Quinonez, Ana Claudia Zubieta, Mari Carmen Lambea, Chris Taylor
- 65 - *Social Marketing: An Educational Approach to Behavior Change*  
Presenters: Susan S. Shockey, Cyndi Renn
- 66 - *Wake Up America: Ways to Increase Personal Savings Through Educational - Social Marketing*  
Presenters: Susan S. Shockey, June Pruett, Cyndi Renn, Angela Crist
- 67 - *Celebrating 4-H Food Camp Success*  
Presenters: Joyce Shriner, Barbara Carder, Sheila Meyer
- 82 - *Developing and Sustaining Partnerships for Reaching Hispanic Audiences*  
Presenters: Marisa Warrix, Greg Siek, Robin Stone, Elle Adams, Monica Fink

**Leadership and Service** – Deb Angell represented Ohio at the Central Regional Council of Extension Professionals (JCEP) Conference in San Diego, California. Dan Remley represented Ohio at the Public Issues Leadership Development Forum in Washington DC.

The following members served on National NEAFCS Committees or as reviewers for the Journal of NEAFCS: Lois Clark, Mary Longo, Lisa Barlage, Cindy Shuster, Doris Herringshaw, Carol Miller, Melanie Hart, Cindy Torppa, Pat Brinkman, Joyce Shriner, Beth Gaydos. Chris Olinsky, and Linnette Goard.

**Other Notes** – The Ohio Affiliate of NEAFCS finished the last year of a three year commitment to support the National Child Care Award in honor of Anita Pulay, deceased Ohio Extension FCS employee. The amount of the award is \$500 per year. Ohio has been asked to continue this support and will decide at the meeting during Annual Conference.



**Future Meetings - NEAFCS to Celebrate 75<sup>th</sup> Anniversary** - The kick off for the 75<sup>th</sup> Anniversary celebration was held at Galaxy III. Events will take place throughout 2009 with the finale taking place and NEAFCS Annual Meeting in Birmingham, Alabama, September 15 – 18, 2009. The theme – *Celebrating our Heritage, Embracing our Future*.

2010 Annual Session & Exhibits – will take place in Portland Maine.



## **National Association of Extension 4-H Agents Annual Report: December 2008**

**Lisa D. McCutcheon**, NAE4-HA Ohio President  
(OAEP 1<sup>st</sup> Vice President)

**Jo Williams**, NAE4-HA Ohio President-Elect  
(OAEP 2<sup>nd</sup> Vice President)

**Membership:** There were 117 Ohio active members of NAE4-HA in 2008.

### **National Meeting: September 15-19, 2008 (Indianapolis, Indiana)**

The Ohio delegation included approximately 70 Ohio NAE4-HA members and their guests. Ohio 4-H Youth Development Educators and staff presented 14 seminars and research sessions as well as 29 poster sessions.

**NAE4-HA Recognition:** The following members were recognized as award recipients.

- Achievement in Service Award – Paul Kuber, Minnie Taylor, and Jo Williams
- Distinguished Service Award – Kathy Booher, Theresa Ferrari, and Brian Raison
- Meritorious Service Award – Julie Dalzell
- 25 Years of Service – Jim Jordan

### **2008 Regional and National Awards & Recognition:**

\*Regional Winner; \*\* National and Regional Winner

- Personal Column: Brian Raison \*
- Air Force Recruiting Salute: Vicki Schwartz \*
- Educational Technology (Team): Tricia Callahan, Jerold Thomas, Rick McCann, Steve Lichtensteiger, Theresa Ferrari, Graham Cochran, and David Boulay \*
- Excellence in 4-H Club Support (Team): Cassie Turner, Tracy Winters, and Travis West\*
- Excellence in Camping (Individual): Connie Goble \*\*
- Excellence in Camping (Team): Erin Dailey, Jo Williams, Connie Goble, Nadine Fogt, Laura Jane Murphy \*
- Urban Program of Distinction: Jim Jordan – Butler County 4-H CARteens \*\*

### **2008 Ohio Leadership with NAE4-HA National Board of Trustees and Committees**

- Betty Wingerter, NAE4-HA President
- Nikki Eyre, Professional Development Chair
- Allen Auck, Galaxy III Conference Co-chair (NAE4-HA)
- Ryan Schmiesing, Member Recognition Chair

- Niki Nestor McNeely, North Central Region Sr. Director

<b>Committee</b>	<b>State Contact (2008)</b>	<b>Contact-Elect</b>
Diversity	Minnie Talyor/Ed Werner	Connie Goble
Member Recognition	Connie Goble	Jessica Rockey
News & Views	Barbara Carder	Sally McClaskey
Professional Improvement Programs	Laura Jane Murphy (resigned)	Travis West
	Ann Golden	Joy Sharp
Policy and Resolution	Scott Kleon (retired)	Julie Herron
Public Relations & Information	Ken Lafontaine	Beth Boomershine
Research & Evaluation	Kristi Lekies	Penne Smith

**2008 Joint Council of Extension Professionals (JCEP) Conference Delegate (February 2008)**

- Lisa D. McCutcheon – State President

**2008 Public Issues and Leadership Development (PILD) Conference Delegate (April 2008)**

- Jo Williams – State President-Elect

**Future National Meetings:**

- October 25-29, 2009: Rochester, NY
- October 24-28, 2010: Phoenix, AZ
- October 24-28, 2011: Omaha, NE
- October 21-26, 2012: Orlando, FL

## **2008 NACDEP and Community Development Report**

### **NACDEP Officers**

Maurus Brown, NACDEP Ohio President; OAEP 1<sup>st</sup> Vice President

Jim Wiedenheft, NACDEP Ohio President-Elect; OAEP 2<sup>nd</sup> Vice President

**Membership:** There were 42 active Ohio NACDEP members in 2008.

**National Conference:** The 2008 National Association of Community Development Extension Professionals meeting was held in Indianapolis in conjunction with Galaxy III conference. There were 28 Ohio NACDEP members who represented OSU Extension at the 2008 Galaxy Conference and NACDEP Annual Conference.

### **Areas where OSU Extension personnel were active at NACDEP conference:**

- 13 posters were presented by 14 Extension Educators and Specialists
- 12 oral presentations were given by 13 Extension Educators and Specialists
- 2 OSU Extension Community Development Personnel served on the Galaxy III Steering Committee
- 4 OSU Extension Community Development Personnel served on the Educational Program Committee Review Panel

### **NACDEP North Central Region Representative:**

David Civittolo

### **NACDEP Award Recognition:**

Distinguished Service Award – Myra Moss

**OSU Extension Community Development Appointments:** Seventy (70)

### **Community Development Retirements:**

Ken Simeral, Joyce Fittro, Jeff Shaner and Ken Lafontaine

### **Community Development Resignations:**

Gary Comer, David Boulay, Kelley Riesen, Deb Carney, Amy Wolfe, Nancy Kukay and Jim Wiedenheft

### **JCEP West and North Central Regions Conference:**

Maurus Brown represented the Ohio NACDEP membership at the 2008 JCEP Conference held in San Diego, CA on February 20-22, 2008.

### **2009 NACDEP Annual Meeting:**

The Annual Meeting will be held April 20-22, 2009 in San Diego, CA.  
<http://www.nacdep.net/confs/2009/Conf2009.htm>

**Newsletter Editor Report**  
**Submitted by: Jill Stechschulte**

Thank you for appointing me again for the third year as Newsletter Editor for OAEP. I do enjoy the work and want to thank all the members who have contributed over the past two years. Thank you to those of you who have forwarded to me the recipients of OAEP Professional Improvement Scholarship Reports. It kept the newsletter timely. I appreciate your help.

I have set the following dates for deadlines and submissions for the 2009 AOEP Newsletter publications:

April

Deadline: April 3

Publication: April 10

June

Deadline: June 5

Publication: June 12

November

Deadline: November 6

Publication: November 13

Thanks in advance,  
JILL S.

**EMERITI/RETIREEES REPORT – 2008**

**Ella Mae Bard**

**OAEP Retiree Representative – 2008**

Sixty OSU retirees gathered Monday, September 8, 2008 – 11:00 a.m. – 3:30 p.m. – at the Cedar Ridge Lodge at the Battle-Darby Creek Metro Park for a time to “catch up” with Extension friends and enjoy a great potluck meal. Director Keith Smith outlined an update from Extension Administration. OEAP President Cindy Shuster and ESP President Karen Bruns shared greetings from the associations.

New retirees are welcomed and we are maintaining a contact list of retirees. The year we tested an e-mail notice for the picnic. It was acceptable to the test group so e-mail will be used where possible to cut future mailing costs.

Throughout the year, Joyce Smith ([smith.12@osu.edu](mailto:smith.12@osu.edu)) forwards e-mail updates to retirees including notices administration web news. In addition, the Director's office periodically sends a mailing to retirees.

Ted Jones will assume duties as retiree representative, when he returned from Florida. Ted may be contacted at [tjones43@yahoo.com](mailto:tjones43@yahoo.com).

## **State Extension Advisory Committee**

**2008**

**OAEP Representative: Cindy Shuster**

**Prepared by: Gwen Wolford and Cindy Shuster**

**OAEP** The State Extension Advisory Committee (SEAC) works with OSU Extension administration as advocates for Extension's state and federal budget, assesses needs, gives feedback on effectiveness of the overall Extension program and promotes the value of the organization. The committee has representatives from the four program areas, from each of the Extension regions, at large representatives, a member of the Director's Internal Advisory Council, the president of OAEP and members of the Extension Administrative Cabinet.

SEAC meets three times each year, and two of those meetings are held jointly with the OARDC Advisory Committee. Topics addressed at 2008 meetings included leading for more effective advisory committees, member visits to county advisory committees, and OSU Extension's response to Ohio's current economy. Others were Extension's strategic plan, annual report, Friend of OARDC and OSU Extension awards for state legislators and staffing patterns within the organization. At each meeting, members receive an update on the budget, relevant changes in the political landscape, and Points of Pride that can be discussed when supporting programming. With an interest by SEAC members in becoming more connected to counties, some members attended 3-4 county advisory committee meetings in an effort to be more connected with county happenings. CEDs were asked to include the assigned individual on mailing lists, invite them to county advisory committee meetings, etc.

SEAC sends a delegation of volunteers to the PILD Conference in Washington D.C. each year. 2008 attendees were Dave Slagle, Steve Mercer, David Greer and Jim Rogers. SEAC also collects dues from counties that must be paid from non-appropriated funds. The income generated pays for the non-educational expenses for the Legislative Luncheon, expenses of committee members to travel to and from meetings and to the PILD conference, and the Congressional Assistant's Tour. SEAC has agreed to continue to co-sponsor Buckeye Bounty since educators are no longer permitted to obtain donations for this event.

**Mike Hogan will serve as the representative in 2009.**

## **2008 OHIO 4-H FOUNDATION REPORT**

### **OAEP Representatives:**

Mary Beth Albright, Kirk Bloir, Jason Hedrick, and Lisa McCutcheon

#### **▪ Spring Meeting: May 21-22, 2008**

- Location: Nationwide & Ohio Farm Bureau 4-H Center
- Representatives in Attendance: Mary Beth Albright, Kirk Bloir, Jason Hedrick, and Lisa McCutcheon
- Major Topics of Discussion:
  - Committee Meetings
    - New Stewardship Committee formed
  - 4-H and Technology Presentation
    - Mark Light, Allen County 4-H Educator
  - Linda Kutilek & Ken Martin presented information about Extension's Strategic Plan and shared the promotional video (same as the one from May 15)
  - University Campaign / Development Update
    - Reception & Dinner honored Jim Helt, who retired; Bill McCleery and Erin Wingfield will share development responsibilities
  - Nationwide & Ohio Farm Bureau 4-H Center Update
  - Celebration of Youth Event Plans
  - Grant Funding Priorities / Grant Opportunities
  - Annual Budget Review and Approval
    - one staff position eliminated due to budget constraints
  - County 4-H Endowments
    - 74 counties have existing endowments; 6 counties have pending endowments; 80 total
    - In FY07, \$190,650 in interest income was distributed

#### **▪ Fall Meeting: October 21-22, 2008**

- Location: Bob Evans Technical Training Center, Columbus
- Representatives: Mary Beth Albright, Kirk Bloir, Jason Hedrick, and Lisa McCutcheon
- Major Topics of Discussion:
  - Nationwide & Ohio Farm Bureau 4-H Center Campaign Completion Celebration
  - Administrative Update / Staff Update
  - Celebration of Youth Review
  - Review of Major Gift Contacts / Progress / Plans
  - County Endowment Progress Recognition
  - 2009 Special Fundraising Priorities / Opportunities
  - Election of Officers:
    - President: Karen Corcoran
    - Vice President: Bob Joseph / Roger Himes
    - Secretary: Jane Cunningham
    - Treasurer: Tom Stocksdales
    - Immediate Past President: Jean Bell

**OAEP Representation / Terms:**

- Lisa McCutcheon (2006 - 2008) / Bylaws & Grants Committee Member
- Jason Hedrick (2007 - 2009) / Stewardship Committee Member
- Mary Beth Albright (2008 - 2010) / Bylaws & Grants Committee Member
- Kirk Bloir (2007 - 2011) / Bylaws & Grants and Stewardship Committees Member
  - Fulfilled Alice Black's 2006 – 2008 un-expired term and reappointed for another 3-yr. term, 2009-2011

**College of Food, Agriculture and Environmental Science Faculty Council Report  
2008**

Submitted by Doris Herringshaw

The College of Food, Agricultural, and Environmental Sciences Faculty Council serves as the faculty advisory group to Bobby Moser. The council meets three times a year to discuss issues that have a direct relationship to the college. Extension faculty representation for the coming year (three year term) includes Glen Arnold, David Civittolo, Julie Dalzell, Penne Smith and Jackie LaMuth.

The subjects of discussion during the last year have included the need for more action related to recycling and reusing. The council created a Green committee and made recommendations to Bobby Moser to move OARDC and the College forward on this issue. The recommendations included short term and long term objectives. The council served as a sponsor to the successful OSU Wooster Campus Scarlet, Gray and Green Fair.

Discussions during the last year addressed concerns about Extension appointments and how this fits with the new OSU PRO system. Additionally concerns over funding, creating a new viable strategic plan and ways to increase student enrollment in the college's courses from across the campus were discussed.

The fall faculty meeting was scheduled for September 12 and topics for discussion included assessment of and how to document impacts, College strategic plan, international agricultural programs and greening of the College.

Officers for the coming year included Stan Gehrt, chair, Doug Doohan, vice chair, David Shetlar, secretary. Past officers were Allen Zimmerman, Stan Gehrt, and Doris Herringshaw.

## 2009 Ohio Association of Extension Professionals Officers

<b>President:</b>	<b>Mike Hogan</b> hogan.1@osu.edu	Carroll County	330-627-4310
<b>President Elect:</b>	<b>Randall Reeder</b> reeder.1@osu.edu	Food, Ag & Bio Eng	614-292-6648
<b>Past President:</b>	<b>Cindy Shuster</b> shuster.24@osu.edu	Perry County	740-743-1602
<b>Secretary:</b>	<b>Becky Barker</b> barker.157@osu.edu	Morrow County	419-947-1070
<b>Treasurer</b>	<b>Ted Wiseman</b> wiseman.15@osu.edu	Perry County	740-743-1602
<b>1<sup>st</sup> Vice Presidents</b>			
<b>ANR</b>	<b>Julia Woodruff</b>	Ashland County woodruff.94@osu.edu	419-281-8242
<b>CD</b>	<b>Nancy Bowen Ellzey</b>	Van Wert County bowen-ellzey@osu.edu	419-238-2999
<b>FCS</b>	<b>Dan Remley</b>	Butler County remley.4@osu.edu	513-887-3722
<b>4-H</b>	<b>Jo Williams</b>	Scioto County williams.2213@osu.edu	740-354-7879
<b>State</b>	<b>Teri Gustafson</b>	Human Resources <a href="mailto:gustafson.29@cfaes.osu.edu">gustafson.29@cfaes.osu.edu</a>	614-292-2399



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**2<sup>nd</sup> Vice Presidents**

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<b>ANR</b>	<b>Alan Sundermeier</b>	Wood County sundermeier.5@osu.edu	419-354-9050
<b>CD</b>	<b>Treva Williams</b>	Scioto County williams.974@osu.edu	740-354-7879
<b>FCS</b>	<b>Pat Brinkman</b>	Fayette County brinkman.93@osu.edu	740-335-1150
<b>4-H</b>	<b>Jeff Dick</b>	Williams County dick.7@osu.edu	419-636-5608
<b>State</b>	<b>Cindy Torppa</b>	Lima Center torppa.1@osu.edu	419-560-1196

**2009**  
**Ohio Association of Extension Professionals**  
**Regional/State Board Representatives**

**NORTH CENTRAL**

<b>ANR</b>	2010	Troy Cooper	Knox County	740-397-0401
<b>CD</b>	2009	Sharon Strouse	Holmes County	330-674-3015
<b>FCS</b>	2009	Jennifer Hartzler	Crawford County	419-562-8731
<b>4-H</b>	2010	Mary Beth Albright	Erie County	419-627-7631

**WEST**

<b>ANR</b>	2009	Andy Kleinschmidt	VanWert County	419-238-1214
<b>CD</b>	2010	Susan Holladay	Clinton County	937-382-0901
<b>FCS</b>	2010	Carol Chandler	Union County	937-644-8117
<b>4-H</b>	2009	Sylvia Altenberger	Paulding County	419-399-8225

**SOUTH EAST**

<b>ANR</b>	2010	Robin Stephenson	Adams County	937-544-2339
<b>CD</b>	2009	Sheila Maggard	Adams County	937-544-2339
<b>FCS</b>	2009	Pam Montgomery	Morgan County	740-962-4854
<b>4-H</b>	2010	Connie Goble	Pike County	740-354-7879

**STATE**

<b>ANR</b>	2009	Randall Reeder	Ag. Engineering	614-292-6648
<b>CD</b>	2010	Julie Fox	OSU South Centers	740-289-2071
<b>FCS</b>	2010	Donna Brown	FCS Administration	614-292-0529
<b>4-H</b>	2009	Allen Auck	State 4-H Office	614-292-6944

<b>RETIREE</b>	2009	Ted Jones		614-876-5932
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<b>MEMBERSHIP</b>		Lisa McCutcheon	Licking County	740-670-5315
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<b>NEWS EDITOR</b>		Jill Stechschulte	Fulton County	419-337-9210
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<b>WEBMASTER</b>		Teresa Johnson	Defiance County	419-782-4771
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**2009**  
**Ohio Association of Extension Professionals**  
**Meeting Dates and Locations**

<b>Date</b>	<b>Time</b>	<b>Location</b>
January 12	10:00 – 12:00 - Committee Meetings 12:00 – 1:00 - Lunch w/Assistant Directors 1:00 – 3:00 - Board Meeting	Ag Administration Auditorium
March 16	10:00 – 12:00 - Committee Meetings 12:00 – 1:00 - Lunch w/Assistant Directors 1:00 – 2:00 - Open Meeting with Director Smith and Associate Director Martin 2:00 – 4:00 - Board Meeting	Ag Administration Auditorium
May 11	10:00 – 12:00 – Board Teleconference	
June 8	10:00 – 12:00 Committee Meetings 12:00 – 1:00 Lunch w/Assistant Directors 1:00 – 2:00 Open Meeting w/ Director Smith and Associate Director Martin 2:00 – 4:00 Board Meeting	Ag Administration Auditorium
September 14	10:00 – 2:00 – Board Teleconference	
October 19	1:00 – 12:00 – Committee Meetings 12:00 – 1:00 – Lunch w/ Assistant Directors 1:00 – 2:00 – Open Meeting w/ Director Smith and Associate Director Martin 2:00 – 4:00 – Board Meeting	Ag Administration Auditorium
December	Annual OAEP Meeting at Annual Conference	TBD

**2009**  
**Ohio Association of Extension Professionals**  
**Committees, Appointments & Representatives to other Organizations**

OAEP Audit Committee Members local to the treasurer will be appointed for a 1-year term following the OAEP officer elections.	
OAEP Nominating Committee Past President serves as chair; committee shall consist of one member per program area/region/state. Cindy Shuster, Chair	
	2009
OAEP News Editor Appointed annually by the OAEP Board Jill Stechschulte	
	2009
CFAES Faculty Council Outgoing member conducts election in each region (3-year term) Julie Dalzell	
	2010
Jacqueline LaMuth	2010
Penne Smith	2009
Glen Arnold	2011
David Cirittolo	2011
Ohio Ag Council 1 <sup>st</sup> and 2 <sup>nd</sup> Vice President Agriculture Julia Woodruff	
	2009
Alan Sundermeier	2010
Ohio 4-H Foundation Mary Beth Albright	
	2008-2010
Jason Hedrick	2007-2009
Kirk Bloir	2007-2011
Ohio Sheep Improvement Foundation TBD	
State 4-H Horse Committee	

TBD	
State Extension Advisory Committee Mike Hogan	2009

**2009**  
**Ohio Association of Extension Professionals**  
**Committee Assignments**  
As of December 2, 2008

**RECOGNITION COMMITTEE**

**Chair: Allen Auck**

Fran Amatulli  
Kirk Bloir  
Beth Boomershine  
Beth Bridgeman  
Carol Chandler  
Troy Cooper  
Erin Deel Daily  
Andrea Daubenmier  
Nadine Fogt  
Julie Fox  
Connie Goble

**Co-Chair: Nancy Recker**

Ann Golden  
Laryssa Hook  
Christine Kendle  
Mary Longo  
Joseph Maiorano  
Monadine Mattey  
Carol Miller  
Melinda Morrison  
Judy Villard-Overocker  
Barbara Phares  
Marilyn Rabe

**Past Chair: Dave Dugan**

Nancy Recker  
Cora French-Robinson  
Jessica Rockey  
Marilyn Sachs  
Cynthia Shuster  
Cynthia Torppa  
Rhonda Williams  
Theodore G. Wiseman  
Julia Woodruff

**PUBLIC RELATIONS**

**Chair: Jennifer Hartzler**

Brad Bergefurd  
Maurus Brown  
Barbara Carder  
Julie Crook  
Larry Hall

**Co-Chair: Connie Goble**

Becky Holmes  
Sally McClaskey  
Marissa Mullett  
Don Ordaz  
Katharine Shumaker

**Past Chair: Dan Ordaz**

Richard Stephens  
Jo Williams  
Gwen Wolford  
Demetria Woods

**PERSONNEL**

**Chair: Sheila Maggard**

John Barker  
Kathleen Booher  
Pat Brinkman  
Kara Colvin  
Beth Gaydos  
Jan Gordon  
John Grimes  
Margeret Jenkins  
Mark Landefeld

**Co-Chair: Robin Stephenson**

Mike Loyd  
Sheila Maggard  
Todd Mangen  
Rose Fisher Merkwitz  
Kathy Michelich  
Ruth Anne Musgrave  
Janet Wasko Myers  
Tony Nye  
Joy Sharp

**Past Chair: John Barker**

Rich Sherman  
Susan Shockey  
Robin Stephenson  
Kathy Tackett  
Coleen Wellington  
Treva Williams  
Gary Wilson  
Lisa Wittenauer  
John Yost

## PROFESSIONAL IMPROVEMENT

### **Chair: Pam Montgomery**

Mary Beth Albright  
Lisa Barlage  
Carolyn Belczyk  
Pam Bennett  
Steve Brady  
Karen Bruns  
Chris Bruynis  
David Civittolo  
Judy Conrad  
Susan Couser  
David Crawford  
Julie Dalzell  
Kathryn Dodrill  
Shelley England  
Beth Anne Fausey  
Gary Gao

### **Co-Chair: Mary Beth Albright**

David Goerig  
Kate Gross  
Melanie Hart  
Wesley Haun  
Patty House  
Nancy Hudson  
Jim Jasinski  
Jane Keyser  
Sam Kleon  
Hannah M. Kohler  
Regina Kuhn  
Edwin Lentz  
Rory Lewandowski  
Polly Loy  
Joseph Lucente  
Jerry Mahan

### **Past Chair: Sherry Nickles**

David Marrison  
Pamela Montgomery  
Karen Newby  
Sherry Nickles  
Brian Raison  
Vicki Schwartz  
Nancy Snook  
Gwen Soule  
Beth Stefura  
Alan Sundermeier  
Minnie Taylor  
Cynthia Toler  
Cassie Turner  
Travis West  
Carolyn Wilson  
Brenda Young

## POLICY

### **Chair: Andy Kleinschmidt**

Lois Clark  
Bruce Clevenger  
Janice Hanna  
Doris Herringshaw

### **Co-Chair: Troy Cooper**

Julie Herron  
John Hixson  
Gregory Labarge  
Rob Leeds

### **Past Chair: Kathy Lechman**

David Mangione  
Chris Penrose  
Cindy Bond-Zielinski  
Chris Zoller

## PROGRAM

### **Chair: Sylvia Altenberger**

Tonya Bowman  
Betsy DeMatteo  
Jennifer Even  
Jeff Fisher  
Warren Flood  
Mark Light  
Timothy Malinich  
Randall Reeder  
Dan Remley  
Laura Rohif

### **Co-Chair: Donna Brown**

### **Past Chair: Tricia Callahan**

Jamie Seger  
Michelle Shipe  
Elizabeth Smith  
Sharon Strouse  
Tracy Winters  
Janine Yeske

### **Ohio Association of Extension Professionals and National Professional Association Contact Information**

The Ohio Association of Extension Professionals (OAEP) is the state professional association for Extension Professionals. Membership is open to any OSU Extension personnel with an Administrative and Professional (A&P) or Faculty appointment. Active membership of this association shall carry with it the privilege of holding any Board position in the association and of voting on all matters coming before meetings of the association. (Members of OSU Extension Administrative Cabinet and civil service employees are excluded from membership.)

OAEP has two main objectives: One is the professional improvement of its members. The other is the improvement of the Extension organization as an educational delivery system for county, state and federal Extension Programs.

There are six standing committees that give guidance and direction to the issues of interest to OAEP. The six standing committees are professional improvement, recognition, public relations, policy, personnel, and program. For more information contact:

Mike Hogan,  
2009 OAEP President,  
32 West Main Street  
Carrollton, OH 44615

Phone: 330-627-4310  
e-mail: [hogan.1@osu.edu](mailto:hogan.1@osu.edu)

### **Epsilon Sigma Phi - National Extension Fraternity**

Epsilon Sigma Phi (ESP), the national Extension Fraternity, promotes effective working relationships among county, regional, state, and administrative personnel. Membership is by invitation only. Initiates must have completed five years of Extension work. Ohio's chapter is Alpha Eta. For additional information contact:

Jerry Thomas – 2009 ESP President  
Rm. 109, Ag. Admin. Bldg.  
2120 Fyffe Road  
Columbus, OH 43210-1084

Phone: 614-292-3114  
e-mail: [thomas.69@osu.edu](mailto:thomas.69@osu.edu)

### **National Professional Associations**

Four professional associations promote professional improvement and Extension organization improvement on a national level. The OAEP Vice Presidents serve as the liaison with the national associations. Contact the Vice President in the areas of your interest for additional information.

NACAA – National Association of County Agriculture Agents

Julia Woodruff, Ashland County, [woodruff.94@osu.edu](mailto:woodruff.94@osu.edu) 419-281-8242

NAE4-HA – National Association of Extension 4-H Agents

Jo Williams, Scioto County, [Williams.2213@osu.edu](mailto:Williams.2213@osu.edu) 740-354-7879

NEAFCS – National Extension Association of Family and Consumer Sciences

Dan Remley, Butler County, [remley.4@osu.edu](mailto:remley.4@osu.edu)

NACDEP – National Association of Community Development Extension Professionals

Nancy Bowen-Ellzey, VanWert County, [bowen-ellzey.1@osu.edu](mailto:bowen-ellzey.1@osu.edu), 419-238-

## **Ohio Association of Extension Professionals Constitution**

### **ARTICLE I – NAME**

The name of the organization shall be the Ohio Association of Extension Professionals (OAEP)

### **ARTICLE II – CORPORATION**

This corporation shall be continued in perpetuity.

### **ARTICLE III – PURPOSE**

The mission of the organization shall be to promote and support program professionals of Ohio State University Extension through:

- effective communication with the members, university community, public and administration.
- participation with Extension and University administration in policy determination.

### **ARTICLE IV - MEMBERSHIP**

Section 1: Membership shall be Active, Inactive or Retired.

- A. Exclusion: Members of OSU Extension Administrative Cabinet and civil service employees are excluded from membership.
- B. Active membership: Any Ohio State University Extension personnel with an Administrative and Professional (A&P) or Faculty appointment may be an active member of this association. Active membership of this association shall carry with it the privilege of holding any Board position in the association and of voting on all matters coming before meetings of the association.
- C. Inactive membership: A member assumes inactive membership status while holding a temporary, part-time, or acting appointment on Administrative Cabinet or as classified civil service employee. An inactive member relinquishes the right to attend meetings, vote and serve as an officer, Board member, or committee member.
- D. Retired member: Retired or Life membership to this association shall carry with it the right to attend all meetings and take part in all discussion without the right to vote.

Section 2: All organization programs are available to members on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, age, disability or Vietnam-era veteran status.



## **ARTICLE V – BOARD OF DIRECTORS, DUTIES, AND TERMS**

Section 1:	<b><i>Position</i></b>	<b><i>Term</i></b>	<b><i>Term Limit</i></b>
	Immediate Past President (1)	1 year	
	President (1)	1 year	
	President-Elect (1)	1 year	
	Secretary (1)	2 years	2 term limit
	Treasurer (1)	2 years	2 term limit
	1 <sup>st</sup> Vice President (5)	1 year	
	2 <sup>nd</sup> Vice President (5)	1 year	
	Program Representative (17)	2 years	

Section 2: Duties of Board of Directors are listed in the By-Laws.

Section 3: All terms of office begin at installation.

## **ARTICLE VI – MEETINGS**

Section 1: Annual Meeting: One annual meeting of the membership shall be held.

Section 2: Executive, Board, and Special Meetings: Executive, Board and special meetings of the organization shall be held as specified in the By-Laws.

## **ARTICLE VII – AMENDMENTS**

Section 1: The Constitution shall be amended, revised or repealed by two-thirds vote of the members of the organization participating in the annual meeting (electronic voting and teleconference meetings allowed).

Section 2: The amendments or revisions of the Constitution shall take effect as soon as adopted.

Section 3: The Constitution may be amended provided that written notice stating the substance of the proposed amendments has been sent to each member at least fifteen (15) days in advance of the annual meeting.

***Original Adoption:*** 12/13/2006

***Revised:*** MM/DD/YYYY

# **Ohio Association of Extension Professionals By-Laws**

## **ARTICLE I – NAME AND PRINCIPLE OFFICE**

- Section 1: The name of the organization shall be the Ohio Association of Extension Professionals (OAEP).
- Section 2: The principal office of organization will be housed at the Ohio State University Extension office of the current organization President.

## **ARTICLE II – MEMBERSHIP**

- Section 1: Membership in the organization shall be from January 1 to December 31.
- Section 2: Deadline for Dues and New Hires Membership
- A. The membership dues deadline is October 31 and the dues are for the period January 1 to December 31 of the following year.
  - B. New OSU Extension employees hired between November 1 – December 31 may become an active member, regardless of previous employment, with no dues required for the period between Nov 1 – Dec 31 and the following year. Dues shall become due on the next October 31 following the start of employment.
  - C. New Ohio State University Extension employees hired between January 1 and October 31 may become an active member from date of employment until December 31. Dues shall become due on the first October 31 following the start of employment.
  - D. To receive the no-cost membership for new hires, an application form must be completed. The form can be received from the membership chair.
- Section 3: Change in rate of annual dues must be approved by the majority of the membership.
- Section 4: To be eligible for awards, members must have paid their membership dues by October 31 for the current membership year, and October 31 for the previous membership year.
- Section 5: Payment of dues can be made from the office account (if approved by the Unit Director) or by personal check or cash. No dues will be refunded.

## **ARTICLE III – REPRESENTATION OF MEMBERSHIP**

- Section 1: The County Extension professionals will be represented by (a) geographic regions as defined by the OSU Extension Administration Regions: North Central, South East and West and (b) by program area as defined by their respective Extension appointment.
- The State (including Center) Extension professionals will be represented by program area as defined by their respective Extension appointment. If State (including Center) Extension professionals are not defined by their appointment to a program area, they are eligible for 1<sup>st</sup> and 2<sup>nd</sup> Vice President or program representative member-at-large as described in Article IV Section 1.

## **ARTICLE IV – BOARD OF DIRECTORS**

- Section 1: Thirty-two (32) Board of Directors shall consist of:
- President
  - President-Elect

- Past President
- Secretary
- Treasurer
- First Vice President: Five (5);  
(Agriculture and Natural Resources, Family and Consumer Sciences, 4-H Youth Development, Community Development, State Extension Professionals)
- Second Vice President: Five (5);  
(Agriculture and Natural Resources, Family and Consumer Sciences, 4-H Youth Development, Community Development, State Extension Professionals)
- Program Representatives: Seventeen (17);
  - a. County: Twelve (12) total, one (1) per program area per Region (Agriculture and Natural Resources, Family and Consumer Sciences, 4-H Youth Development, Community Development)
  - b. State: Five (5) total, one from each of the four (4) program areas and (1) member-at-large.
- Non-voting appointments – Membership Chair, Newsletter Editor, and the Webmaster will be non-voting appointments unless they are elected or appointed members of the Board of Directors.
- Retired Representative – One (1) non-voting; appointed by the President

Section 2: Terms on the Board of Directors shall be as follows:

- A. The President-Elect is elected annually. President-Elect is a three-year commitment and shall become President the year following the President-Elect term and become Immediate Past-President following the term as President. The candidates for President-Elect will rotate by County and State appointments and Faculty and Non-Faculty as described in Article VII, Section 13.
- B. Immediate Past-President will be the conclusion of the three-year commitment.
- C. The Secretary and Treasurer are two-year terms and shall serve no more than two consecutive terms. The Secretary term begins on the even numbered years while the Treasurer term begins on the odd numbered years.
- D. Second Vice-President is a two-year commitment. Second Vice-Presidents are elected annually and shall become the First Vice-Presidents the following year.
- E. Program Representatives shall serve a two-year term.

Section 3: Election of Program Representatives shall take place as determined by the Executive Committee. The determined voting procedure will be held under the direction of current Program Representatives. The term of office shall coincide with the membership year as stated in Article II, Section 1 of the By-Laws. Program Representatives shall be elected as follows:

<b><i>Term Begins on Odd Numbered Years:</i></b>	<b><i>Term Begins on Even Numbered Years:</i></b>
North Central – ANR, 4-H	North Central – FCS, CD
West – FCS, CD	West – ANR, 4-H
South East – ANR, 4-H	South East – FCS, CD
State – FCS, CD	State – ANR, 4-H
State – Member-at-large	

Section 4: A member shall hold only one Board voting position at any one time.

Section 5: Vacancies shall be filled in the following manner:

- A. The President-Elect shall assume the office of President and the Second Vice-President shall assume the first Vice-President if those offices become vacant during the year. The Board shall temporarily fill the vacant position of any elected officer. All offices vacant at the time of election shall be filled by a membership vote with procedures determined by the Executive Committee.
- B. The Program Representatives shall replace the elected Board member by a special election held to fill the remaining term of office.

#### **ARTICLE V – MEETINGS**

Section 1: Annual Meetings shall be held as determined by the Board of Directors.

Section 2: Regular Meetings shall be called as deemed necessary by the President and/or the Board of Directors.

Section 3: Special meetings shall be called as deemed necessary by the President and/or five (5) members of the Board of Directors.

Section 4: Quorum of the Board of Directors shall consist of a minimum of Eighteen (18) members.

Section 5: Parliamentary Procedure shall (except as herein provided) be conducted according to Roberts Rules of Order, Modern Edition.

Section 6: Each Board member shall have one vote and the President shall cast the deciding vote in case of a tie.

#### **ARTICLE VI – BOARD OF DIRECTOR DUTIES**

Section 1: Meeting attendance. Board of Directors may be dismissed for missing two consecutive meetings unless excused.

Section 2: The election of Board members shall be held annually as determined by the Executive Committee. The term of office shall coincide with the membership year as stated in Article II, Section 1 of the By-Laws.

Section 3: The President shall perform such duties as pertain to this office: prepare agendas and preside at the annual meeting and all Board meetings, represent or appoint other members to represent OAEP on committees or functions and keep lines of communication open among the OAEP Board and Ohio State University Extension Administration.

Section 4: The President-Elect shall make all arrangements for the annual meeting, assemble and distribute the OAEP annual reports to members, channel suggestions from members to the attention of the officers and Board, preside over meetings in absence of the President, coordinate OAEP Appreciation Awards and recognition of retiring members. The President-Elect shall be the appointed person for the Galaxy Endowment money for a three-year term and will rotate with the President-Elect of Epsilon Sigma Phi. (Clarification Note: The President-Elect (OAEP 2000) will be the signature person for the Galaxy Endowment money for the years of '01, '02, '03. The person elected President-Elect (ESP 2003) will be the signature person for the Galaxy Endowment money for the years of '04, '05, '06, etc.)

Section 5: The Past President shall work closely with the President, serve as chair of the Nominating committee, and conduct elections as determined by the Executive Committee.

- Section 6: The Secretary shall keep full and accurate records of proceedings of all meetings of the OAEP Board and Organization, receive and keep properly filed communications and properties and attend correspondence as directed by the President, prepare and disperse official stationery, and keep a record of the association's membership.
- Section 7: The Treasurer shall keep a full and accurate record of all receipts and disbursements of OAEP. It is recommend the Treasurer use accounting software to track OAEP bank account information. The Treasurer shall pay bills and accounts for OAEP as directed by the President and Executive Committee, OAEP Board or by resolution passed by the membership. The Treasurer shall prepare financial statements for meetings, collect all membership dues, make deposits on a regular basis, record national association affiliation, provide appropriate information to the Membership Chair, work with First-Vice Presidents in submitting the dues for each National Association and give leadership to the Finance Committee.
- Section 8: The First Vice-President (Agriculture and Natural Resources, Family and Consumer Sciences, 4-H Youth Development, Community Development and State Extension Professionals) shall be a liaison and contact person with respective national associations and persons in other states with similar positions; represent OAEP members who are members of respective national associations at annual and regional meetings of the respective national associations; appoint delegates and provide leadership for the Ohio delegation to national and other committees as necessary; coordinate and relay information concerning selection of respective national association award recipients to Recognition and Awards Committee; coordinate membership efforts with directors concerning membership in OAEP and respective national associations; take responsibility for disseminating information concerning registration, travel arrangements, national elections, special meetings and other details of respective national association annual meetings; strive to promote fellowship among members at regional and state workshops and conferences, etc.; keep respective Second Vice Presidents, President, President-Elect, and Board informed and involved concerning decisions, plans, and activities related to this position. The First Vice-President will be asked to attend the Joint Council of Extension Professionals (JCEP) Conference with OAEP covering expenses.
- Section 9: The Second Vice-President (Agriculture and Natural Resources, Family and Consumer Sciences, 4-H Youth Development, Community Development and State Extension Professionals) shall assist the First Vice-President as requested and record proceedings of sectional meetings. The Second Vice-President will be asked to attend the Public Issues Leadership Development (PILD) Conference with OAEP covering expenses.
- Section 10: The Program Representatives shall be elected by the members in their respective areas. Specific duties shall be to contact and recruit new and non-OAEP members to secure annual dues by October 31, and shall send letters of welcome or call all new Extension employees in the program area they represent. Program Representatives serve as the OAEP Board's primary communication link from the Board to the counties and vice-versa. Program Representatives shall conduct an OAEP business meeting in their region or with constituents at which time elections will be held by October 31 to replace outgoing Program Representatives, expected to serve in a leadership role on OAEP standing committees, and shall be responsible for selecting one individual from their program area to serve on the Nominating Committee by January 1. Courtesies are to be handled by program representatives in the amounts of \$30.00 for flowers or for memorial contributions.

- Section 11: The OAEP News Editor, a non-voting Board member appointed annually by the President, shall compile and write the official OAEP newsletter, keep retirees informed of association happenings, provide an opportunity for exchange of ideas, methods, techniques, welcome new members into the association and strengthen communications within the association and administration. A minimum of three issues will be distributed electronically each year.
- Section 12: The OAEP Webmaster, a non-voting Board member appointed annually by the President, shall develop and maintain the OAEP website.
- Section 13: The Membership Chair, appointed by the OAEP President with approval from the Board, shall submit to the national associations a list of dues paying members, and work with the retired Board member representative in keeping in touch with life and retired members. The Membership Chair shall submit to the Secretary and Program Representatives, a record of members and their respective national associations by the annual meeting. The Membership Chair must be a current Board member. The appointment shall be made in the second year of the current Treasurer's term.

## **ARTICLE VII – COMMITTEES**

- Section 1: The standing committees shall be determined by the Board of Directors.
- Section 2: Committee Chair and Vice Chair shall be selected by the President.
- Section 3: Committee Chair shall be a second year Program Representative. Vice Chair shall be a first year Program Representative and shall succeed to chair the following year. Outgoing committee chair shall serve as an advisor, non-Board member to the committee.
- Section 4: Committee membership shall be a two-year term. The committee structure shall consist of a minimum of ten members with two representatives from each Region and State Extension Appointments. The committee membership selection is made as a joint collaboration between the committee chair and the President.
- Section 5: Executive Committee. The committee shall be composed of the five (5) officers and the First and Second Vice-Presidents. The purpose of this committee shall be to compose an agenda for all Board of Directors meetings and determine election procedures for Board of Directors of the Organization. There shall be five (5) state OAEP Appreciation Awards. The application deadline is August 15. Voting for the Appreciation Awards will be done by the First and Second Vice Presidents with the President-Elect voting to break a tie.
- Section 6: Personnel Committee. This committee shall monitor and report on salary and benefits information; monitor and access the advantages and disadvantages of the faculty promotion and tenure process or the advancement system of unclassified administrative and professional (A&P) and/or senior administrative and professional employees, and conduct or obtain access to a salary analysis comparing North Central Regional States for faculty and non-faculty.
- Section 7: Policy Committee. This committee shall be responsible to annually monitor and update the Constitution and By-Laws. The committee shall monitor decisions of the Board to verify compliance with existing constitution, by-laws, other items and association policy decisions, for inclusion in constitution and by-laws.
- Section 8: Program Committee. This committee shall create opportunities for sharing program ideas among Extension professionals. The committee is to encourage free communication among administrators, specialists, and members in matters relating to Extension programs and activities through formal and informal exchanges, and provide additional avenues for

feedback on statewide programs from members. The chair of this committee shall serve on the annual meeting planning committee.

- Section 9: Professional Improvement Committee. This committee shall support opportunities for membership's professional improvement through in-service activities; promote the continuation of support dollars to Extension professionals; and have a Representative liaison on the state Human Resource team. A committee member shall attend new staff orientation to explain OAEP.
- A. Committee members from the regions are to request suggested topics be considered for state in-services. B. Promote attendance at national meetings.
- Section 10: Recognition and Awards Committee. This committee shall implement and facilitate the selection process for the state personnel service awards, distinguished service awards, achievement awards, and tenure awards. The chair is to serve on the annual meeting planning committee, announce award winners which will be made public at the annual meeting of the organization's annual award program and is responsible for the OAEP Board picture. The award recipients are to be members in good standing of OAEP. A committee member shall attend new staff orientation to explain the awards available.
- A. Five state personnel awards shall be awarded each year. Selection will be by ballot of the general members.
- B. Only current year District Achievement Award winners are eligible for State Achievement Awards. Members may repeat as a District Achievement Award winner until the member wins the State Achievement Award in a single program area and in each tenure category.
- C. Courtesies are to be handled by program representatives in the amounts of \$30.00 for flowers or for memorial contributions.
- Section 11: Public Relations Committee. This committee shall increase the visibility and image of Ohio State University Extension and the Ohio Association of Extension Professionals; to create awareness for new Extension professionals of the objectives, work and accomplishments of OAEP; and to act as a liaison between OAEP and Ohio County Commissioners. This committee is responsible for hosting a refreshment break at County Commissioners Day and coordinating Buckeye Bounty. The committee shall appoint someone to be the official photographer to cover OAEP events.
- Section 12: Annual Meeting Planning Committee. This committee shall be composed of the President, President-Elect, and Recognition and Awards Committee Chair, Professional Improvement Committee Chair, and Program Committee Chair. This committee is responsible for planning and conducting the annual meeting of the OAEP membership. Additional committee members may be appointed.
- Section 13: Nominating/Election Committee. This committee shall select and confirm a slate of officers for the elections. The Past President shall serve as the committee chair. Each region Board member shall appoint one member by the February OAEP Board of Directors meeting from each program area to the Nominating Committee. This committee shall conduct the officer elections.
- A. Nominations for officers shall be made by the Nominating Committee and from the floor.
- B. The Nominating Committee shall meet no later than March and a slate be submitted at the September OAEP Board of Directors meeting.

- C. The Nominating Committee shall nominate at least two candidates for the offices of Secretary, Treasurer, and Second Vice-President from the state and program areas. The 2007 President-Elect will be elected from 5 candidates, one each from ANR, FCS, CD, 4-H and State positions. The President-Elect nominations for the term beginning 2008 will rotate as follows:

Year President-Elect Term Begins	Pool of Candidates from...
2008	County Appointment
2009	State Appointment
2010 and beyond	Open to total membership

- Section 14: Finance Committee. The Finance committee will consist of two (2) Board Members, the President-Elect and the Treasurer. The Finance Committee shall meet a minimum of twice each year. The Treasurer will call the meetings and make arrangements. The Finance Committee will review the Treasurer timeline for OAEP business, develop a budget for OAEP and present it to Board at October business meeting, develop a financial summary for the annual report, make all OAEP financial records available for the Executive Committee or Board as requested, develop an investment policy, make decisions on investment funds and monitor investments, review banking statements on a yearly basis, and arrange for an annual audit by an Audit Committee. The Audit Committee, appointed by the OAEP President, shall prepare an annual audit summary to the membership. Audit Committee members must be OAEP members - not necessarily OAEP Board members.
- Section 15: Ad Hoc Committee. An Ad Hoc Committee may be appointed by the President. No Ad Hoc Committee shall serve longer than twelve months unless re-appointed.

## **ARTICLE VIII – FISCAL MATTERS**

- Section 1: The OAEP fiscal year is October 1 to September 30.
- Section 2: The funds of OAEP shall be deposited in institutions as determined by the Board of Directors Executive Committee, and shall be subject to withdrawal by two signatures. The authorized signatories include OAEP Board President, the OAEP Treasurer and an OAEP member recommended by the Treasurer and approved by OAEP Board.
- Section 3: The Treasurer shall be surety bonded.
- Section 4: There shall be an annual audit of the financial affairs of OAEP as determined by the Board of Directors Executive Committee. A report of the general financial condition shall be made annually to all members.
- Section 5: Mileage reimbursement for Board meetings (not on days of committee meetings) shall be 20 cents per mile unless members opt to receive mileage through departmental reimbursement.

## **ARTICLE IX – AMENDMENTS**

- Section 1: The By-Laws may be amended at any regular or special meeting (including electronic meeting/voting) of the Board of Directors by a majority vote of the Board members, provided that written notice stating the substance of the proposed amendment has been sent to each Board member at least ten (10) days in advance of the vote.
- Section 2: The amendments or revisions of the By-Laws shall take effect as soon as adopted.

*Original Adoption:* 12/13/2006  
*Revised:* 06/28/2007