

# Ohio Joint Council of Extension Professionals(JCEP) 2016 ~ ANNUAL REPORT ~

<http://extensionstaff.osu.edu/ohio-joint-council-extension-professionals>

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### Past Presidents

1921	S.R. Heffrom-Temp. Chair	1953	S.N. McIntosh/C.E. Blakeslee	1985	J.C. "Joe" McClanahan
1922	J.D. Hervey	1954	George B. Ganyard	1986	Ralph Jordan
1923	C.G. Fedner	1955	Herbert Hadley	1987	Edison Klingler
1924	J.C. Hedge	1956	C.N. McGrew	1988	George Ropp
1925	J.C. Hedge	1957	Lester Cronin	1989	Larry Ault
1926	H.S. Lewis	1958	Norman Arnold	1990	Larry Lotz
1927	J.P. Schmidt	1959	L.C. Holtkamp	1991	Joyce McDowell
1928	C.E. Rowland	1960	Marshall K. Whisler	1992	Ron Overmyer
1929	E.H. Reed	1961	Oscar E. Share	1993	Herbert "Pete" Lane
1930	J.E. Whonsetler	1962	John E. Moore	1994	Gary Wilson
1931	J.E. Whonsetler	1963	Byron Gamble	1995	Jack Sommers
1932	George Kreitler	1964	Harold Ruggles	1996	Nikki Eyre
1933	George Kreitler	1965	Jim Marquand	1997	Cindy S. Oliveri
1934	E.O. Williams	1966	John Parker	1998	Jerry Mahan
1935	E.O. Williams	1967	Ivor Jones	1999	Doris Herringshaw
1936	W.S. Barnhart	1968	John Wells	2000	Betty Wingerter
1937	H.S. Ward	1969	W.W. Hamilton	2001	Deanna Tribe
1938	O.D. Sands	1970	Dale Glass	2002	Ken Lafontaine
1939	W.H. Ford	1971	Philip L. Grover	2003	Marge Wolford
1940	Howard Bond	1972	Floren James	2004	David Samples
1941	Guy Hummon	1973	James R. Helt	2005	Barb Brahm
1942	C.D. McGrew	1974	Virginia I. Zirkle	2006	Chris Olinsky
1943	Carl R. Bibbee	1975	Bobbie D. Davis	2007	Andy Merritt/Greg Homan
1944	Fred R. Keeler	1976	Calvin D. Knight	2008	Cindy Shuster
1945	Roger Thomas	1977	Robert H. Groves	2009	Mike Hogan
1946	E.A. Drake	1978	Carl F. Ruff	2010	Randall Reeder
1947	Robert Lang	1979	Helen G. Storer	2011	Lisa McCutcheon
1948	George B. Ganyard	1980	Robert A. Cox	2012	Pat Brinkman
1949	C.B. Stewart	1981	Robert D. Fleming	2013	Treva Williams
1950	L.A. Best	1982	Janis Hughes	2014	Kirk Bloir
1951	Ross Milner	1983	Beulah Hill	2015	David Marrison
1952	Clarence Brown	1984	Ron Courtright	2016	Pamela Montgomery

**Ohio Joint Council of Extension Professionals**  
Tuesday, December 6, 2016 --- Ohio Union, Columbus, OH  
**Annual Business Meeting Agenda**  
**11:30 a.m. - 12:30 p.m.**

Call to Order ..... Pamela Montgomery  
Pledge of Allegiance / Thought for the Day ..... Lisa Barlage  
Recognition of New Members ..... Pat Holmes/Lisa Barlage

Reports

*Secretary's Report* ..... Laryssa Hook  
*Treasurer's Report* ..... Nate Arnett  
*Annalist's Report / Remembrances* ..... Marilyn Rabe  
*Global Relations* ..... Stephen Brady  
*Retiree & Life Member* ..... Becky Cropper  
*Marketing* ..... Mary Griffith  
*Membership Recruitment and Retention* ..... Pat Holmes  
*Personnel* ..... Jerry Iles  
*Professional Development* ..... Curtis Young  
*Public Issues* ..... Jackie Kirby Wilkins  
*Resource Development and Management* ..... Doug Foxx  
*Scholarship, Grants and Recognition* ..... Cassie Anderson  
Old/New Business ..... Pamela Montgomery  
Ohio JCEP President Remarks ..... Pamela Montgomery  
Ohio JCEP Nominating Committee Report & Election Results ..... David Marrison  
Installation of Officers and Board of Directors ..... David Marrison  
Remarks from 2017 Ohio JCEP President ..... Rob Leeds  
Adjourn ..... Pamela Montgomery

## **2016 President's Report**

Vince Lombardi said, "the achievements of an organization are the results of the combined effort of each individual". As I reflect back on my year as President of the Ohio Joint Council of Extension Professionals, the achievements of the organization can be attributed to the work of the board members who served as officers, chairs of the various committees, association presidents and to the members of Ohio JCEP. I would like to thank each of you for your dedication and commitment to the organization; to the board members for making my job easy; and to the committee chairs and co-chairs and association presidents for effectively leading their respective groups.

Thank you for placing your confidence in me; it has been a wonderful and memorable experience. I enjoyed the opportunity to represent Ohio JCEP at State Extension Advisory Committee meetings, at the retiree luncheon and by participating in the Ohio Farm Bureau President's Tour.

We continue to grow as an organization following the merger of the Ohio Alpha Eta Chapter of Epsilon Sigma Phi (ESP) and the Ohio Association of Extension Professionals (OAEP) to the Ohio Joint Council of Extension Professionals (OJCEP) as we work to provide professional development and support for our members and work to grow membership. I am committed to continuing my involvement with the organization and I challenge the membership to become more active by becoming a member of a committee or serving as an officer; giving of your time, talents and energy to the work of our association. The more active the membership is, the stronger our association. Keep in mind this quote by Simon Sinek, "working hard for something we don't care about is called stress: working hard for something we love is called passion."

Next year the leadership of our organization passes to the capable and dedicated hands of Rob Leeds. Support and encourage him as you have done for me in the past year. Rob, I leave you with this quote by John Buchan, "the task of leadership is not to put greatness into humanity, but to elicit it, for the greatness is already there".

Pamela Montgomery – 2016 Ohio JCEP President

## Joint Council of Extension Professionals 2016 Board of Directors

<b>President</b>	Pam Montgomery.221	Morgan	740/962-4854
<b>President Elect</b>	Rob Leeds.2	Delaware	740/833-2030
<b>Past President</b>	David Marrison.2	Ashtabula	440/576-9008
<b>Secretary</b>	Laryssa Hook.26	Delaware	740/833-2030
<b>Treasurer</b>	Nate Arnett.67	Adventure Central	937/278-2601
<b>Annalist</b>	Marilyn Rabe.9	Franklin	614/866-6900

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### State Associations' Presidents

<b>ANROP</b>	Amy Stone.91	Lucas	419/213-4254
<b>ESP</b>	Lisa Barlage.7	Ross	740/702-3200
<b>NACAA</b>	Tony Nye.1	Clinton	937/382-0901
<b>NACDEP</b>	Godwin Apaliyah.1	Fayette	740-636-2354
<b>NAE4HA</b>	Joy Sharp.5	Pickaway	740/747-7534
<b>NEAFCS</b>	Chris Kendle.4	Tuscarawas	330/339-2337

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### State Associations' Presidents Elect

<b>ANROP</b>	Myra Moss.63	Licking	740-670-5315
<b>ESP</b>	Travis West.222	Vinton	740-596-5212
<b>NACAA</b>	Amanda Douridas.9	Champaign	937-484-1526
<b>NACDEP</b>	Laura Fuller.467	Noble	740-732-5681
<b>NAE4HA</b>	Jessica Rockey.16	Perry	740-743-1602
<b>NEAFCS</b>	Shannon Carter.413	Fairfield	740-652-7270

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## Committee Chairs

### ***Global Relations***

Stephen Brady.111	Warren	513/695-1311
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### ***Marketing***

Mary Griffith.483	Madison	740/852-0975
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### ***Membership Recruitment and Retention***

Pat Holmes.86	Montgomery	937-224-9654
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### ***Personnel***

Jerry Iles.9	Hocking	740/385-3222
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### ***Professional Development***

Curtis Young.2	Van Wert	419-238-1214
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### ***Public Issues***

Jackie Kirby Wilkins.201	North East Region	330-263-3831
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### ***Resource Development & Management***

Doug Foxx.2	Wayne	330-264-8722
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### ***Scholarships, Grants, and Recognition***

Cassie Anderson.3157	Hancock	419-422-3851
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## Retiree/Life Member

Becky Cropper.1

Nikki Eyre.1

**Ohio Joint Council of Extension Professionals**  
**Annual Meeting Minutes**  
**December 8, 2015 | Ohio Union, Columbus, OH**

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President David Marrison called the meeting to order. Epsilon Sigma Phi President Joe Lucente led the Pledge of Allegiance and shared a thought for the day.

Patty House installed new members, assisted by Marilyn Rabe.  
Thirty-six new members were inducted into the organization.

**Secretary's Report** – Lisa Bradley gave the Secretary's report having attendees review the 2014 Annual Meeting minutes as printed in the report. The minutes were approved at the first Board meeting of 2015.

**Treasurer's Report** – Nate Arnett reviewed his report printed in the meeting packet. Nate informed the group that this was the first official year membership dues were combined for OJCEP and ESP. Highlights of the report included that dues were collected from 292 members; total JCEP income was \$41,817.45; total expenses were \$28,347.72; Checking account balance was \$88,086.16; and total available JCEP funds equaled \$140,393.79. The 2015 audit of JCEP finances was conducted by Tim Tanner with the report included in the meeting packet.

**Annalist's Report** – Marilyn Rabe honored former Extension employees who had passed away in 2015. Remembered were:

Kay Whinnery	Janet Davis
Ed Winkle	Dan Cowdrey
Dick McNutt	Louise Haye
Joyce Bowen	Glenn Maddy

### **Committee Reports**

**Global Relations** – Brad Bergefurd reported that the committee had 12 members. Highlights of their work included having 8 of their members involved in international extension programs this year. They maintained/updated their listserve/newsletter. Steve Brady organized a trip to Puerto Rico with 12 4-H youth. Brad Bergefurd finished a 3 year grant funded research program in Senegal helping vegetable farmers there. More detailed activities were included in a written report.

**Marketing Committee** – A written report of the Committee's activities was provided by Janet Myers. The committee worked on the JCEP logo and branding, table top displays for each county for marketing purposes, and partnered with the Membership Committee to host a resource station at Annual Conference to promote JCEP membership.

**Membership, Recruitment and Retention Committee** – Committee Chair Patty House reported the committee worked with the Life Member Chair to revise the invitation to new retirees to join as a Life Member. The 2015 membership drive ended Oct. 31 resulting in 294 members. Member recruitment remains a priority with many new hires and an increase in retirements.

**Personnel Committee** – Jerry Iles reported the Committee had 21 active members. They met 4 times and focused on working with the new HR team, promotion and tenure, health care and benefits, the role of Central State, and the performance review process. They identified that raises for promoted individuals did not always come at the designated time. They also worked with Ken Martin to help update county personnel on developments with Central State.



**Professional Development Committee** – Pam Montgomery shared the accomplishments of the Committee. The committee had 23 active members and met 5 times. The focus for the year was working on a survey “Who Does That” to update information included as part of new educator orientation. Barbara Hennard was commended for her work with the survey. The survey is to launch in March, 2016.

**Public Issues Committee** – Cindy Bond reported their 21 member Committee researched merging this Committee with the Global Relations Committee. Both Committees met jointly to discuss the issue. In addition, the Committee met with Gwen Wolford to learn more about local and federal policies. The written report highlighted sources of information. Target topics for 2016 include training and development topics, research or programming, tools and resources for Extension professionals and online tools/apps.

**Resource Development & Management Committee** – Tim Tanner reviewed the purpose of the committee – to ensure the soundness of OJCEP’s fiscal operations. Tim assured attendees that current financial status is very sound. This will benefit the future plans to host 2 national conferences here. The 3 committee members met 4 times. Activities included promoting the annual Campus Campaign fund drive and completing the annual audit.

**Scholarships, Grants, and Recognition Committee** – Laryssa Hook recognized her large team of 35 members. The Committee is made up of 5 sub-committees – Creative Works, Team Teaching, Special Chapter, Service Awards, and Scholarships. All sub-committees are led by a Chair, with Chair-Elects in place for the coming year. The Committee met 2 times face-to-face and 1 time via Carmen Connect. The Committee coordinated the selections of award winners recognized at Annual Conference. State winner applications are moved on to Regional and National competition. The Committee provided a power point presentation of award winners shown during Annual Conference awards programs.

**Old/New Business** – None.

**Ohio JCEP Survey Results** – Mary Beth Albright, Kirk Bloir and Nate Arnett presented the results of the survey sent out to members. Of the 662 surveys sent out, 54% were returned. The survey topics were related to member satisfaction with the merging of ESP and OJCEP. Key details of the merger included dropping the 5 years of service requirement and adopting the ESP Committee Structure. CES was invited to be part of the merger but declined due to their national structure. Non-members were asked why they didn’t join. Implications indicated the goals of the merger have been met and communication is better but can be improved. The importance of marketing to new personnel was identified. The organization will need to continue to monitor and make modifications to meet the needs of members.

**JCEP President’s Remarks** – David applauded the work done with the survey and the importance to reflect on the results. He thanked the Board and Committees for their work and shared how impressed he has been with what has been accomplished. President Marrison cited the Past President’s remarks on the importance of being efficient and effective and constantly challenging the organization to improve. David would like to see a binder for Committee Chairmen be a tool that can be developed and handed down each year – also for Board leadership and Program Association leaders.

**Nominating Committee Report** – Kirk Bloir presented the newly elected officers and conducted the induction ceremony. The 2016 Officers are:

President Elect: Rob Leeds

Past President : David Marrison

Annalist: Marilyn Rabe

Secretary: Laryssa Hook

Treasurer: Nate Arnett

State Association President Elects:

ESP – Lisa Barlage

NACAA – Tony Nye

NACDEP –

NAE4-HA – Joy Sharp, Cassie Turner

NAEFCS – Chris Kendle, Shannon Carter

**2016 OJCEP President Remarks** – Pam Montgomery closed the Annual meeting with appreciation to David Marrison for his leadership. She shared her leadership motto and encouraged all members to be active participants. President Montgomery looks forward to working with the Board, Committees and members in the New Year.

**Adjourn** – the Annual meeting adjourned at 10:30 am.

## JCEP Budget Report 2016

### JCEP

#### Income

	Budget	Actual 2016	Actual 2015
JCEP Dues 306 @ \$125	\$36,500.00	\$ 37,415.00	\$36,170.00
Life Member Dues 3 @ \$250	\$750.00	\$ -	\$1,000.00
ESP Endowment Earnings	\$4,000.00	\$ 4,409.08	\$4,117.97
Conference Endowment Earnings	\$1,200.00	\$ 1,318.64	\$1,249.03
Other Income	\$550.00	\$ 1,003.74	\$529.48
<b>Total JCEP Income</b>	<b>\$43,000.00</b>	<b>\$44,146.46</b>	<b>\$43,066.48</b>

#### Expenses

	Budget	Actual 2016	Actual 2015
Accounting/Bonding Fees	\$125.00	\$0.00	\$164.23
National ESP	\$12,000.00	\$12,480.00	\$12,470.00
Marketing	\$1,000.00	\$0.00	\$0.00
Membership Expenses	\$100.00	\$0.00	\$35.80
State Endowment (Life Members)	\$350.00	\$200.00	\$0.00
National ESP Development Fund (Chapter Giving)	\$750.00	\$750.00	\$250.00
JCEP (1st VP's) (\$1,200 X 6)	\$7,200.00	\$1,544.43	\$5,586.86
PILD (2nd VP's) (\$1,200 X 6)	\$7,200.00	\$4,439.53	\$2,759.31
ESP Conference (\$1,200 X 3)	\$3,600.00	\$3,410.29	\$782.44
Recognition Awards	\$2,500.00	\$527.24	\$1,926.37
Scholarships	\$6,000.00	\$4,868.89	\$3,963.00
Emeriti	\$500.00	\$250.00	\$250.00
Misc	\$100.00	\$1,100.00	\$49.00
JCEP Board Expenses	\$1,200.00	\$75.03	\$110.71

<b>Total JCEP Expenses</b>	<b>\$42,625.00</b>	<b>\$29,645.41</b>	<b>\$28,347.72</b>
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Net Gain Loss	\$375.00	\$14,501.05	\$14,718.76
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#### ACCOUNT BALANCES

OJCEP Checking Account	\$97,859.39
Checking Account Liabilities	
4-H Acct Fund	\$3,370.59
Ag Acct Fund	\$6,184.09
FCS Acct Fund	\$5,144.90
CD Acct Fund	\$84.79
ANROP Acct Fund	\$400.00

<b>Available OJCEP Checking Account Funds</b>	<b>\$113,043.76</b>
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ESP Endowment Principal	\$93,017.35	
ESP Endowment Earnings		\$15,202.46
OEAA Current Use Fund		\$732.52
Conference Endowment Earnings		\$6,547.24
Conf Endowment Principal	\$39,665.99	
<b>Total Available JCEP Funds</b>		<b>\$135,525.98</b>

### **Fiscal Year 2016 Audit of JCEDP Finances**

Members of the Resource Development and Management Committee and I had the opportunity to review and audit the budget and year to date finances of the Ohio Joint Council of Extension Professionals on both January 11 and October 17, 2016. Treasurer Nate Arnett (Adventure Central) was present to provide context and answer questions. The findings of the audit follow.

#### Highlights/notes:

- Treasurer Nate Arnett was commended for his ongoing service, timeliness, and attention to detail.
- The records were very well organized and easy to audit. Nate also maintains a Box folder to allow Leadership regular viewing of the treasury's status.
- The income, expenses, and checking account matched the original bank statements.
- Beginning and ending balances were accurate.
- Receipts, invoices, and other documentation to substantiate deposits and expenses were available and reviewed.
- No financial errors were discovered.
- The Columbus organizational meeting lunches continue to support themselves through a donation based approach. It is recommended that this practice is maintained.

Audit completed by:  
Doug Foxx, Wayne County

## **2016 Epsilon Sigma Phi- Alpha Eta Chapter President Report**

President: Lisa Barlage

President-Elect: Travis West

President-Elect, Travis West represented Ohio at the Public Issues Leadership Development Conference April 10 – 13, 2016 in Crystal City, Virginia.

At the National ESP Conference in Cape May, New Jersey, the Alpha Eta Chapter was recognized with a Chapter of Merit Award, receiving the Platinum Chapter Award, the highest award a chapter can receive. Ohio is currently the largest ESP chapter in the country with 306 members in 2016! The Alpha Eta Chapter was recognized with a Gold Award in Achievement in Chapter Membership. Professionals from Ohio who served on National ESP committees included: Mary Beth Albright, David Crawford, and Travis West. Graham Cochran served most of 2016 as the President Elect for ESP and Chair of the National Resource Development and Management Committee. Voting delegates for the 2016 meeting included: Travis West, Kirk Bloir, and Lisa Barlage.

### **OSU Extension Won Six 2016 ESP Regional Awards**

**Epsilon Sigma Phi (ESP)**, the professional development organization for Extension professionals, recognized **Vacant to Vibrant, Ohio Urban Agriculture project team** as the winner of the Diversity/Multicultural Award for the North Central Region. The team members are: Suzanne Mills-Wasniak, Tony Nye, and Brad Bergefurd

The **Water First for Thirst Team** has received the Distinguished Team Award for the North Central Region. Team members include Carol Smathers, Shawna Hite, and Theresa Ferrari.

### **Receiving Region Individual Awards are:**

Patricia Brinkman, Mid-Career Award.

Mark Light, Early Career Award.

James Hoorman, International Service Award.

Jacqueline Kirby Wilkins, Visionary Leadership Award.

### **National Concurrent Sessions for 2016:**

- “The New Peer Review: Digital Content in a World of Traditional Pubs”, Jamie Seger, Jerry Thomas, and Paul Hill (Utah).
- “Turn Your Team to Successful Social Media Programming”, Patricia Brinkman, Lisa Barlage, and Michelle Treber.

- “College Access for Rural Youth: Using Your University Connections”, Travis West.
- “Cooperative Extension and Health Literacy: A National Focus”, Lisa Barlage, with Sarah Bercaw (of Delaware) and Belinda Letto (of Tennessee).
- “Five Things We Learned by Piloting Educational Technology Specialist”, Jerold Thomas and Jamie Seger.

**National Ignite Session:** “Incentivizing, Rewarding and Celebrating Accomplishments”, Cynthia Bond.

**Poster Sessions:** “Extension Professionals: Driving Tides of Change or Anchored Safe in Harbors?”, Kirk Bloir, and “Turning the Tide of ESP Award Nominations: Increasing Numbers and Educating Members”, Travis West (poster designed by Cassie Anderson, Laryssa Hook and Jessica Rockey).

**Prepared by Mariln Rabe**

## **ESP Annalist Report – 2016**

The Annalist was involved in keeping the history of the organization, keeping records of members who have passed on, and participating in the business of the Ohio Joint Council of Extension Professionals.

The records maintained by the Annalist have been reviewed and reorganized and will be sent to the Archives. It was suggested that all future records be uploaded to the JCEP website for storage.

### **Annual Meeting**

The Annalist will conduct a ceremony of remembrance at the Annual Meeting on December 6, 2016, to honor OSU Extension employees who have passed during the last year. At writing of this report, the following individuals will be remembered:

Dar Mensing, March 2, 2016. Dar was the SNAP-Ed PA for Ottawa County.

Douglas L. Dill, April 14, 2016. Doug retired in 2002 after 30 years as the Champaign County 4-H Extension Agent.

Rachel Stridsberg, June 1, 2016. Rachel was the EFNEP Program Assistant for OSU Extension, Clark County.

## **2016 Global Relations Committee Report**

2016 Chair - Steve Brady

2017 Chair elect - Jacqueline Kowalski

2018 Chair Elect – Candace Heer

Chris Igodan, Brad Bergefurd, Susan Zies

In 2016, members participated and reported about international activities throughout the year. The purpose of the Committee is to promote international opportunities and international programming within Extension. Committee members explored various ways of communicating to colleagues about Extension opportunities that exist for our JCEP membership to conduct International programming within Extension. Ideas explored and implemented in 2016 Include:

1. Committee discussed ways to create awareness of the committee and providing more current international opportunities for Extension personnel.
2. Build awareness of International Extension projects that Educators in the field can participate
3. Committee members made progress and held several meetings with the CFAES office of international programs in order to work more closely to brainstorm some ideas of how committees can work together in the future. It was discussed that a joint “database” of Extension professionals could be developed to better utilize the expertise of Extension professionals in International settings.
4. Committee worked to set ideas in motion to explore opportunities that would help connect Extension to programs that would provide opportunities for person to do “international” work that wouldn’t necessarily require travel.
5. This committee could potentially help CFAES determine where resources are for international visitors. For example, if visitors wanted to a tour of vegetable farms, this committee could help identify sites.
6. Several from the committee put together a conference proposal for OSUE Annual conference to facilitate a discussion among OSUE professionals about their interest in International learning tours and other ideas for connecting to a broader focus for internationalizing Extension.
7. A grant proposal for a cultural Immersion experience in Puerto Rico was written. This trip would happen in 2017 and involve Ohio 4-H Educators.

### **Future Plans for the Global Relations Committee include:**

1. Work on an information brochure to market the committee
2. Compile a list of international opportunities for Agriculture and Natural Resources Educators (other program areas as well).
3. Continue to partner with the CFAES International Programs office and the Fulbright office
4. Write an article for Journal of Extension regarding the value of international work to Extension professionals.
5. Conduct one international study tour available in 2017 for Extension professionals.

## Ohio JCEP Marketing Committee Report

**Marketing Committee Chair:** Mary Griffith

### **Marketing Committee Members:**

Becky Barker, Cheryl Buck, Marie Economos, Cindy Folck, Shawna Hite, Sue Hogan, Dan Lima, Eric Romich, Michelle Treber, Amanda Woods

**Marketing Committee Purpose:** Publishes communications used by members; oversees web and other technology-based member communications; and works closely with the Membership Recruitment & Retention Committee. In 2016, the Marketing Committee met a total of four times to review our goals and objectives and monitor progress towards them. This year, the goals for this committee included:

- **Goal 1:** Produce a short video to highlight JCEP activities, opportunities, and member accomplishments to distribute to current and potential members.
- **Goal 2:** Support updates to the JCEP website and evaluate the layout of the site to develop a plan for a more user-friendly and functional structure for the site.

The committee's main accomplishment this year was the production of a promotional video, featuring OJCEP members representing all four program areas (link forthcoming).



**Ohio Joint Council of Extension Professionals  
Membership Recruitment and Retention Committee Report**

**2016 Chair:** Pat Holmes    **2017 Chair:** Tammy Jones    **Past Chair:** Patty House

**Members:**

Brian Butler	Nadine Fogt	Kathy Green	Larry Hall
Pat Holmes	Patty House	Carmen Irving	Tammy Jones
Debby Lewis	Mark Light	Tracie Montague	Angela Scheckeloff
Sabrina Schirtzinger	Kim Showalter		

The Membership Recruitment and Retention Committee actively works to recruit, retain, and involve all Ohio JCEP eligible Ohio State University Extension personnel; promotes effective working relationships and a spirit of fellowship among members; works closely with the Marketing Committee.

The Membership Recruitment and Retention Committee met 4 times in 2016. In addition the Membership Chair met with Marketing Chair/committee twice to prevent duplication of efforts. There were 299 members in January 2016 with 7 new members added following the mid-year recruitment invite email. The fall recruitment email was sent out on October 10, 2016.

**Topics of discussion included:**

- Review of Membership Committee Description
- Revision of 2016 OJCEP brochure to post on website
- Ways to reach out to promote Ohio JCEP membership to new staff
- Revise and test mid-year and fall recruitment emails
- Mid-year recruitment email sent to 54 with 7 joining OJCEP
- Promote Ohio JCEP at New Educator Retreat and Annual Conference
- Access national Association fees for 2017
- Add new photos to brochure for 2017
- Only send mid-year and fall recruitment emails in 2017
- Create a display for use at Annual Conference

Respectfully submitted,

Pat Holmes, Chair  
Membership Recruitment and Retention Committee  
Ohio JCEP

## **Personnel Committee Annual Report - 2016**

**Jerry Iles, Chair**

**Kathy Bruynis, Chair-Elect**

**Edwin Lentz, Past Chair**

### **Personnel Committee Members for 2016:**

John Barker III, Kathy Blackford, Kathy Booher, Chris Bruynis, Kathy Bruynis, Kara Colvin, Sam Custer, Jenny Even, John Grimes, Mike Hogan, Jerry Iles, Ed Lentz, David Marrison, Lisa McCutcheon, Greg Meyer, Kathy Michelich, Janet Wasko Myers, Becky Nesbitt, Tony Nye, Joanna Rini, Joy Sharp, Rhonda Williams, Treva Williams, Ted Wiseman

The responsibility of the Personnel Committee is to monitor and report on compensation and benefit information for OJCEP members, monitor the promotion and tenure system concerning Extension faculty and administrative & professional (A&P) positions, review and discuss the employee annual performance review process, and review information related to monitoring and orientation for employees.

The Personnel Committee met four times in 2016. Discussion and activity items are listed below:

Topics discussed by speakers that met with the committee included:

- Chelsea Schneider who serves as our FMLA Administrator. Chelsea spoke about FMLA guidelines for OSU employees.
- Amy Burns – Amy met with us to discuss issues surrounding hiring of new employees, previous salary studies and other issues such as staffing and contacts for the new FAES Human Resources structure.
- David Marrison who is a committee member and also serves as our faculty senate representative discussed the faculty senate salary study comparing Land grant universities in the North Central Region.

Other topics discussed by the committee throughout the year included:

- County Director compensation
- Incentives for switching to faculty from A&P
- Health care and benefit changes
- Details of working with Central State University
- Human resource challenges facing County Directors

## Ohio JCEP Professional Development Committee

### 2016 Annual Report

During 2016, the committee discussed how professional development within the organization could be improved, how to help new employees move into their positions, how to improve communications, how, what, where and when once again to offer regular professional development trainings, maintaining and increasing networking within and outside of the organization, and improving the mentoring system. Some ideas that were discussed by the committee included:

- Having more regional trainings, especially with State and/or Field Specialists coming to the Regions. We discussed using available technologies to make it easier for state specialists to reach out to the counties/regions which might be otherwise difficult to accomplish with limited time and resources.
- 4-H Hot Topics calls, held on the 3rd Tuesday each month, were mentioned as a helpful and beneficial model for sharing information efficiently and have triggered ideas of additional topics that could be covered.
- Having more Regional Conferences (Spring Conference, Fall Conference – some discussion also recognized the challenges of this idea including being out of the county) - Stressing inservice opportunities as part of the meetings.
- Encouraging groups, EERAs, teams, etc. get together for face-to-face team meetings. Perhaps ask educators to hold the final Friday of each month open on their calendars for potential inservice meetings when topics arise that need additional trainings.
- Encourage educators to think of each other's programs as inservices/trainings – and encourage educators to attend each other's programs across county lines, within EERAs, Regions, or even the state if the topic meets their training needs.

For new educators, the Professional Development Committee strongly supports organizing cohorts of new educators so that for the first three years, the cohorts would attend quarterly meetings for new/newer educators from across the state – perhaps have new/newer personnel from all program areas meet on the same day and have part of the day together to discuss common questions/concerns, and have the remainder of the day for cohorts within program areas meet to share program specific surprises, concerns, things they're learning, questions, etc. Other topics that were discussed through the year included:

- Having an Educator's Handbook.
- There may be a need for more gradual on-boarding. That is, rather than overwhelming new educators by trying to give them all information immediately, prioritize information and actions and help them learn the ropes more gradually, over weeks/months, using a checklist. A suggestion was to have a checklist for new educators that spread prioritized learning tasks over weeks/months. SNAP-ED uses such a checklist.

Also discussed for new educators was mentoring. Our discussions included:

- Having access to a mentor through the first year is important. Having mentors who genuinely make the effort to keep in touch with new employees was supported. Accountability for the person assigned as mentor was mentioned, as was encouraging the new person to take responsibility to reach out to their assigned mentor.
- Suggested standardized materials for the mentors and protégés – Extension had these and were previously available on the Extension HR Webpage, but are no longer available on that site. Regional Directors still have and use them, but they are outdated. Work is being done to update them.
- Ensure shadowing opportunities – and ensure that new educators get to experience important programs by attending – “apprenticing” with experienced educators on things like CARTEENS, Real Money, Real World, etc.
- The committee also continues to work on the concept of reverse mentoring where the new employees make themselves known to experienced employees.

In October, the committee met with Karen J. Argabright to discuss the need for improving onboarding of new extension employees. One of the goals set by the committee to work on in the next several months is to resurrect, edit, improve and make available onboarding materials to assist new employees to get settled into their new positions.

For 2017, Christy Clary will be Chair and Robbi Sigler will be chair-elect.  
Thank you. Curtis Young, 2016 Chair

**2016 Active Members:**

Godwin Apaliyah, David Aspley, Lee Beers, Amanda Bennett, Nancy Bowen-Ellzey, Pat Brinkman, Ed Brown, Kimberly Catchpole, Christy Clary, Kristen Corry, Amanda Douridas, Morgan Domokos, Amy Elhadi, Michael Estadt, Beth Flynn, Candie Glover, Becca Goodman, Heather Gottke, Melanie Hart, Barbara Hennard, Jenna Hoyt, Ashley Kulhanek, Mark Landefeld, Tim Malinich, Clifton Martin, Christy Millhouse, Pam Montgomery, Chris Penrose, Brian Raison, Robbi Sigler, Beth Stefura, Amy Stone, Robin Stone, Cindy Torppa, Myra Wilson, Terri Worthington, and Curtis Young.

## Public Issues Committee -Endof Year Report 2016

Jacqueline Kirby Wilkins, Chair

In January, a Plan of Work for 2016 was initiated and additional ideas were solicited. The subcommittee identified some initial priorities and determined interest in workgroup assignments. Key areas for initial deliverables included: 1) Training and development, 2) Tools and resources for Extension professionals, and 3) Identification of possible collaboration with the government affairs office and ideas for their website.

### Activities and Successes:

#### Legislative Initiatives

- We had a small group of members attend and assist with the Legislative Luncheon on April 26th. Additional individuals assisted with the Congressional Assistants Tour August 18th and 19th.
- Three training packets for legislative luncheon are being created: 1) One for county director, 2) one for volunteers, and 3) one for legislators.
- Legislative visits training will be offered December 16th by Gwen Wolford.
- The National Association of Counties will be meeting in Ohio in 2017. Approximately 2,500-3,000 individuals will attend. Franklin County commissioners are hosting. Public Issues Committee members have volunteered to give a day or part of the day, to help with tours.

#### Annual Conference Proposals

Two proposals were submitted and accepted for annual conference: 1) Making the Case for Extension: The Message and the Messenger and 2) Shakers and Movers: Designing Effective Extension Advisory Committees. Both proposals discuss the importance of issue identification and the role Extension personnel and volunteers play in advocacy with decision-makers.

#### PILD Conference Proposal

A proposal was submitted to PILD on the topic of working with elected officials.

#### Innovate Extension

A contingency of members participated in the Innovate Extension session to work on the team entitled, "Critical Conversations" and we won 1st Place! We were awarded \$20,000 following the submission of our full proposal. The 2-day retreat to complete Phase 1 of the project (identification and sharing of existing resources on working with elected officials) is scheduled for January 10<sup>th</sup> and 11<sup>th</sup>.

#### Blogs and Research Briefs

Volunteers were identified for authoring blogs and research briefs to help Extension professionals remain updated on key public issues and to have talking points on various controversial issues. Topics included: Fertilizer certification, farm to school, prevention education/ROI, and heroine and prescription drugs.

#### 2016 Public Issues Committee Members:

Joe Boggs, Cindy Bond, Deborah Brown, David Crawford, Nicole Debose, Laura Fuller, Allen Gahler, Donna Green, Margaret Jenkins, Dan Lima, Lisa Siciliano Miller, Suzanne Mills-Wasniak, Laura Norris, Mimi Rose, Jenny Schaub, Carol Smathers, Jackie Wilkins, Jo Williams

## **2016 Resource Development & Management Committee Report**

Purpose: This committee ensures the soundness of Ohio JCEP's current and future fiscal operations.

Financial Standing:

- Current: Our fiscal status remains strong with nearly 100K available for annual spending.
- With the changing work experience demographic of OSU Extension—and the subsequent need for more professional development spending in the short-term—the committee recommended to the JCEP Board that the budget for scholarship and grants be increased by \$10,000 in 2017.
- Future: With Ohio hosting two national meetings in the next three years, our healthy financial picture will be beneficial to those efforts.

Committee Notes/Work:

- Five active members comprised the group which met three times.
- Early in the year we reviewed our Fidelity Bond which had been in place to protect us against misuse or embezzlement of funds. Cost to renew the bond was \$1,000 annually. Cindy Buxton in the business office advised that this type of bond and/or other coverage for directors and officers liability coverage was not necessary. Ultimately the committee recommended to the board not to renew the Fidelity Bond and not to purchase Directors and Officers Liability Coverage.
- During the annual Campus Campaign fund drive, we encouraged all Ohio JCEP members to consider donating to Fund #602003 in support of Ohio JCEP. If you missed the opportunity, you may add this to your donation portfolio anytime by visiting <https://www.osu.edu/giving/philanthropy-programs/campuscampaign/> and clicking “give now” in the upper right hand corner.
- We brainstormed and discussed a variety of options related to additional fundraising efforts that could be done to benefit JCEP. It was determined that we have sufficient funds at this time and additional fundraising is not needed beyond the annual campus campaign and membership dues solicitation efforts but we will continue to monitor our financial standing and the needs of the organization going forward.
- We completed the annual audit with kudos to Treasurer Nate Arnett for his efforts.
- Doug Foxx (Wayne Co.) has agreed to serve as committee chair again in 2017 and will seek a chair-elect to take over in 2018.

Committee members:

Nate Arnett, Amanda Bohlen, Graham Cochran, Doug Foxx, Jaci Smith, Tim Tanner, Chris Zoller, Dennis DeCamp, and Phil Goerig

Submitted by 2016 Chair: Doug Foxx, Wayne County

## **OJCEP Scholarships, Grants, and Recognition Committee Report – 2016**

**Chair: Cassie Anderson Chair-Elect: Beth Boomershine**

**Committee Members:** Emily Adams, Mary Beth Albright, Bonnie Ayars, Mark Badertscher, Lisa Barlage, Kirk Bloir, Beth Boomershine, Barb Brahm, Kelly Coble, Leslie Cooksey, Erin Dailey, Andrea Daubenmier, Jami Dellifield, HannahEpley, Katie Feldhues, Theresa Ferrari, Michael Gastier, Kiersten Heckel, Candance Heer, Laryssa Hook, Jacqueline Krieger, Rob Leeds, Mary Longo, Hallie Mast, Cindy Meyer, Melinda Morrison, Marilyn Rabe, Jessica Rockey, Laura Rohlf, Kate Shumaker, Nancy Snook, Gwen Soule, Cheryl Barber Spires, Jenny Strickler, Cassie Anderson, Judy Villard Overocker, Travis West, Tracy Winters, Demetria Woods, Lingying Zhao, Bruce Zimmer, Clifton Martin, Tim McDermitt

### **Sub-committees:**

*Creative Works:* Chair – Tracy Winters, Chair Elect – Emily Adams

*Team Teaching:* Chair – Demetria Woods, Chair Elect – Judy Villard Overocker

*Special Chapter:* Chair – Mary Beth Albright, Chair Elect – Katie Feldhues

Friend of Extension – Barb Brahm

*Service Awards:* Chair - Laryssa Hook, Chair Elect- Cassie Anderson

NACAA Awards: 2016 - Ed Lentz, 2017 Emily Adams

NAE4-HA Awards: 2016 - Andrea Daubenmier

NEAFCS Awards: 2016 – Cheryl Spires, 2017 Candace Heer

*Scholarships:* Chair – Rob Leeds, Chair-Elect – Travis West

### **Committee Activities:**

SGR Committee had an active year. The committee met three times face to face. Revisions and updates were made to the recognition materials. An emphasis was placed on education of the award process for new and experienced professionals. A handout was developed, as well as trainings offered in person and via Carmen Connect. Substantial increases of applications were observed in the majority of scholarship and recognition categories. A poster on this process was submitted and presented at the 2016 ESP National meeting. All sub committees completed their tasks including submitting nominee's to the national ESP completion for Special Chapter Awards. The committee coordinated the following award selection processes for 2016: Creative Works, Team Teaching, Special Chapter (including NACAA, NAE4HA, NEAFCS, and Friends of Extension), ESP/JCEP Service, and Excellence in Extension. Sub-Committees worked to simplify the awards promotion process by promoting all award categories together and sharing a single deadline. In preparation for awards presentation at Extension Annual Conference the committee delegated tasks including, securing emcees, obtaining plaques/certificates, preparing a PowerPoint presentation, printing program booklet of recipients for the association luncheon, and writing scripts for both the association awards luncheon and the annual conference recognition banquet. The committee worked closely with the Annual Conference Planning Committee and the Extension Event Planner to assure all aspects of the award presentation process went smoothly. The Scholarship subcommittee awarded professional development assistance to the following individuals. All \$6000 budgeted for scholarships were awarded in 2016.

**1st time fellowship**

Sarah A. Orlando- NACDEP/ANREP Conference

Clifton Martin- NACAA Conference

Dennis DeCamp - NEAFCS Conference

Michelle Fehr- NE4-HA Conference

**2016 Winter JCEP Scholarship awarded.**

Amanda Bennett	\$350
Katherine Feldhues	\$400
Godwin Apaiyah	\$200
Erin Dailey	\$300
Gary Kuhn	\$350
Jason Hedrick	\$400

**2016 JCEP Spring Scholarship awarded**

Jami Dellifield	\$400
Bruce Clevenger	\$500
Dennis DeCamp	\$250
Crystal Ott	\$300
Jenny Schaub	\$300
Meadows Laquore	\$250

**2016 Fall JCEP Scholarship awarded**

Tim McDermott	\$300
Myra Wilson	\$300
Donna Green	\$250
Carol Keck	\$300
Ashley Hughey	\$200
Mark Light	\$100
Anne Johnson	\$200
Shari Gallup	\$100
Kate Shumaker	\$250



## **2016 OSU Extension Retirees Report**

Two events were held this year, the Snowbird Reunion in Florida in February and the fall picnic. Mike Haubner, chaired the winter event and Becky Cropper and Nikki Eyre the fall event. Each event had record attendance. The fall event was moved to Beck's Hybrid Facility just east of the Farm Science Review site near London. The fall event is slated for September 11, 2017. Nikki Conklin and Karen Bruns will serve as the co-chairs.

Director Rennekamp presented at the fall meeting and was asked about additional information that retirees could be sent over the course of the year so they can keep updated. The retirees appreciate any notifications of illnesses, deaths or other important information. Joyce Smith serves as the retiree contact. The retirees appreciate the support received from JCEP. A survey was done early in the year to see which retirees might be interested in serving as potential 4-H judges. Names were sent to the 4-H Educators.

Becky Cropper  
Nikki Eyre



## **National Association of County Agricultural Agents (NACAA) Ohio's 2016 Annual Report**

**L. Tony Nye, JCEP President for Agriculture**  
**Amanda Douridas, JCEP Vice-President for Agriculture**

### **Ohio Summer Meeting**

OSU Extension Agriculture and Natural resources Educators held their annual Summer Retreat June 15-17, 2016. The meeting drew more than 65 Ohio ANR Extension professionals over a two day period. This was an opportunity for Extensional Educators, specialists, and others from across the state to share in ideas, discuss important issues and network together.

The Meeting was kicked off by Tony Nye welcoming everyone. Many activities were planned for this event including time to enjoy Hueston Woods State Park in College Corner, Ohio. Updates were heard from the following the first evening before some social time:

Aquaculture update from Matt Smith, Aquaculture Extension specialist, OSU Extension.

Ag Health and Safety Update from Dee Jepsen, State Agricultural Safety Leader, OSU Extension.

A discussion on Fertilizer Certification issues heading into another year, led by Mimi Rose, State Director, Pesticide Safety Education Program.

The Fact Sheet process discussion was led by Cindy Folk, ANR Program Manager, Communication, Marketing, and Grant Writing.

Association Updates & Reports for ANREP, ANROP, and the NACAA national meeting.

The second day was a full day of events included two day-long tours Extensional professionals could choose to see. One group toured Jungle Jim's facility in Hamilton, Ohio, met with the owners/management of Garver Family Farm Market in Middletown, and Pedro's Angus in Hamilton, Ohio. Thanks to Greg and Cindy Meyer, ANR Educators in Warren and Butler counties for coordinating the day's activities.

The second tour focused on Grain production, Manure management, Dairy production and On-farm research stopping at the farms of Keith and Chad Kemp, Overholser Farms, Plain-Knoll Holsteins, and Harrod Farms, LLC. Thanks to Sam Custer for organizing this tour and for lining up sponsors for the meal that day.

After Hospitality and supper the group heard discussions on some "Hot Topics" that included: Avian Influenza and Bio-Security, by Mo El-Gazzar, Poultry Extension Veterinarian Veterinary Preventative Medicine.

Veterinary Feed Directives, by Andrew Bowman, Animal Influenza Ecology and Epidemiology Research Program (AIEERP), Veterinary Preventative Medicine.

Zika Response Team, by Mimi Rose, State Director, Pesticide Safety Education Program, OSU Extension.

The final day focused on the GMO/Non GMO discussion. Lee Beers, ANR Educator, Trumbull Co. led off the morning giving the group an over view of GMO's.

This was followed by a panel of farmers and Ag industry representatives moderated by Tony Nye. The panel was asked to discuss Production and Marketing of GMO and non-GMO crops and to answer

questions presented to them.

The GMO topic concluded with a group discussion – “Where does ANR Extension go from here”, led by the newly organized ANR GMO team of Emily Adams, ANR Educator, Coshocton County, Lee Beers, ANR Educator, Trumbull County, Mary Griffith, ANR Educator, Madison County, Chris Zoller, ANR Educator, Tuscarawas County, and Peggy Hall, Field Specialist, Ag Law.

The day concluded with a new/newer educator meeting for lunch and a safe trip home.

Ohio NACAA had a number of folks submit for many Communication Awards. All First Place awards were forwarded to the NACAA competition

### **2016 Ohio NACAA Communications Award Placings**

#### **Audio Recording**

1 Edwin M. Lentz  
2 Jeff Stachler  
3 Eric A. Richer  
HM Emily G. Adams

#### **Personal Column**

1 Dianne E Shoemaker  
2 Edwin M. Lentz  
3 Timothy J Malinich  
HM Emily G. Adams  
HM Pam Bennett  
HM Brad Bergefurd

#### **Newsletter, Team**

1 Brad Bergefurd

#### **Publication**

1 Beth Scheckelhoff  
2 Mary Griffith

#### **Published Photo & Caption**

1 Curtis E Young  
2 Emily G. Adams

#### **Computer Generated Graphics Presentation**

1 Mark A. Landefeld  
2 Jeff Fisher

#### **Feature Story**

1 Pam Bennett  
2 Jeff Fisher  
3 Emily G. Adams

#### **Newsletter, Individual**

1 Jeff Fisher  
2 Edward Brown

#### **Fact Sheet**

1 Mary Griffith  
2 Mark A. Landefeld

#### **Website**

1 Timothy McDermott  
2 Jeff Fisher  
3 Beth Scheckelhoff

#### **Promotional Program Piece**

1 Eric A. Richer  
2 Samuel Custer  
3 Brad Bergefurd  
HM Beth Scheckelhoff

NACAA 2016 Poster Competition State Winners:

**Applied Research**

- 1<sup>st</sup> Clif Little:  
EVALUATION OF A NATURAL GROWTH PROMOTER AMAFERM FOR LAMB FINISHING
- 2<sup>nd</sup> Mark Landefeld and Chris Penrose:  
EVALUATING UREA NITROGEN LOSSES IN STOCKPILED FORAGES
- 3<sup>rd</sup> Jacqueline Kowalski:  
USE AND BUYING PATTERNS OF ETHNIC VEGETABLE CROPS BY THE REFUGEE POPULATION IN CLEVELAND, OH

**Extension Education**

- 1<sup>st</sup> Amanda Douridas, Mary Griffith, and John Schoenhals:  
USING FIELD DAYS TO MEET PESTICIDE AND FERTILIZER CERTIFICATION REQUIREMENTS
- 2<sup>nd</sup> Clifton Martin, Mark Mechling, and Chris Penrose:  
UNDERSTANDING WATERSHED IMPACT BY MEASURING SOIL ORGANIC MATTER
- 3<sup>rd</sup> Brad Bergefurd and James Jasinski:  
GREAT LAKES VEGETABLE WORKING GROUP ADDRESSING INDUSTRY PRIORITIES

**2016 NACAA National Recognition – Little Rock, Arkansas**

Distinguished Service Award – Clif Little  
Achievement Award – Emily Adams

Search for Excellence finalist – Peggy Hall and Barry Ward

Communications North Central Region Finalists:  
Jeff Fisher – Newsletter  
Beth Scheckelhoff – Publication  
Curtis Young – Photo

Poster State Finalists that attended NACAA National Meeting:  
Clif Little, Mark Landefeld, Chris Penrose, Jacqueline Kowalski, Amanda Douridas, Mary Griffith, Clifton Martin, and Brad Bergefurd.

Service – Ohio Leadership in NACAA

Past National NACAA President: Mike Hogan  
Chris Bruynis – Regional Vice Chair, North Central Region

National SARE Chair: Suzanne Mills-Wasniak  
Regional Vice Chair – Agronomy and Pest Management Committee: Ted Wiseman  
National Vice Chair Early Career Development: Emily Adams

National Meeting Presenters: Eric Barrett, Jacqueline Kowalski, Brad Bergefurd, Mark Landefeld, Eric Richer, Ed Lentz, Peggy Hall, Curtis Young, Pam Bennett

2016 Ohio NACAA committee Chairs:

- Administrative Skills: Eric Barrett
- Agricultural Issues & Public Relations: Chris Zoller
- Early Career Development: Jason Hartschuh
- Teaching & Educational Technologies: Jeff McCutcheon
- Agricultural Economics & Community Development: Eric A. Richer
- Agronomy & Pest Management: Amanda Douridas
- Animal Science: Glen J. Arnold
- Horticulture & Turf grass: Brad Bergefurd
- Natural Resources/Aquaculture: Mark Landefeld
- Sustainable Agriculture: Alan Sundermeier
- 4-H & Youth: Curtis E. Young
- Communications: Gigi Neal
- Professional Excellence: Dan Lima
- Public Relations: Greg Labarge
- Recognition & Awards: Edwin M. Lentz
- Scholarship: Beth Scheckelhoff
- Search for Excellence: Michael Estadt - Mary Griffith is Co-chair
- Journal of NACAA: Emily G. Adams

2017 NACAA AM/PIC Meeting will be in Salt Lake City, Utah, July 9-13.

**National Association of Community Development Extension Professionals (NACDEP)**  
**2016 Annual Report**  
[www.nacdep.net](http://www.nacdep.net)

**Ohio NACDEP officers, membership and meetings:**

Godwin Tayese Apaliyah is Ohio NACDEP President and Laura Fuller, Ohio NACDEP President – Elect for 2017. Ohio NACDEP currently has 28 active members in 2016. 1 member (Frank Gibson) retired on November 4, 2016 and 3 members resign their positions in OSU Extension.

Six meeting were held – 4 face – face and 2 via carmenconnect with an average attendance of 8 members. Some of the topics discussed during these meeting included: State, Regional and National awards; applying to the national organization’s executive to host the 2018 NACDEP national conference in Ohio (Cleveland); holding a tailgate event at the OSU homecoming game – an opportunity for members to network and have fun- and others.

Year	OSU Extension NACDEP Membership
2016	28
2015	32
2014	32
2013	25
2012	21
2011	19
2010	18
2009	39
2008	42

**Awards: National and Regional award:**

In all there were 5 posters and 9 concurrent session presentations made by OSU Extension Community Development team. Awards and Recognitions:

a. National award:

- Brian Raison won the national award for Educational Technologies

b. Regional awards:

- Cindy Bond, Nancy Bowen, Joe Bonnell, Joe Campbell, Myra Moss, Eric Romich for educational materials
- Joe Lucente for excellence in CD work
- Brian Raison for educational technology and distinguished career (honorable mention)

**2016 NACDEP Conference:**

The 2016 NACDEP conference was a joint national conference held with ANREP (ANREP-NACDEP Joint National Conference). It was held at Burlington, Vermont on June 26-29, 2016. The theme was “Building a Path to Resilience Uniting National Resource and Community Development”. The following is the breakdown of participants from Community Development and OSU Extension staff and others who attended the 2016 National Joint Conference at Burlington, Vermont.

<b>Unit</b>	<b>Number of Attendees</b>
Ohio State University Extension (Community Development)	12
Community Development Emeriti (Ohio State University Extension)	1
Administration (Ohio State University Extension)	2
Non - Ohio State University Extension Community Development (4-H, ANR, & SENR)	3
Non-OSU Collaborators	4
Department of Agricultural, Community, Extension and Leadership (Graduate student)	1

List of formal contributions to the 2016 National Joint Conference

*Posters:*

<u>Presenter</u>	<u>Title of Presentation</u>
Nancy Bowen, Julie Fox, Becky Nesbitt	Ohio Tourism Industry Needs Assessment
Eric Romich & Mark Light	Fun in the Sun: Exploring the Power of Solar Energy
Myra Moss, Bill Grunkemeyer & Joe Bonnell	Building on Land Grant Strengths to Create City-Agriculture Collaborations
Cindy Bond & Cliff Little	What Happens When Energy Development Comes to Town

*Presentations:*

Bowen, Civittolo & Romich	Oil and Gas Boomtowns: A Process for Evaluating Economic Change
Cindy Torppa	Effective Conversations with Public Officials
David Civittolo, Darger (UMN) & Nancy Bowen	BRE Case Studies: A 30 Year Retrospective
Joseph Lucente & Orlando	Increasing Marina Resilience to Coastal Storms in the Great Lakes
Romich, Jones & Apel (Univ of AZ)	Bridging the Initiatives: Energy, Climate Science, Sustainability
Julie Fox	Competency in the City
Brain Raison & Hilchey (JAFSCD)	Professional Development Training and Certification Project
Joseph Lucente	Toledo Local Government Leadership Academy
Nesbitt, Davis & Argabright	Using a Futuring Process to Spark Innovation and Opportunity

**2017 and 2018 NECDEP Conferences:**

The Theme for 2017 conference is “Big Skies: Bold Partnerships-Moving Mountains Together” The 2017 conference will be a joint conference with NACDEP and The Community Development Society and will be in held Big Sky, Montana on June 11 – 14, 2017. Ohio NACDEP will be hosting the national 2018 Conference.



**National Officers, Committee Chairs/Members and 2017 Nominations:**

- Julie Fox – 2015-2016 Board Secretary
- Nancy Bowen – 2016-2017 Board Treasurer, 2013-2016 Finance Committee Chair
- Brian Raison – Communications Committee Chair
- Public Issues Leadership Development (PILD) Representative: Laura Fuller

Three Ohioans were nominated for national offices for 2017-2018. They are David Civittolo for President – Elect, Nancy Bowen-Ellzey for Treasurer, and Brian Raison for North Central board representative.

**Others Conferences:**

- Public Issues Leadership Development (PILD) Conference: Laura Fuller
- 2016 JCEP Leadership Conference: No participation

## **2016 Ohio JCEP – 4-H Annual Report**

- Jessica Rockey was elected as Vice President 4-H Ohio JCEP for the year 2016.
- 116 professionals paid dues for Ohio 4-H membership. This does not include life members who pay directly to NAE4-HA.
- Two State 4-H Professional in-Services were held in 2016: February 2 and November 1 at the Farm Bureau Nationwide Ohio 4-H Center with professional development seminars and updates.
- NAE4-HA Conference was held in New Orleans, Louisiana and was represented by 62 Ohio 4-H Professionals and guests in attendance either full time or part time.
- Five teams comprised of 16 individuals were recognized as Regional Award winners and one team of two individuals were recognized as a national award winner. In addition, three Achievement in Service Awards, three Distinguished Service Awards, one Meritorious Award, and one 25 year Service Award were presented at the NAE4-HA Awards Banquet in Portland.
  - a. Achievement in Service: Kathy Bruynis, Katie Feldhues, Kelly Royalty
  - b. Distinguished Service: Erin Dailey, Jessica Rockey, Jenny Morlock
  - c. Meritorious Service: Carolyn Belczyk
  - d. 25 Year Service –Nancy Snook
  - e. National Excellence in National Resources/Environmental (Team) – Kim Catchpole and Nate Arnett
- Ohio 4-H professionals presented a total of 7 workshops, 6 seminars, 12 program showcases, 18 posters and 2 booths at the 2016 NAE4-HA Conference.
- National Officers:
  - a. Mark Light serving a 2-year term as Vice President for Member Services
  - b. Nadine Fogt serving a 2-year term as Vice President for Programs
- NAE4-HA Task Forces:
  - a. Kathy Bruynis – Ag Literacy
  - b. Andrea Rees – Animal Science
  - c. Kate Feldhues – Camping & Environmental Ed
  - d. Laura Rolfe – Communication & Expressive Arts
  - e. Cassie Anderson & Jenna Hoyt – Youth Empowerment
- Indianapolis, Indiana is the site for the 2017 NAE4-HA Conference. Dates are November 12-17.
- 2018 Conference will take place in Ohio. Conference chairs are Sally McClaskey & Lisa McCutcheon
- Joy Sharp represented Ohio at the Joint Council of Extension Professionals Conference in Las Vegas, NV in February 2016. Kathy Bruynis represented Ohio at the Public Issues Leadership Development Forum (PILD) in Alexandria, VA/Washington DC in April 2016.

*Dean Don Felker Financial Management Award* - 1<sup>st</sup> Place Central Region Winner – Kristen Corry and team (Betsy DeMatteo, Kathy Dodrill, Polly Loy, Cynthia Shuster)

*Program Excellence Through Research Award* - 3<sup>rd</sup> Place National Winner and 2<sup>nd</sup> Place Central Region Winner – Patricia Brinkman and team (Lisa Barlage, Michelle Treber, Cynthia Shuster, , Carol Chandler, Cheryl Barber Spires, Marilyn Rabe, Beth Stefura, Susan Zies)

*Communications Awards: TV/Video* - 2<sup>nd</sup> Place Central Region Winner – Shari Gallup

*Communications Award: Educational Curriculum Package* - 2<sup>nd</sup> Place National Winner and 1<sup>st</sup> Place Central Region Winner – Cynthia Shuster and team (Kristen Corry, Betsy DeMatteo, Kathryn Dodrill, Polly Loy)

**Public Affairs:** Kate Shumaker represented Ohio at the Joint Council of Extension Professionals Conference in Las Vegas, NV in February, 2015. Christine Kendle and Lisa Barlage represented Ohio at the Public Issues Leadership Development Forum (PILD) in Alexandria, VA/Washington DC in April, 2015.

Impact reports were completed by Ohio members, and then compiled by Susan Zies with assistance from OSU Extension Evaluation staff and sent to Theresa Mayhew, NEAFCS VP of Public Affairs. Ohio was mentioned in the following 2014 NEAFCS Impact Reports: Financial Management, Food Safety, Protecting our Resources – Family Life, Childhood Obesity Prevention and Community Health and Wellness.

# **National Extension Association of Family and Consumer Sciences (NEAFCS)**

## **Ohio Report – December, 2016**

Christine Kendle, Ohio Affiliate President  
Shannon Carter, Ohio Affiliate President Elect

**Membership:** Ohio had 51 active members in 2016; and 43 life-time members.

**Leadership and Service:** Nancy Stehulak served the first year of her 2-year term as National Treasurer for NEAFCS.

In addition to the National service from Ohio, the following members are on Committees:

- Awards & Recognition Committee: Lisa Barlage, Awards Ceremony, Member; Barbara Hennard, Awards Training, Chair; Cheryl Barber Spires, Awards Sponsorship, Past Chair; Michelle Treber, Awards Sponsorship, Member.
- Member Resources Committee: Katharine Shumaker, Exhibits, Past Chair; Joanna Fifner, Melinda Hill, and Tammy Jones, Exhibits, Members; Michelle Treber, Membership & Mentoring, Member; Jim Bates, Journal Editorial, Member.
- Professional Development Committee: Margaret Jenkins, Program Development, Past Chair; Patricia Brinkman, Program Development, Chair; Jamie Dellifield, Program Development, Apprentice; Jenny Even and Candace Herr, Program Development, Members.
- Arrangements Committee: Melanie Hart, Past Chair.
- Public Affairs Committee: Susan Zies, Member.
- Finance Committee: Nancy Stehulak, Susan Crusey (Life member) and Doris Herringshaw (Life member), Endowment Committee, Members.
- Nominating Committee: Carol Chandler, Member.

Forty members attended the 2016 Annual Session in Big Sky, Montana including 2 Administrators, 4 Life Members, 3 First Timers and 7 guests .

Members presented 4 concurrent sessions (9.5%) and 7 Showcase of Excellence poster sessions (12%) at the Conference. Ohio members donated many items to the NEAFCS Conference Silent Auction to raise funds for the Awards program.

### **Awards and Recognition: 2016 National & Regional NEAFCS Ohio Award Winners**

Members received the following National and Regional NEAFCS awards:

- Continued Excellence – Kate Shumaker, Pat Holmes
- Distinguished Service – Barb Hennard, Jenny Even
- Early Child Care Training - 1st Nat'l, 1st Central Region – Melinda Hill, Carol Chandler
- Communications: Curriculum Package 1st Nat'l, 1st Central Region – Jamie Seger, Terry Worthington, Jim Bates, Carmen Irving, Lisa Miller

Communications: Educational Pub 2nd Central Region - Carmen Irving, Lisa Miller, Pat Bebo, Carol Smathers, Kathy Green, Carolyn Gunther, Irene Hatsu, Karin Vanderhoof, Patrice Powers-Barker, Pat Holmes

- Communications: Educational Pub 3rd Central Region - Carmen Irving, Patrice Powers-Barker, Katie LaPlant, Jackie Wilkins
- Communications: TV/Video - 3rd Central Region - Terry Worthington, Shannon Carter, Joanna Fifner, Kathy Michelich

**Public Affairs:** Christine Kendle represented Ohio at the Joint Council of Extension Professionals Conference in Las Vegas, NV in February, 2016. Shannon Carter and Carol Smathers represented Ohio at the Public Issues Leadership Development Forum (PILD) in Alexandria, VA/Washington DC in April, 2016.

Impact reports were completed by Ohio members, and then compiled by Susan Zies with assistance from OSU Extension Evaluation staff and sent to Glenda Hyde, NEAFCS VP of Public Affairs. Ohio was mentioned in the following 2015 NEAFCS Impact Reports: Financial Management, Food Safety, Healthy Homes & the Environment, Community Health and Wellness, Food and Nutrition, and Protecting Our Resources - Family Life.

## **2016 ANROP Annual Report**

**By Amy Stone – 2016 ANROP  
President**

The Association of Natural Resource Outreach Professionals (ANROP) is the Ohio chapter of the Association of Natural Resource Extension Professionals (ANREP). ANROP became an affiliate of the Ohio Joint Council of Extension Professionals (OJCEP) in 2013. In 2016 ANROP had 21 paid members. ANROP members are active on several OJCEP committees and were represented on the OJCEP Board by Amy Stone (President) and Myra Moss (1<sup>st</sup> VP). Elections for the 2017 ANROP Board of Directors including VP will be held in December 2016.

**2016 ANREP National Conference** – ANREP holds a national conference every other year. Ohio was well represented at the 2016 conference in Burlington, Vermont with several members giving both poster and oral presentations. The conference was held from June 26<sup>th</sup> – 29<sup>th</sup>, 2016. It was a joint conference with the National Association of Community Development Professionals (NACDEP).

**Public Issues Leadership Development (PILD) Conference** – Vice-President Myra Moss was going represent ANROP at the 2016 PILD conference held in Washington D.C. in April, but was unable to attend due to an illness. A replacement was not able to be identified.

ANROP hosted a one-day study tour in Marysville, Ohio on October 21<sup>st</sup>. Nine people attended. Myra Moss coordinated the day - Private-Public Partnerships around the Natural Environment, Economy and Sustainability: The Story of the Big Darby Creek and Honda Manufacturing. The day included time in the field and at Honda.

The Ohio Certified Volunteer Naturalist (OCVN) group held it's 2016 state conference at OSU Mansfield on October 7 and 8. The conference was very well attended and several OSU Extension Educators/ANROP members presented at the conference. OCVN is an Extension program managed differently across the state.

## 4-H Foundation Report 2016

Submitted by: Rebecca Supinger

JCEP representatives serving on the Ohio 4-H Foundation Board for the 2016 include Glen Arnold, Eric Barrett, Jessica Rockey and Rebecca Supinger.

Two meetings were held in 2016, one in Wooster on April 12 and April 13 and one in Columbus at the Nationwide and Ohio Farm Bureau 4-H Center on September 29.

In 2016, the board awarded \$174,500 in grants. The Celebration of Youth fundraiser was held with \$162,654 raised.

As of the beginning of November, 1,530 donors have given \$946,110 so far in 2016.

Over 8,000 individuals receive the Monthly Foundation Newsletter.

## **Ohio JCEP 2016 Nominating Committee Report**

The committee of David Marrison (chair), Pam Montgomery, Rob Leeds, Amy Styone, Lisa Barlage, Tony Nye, Godwin Apaliyah, Joy Sharp, Chris Kendle and Becky Cropper identified the following candidates to run for election. Voting occurred Thanksgiving Week.

### **Candidates**

Ohio JCEP President-Elect – Kate Shumaker

Ohio JCEP Treasurer – Nate Arnettt

Annalist- Michelle Treber

ESP- Cindy Bond

ESP President-Elect – Cindy Bond

NACAA President-Elect – Dan Lima

NACDEP President-Elect – Amanda Osborne

NAE4-HA President-Elect – Cassie Anderson or Kathy Bruynis

NEAFCS President-Elect – Kathy Green or Melanie Hart

ANROP President-Elect – TBD

David Marrison reporting



## **Ohio Joint Council of Extension Professionals 2017 Meeting Dates**

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### **2017 Ohio JCEP Meeting Dates:**

#### **Date: Location:**

January 23, 2017 Ag Admin Auditorium (Committees 10-12, Meeting 1-3)  
March 20, 2017 Ag Admin Auditorium (Committees 10-12, Dialogue 1-2, Meeting 2-4)  
May 22, 2017 Carmen Connect (10:00 am – 12:00 noon)  
June 19, 2017 Ag Admin Auditorium (Committees 10-12, Dialogue 1-2, Meeting 2-4)  
September 11, 2017 Carmen Connect (10:00 am – 12:00 noon)  
October 16, 2017 Ag Admin Auditorium (Committees 10-12, Dialogue 1-2, Meeting 2-4)  
December 2017 Annual Conference, Ohio Union

#### **2017 National Conference Dates:**

JCEP Leadership Conference  
February 08-09, 2017, Orlando, Florida.

National Association of Community Development Extension Professionals (NACDEP)  
June 11-14, 2017 Big Sky, Montana

Public Issues Leadership Workshop (PILD)  
April 2-5, 2017. The Hyatt Regency – Crystal City, VA

National Association of County Agriculture Agents  
July 9-13, 2017 - Salt Lake City, UT

National ESP Annual Conference  
October 8 - 12, 2017 - Wilmington, North Carolina

National Association of Extension 4-H Agents (NAE4-HA)  
November 12-17, 2017- Indianapolis, Indiana

National Extension Association of Family and Consumer Sciences (NAEFCS)  
October 16-19, 2017 – Omaha, Nebraska

Association of Natural Resource Extension Professionals (ANREP)  
Not meeting in 2017

**Special Appointments & Representatives to Other Organizations  
2017 Ohio Joint Council of Extension Professionals**

**Ohio JCEP Audit Committee**

Members will be appointed for a 1-year term following the Ohio JCEP officer elections.

**Ohio JCEP Nominating Committee**

Past President serves as chair; committee shall consist of one member per program area/region/state.

Pam Montgomery, Chair (2017)

**CFAES Faculty Council**

**TBA-** OSU Extension – At Large

**TBA-** OSU Extension – State Rep

Curtis Young – OSU Extension – West Rep (2014-2017)

Bruce Zimmer - OSU Extension – Northeast Rep (2014-2017)

Jeff Fisher - OSU Extension – South Central Rep (2015-2018)

**Ohio 4-H Foundation**

Eric Barrett (2015-2017)

Jessica Rockey (2015-2017)

Rebecca Supinger (2016-2018)

**State Extension Advisory Committee**

Rob Leeds (2017)

## **Contact Information for Ohio Joint Council of Extension Professionals and National Professional Associations**

The Ohio Joint Council of Extension Professionals (JCEP) 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. Ohio JCEP 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 eight standing committees that give guidance and direction to the issues of interest to Ohio JCEP. The eight committees are Global Relations, Marketing, Membership Recruitment and Retention, Personnel, Professional Development, Public Issues, Resource Development & Management, and Scholarships, Grants and Recognition. For more information contact: *Rob Leeds*, 2017 Ohio JCEP President

149 North Sandusky Street  
Delaware, OH 43015  
Phone: 740-833-2030 Email: [leeds.2@osu.edu](mailto:leeds.2@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. Ohio's chapter is Alpha Eta. For additional information contact:

Travis West, 2017 ESP President  
Phone: 740/596/5212 Email: [west.222@osu.edu](mailto:west.222@osu.edu)

### **National Professional Associations – 2017 Contacts**

Five professional associations promote professional improvement and Extension organization improvement on a national level. The Ohio JCEP State Association Presidents serve as the liaison with the national associations. Contact the State Association President in your areas of interest for additional information.

#### NACAA – National Association of County Agriculture Agents

Amanda Douridas – Champaign County [douridas.9@osu.edu](mailto:douridas.9@osu.edu), 937/484/1526

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

Jessica Rockey -- Perry County, [rockey.16@osu.edu](mailto:rockey.16@osu.edu), 740/743/1602

#### NEAFCS – National Extension Association of Family and Consumer Sciences

Shannon Carter – Fairfield County, [carter.413@osu.edu](mailto:carter.413@osu.edu), 740/653/5419

#### NACDEP – National Association of Community Development Extension Professionals

Laura Fuller – Noble County, [fuller.467@osu.edu](mailto:fuller.467@osu.edu), 740/732/5681

#### ANROP – Association of Natural Resources Outreach Professionals

Myra Moss – [moss.63@osu.edu](mailto:moss.63@osu.edu), 740/670/5315

# Constitution

## ARTICLE I – NAME

The name of the organization shall be the Ohio Joint Council of Extension Professionals (OJCEP). OJCEP shall be the Alpha Eta chapter of Epsilon Sigma Phi (ESP).

## ARTICLE II – PURPOSE

The mission of the organization shall be to promote professional development and support professionals of Ohio State University Extension.

## ARTICLE III – MEMBERSHIP

Section 1: Membership shall be Annual or Life member.

- A. Annual membership: Any Ohio State University Extension employee with an Administrative and Professional (A&P) or Faculty appointment and are current with their dues may be an annual member of this association.
- B. Life membership: Those members who have retired and have paid lifetime dues. Life membership to this association shall carry with it the right to attend all meetings and take part in all discussion.

Section 2: Voting. Voting privileges shall be extended to all Annual and Life members.

Section 3: 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 IV – BOARD OF DIRECTORS STRUCTURE AND TERMS

Section 1:	<u>Position</u>	<u>Term</u>	<u>Term Limit</u>
	Immediate Past President (1)	1 year	
	President (1)	1 year	
	President---Elect (1)	1 year	
	Annalist (1)	2 year	2 term limit
	Secretary (1)	2 years	2 term limit
	Treasurer (1)	2 years	2 term limit
	Treasurer---Elect (1)	1 year	(non---voting)
	State Association President (6)	1 year	
	State Association President---Elect (6)	1 year	
	Committee Chair (8)		
	Retiree/Life Member (1)	1 year	

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

Section 3: All terms of office begin at installation.

## ARTICLE V – MEETINGS

Section 1: A minimum of one annual meeting of the membership shall be held.

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

## **ARTICLE VI – AMENDMENTS**

Section 1: The Constitution shall be amended, revised or repealed by two-thirds vote of the members of the organization participating in the membership 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 written notice stating the substance of the proposed amendments has been sent to each member at least fifteen days in advance of the membership meeting.

## **By-Laws**

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

Section 1: The name of the organization shall be the Ohio Joint Council of Extension Professionals (OJCEP).

Section 2: The principle office of the 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: The membership dues deadline is October 31 and the dues are for the period January 1 to December 31 of the following year.

Section 3: Change in rate of annual dues must be approved by the majority of the Board.

Section 4: Membership includes membership in national Epsilon Sigma Phi (ESP).

Section 5: To be eligible for awards or to run for elected office, members must have paid their membership dues by October 31 for the current membership year.

Section 6: Those newly employed will be exempt from the previous year membership requirement.

Section 7: Members must complete their membership form on---line and submit it electronically to the organization Treasurer.

### **ARTICLE III – BOARD OF DIRECTORS**

Section 1: Twenty---seven (27) Board of Directors shall consist of:

- President
- President-Elect
- Past President
- Annalist
- Secretary
- Treasurer
- State Association President: Six (6):  
Association of Natural Resources Outreach Professionals (ANROP) State President, Epsilon Sigma Phi (ESP) State President, National Association of County Agriculture Agents (NACAA) State President, National Association of Community Development Extension Professionals (NACDEP) State President, National Association of Extension 4-H Agents (NAE4-HA) State President, National Extension Association for Family and Consumer Sciences (NEAFCS) State President)
- State Association President-Elect: Six (6):  
Refer to organizations listed above
- Committee Chair: Eight (8):  
Global Relations; Marketing; Membership Recruitment and Retention; Personnel; Professional Development; Public Issues; Resource Development and Management; and Scholarships, Grants and Recognition
- Retiree/Life Member

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.
- B. The Secretary and Treasurer are two-year terms and shall serve no more than two consecutive terms. The Secretary and Treasurer terms will be elected on alternate years.
- C. The Treasurer-Elect shall be elected the last year of the current Treasurer's term and serve no more than one year. In the event the current Treasurer does not fulfill their term, the Treasurer-Elect will assume the position of Treasurer.
- D. The Annalist shall be elected to a two-year term and serve no more than two consecutive terms.
- E. State Association President-Elect is a two-year commitment. State Association President-Elect officers are elected annually and shall become the State Association President the following year.

F. Committee Chairs. Committee Chairs will be selected by membership of the committee and are voting members of the Board. There are no term limits on Committee Chair positions.

G. Retiree/Life Member Representative –one year term from active life members appointed to Board.

Section 3: A member shall hold only one Board voting position at any one time.

Section 4: Vacancies shall be filled in the following manner:

- A. Any position-elect shall assume the related position if those offices become vacant during the year. The Board shall appoint an appropriate representative to fill the remainder of the vacant position of any elected officer.
- B. In the case of non-elected positions, the Board will seek nominations from that organization or committee to fill the term of the vacant position.

#### **ARTICLE IV – 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 fourteen (14) 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 the case of a tie.

Section 7: Meeting attendance. Members of the Board of Directors may be dismissed for missing two consecutive meetings unless excused.

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

Section 1: 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 2: 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 OJCEP on committees or functions and keep lines of communication open among the OJCEP Board, national ESP, and Ohio State University Extension Administration.

Section 3: The President---Elect shall make all arrangements for the annual meeting, assemble and distribute the OJCEP annual reports to members, channel suggestions from members to the attention of the officers and Board, preside over meetings in absence of the President.

Section 4: 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 5: The Secretary shall keep full and accurate records of proceedings and attendance of all meetings of the OJCEP, receive and keep properly filed communications and attend to correspondence as directed by the President, and prepare official stationery.

Section 6: The Treasurer shall keep a full and accurate record of all receipts and disbursements of OJCEP. The Treasurer shall pay bills and accounts for OJCEP as directed by the President and Executive Committee, OJCEP 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 State Association Presidents in submitting the dues for each National Association and give leadership to the Resource Development Management Committee.

Section 7: Treasurer---Elect will be a non---voting Board member. This officer will serve as an apprentice to the current Treasurer for one year, but will not have check signing authority.

Section 8: Annalist---Maintain the historical records of OJCEP and the ESP Alpha Eta Chapter.

Section 9: State Association Presidents shall be a liaison and contact person with respective national associations and persons in other states with similar positions; represent OJCEP 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 Scholarships, Grants and Recognition Committee; coordinate membership efforts with directors concerning membership in OJCEP 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 conference, etc.; keep



the Board informed and involved concerning decision, plans, and activities related to this position. The Association President will be encouraged to attend the Joint Council of Extension Professionals (JCEP) Conference with OJCEP covering expenses as determined by the Board of Directors.

Section 10: The Association President---Elects shall assist the Association Presidents as requested and record proceedings of sectional meetings. The Association President---Elect will be encouraged to attend the Public Issues Leadership Development (PILD) Conference with OJCEP covering expenses as determined by the Board of Directors.

Section 11: The Retiree/Life Member shall function as the liaison with Extension retirees and encourage life membership with recent retirees. Work with the Treasurer to update the national ESP life membership list.

## **ARTICLE VI – COMMITTEES**

Section 1: Standing committees shall be determined by the Board of Directors.

Section 2: Committee Chair and Vice---Chair will be selected by the members of the committee present when vote is taken, no later than October 31 before their term commences.

Section 3: Executive Committee: The executive committee shall be comprised of the five (5) officers and the State Association Presidents. The purpose of this committee shall be to compose an agenda for all Board of Director meetings and determine election procedures for Board of Directors of the organization.

Section 4: 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. Members of Extension administration are not permitted to serve on this committee.

Section 5: Global Relations: This committee promotes international opportunities and international programming within Extension. Liaison and connect with national ESP committee efforts.

Section 6: Marketing: This committee publishes communications used by members; oversees web development as well as additional technology---based member communications; works closely, and clarifies roles with Membership Recruitment and Retention Committee. Liaison and connect with national ESP committee efforts.

Section 7: Membership Recruitment and Retention: This committee recruits, retains and involves all eligible Ohio Extension personnel; promotes an effective working relationship and spirit of fraternal fellowship among members. Initiates and coordinates annual membership process. Liaison and connect with national ESP committee efforts.

Section 8: Professional Development: This committee promotes professional excellence, personal development and leadership among Extension personnel. Liaison and connect with national ESP committee efforts.

Section 9: Public Issues: This committee builds and strengthens political and public support for Extension through consistent and targeted communication with local, state and federal decision makers and agencies; and educates and informs members about public issues and legislative matters affecting Extension programs and staff. Liaison and connect with national ESP committee efforts.

Section 10: Resource Development and Management: This committee generates new ideas for resource development and management for professional development activities; reviews and monitors the professional association's financial management plan. Liaison and connect with national ESP committee efforts.

Section 11: Scholarships, Grants and Recognition: This committee administers and provides leadership to the state, regional and national award programs and oversees the selection and distribution of professional development scholarships. Liaison and connect with national ESP committee efforts.

Section 12: 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 VII – FISCAL MATTERS**

Section 1: The OJCEP fiscal year is October 1 to September 30.

Section 2: The funds of OJCEP 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 OJCEP President, the OJCEP Treasurer and an OJCEP member recommended by the Treasurer and approved by OJCEP Board.

Section 3: The Treasurer shall be surety bonded.

Section 4: There shall be an annual audit of the financial affairs of OJCEP 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: State Association Presidents shall provide approval and direction to the OJCEP Treasurer as well as provide a contact address and deadline for national dues for fiscal matters specific to their respective state association.

#### **ARTICLE VIII – 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.