

**Ohio Association of Extension Professionals
Annual Report**



2009

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OAEP PAST PRESIDENTS

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

Agenda -- 88th Annual Meeting
Ohio Association of Extension Professionals
December 16, 2009
11:15 – 12:15 p.m.

Call to Order	Mike Hogan
Pledge of Allegiance	Michelle Treber
Inspiration	Beth Gaydos
Secretary's Report	Becky Barker
Treasurer's Report	Ted Wiseman
OAEP President's Report	Mike Hogan
Committee Reports (in annual report)	
Personnel	Gary Wilson
Policy	Andy Kleinschmidt
Professional Improvement Program	Pat Montgomery
Public Relations	Mark Light
Recognition	Connie Goble
	Allen Auck
Old Business	
New Business	
2012 NAEFCS Annual Meeting	Cindy Oliveri
OAEP Awards	Allen Auck
OAEP Election Results	Cindy Shuster
Recognition of Outgoing Board Members	Mike Hogan
Installation of OAEP Board Members	Cindy Shuster
President, President-Elect, Past President, Treasurer, Secretary, 1 st and 2 nd Vice-Presidents, board representatives	
What's next? Plans for 2010	Randall Reeder
Adjourn	Randall Reeder

2009 President's Report

Ohio Association of Extension Professionals

It has been an honor and a privilege to serve as President of OAEP this past year. When I started in this position last year, I thought I fully understood the value of our profession, but interacting with several external stakeholder groups gave me new perspectives about our work. As President, when I represented you this past year with groups such as Ohio Farm Bureau, the County Commissioners Association of Ohio, graduate students in the department of HCRD, and others, I was keenly reminded just how important our work is to families, businesses, and communities in this state.

This has certainly been a challenging year for each of us and for our professional association. The sagging economy and its effect on state and county budgets have caused anxiety and heartache for most of our members. Our association does, however, remain strong, and the year was productive and fruitful.

During the year, OAEP re-instituted "OAEP Meeting Day", which resulted in expanded communication and dialogue between members and Extension Administration. The Board also took initial steps to integrate ANREP into OAEP's structure; committed funds to assist with bringing the NAEFCS national meeting to Ohio in 2012; and gave leadership to the planning of this year's Annual Conference.

The successes of this association are due in no small part to the dedicated members who serve as officers and board members. This dedicated team served your professional interests well this year, in spite of the fiscal and human resources challenges which many of them faced in their counties/units.

Most of the successes of this association result from the work of our six standing committees, and the chairs, co-chairs, and past chairs of these committees have done outstanding work this past year to recognize members, to improve our profession, and to communicate the importance of our profession among stakeholders.

There are many challenges ahead for our association. We must continue to work toward more fully integrating state-based members into the work of our association. We must realign our board structure with the new geographic reorganization of OSU Extension. And we must continue to seek new ways to recognize members for the work they do in a rapidly changing organization and society.

Thank you for the trust you placed in me to serve in a leadership role in this outstanding professional association.

-Mike Hogan

Officers

2009 Ohio Association of Extension Professionals

President:	Mike Hogan hogan.1@osu.edu	Carroll County	330-627-4310
President Elect:	Randall Reeder Food, Agr. and Biological Engineering Dept		614-292-6648 reeder.1@osu.edu
Past President:	Cindy Shuster shuster.24@cfaes.osu.edu	Perry County	740-743-1602
Secretary:	Becky Barker barker.157@osu.edu	Morrow County	419-947-1070
Treasurer	Ted Wiseman wiseman.15@osu.edu	Perry County	740-743-1602

1st Vice Presidents

ANR	Julia Woodruff	Ashland County woodruff.94@osu.edu	419-281-8242
CD	Nancy Bowen-Ellzey	bowen-ellzey.1@osu.edu Van Wert County	419-738-1214
FCS	Dan Remley	Butler County remley.4@osu.edu	513-887-3722
4-H	Jo Williams	Scioto County williams.2213@osu.edu	740-354-7879
State	Teri Gustafson	Human Resources gustafson.29@cfaes.osu.edu	614-292-2399

2nd Vice Presidents

ANR	Alan Sundermeier	Wood County Sundermeier.5@osu.edu	419-354-9080
CD	Treva Williams	Scioto County Williams.973@osu.edu	740-354-7879
FCS	Pat Brinkman	Fayette County Brinkman.93@osu.edu	740-335-1150
4-H	Jeff Dick	Williams County Dick.7@osu.edu	419-636-5608
State	Cindy Torppa	Columbus Torppa.1@osu.edu	614-292-3748

Regional/State Board Representatives
2009 Ohio Association of Extension Professionals

NORTH CENTRAL

ANR	2010	Troy Cooper	Knox County	740-397-0401
CD	2009	Sharon Strouse	Holmes County	330-674-3015
FCS	2009	Marilyn Rabe	Franklin County	614-866-6900
4-H	2010	Mary Beth Albright	Erie County	419-627-7631

WEST

ANR	2009	Andy Kleinschmidt	Van Wert County	419-238-1214
CD	2010	Susan Holladay	Clinton County	937-382-0901
FCS	2010	Carol Chandler	Union County	937-644-8117
4-H	2009	Sylvia Altenburger	Paulding County	419-399-8225

SOUTH EAST

ANR	2010	Mark Mechling	Muskingham County	740-454-0144
CD	2009	Sheila Maggard	Adams County	937-544-2339
FCS	2009	Pamela Montgomery	Morgan County	740-962-4854
4-H	2010	Connie Goble	Pike County	740-554-7879

STATE

ANR	2009	Randall Reeder	Ag. Engineering	614-292-6648
CD	2010	Julie Fox	OSU South Centers	740-289-2071
FCS	2010	Donna Brown	FCS Administration	614-292-0529
4-H	2009	Allen Auck	State 4-H Office	614-292-4444

RETIREE	2009	Ted Jones		614-876-5932
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MEMBERSHIP	2009	Lisa McCutcheon	Licking County	740-670-5315
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NEWS EDITOR	2009	Jill Stechschulte	Fulton County	419-337-9210
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WEBMASTER	2009	Teresa Johnson	Defiance County	419-782-4771
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AT LARGE	2009	Kara Newby	Human Dev. & Fam. Science	614-688-0855
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Meeting Minutes December 17, 2008

Ohio Association of Extension Professionals

President Cindy Shuster called the third Annual OAEP meeting of the 87th Annual Meeting of Extension Professionals to order. The meeting was held at the Ramada Plaza Hotel and Conference Center Columbus, Ohio beginning at 5:20 p.m.

Jessica Rockey led the Pledge of Allegiance; Cindy asked that all past presidents and retirees stand to be recognized. Jerry Mahan led the inspiration reminding us during this holiday season to remember its true meaning. Jackie LaMuth presented a song that the 1992 Annual Conference Spirit Committee created. Teresa Johnson will add it to the website.

The secretary's report for the 2007 OAEP Annual meeting had been posted on the website and begins on page 9 of the annual report. Maurus Brown moved to approve the report as presented, seconded by Chris Bruynis. Motion passed.

Teresa Johnson gave the 2008 Treasurer's Report. She stated with scholarship payments turned in since the October meeting the organization broke even. Teresa reported that the State's Night Out actually made \$500 to be split among the program areas the next report will reflect this. She mentioned that new brochures and a new display came out of the money market fund. Also mentioned the OSU Development fund was started with a donation.

The 2009 OAEP Budget was presented to members for approval. Julie Dalzell moved to approve the budget. Jerry Mahan seconded the motion. Members voted to approve the 2009 OAEP Budget.

President's Report: Cindy highlighted the many opportunities, experiences, and how much she enjoyed the opportunity to serve the organization. She commended the members for all their hard work and especially for asking the tough questions when needed. The organization is only as strong as we make it. She has professionally and personally grown as an individual through this leadership role.

Committee Reports: Reports are posted on the OAEP website in the annual report.

Personnel: Please read report

Policy: Please read report

Program: Please read report

Professional Improvement: Pam Montgomery wanted to remind the organization how important new educator mentoring is for educator success. Please read complete report.

Public Relations: Jennifer Hartzler highlighted the adoption of a new logo, successful buckeye bounty at County Commissioners Annual Conference and the purchase of a display and brochures.

Recognition: Dave Dugan reported that Nancy Recker compiled all recognition committee information onto a flash drive. Also Dave reported the need for multi county educators to establish a home county as of October 1 of each year for award purposes.

Recognized individuals with 5 years, 10 years, and 15 years of Extension service. Please cash your award checks. Recognized individuals for Regional Achievement Awards for 2-10 years and 10 years and over.

Old Business: None

New Business: None

Recognition of outgoing OAEP Board members by Cindy Shuster and assisted by Nancy Recker. Thank you for your contributions to the new OAEP organization.

OAEP Election Results: Dave Marrison, Committee Chair reported the results on pages 37, 38, and 39. Dave recognized the committee. He also stated that the ANR State position will need to be filled and the 4-H West position is vacant.

Results – Installation of OAEP Board by Cindy Shuster held:

President	Mike Hogan
President-Elect	Randall Reeder
Treasurer	Ted Wiseman
2 nd VP, AGR	Alan Sundermeier
2 nd VP, FCS	Pat Brinkman
2 nd VP, 4-H	Jeff Dick
2 nd VP, CD	Treva Williams
2 nd VP, State	Cindy Torppa

This group joins:

Past-President	
Secretary	Becky Barker
1 st VP, AGR	Julia Woodruff
1 st VP, FCS	Dan Remley
1 st VP, 4-H	Jo Williams
1 st VP, CD	Nancy Bowen Ellzey
1 st VP, State	Teri Gustafson
4-H West Rep	Vacant
4-H SE Rep	Connie Goble
4-H NC Rep	Mary Beth Albright
4-H State Rep	Allen Auck
CD West Rep	Susan Holladay
CD SE Rep	Sheila Maggard
CD NC Rep	Sharon Strouse
CD State Rep	Julie Fox
ANR West Rep	Andy Kleinschmidt
ANR SE Rep	Robin Stephenson
ANR NC Rep	Troy Cooper
ANR State Rep	Vacant
FCS West Rep	Carol Chandler
FCS SE Rep	Pam Montgomery
FCS NC Rep	Jennifer Hartzler
FCS State Rep	Donna Brown

Cindy turned the meeting over to new president, Mike Hogan. Mike and the organization recognized Cindy for all her hard work and dedication with a rotating plaque.

2009 OAEP President Mike Hogan Plans for 2009: Mike announced the new committee roster starts on page 42. With new membership added he will repost it again. On page 40 of the annual report is a listing of all meeting dates. Mike added the importance of attending face to face meetings, the opportunities to meet with the Assistant Directors, and Administrative Cabinet especially in these times of financial difficulties. Everyone's input is needed. Plans for 2009 include working with Randall to recruit state staff to be more involved, reenergize our organization, be part of possible change and help Administration to move us forward. Mike mentioned attending a Farm Bureau County President's trip and how proud they were of all their educators and the good work they are doing.

Lisa McCutcheon mentioned that membership forms were available if needed.

Brian Raison moved to adjourn the 2008 Annual OAEP meeting. Jill Stechschulte seconded. Meeting adjourned at 6:30 p.m.

Respectfully submitted by OAEP Secretary Becky Barker

MEMBERSHIP OUTREACH REPORT 2009 OAEP

Lisa D. McCutcheon, Chair

While serving as Membership Chair over these past six 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 to OAEP, national association memberships, member retirements and resignations, as well as contact information for all association members and office locations across the state.

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. During 2009, we focused on incorporating national association tenure as an aspect of our records database. While this process has begun, there is still more to be done. It was determined that this information could be beneficial during the annual awards selection process for national associations.

STATE AND NATIONAL ASSOCIATION MEMBERSHIP NUMBERS

	2004	2005	2006	2007	2008	2009
OAEP Members	305	278	293	314	310	280
NACAA Members	103	96	85	86	83	77
NAE4-HA Members	106	100	107	120	117	110
NEAFCS Members	74	70	70	71	78	74
CDS / NACDEP Members*	45	24	25	40	42	35
Totals do not reflect Life Members within any National Associations.						
* Totals reflect either CDS Memberships (2004-2006) or NACDEP Memberships (2007-2009)						

As you can see, OAEP membership numbers have decreased slightly over the past year, as have each 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. While attempting to cut costs when possible, Extension professionals throughout the state will need to find value in their membership. Aspects of membership that directly benefit membership include keeping members informed of association business, representing the interests of membership during discussions with administration, and providing opportunities for members to network and share resources during professional development programs.

We continue to receive membership dues for 2010, and will be working toward having national association memberships submitted by the end of the year. In 2010, we will welcome OSUE professionals interested in joining the Association of Natural Resource Extension Professionals (ANREP) to do so through our membership materials.

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) at your convenience.

I acknowledge much appreciation to Ted Wiseman, as effective communications between the OAEP Treasurer and Membership Chair continue to be essential in maintaining accurate records.

2009 Recognition Committee Report

Allen Auck, Chair, Nancy Recker, Co-Chair

Active Committee Members: Allen Auck, Kirk Bloir, Beth Boomershine, Beth Bridgeman, Carol Chandler, Erin Dailey, Andrea Daubenmier, David Dugan, Nadine Fogt, Julie Fox, Cora French-Robinson, Linette Goard, Ann Golden, Laryssa Hook, Christine Kendle, Mary Longo, Monadine Matthey, Carol Miller, Melinda Morrison, Marilyn Rabe, Nancy Recker, Jessica Rockey, Cindy Shuster, Cynthia Torppa, Judy Villard-Overocker, Rhonda Williams, Ted Wiseman and Julia Woodruff.

Carol Chandler, Anne Baird, Ted Wiseman, Julie Fox, and Jessica Rockey coordinated their National Association awards respectively and the 2 – 10 and over 10 State Achievement awards for the Ohio Association of Extension Professionals. Judy Villard-Overocker 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 Jessica Rockey and Beth Boomershine will work on the script.

2009 Committee Accomplishments:

- Successfully revised the Guidelines for the OAEF Recognition Committee.
- 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;
- 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;
- Established January 1st as the date for those individuals in multiple regions with dual assignments to declare which was their “home” region for awards in OEAP.
- Established January 1st as the date to determine which region would be “home” if a county is shifted to a new region by administration.

Professional Improvement Committee 2009

Pam Montgomery, Chair
Mary Beth Albright, Co-Chair

Highlights:

The committee reorganized for 2009 on January 12, 2009.

Scholarship sub-committee chaired by: Lisa Barlage

The budget for the year was \$3,400 total with six \$500 professional improvement scholarships to be given and four \$100 first timers' scholarships for individuals attending a national meeting for the first time. Scholarship recipients included: Shari Gallup, Ashley Krogel, Chris Bruynis, Chris Zoller, David Marrison, Bruce Clevenger and first timer, Frances Harker.

Annual Conference committee:

Kara Newby volunteered to be the liaison for annual conference planning committee representing professional improvement committee.

Determining Our Role with the OSUE Restructuring:

Historically, the committee has focused on helping new educators with "on-boarding". The budget issues at both the state and county levels impacted the hiring process and the committee did very little in this role in 2009. The restructuring of OSUE lead to a number of discussions regarding what our role might be in the future. How can we support our co-workers and move forward in the new structure became a recurring theme. The committee members determined it would beneficial to develop an understanding of the Competency-Based Human Resource Management as OSUE is in the process of transitioning to Competency Based Human Resource Management. Graham Cochran presented to the committee on March 16, 2009.

Professional Development Program or In-service topics were identified:

- CITI Course how to successfully complete.
- Effective use of technology i.e. how to use Web Ex effectively to host a meeting.
- How to determine whether to hold a face to face meeting or to use technology.
- What training can effectively be done via technology?
- Best practices when working in our new EERAs.
- OSU Pros Training

Future items to consider for work by the committee:

Review and reevaluate our roles and responsibilities to OAEP.

Continue to gain knowledge of Competency Based Human Resource Management

Public Relations Committee Annual Report 2009

Submitted by: Connie L. Goble/Chair

Goal: To 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.

Objectives:

- To host refreshment break at the annual County Commissioner Days

The committee prepared information to be displayed concerning OSU Extension programming for the new table top display at the Medina County Commissioner Days in August. The committee also provided water and snacks for the participants.

- To coordinate Buckeye Bounty Giveaway in collaboration with the County Commissioners annual meeting

The committee gathered and purchased door prizes that were presented at the Commissioner meeting in December during their luncheon. We also provided signage for what extension does and thanked the commissioners for their support.

- Create and maintain a new table top OAEP display incorporating the new logo

The table top display has been used at County Commissioners Days and will be set up as an informational display at the Annual Conference.

- Topics for OAEP newsletter submissions for 2009

Articles have been submitted by Connie Goble and Sally McClaskey for the newsletters this year concerning information provided by the public relations committee.

A special thanks to Jo Williams, Don Ordaz, Sally McClaskey, and Gwen Wolford for their special help this year.

Personnel Committee Report

2009

Sheila Maggard, Chair; Robin Stephenson, Co-Chair (Jan. – April)

Gary Wilson, Chair; Treva Williams, Co-Chair (May – Dec.)

Committee Members:

John Barker	Mike Lloyd	Rich Sherman
Kathleen Booher	Sheila Maggard	Susan Shockey
Pat Brinkman	Todd Mangen	Robin Stephenson
Kara Colvin	Rose Fisher Merkowit	Kathy Tackett
Beth Gaydos	Kathy Michelich	Coleen Wellington
Jan Gordon	Ruth Anne Musgrave	Treva Williams
John Grimes	Janet Wasko Myers	Gary Wilson
Margaret Jenkins	Tony Nye	Lisa Wittenauer
Mark Landefeld	Joy Sharp	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 continues to review the promotion and tenure (P&T) process for both faculty and administrative and profession (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 process have expressed frustration due to changing from the Unified Reporting System (URS) to OSU:pro and the impact on the process of completing a vita.

The major issue addressed by this committee in 2009 was the anticipated implementation of a Competency Model for performance appraisals. The committee met with Graham Cochran, Leader, New Personnel Development to discuss the structure of the OSUE Competency Model including the 14 core competencies and the areas of expertise. Each core competency is defined and includes a list of 6-8 key actions. The areas of expertise haven't been fully identified at this time. The most current information on the OSUE Competency Model can be found at <http://extensionhr.osu.edu/compmodel.htm>.

The committee also discussed the Self-Assessment portion of the Competency Model which was implemented in November 2009. There was discussion regarding the fact that members were confused as to the role of the self-assessment in the performance appraisal system. Graham Cochran stated the purpose of the self-assessment was for use in developing professional development goals and not for performance appraisal. Follow-up communication to all employees was sent from OSUE Human Resources to clarify the purpose of the self-assessment instrument.

The committee plans to continue monitoring the further implementation of the OSUE Competency Model and the impact on members. Other topics for future consideration include the shared services model for support staff, monitoring the working roles of Program Coordinators/Program Assistants as compared to Extension Educators, and the declining budget environment and its impact on members.

Policy Committee Report

Andy Kleinschmidt

Chair: Andy Kleinschmidt,

Co-Chair: Troy Cooper,

Past Chair: Kathy Lechman

Members: Lois Clark, Bruce Clevenger, Janice Hanna, Doris Herringshaw, Julie Herron, John Hixson, Gregory Labarge, Rob Leeds, David Mangione, Chris Penrose, Cindy Bond-Zielinski, Chris Zoller

The Policy Committee had one in-person meeting on March 16, 2009 at Ag Admin.

A discussion was held on revisions and updates to the OAEP By-Laws and Constitution. Kathy had done a tremendous amount of work last year and in to this year updating the By-Laws and Constitution. The Policy Committee reviewed the updated By-Laws and Constitution, and read through both clarifying and reviewing each Article and Section. Since Kathy had done most of the updating already, the process went smoothly with unanimous consent governing our suggested modifications. The committee felt strongly that each Committee in Article IV, with exception of Executive Committee and Nominating Committee, be given their description in the By-Laws and Handbook for review and suggest changes to the Policy Committee. Kathy, Troy and I will be coordinating with the other Committee Chairs to advance this plan in the next three months. We realize that our changes will require full OAEP Board approval.

The Policy Committee was asked by the Board to have a discussion on a 1st or 2nd V.P. attending a national conference (JCEP and PILD) and develop a process to submit a report to be printed in the OAEP newsletter. The Policy Committee indicated that this was outside the duties of the Policy Committee, and respectfully asks the Board to examine this issue outside of Policy Committee.

Work to be completed in 2010:

The Policy Committee should consider disseminating to OEAP Committee Chairs their corresponding section of the By-Laws and Guidelines for review. A repository of relevant items has been created at http://drop.io/OAEP_POLICY

Program Committee Annual Report 2009

Submitted by Mark Light, 2009 Chair

Our focus for 2009 has been on Annual Conference plans.

While the conference is to be held at the same facility, the committee has been faced with the following challenges:

Chi Epsilon Sigma will participate in the Annual Conference in lieu of a separate CES conference and was included in the planning activities.

The conference changed from a two day to a one day conference due to budgetary concerns one month before the conference.

A theme of “It is a new EERA in Extension” was chosen. In addition Phil Sorentino was selected as the Annual Conference Keynote speaker and focused on Humor and Leadership in the workplace. It was felt that we needed to be energized again by the conference to move into 2010.

Sessions will be recorded using Camtasia relay for viewing after the conference is done. This will allow members who were not able to make annual conference to view presentations as well as for all staff to view sessions that they were not able to choose.

Several items that should be considered for 2010 that were dropped due to time include:

1. The recognition dinner start time moved back to 6:00 pm to allow more time for the awards program.
2. Technology fair – Coordinator: Jerry Thomas. There will be a variety of activities intended to inform and entertain about educational potential of new technologies. Ag group may provide refreshments as an additional incentive to conference attendees to participate.
3. Incorporating physical activity (e.g. number of steps used by taking stairs instead of elevator, etc.)
4. Suggested to start conference at 10:00 on day 1 and extend later on day 2 to help with travel issues; particularly winter morning weather concerns
5. Increase sharing by state specialists – Ideas:
 - a. “Lunch with a Specialist” (reserve tables)
 - b. Specialists staffing posters or optional concurrent session(s)
6. Holding a “5 Points Conference” in which the four corners of the state (two EERA’s) and the Columbus region would have separate conferences, each lasting one day in a particular week (i.e. Cincinnati area Monday, Toledo area Tuesday, etc). Consensus was this would reduce travel expenses for counties located along the outer regions of the state.
 - a. May be more beneficial due to moving into a EERA concept. Professionals would be able to network with those closest to their area/region in the state.
 - b. Would need to find conference space available at a reasonable rate to further decrease conference costs.
 - c. Would entail the possibility of having a networking lunch according to program area and/or national programmatic organizations.
 - d. Omitting an “Annual Session” altogether and instead expand upon certain programmatic in-services that already take place over the course of the year. (4-H, FCS, etc)
 - e. Hold a “virtual annual conference” via WebEx, Skype, or Second Life.
 - f. Inviting speakers to present “virtually” throughout the year – reducing their travel costs; thus reducing Extension’s costs in that aspect of the conference.

Most of the year was dedicated to planning of annual conference so not much else was accomplished from the program committee towards furthering OAEP.



Ohio NACAA Report

Current Membership

We currently have 77 paid and active NACAA members. This is a slight decrease from last year's membership. Our decline has been caused by staff reductions and retirements.

Attendance at NACAA AM/PIC in Portland

Ohio is pleased to have a total of 20 participants in this year's AM/PIC. Ohio is represented by 12 regular members, 7 spouses, and 1 life member. Our numbers are lower than normal as a result of many reasons, but budget restraints and the Farm Science Review were the primary reasons.

Journal of NACAA

Each journal article was reviewed by three professional peers from across the country. Eleven papers were accepted this year with four from Ohio. Please visit the new journal site at <http://www.nacaa.com/journal/> Congratulations to:

[Cultural and Preference Understanding to Develop Halal Niche Markets](#)

Fisher, J.C.; Mangione, D.A.; Nye, L.A.; Stock, R.

[Demographics of the Northeast Ohio Grape & Wine Industry](#) - *Marrison, D.L.*

[Examining the Land Use, Development, and Succession Concerns of the Northeast Ohio Grape & Wine Industry](#) - *Marrison, D.L.*

[Northeast Ohio Wine Traveler Study](#) - *Marrison, D.L.*

An Alternative Cropping System with Economic and Environmental Merit

Steve Prochaska

NACAA Search for Excellence Awards

"Northeast Ohio Small Farmer College-Too Much to Mow, What do I Grow?" program was selected as a national finalist in the Search for Excellence in Young, Beginning, or Small Farmers/Ranchers category. Extension team members are **David Marrison, Erik Draper, Les Ober, Steve Hudkins**

"Landscape Horticulture In Delaware County" was selected as a national finalist in the Search for Excellence in Landscape Horticulture. **Gary Gao**

NACAA Communications Awards

Four Ohio entries advanced to the National competition for the NACAA Communication Awards program as North Central Winners. Region winners were:

Category 1: Radio Program	Alan Sundermeier
Category 4: Promotional Piece	Gary Gao
Category 6: Feature Story	Alan Sundermeier

Gary Gao, Ron Becker, Maurus Brown, Mike Ellis, Steve Prochaska, Celeste Welty, and Roger Williams were named the **national winners** for the bound book category for their *Midwest Home Fruit Production Guide*.

Distinguished Service Award Winners

Congratulations to **Mark Mechling** and **Barry Ward** for being Ohio's Distinguished Service Award Winners. The purpose of the Distinguished Service Award is to recognize the outstanding service of NACAA members with at least 10 years of service. Ohio is eligible to nominate two members each year.

Pride Awards

Pride Awards are given to recognize NACAA members or a team of members for outstanding use of Public Relations in Daily Efforts that improve the understanding of agriculture in their communities. **Gary W. Wilson** was a National Finalist for this award. Congratulations Gary!

Scholarly Presentations

Ohio educators presented two presentations at this year's conference. Presenters were Jeff Fisher, Dave Mangione, Alan Sundermeier and Rafiq Islam.

Poster Presentations

Ohio had the most posters displayed from the North Central Region with 9 posters. Poster presenters are as follows: Dave Mangione, Jeff Fisher, Tony Nye, Gary Wilson, David Marrison, Erik Draper, Steve Hudkins, Les Ober, Randy Zondag, Alan Sundermeier, Mike Gastier, Jim Hoorman, Rafiq Islam, Randall Reeder, Chris Bruynis, John Barker, Dave Dugan, Latham Farley, Jonah Johnson, Jim Lopshire, and Julia Woodruff.

Ohio Leaders in NACAA

Ohio has always been very active as national leaders for NACAA national committees. The following members have provided leadership this past year and/or will provide leadership for the upcoming year. Thanks to each of these members for keeping our organization on the move.

National Committee Leadership

Mike Hogan:	Council Chair for NACAA Program Recognition Council. Presides over the 4-H & Youth, Communications, Extension Programs, Professional Excellence, Public Relations, Recognition & Awards & Scholarship Committees
Chris Bruynis:	National Chairman for Scholarship Committee
Alan Sundermeier	North Central Region Vice-Chairman for Scholarship Committee
Chris Penrose:	North Central Region Vice-Chairman for 4-H and Youth Committee
David Marrison:	North Central Region Vice-Chairman for the Agricultural Economics & Community Development Committee
Gary Graham	North Central Region Vice-Chairman for Natural Resources Committee
Gary Wilson	North Central Region Vice-Chairman for Communications Committee
Mark Mechling	North Central Region Vice-Chairman for Public Relations Committee
Julia Woodruff	North Central Region Vice-Chairman for Administrative Skills Committee
Elmer Olsen	Life Member – Committee Chair

Respectfully Submitted

Julia Nolan Woodruff, Extension Educator
OAEP, AG&NR President

Alan Sundermeier, Extension Educator
OAEP, AG&NR Vice-President

NEAFCS Annual Report December 2009

Daniel Remley
Pat Brinkman

1st Vice President
2nd Vice President

Daniel T. Remley – Vice President Awards and Recognition
Vice President Member Resources – Nancy Stehulak
Vice President, Professional Development – Pat Brinkman

Membership – Ohio had 72 paid NEAFCS Members in 2009.

Awards and Recognition – The following award winners were recognized at the 2009 NEAFCS conference in Birmingham Alabama.

***Distinguished Service Award-* Lisa Barlage and Nancy Stehulak**

***Continued Excellence Award-* Melinda Hill and Kathy Oliver**

Cindy Oliveri, Jennifer Hartzler, and Rose Fisher Merkwowitz- "Sun Safety Education for Sea Campers at Kelly's Island"- Environmental Education Award- Central Regional Winner

Cora French Robinson, Linette Goard, and Melinda Hill- "Healthy Living Blog" -Healthy Lifestyles Grant- Central Regional Winner

Pat Brinkman, Rose Merkwowitz- "Building Blocks of Sun Safety" -Healthy Lifestyles Grant- Central Regional Winner

Cindy Shuster, Joyce Shriner, Shelley England- "The Family Tacklebox- Parenting Newsletter" – Newsletter- 1st place Central Regional Winner

Cindy Oliveri, Kathy Jelley, Monadine Matthey, Lucinda Miller, Sheila Maggard, Treva Williams- "Fruit and Vegetable Fact Sheet for Elementary School Children and their Parents"- Newsletter- 2nd Place Central Regional Winner

Beth Gaydos- "Cutting Expenses: Tips for Spending Less on Food and Energy Costs"- Radio- 2nd Place National and First Place Regional Winner

Dan Remley- "Rainbow of Colors Choice Pantry Nutrition Education Video"- Television- 1st Place National and Central Regional Winner

Cindy Oliveri, Kathy Dodrill, Marie Economos, Shari Gallup, Beth Gaydos, Jennifer Hartzler, Marcia Jess, Chris Kendle, Sheila Maggard, Monadine Matthey, Kathy Jelley, Lucinda Miller, Dan Remley, Katie Shumaker, and Susan Zies- "Diabetes Education- An Ohio Initiative"- Community Partnership Award- Central Region Winner

NEAFCS Annual conference in Birmingham, Alabama NEAFCS National Meeting took place on September 14-17, 2009. During this time, NEAFCS celebrated its 75th anniversary. Ohio Life Member

Cheryl Jones Syracuse contributed to the historical presentation. In addition, approximately 17 Ohio members attended. Presentations involving NEAFCS Ohio Affiliate Members included the following:

Seminars –

Nutrition and Diversity Training Program for Choice Food Pantry Volunteers – **Dan Remley**

Healthy Meals at Meetings - **Cindy Oliveri, Kirk Bloir, Pat Brinkman, Shari Gallup, Doris Herringshaw, Marie Economos, Marcia Jess & Linnette Goard**

Building on Leadership Skills and Team Functioning - **Doris Herringshaw**

Building Support and Forging Relationships with Stakeholders and Elected Officials - **Cindy Shuster & Joyce Shriner**

Showcase of Excellence –

Live Health, Live Well: A Partnership between Ohio State University Extension and the Ohio County Commissioners Association – Lisa Barlage, Doris Herringshaw, Linnette Goard, Marcia Jess, Cindy Bond-Zielinski, Shari Gallup, and Elizabeth Smith

Fruits and Veggie Fact Sheets Promote Consumption of Locally Grown Produce – **Monadine Matthey, Maurus Brown, Kathy Jelley, Sheila Maggard, Lucinda Miller, Cindy Oliveri, and Treva Williams**

Walk Across Auglaize County - **Lois Clark**

Using the Black Box Approach to Transfer Institutional Knowledge – **Joyce Shriner, Sue Sharb, and Cindy Shuster**

Real Money, Real World - Jessica Rockey **and Cindy Shuster**

Leadership and Service – Dan Remley represented Ohio at the Central Regional Council of Extension Professionals (JCEP) Conference in San Diego, California. Pat Brinkman represented Ohio at the Public Issues Leadership Development Forum in Washington DC. Carol Chandler has been elected to serve as the Recognition and Awards Chair for NEAFCS in 2009.

Other Notes – Members of Ohio NEAFCS contributed to the development of the Living Well, More than A Cookbook. The book, to be sold in 2010, contains research based information on living green, home safety, financial management, care of textiles, etiquette. Proceeds will go to national and Ohio affiliate NEAFCS funds.

Future Meetings - 2010 Annual Session & Exhibits – will take place in Portland Maine. Ohio has volunteered to host the 2012 Annual Meeting. Cindy Oliveri, Susan Crusey, Carol Chandler, and Carol Miller will lead planning efforts.



National Association of Extension 4-H Agents Annual Report: December 2009

Jo Williams, NAE4-HA Ohio President
(OAEP 1st Vice President)

Jeff Dick, NAE4-HA Ohio President-Elect
(OAEP 2nd Vice President)

Membership: Ohio NAE4-HA had 108 regular and 14 lifetime members in 2009.

National Meeting: October 24-30, 2009 (Rochester, NY)

The Ohio delegation included approximately 42 Ohio NAE4-HA members and their guests. Ohio Extension Professionals presented two Programs of Distinction, 11 seminars, and 24 posters at the 2009 NAE4-HA Conference in Rochester, NY, October 24-30. That translated into Ohio professionals taking part in 20 percent of the Programs of Distinction, 12 percent of the Seminars and 17 percent of the Posters presented at the conference.

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

- Achievement in Service Award – Sally McClaskey, Mark Light, Barbara Carder
- Distinguished Service Award – Jason Hedrick, Bonnie Malone, Barb Phares
- Meritorious Service Award – Ken Lafontaine
- 25 Years of Service – Vicki Reed and Lisa Bradley

2009 Regional and National Awards & Recognition:

*Regional Winner; ** National and Regional Winner

- News Article: Barbara Carder **
- Susan Barkman Research Award: Jason Hedrick, Jeff Dick and Greg Homan *
- Denise Miller Innovator Award: Connie Goble and Nikki Eyre *
- Dr. Duncan 4-H Program of Distinction Award: Theresa Ferrari, Kim Catchpole, Ashley Krogel, Graham Cochran and Nate Arnett *

2009 Ohio Leadership with NAE4-HA National Board of Trustees and Committees

- Betty Wingerter, NAE4-HA Past President
- Minnie Taylor, Diversity Committee Chair

<u>Committee</u>	<u>State Contact (2009)</u>	<u>Contact-Elect</u>
Diversity	Connie Goble	Cynthia Toler
Member Recognition	Jessica Rockey	Cassie Turner
News & Views	Sally McClaskey	Jill Stechschulte
Professional Improvement Programs	Travis West	Travis West
Policy and Resolution	Joy Sharp	Kathy Booher
Public Relations & Information	Julie Herron	Kara Colvin
Research & Evaluation	Beth Boomershine	Nadine Fogt
	Penne Smith	Jason Hedrick

2009 Joint Council of Extension Professionals (JCEP) Conference Delegate (February 2009)

- Jo Williams – State President

2009 Public Issues and Leadership Development (PILD) Conference Delegate (April 2009)

- Jeff Dick – State President-Elect

2010 Leadership on NAE4-HA Board

At the 2009 NAE4-HA conference, Theresa Ferrari was elected to serve on the 2010 Board as the Vice President of for Research, Evaluation, and Programs.

Life Member Update

A letter was mailed in late November to 47 retired 4-H Professionals inviting them to become Lifetime Members of NAE4-HA. The application form was included with the letter. This task was completed due to there being several inquiries from recent retirees on how to become Life Members of the organization. If there are any retirees who did not receive this information and are interested, they can contact Jo for more information.

Future National Meetings:

- October 24-28, 2010: Phoenix, AZ
- October 24-28, 2011: Omaha, NE
- October 21-26, 2012: Orlando, FL
- Galaxy 2013 – Pittsburgh, PA

NACDEP and Community Development Report 2009

NACDEP Officers

Nancy Bowen-Ellzey, NACDEP Ohio President; OAEP 1st Vice President
Treva Williams, NACDEP Ohio President-Elect; OAEP 2nd Vice President

Membership: There were 39 active Ohio NACDEP members in 2009.

National Conference: The 2008 National Association of Community Development Extension Professionals meeting was held in San Diego, CA. in April, 2009. 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 2009 NACDEP conference:

- 7 oral presentations were given by 5 Extension Educators and Specialists
- 2 OSU Extension Community Development Personnel served on the Steering Committee
- 2 OSU Extension Community Development Personnel served on the Proposal Review Panel

NACDEP North Central Region Representative:

David Civittolo

NACDEP Award Recognition:

Distinguished Service Award – Bill Grunkemeyer – presented at the 2010 conference.
CD Programming Excellence – Nancy Bowen-Ellzey – presented at the 2009 conference.

OSU Extension Community Development Appointments (full and partial): Sixty-two (62). Full Appointments: Thirteen (13)

JCEP West and North Central Regions Conference:

Nancy Bowen-Ellzey represented the Ohio NACDEP membership at the 2009 JCEP Conference held in San Diego, CA on February 18-20, 2009.

2009 NACDEP Annual Meeting:

The Annual Meeting will be held April 12-14, 2009 in Bloomington, Minnesota.

<http://www.nacdep.net/confs/2010/Conf2010.htm>

Newsletter Editor Report 2009

Submitted by: Jill Stechsulte, Fulton County

The OAEP Newsletter is usually produced and posted 3 times per year. Spring, Summer and Fall dates are advertised to the committees.

This year only Spring and Fall issues were published as there were no submissions for a summer newsletter.

Submissions should be sent to Jill Stechsulte at stechschulte.23@osu.edu in Word documents. No special page formatting is needed.

Webmaster Report:

OAEP Website: <http://oaep.osu.edu>

OAEP Webmaster: Teresa M. Johnson
Extension Educator, 4-H Youth Development
Defiance County, Maumee Valley EERA
Email: johnson.1389@cfaes.osu.edu
Phone: 419-782-4771

Visit the OAEP website for more information on....

OAEP Board

- Board officers and members
- Meeting dates

Membership

- Membership Brochure
- How to join OAEP

Committees

- Committee descriptions and reports

Reports

- Board Minutes
- OAEP Constitution

Newsletter

- OAEP Newsletter

Scholarships

- Description of scholarships and application form

National Association

- Link to National Associations

Recognition and Awards

- Photos and listing of awards from Annual Conference johnson.1389@cfaes.osu.edu

EMERITI/RETIREES REPORT 2009

Ted Jones, 2009 Chair

The OSU Extension Retirees annual picnic was held at the Battelle Darby Metro Park on September 14. Sixty two retirees and guests were in attendance.

Director Keith Smith presented an update on Extension Programs, Personnel, and Budget. The economic recession is greatly affecting the budget at the county, state, and federal levels. Strong visible support from clientele, retirees, and others is always required to keep Extension Programs at the cutting edge.

Randall Reeder did double duty by presenting updates on OEAP and ESP. He also summarized Issues 2 and 3 that appeared on the November ballot.

The 2010 OSU Extension Retirees picnic will be held on September 13, 2010.

Gary Bauer is chair of the Group for 2010.

State Extension Advisory Committee

2009

OAEP Representative: Mike Hogan

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 advocates on behalf 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. Much of the discussion during 2009 SEAC meetings centered around the budget situation and the resulting reorganization. Other topics addressed during these meetings included Issue 2, Strategic Plan for the college, local ballot initiatives for Extension, and others.

With an interest by SEAC members in becoming more knowledgeable about county issues and programming, some members attended county advisory committee meetings in three or four counties in their region. County Directors are asked to include the assigned SEAC member 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. 2009 attendees were Dave Slagle, Julie Drumheller, 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 committee meetings, 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.

Randall Reeder will serve as OAEP's representative to SEAC in 2010.

OHIO 4-H FOUNDATION REPORT

2009

OAEP Representatives

Mary Beth Albright, Nate Arnett, Kirk Bloir, and Jason Hedrick

- Spring Meeting: May 12-13, 2009
 - Location: Shisler Center, Wooster, Ohio
 - Representatives in Attendance: Mary Beth Albright, Nate Arnett, Kirk Bloir, and Jason Hedrick
 - Major Topics of Discussion:
 - State 4-H Update –Tom Archer
 - Ohio 4-H Foundation Budget Update – Tom Stocksdale/Erin Wingfield
 - Committee Meetings
 - Presentation on 4-H Rocks! – Lisa Marko, Medina Stark County
 - Reception/dinner with local donors; 4-H youth speakers from Wayne County
 - OSU Extension Update – Keith Smith
 - Workforce Prep Program Presentation – Nate Arnett
 - 2008 – 2009 Budget Discussion – Tom Stocksdale
 - OSU Development Update –Bill McCleery

- Fall Meeting: October 20-21, 2009
 - Location: Nationwide & Ohio Farm Bureau 4-H Center
 - Representative in Attendance: Nate Arnett, Kirk Bloir, and Jason Hedrick
 - Major Topics of Discussion:
 - Committee Meetings
 - 4-H Quality Assurance and Animal Care issues – Paul Kuber
 - Reception & Dinner
 - OSU Extension Updates – Keith Smith
 - State 4-H Program Update – Tom Archer
 - Committee Reports
 - 2009 Celebration of Youth (COY) Update and 2010 COY Planning – net income: \$106,517, including a \$25,000 Nationwide sponsorship
 - Election of Officers
 - President: Bob Joseph
 - 1st Vice President: Roger Himes
 - 2nd Vice President: Karen Corcoran
 - Secretary: Howard Warner
 - Treasurer: Jed Osborn
 - Immediate Past President: Karen Corcoran

OAEP Representation/Terms:

- Jason Hedrick (2007-2009) – Stewardship Committee Member
- Mary Beth Albright (2008-2010) – Bylaws and Grants Committee Member
- Kirk Bloir (2009-2011) – Bylaws and Grants Committee Member
- Nate Arnett (2009-2011) – Major Gifts Committee Member

College of Food, Agricultural, and Environmental Sciences Faculty Council Report

2009

Submitted by Mark Mechling

The College of Food, Agricultural, and Environmental Sciences Faculty Council serves as the faculty advisory group to Dr. Bob Moser, Vice-President and Dean of the College. The council meets three times a year to discuss issues of relevance to the college. Extension faculty representatives for 2009/2010 include Glen Arnold, David Civittolo, Julie Dalzell, Jackie LaMuth and Mark Mechling.

Officers for 2009/2010 are Doug Doohan-President; Vice-President-Bala Balasubramaniam; and Secretary-Dave Shetlar.

Topics discussed in 2009 included state budget cuts and their impact on the college, Extension restructuring, Issue 2 and the college's response to animal welfare, the university's master plan, OSU PRO reporting system, establishment of a faculty council web site and new information technology standards within OSU.

A major issue that is being addressed by the college and departments is the transition from quarters to semesters. A Sustainability Council was established in the college to deal with green issues.

State 4-H Horse Committee Report

2009

Sherry Nickles, OAEP Representative
Extension Educator,
Area Leader, Crossroads

The State 4-H Horse Committee is comprised of members representing professional and lay people. This committee met twice during the year. Led by Dr. Kim Cole, Extension Specialist for Equine, and Amber Moffett, Extension Associate for Equine, the meetings included a variety of topics and 4-H event assignments for the year.

A major survey was done to determine county opinions of PAS horse shows. Seventy-one counties responded and this data is currently being used to determine the future of PAS shows.

With the new Extension Education and Research Areas, Kim is working on re-designing the committee membership and representation across the state to coincide as well as a new Charter for which the committee would operate.

4-H Events discussed, planned and conducted include:

- Groom and Clean Clinic and Contest
- Multi-state judges clinic
- State fair junior horse shows and skillathons
- OSU Horse Barn open house
- Buckeye Bonanza Horse Sale
- Advisor Training
- Hippology Clinic and Contest
- Youth Clinic
- Horse Bowl
- Public Speaking Contest
- Judging Clinic and Contest
- Competitive Trail Ride

This was the first year implementing the new 4-H helmet policy. It seemed most counties reported conducting helmet education with good response and safer riders.

New opportunities will be added to the speaking contest including a photography section and the name of the contest will be changed to 'Communication Contest'.

Dates for programs and events have been set and are being confirmed for 2010 and will be available soon after January 1st, 2010.

2010 Meeting Dates and Locations

Ohio Association of Extension Professionals

DATE	TIME	LOCATION
January 11	10:00 – 12:00 – Columbus 12:00 – 1:00 – Lunch w/Assistant Directors 1:00 – 3:00 – Board Meeting	4-H Center
March 15	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	4-H Center
May 10	1:00 – 3:00 – Board Teleconference	
June 14	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	4-H Center
September 13	10:00 – 2:00 – Board Teleconference	
October 18	11:00 – 12:00 – Committee Meetings 12:00 – 1:00 – Lunch w/Director Smith and Associate Director Martin 2:00 – 4:00 – Board Meeting	4-H Center
December	Annual OAEP Meeting at Annual Conference	TBD

Committees, Appointments & Representatives to other Organizations 2010 Ohio Association of Extension Professionals

(not a complete list of representatives)

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

Contact Information

Ohio Association of Extension Professionals and National Professional Associations

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:

Randall Reeder
2010 OAEP President,
590 Woody Hayes Drive
Columbus, OH 43210

Phone: 614-292-6648
e-mail: reeder.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

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 419-281-8242

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

Jo Williams, Scioto County, Williams.2213@osu.edu 740-354-7879

NEAFCS – National Extension Association of Family and Consumer Sciences

Dan Remley, Butler County, remley.4@osu.edu

NACDEP – National Association of Community Development Extension Professionals

Nancy Bowen-Ellzey, VanWert County, bowen-ellzey.1@osu.edu, 419-238-

Constitution

Ohio Association of Extension Professionals

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:	<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	
	Secretary (1)	2 years	2 term limit
	Treasurer (1)	2 years	2 term limit
	1 st Vice President (5)	1 year	
	2 nd 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 1st and 2nd 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:

<i>Term Begins on Odd Numbered Years:</i>	<i>Term Begins on Even Numbered Years:</i>
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