



Ohio Association of  
Extension Professionals

2010

~ ANNUAL REPORT ~

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## ASSOCIATION PAST PRESIDENTS

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

**Ohio Association of Extension Professionals  
89<sup>th</sup> Annual Meeting – December 15, 2010  
10:30—11:45 a.m.**

**~ AGENDA ~**

Call to Order		Randall Reeder
Pledge of Allegiance		
Inspiration		
Secretary's Report		Ann Golden
Treasurer's Report		Ted Wiseman
OAEP President's Report		Randall Reeder
Committee Reports (available in annual report)		
Personnel		Treva Williams
Policy		Troy Cooper
Professional Improvement		Mary Beth Albright
Program		Donna Brown
Public Relations		Connie Goble
Recognition		Nancy Recker
Old Business		
New Business		
OAEP Awards		Recognition Committee
Recognition of Outgoing Board Members		Randall Reeder
Installation of OAEP Board Members		Mike Hogan
	President, President-Elect, Past President, Secretary, Treasurer, 1 <sup>st</sup> and 2 <sup>nd</sup> Vice-Presidents, board representatives	
Moving Ahead...	Looking Ahead to 2011	Lisa McCutcheon
Adjourn		Lisa McCutcheon

## 2010 President's Report

Wow, what a year. As an Extension State Specialist I have been involved with our Ohio Ext. Professors Association (later changed from Professors to Professionals) for about 25 years, and helped with the merger into our current OAEP. It has been exciting to serve as your President. Thank you for the privilege.

I lifted the following paragraph from Mike Hogan's report a year ago. It still fits. "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."

One of the challenges has been adapting to the new structure in extension, one that maintains county offices but with an area mentality. So far, the Ohio strategy seems to be paying off, certainly better than some other states facing declining budgets.

OAEP has continued to adapt with fewer face-to-face meetings and more communication using technology. When we did meet as a group, we made efficient use of our time by including committee meetings and dialogue with Extension administration. I thank Keith Smith and the administration team for these times of sharing and working together to help us improve, ultimately, our service to clientele.

The success of OAEP is a credit to our officers and board members. Leaders and active members of our six standing committees are the foundation. At times it seems our board is too large for the declining number of folks in Extension. However, when it comes to the question of who should we eliminate from the board, the logical answer is: nobody.

What does 2011 hold for Extension? For one, it won't be any easier than 2010. I made the comment several months ago that no matter how the November election turned out, budgets would get tighter. As our traditional sources of income shrink we have to get smarter at finding new sources of revenue.

In a recent meeting Don Breece listed three challenges facing Extension: shrinking budgets; a change in retirement policy in 2015; and the ag industry hiring away many of our young (and older) Extension Educators. Maybe there's a sliver of hope in this doom and gloom situation. If companies like Pioneer, Monsanto and John Deere like the training OSU Extension provides to our Educators, why shouldn't they contribute a couple of million a year to support Extension.

I end with a special thanks to Mike Hogan, past President, and Lisa McCutcheon, President-elect. They went way beyond the normal assistance to help us have a successful year.

Randall Reeder, President  
Ohio Association of Extension Professionals

# Ohio Association of Extension Professionals 2010 Officers

<b>President:</b>	<b>Randall Reeder</b> Food, Ag and Biological Engineering	614-292-6648 <a href="mailto:reeder.1@osu.edu">reeder.1@osu.edu</a>
<b>President Elect:</b>	<b>Lisa McCutcheon</b> <a href="mailto:mccutcheon.46@osu.edu">mccutcheon.46@osu.edu</a>	Licking County 740-670-5315
<b>Past President:</b>	<b>Mike Hogan</b> <a href="mailto:hogan.1@osu.edu">hogan.1@osu.edu</a>	Carroll County 330-627-4310
<b>Secretary:</b>	<b>Ann Golden</b> <a href="mailto:golden.4@osu.edu">golden.4@osu.edu</a>	Seneca County 419-447-9722
<b>Treasurer</b>	<b>Ted Wiseman</b> <a href="mailto:wiseman.15@osu.edu">wiseman.15@osu.edu</a>	Perry County 740-743-1602

## 1<sup>st</sup> Vice Presidents

4-H	Jeff Dick	Williams County <a href="mailto:dick.7@osu.edu">dick.7@osu.edu</a>	419-636-5608
ANR	Alan Sundermeier	Wood County <a href="mailto:sundermeier.5@osu.edu">sundermeier.5@osu.edu</a>	419-354-9080
CD	Treva Williams	Scioto County <a href="mailto:williams.973@osu.edu">williams.973@osu.edu</a>	740-354-7879
FCS	Pat Brinkman	Fayette County <a href="mailto:brinkman.93@osu.edu">brinkman.93@osu.edu</a>	740-335-1150
State	Dee Jepsen	Food, Ag., & Bio. Engineering <a href="mailto:jepsen.4@osu.edu">jepsen.4@osu.edu</a>	614-292-6008

## 2nd Vice Presidents

4-H	Brenda Young	Crawford County <a href="mailto:young.9@osu.edu">young.9@osu.edu</a>	419-562-8731
ANR	Bruce Clevenger	Defiance County <a href="mailto:clevenger.10@osu.edu">clevenger.10@osu.edu</a>	419-782-4771
CD	Eric Romich	Wyandot County <a href="mailto:romich.2@osu.edu">romich.2@osu.edu</a>	419-294-5879
FCS	Linnette Goard	Lorain County <a href="mailto:goard.1@osu.edu">goard.1@osu.edu</a>	440-326-5851
State	Debby Lewis	Columbus <a href="mailto:lewis.205@osu.edu">lewis.205@osu.edu</a>	614-292-5089

**Regional / State Board Representatives  
2010 Ohio Association of Extension Professionals**

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**NORTH EASH**

<b>4-H</b>	2010	Mary Beth Albright	Erie County	419-627-7631
<b>ANR</b>	2010	Troy Cooper	Knox County	740-397-0401
<b>CD</b>	2011	Cindy Bond-Zielinski	Guernsey County	740-489-5300
<b>FCS</b>	2011	Cora French-Robinson	Fairfield County	740-653-5419

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**WEST**

<b>4-H</b>	2011	Mark Light	Allen County	419-879-9108
<b>ANR</b>	2011	John Smith	Auglaize County	419-738-2219
<b>CD</b>	2010	Susan Holladay	Clinton County	937-382-0901
<b>FCS</b>	2010	Carol Chandler	Union County	937-644-8117

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**SOUTH CENTRAL**

<b>4-H</b>	2010	Connie Goble	Pike County	740-554-7879
<b>ANR</b>	2010	Mark Mechling	Muskingham County	740-454-0144
<b>CD</b>	2011	Mike Lloyd	Noble County	740-732-5681
<b>FCS</b>	2011	Monadine Matthey	Pike/Scioto County	740-554-7879

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**STATE**

<b>4-H</b>	2011	Lucinda Miller	State 4-H Office	614-292-4444
<b>ANR</b>	2011	Stan Ernst	Ag. Economics	614-292-6421
<b>CD</b>	2010	Julie Fox	OSU South Centers	740-289-2071
<b>FCS</b>	2010	Donna Brown	FCS Administration	614-292-0529
<b>AT LARGE</b>	2010	Kara Newby	H. Dev. & Fam. Science	614-688-0855
<b>ANREP REP</b>	2010	Joe Bonnell	Env. & Nat. Res.	614-292-2265
	2010	Nancy Recker	Auglaize County	419-738-2219

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<b>RETIREE</b>	2010	Gary Bauer	<a href="mailto:bauer.3@osu.edu">bauer.3@osu.edu</a>	419-668-9334
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<b>MEMBERSHIP</b>	2010	Teresa Johnson	Defiance County	419-782-4771
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<b>NEWS EDITOR</b>	2010	Julia Woodruff	Ashland County	419-281-824
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<b>WEBMASTER</b>	2010	Teresa Johnson	Defiance County	419-782-4771
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## December 16, 2009 - Annual Meeting Minutes

President Mike Hogan called the Annual OAEP meeting of the 88th Annual Meeting of Extension Professionals to order. The meeting was held at the Ramada Plaza Hotel and Conference Center Columbus, Ohio beginning at 11:15 a.m.

Michelle Treber led the Pledge of Allegiance; Mike asked that all past presidents and retirees stand to be recognized. None in attendance. Beth Gaydos led the inspiration with a few words related to this morning's presentation by Administration.

Becky Barker reported that the secretary's report for the 2008 OAEP Annual meeting had been posted on the website and begins on page 6 of the annual report. These minutes were approved with corrections at the January 2009 OAEP meeting.

Ted Wiseman distributed the 2009 Treasurer's Report. As of the week of December 7<sup>th</sup> the checking account funds are \$39,156.63 and total available OAEP funds are \$72,781.66.

The 2010 OAEP Budget was presented to members for approval. Reductions in director expenses, marketing, and PILD were made to balance the proposed budget. Glen Arnold moved to approve the budget. Cindy Shuster seconded the motion. Members voted to approve the 2010 OAEP Budget, motion passed.

President's Report: Mike highlighted the many opportunities, experiences, and how much he enjoyed the opportunity to serve the organization. He commended the members for all their hard work. Mike reflected on his experiences and how clientele expressed how truly valuable our work is to the state.

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

- Personnel – Gary Wilson: No additional information. Please read report
- Policy – Andy Kleinschmidt: No additional information. Please read report
- Professional Improvement – Pam Montgomery: No additional information. Please read report
- Program: Please read report. Mike Hogan requested a well deserved thank you and round of applause for Mark Light chairing the annual conference. Mark noted that he found in the January committee report suggestions of a one day annual conference.
- Public Relations – Connie Goble: Please read report. Connie added special thanks to Jo Williams, Don Ordaz, and Gwen Wolford for all their help.
- Recognition – Allen Auck: No additional information, please read report.

Old Business: None

New Business:

- 2012 NAEFCS Annual Meeting (Cindy Oliveri) Cindy reported that she and Susan Cruz will be the chairs. The conference will be September 22 – 29 at the Hyatt Regency in Columbus. Cindy reported they are very pleased with the support from administration. This afternoon they will pass around a committee sign-up sheet, all are welcome. Cindy spoke of the living well book for \$27 to support the conference. Counties are welcome to take books to sell in their counties. Mike Hogan added the many benefits to having a national conference that ANR educators experienced, including the start of an endowment.
- OAEP Election Results: Cindy Shuster, committee chair, thanked everyone for running for an office. She also thanked Debbie Lewis for setting up the ballot on Zoomerang. There is a tie for State 4-H representative between Lucinda Miller and Scott Scheer. Ballots distributed for additional vote. Lucinda Miller wins tie for State 4-H Representative.



OAEP Awards Distributed:

Recognized individuals with years of Extension service. Please cash your award checks.

Recognized individuals for Achievement Awards for 2-10 years and 10 years and over.

Recognition of Outgoing Board members: Mike Hogan and Cindy Shuster

Installation of 2010 OAEP Board Members by Cindy Shuster. Results:

President	Randall Reeder	President-Elect	Lisa McCutcheon
Past-President	Mike Hogan	Secretary	Ann Golden
Treasurer	Ted Wiseman	1 <sup>st</sup> VP, AGR	Alan Sundermeier
1 <sup>st</sup> VP, FCS	Pat Brinkman	1 <sup>st</sup> VP, 4-H	Jeff Dick
1 <sup>st</sup> VP, CD	Treva Williams	1 <sup>st</sup> VP, State	Vacant
2 <sup>nd</sup> VP ANR	Bruce Clevenger	2 <sup>nd</sup> VP CD	Eric Romich
2 <sup>nd</sup> VP FCS	Linette Goard	2 <sup>nd</sup> VP State	Debby Lewis
2 <sup>nd</sup> VP 4-H	Brenda Young		

#### Regional / State Board Representatives

##### NORTH EAST

ANR	2010	Troy Cooper	Knox County
CD	2011	Cindy Bond-Zielinski	Guernsey County
FCS	2011	Cora French-Robinson	Fairfield County
4-H	2010	Mary Beth Albright	Erie County

##### WEST

ANR	2011	Jonah Johnson	Clark County
CD	2010	Susan Holladay	Clinton County
FCS	2010	Carol Chandler	Union County
4-H	2011	Mark Light	Allen County

##### SOUTH CENTRAL

ANR	2010	Mark Mechling	Muskingham County
CD	2011	Mike Lloyd	Noble County
FCS	2011	Monadine Matthey	Pike County
4-H	2010	Connie Goble	Pike County

##### STATE

ANR	2011	Stan Ernst	Ag. Engineering
CD	2010	Julie Fox	OSU South Centers
FCS	2010	Donna Brown	FCS Administration
4-H	2011	Lucinda Miller	State 4-H Office
AT LARGE	2010	Kara Newby	Human Dev. & Fam. Science
ANREP rep		Anne Baird	Env. & Nat. Res.

Mike Hogan turned the meeting over to new president, Randall Reeder. Randall, Cindy Shuster, and the organizational membership recognized Mike for all his hard work and dedication with a rotating plaque and personal award plaque.

2010 OAEP President Randal Reeder spoke of how he looked forward to working with the membership and administration in our times of change.

Meeting Adjourned

Respectfully submitted by OAEP Secretary Becky Barker (2001)

## Membership Report - 2010

Teresa M. Johnson, Chair

2010 – The year of transitions. I began as chair in January of 2010 after the memberships for this year were already collected and entered into the database. Thank you to Lisa McCutcheon for making this transition so easy by providing detailed information, procedures and records. Lisa will forever reign as the Queen of Membership for her six years of service to this position.

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.

Membership numbers for 2010 also reflect a transition as our organization transitioned from Regions to Extension Education and Research Areas (EERA). Membership numbers have decreased over the last three years and the OAEP Board will need to take this into consideration when developing the budget for 2011.

ASSOCIATION	2010	2009	2008	2007	2006	2005	2004
OAEP	245	280	310	314	293	278	305
NACAA	70	77	83	86	85	96	103
NAE4HA	102	110	117	120	107	100	106
NEAFCS	58	74	78	71	70	70	74
CDS/NACDEP *	13	35	42	40	25	24	45
Totals do not reflect Life Members within any National Associations. * Totals reflect either CDS Memberships (2004-2006) or NACDEP Memberships (2007-2009)							

### Benefits of Your Membership

Members are kept 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.

## Newsletter Editor Report - 2010

Julia Nolan Woodruff, Editor

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

This year only Spring and Fall issues were published. Spring was published on May 10, 2010 and the fall edition on November 12, 2010. The number of submissions in the fall were very good and both newsletters provided current OAEP and OSU Extension happenings for the membership.

Submissions should be sent to Julia Nolan Woodruff at woodruff.g4@osu.edu in Word documents. No special page formatting is needed.

# Webmaster Report - 2010

Teresa M. Johnson

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

## New Feature for 2010 – Webex Roundtable Discussions

The OAEP Program Committee conducted a series of WebEx Roundtable Discussions during 2010 that is intended to provide a forum for Extension professionals to learn from each other regarding topics of current interest.

Creative Funding Roundtable	February 15, 2010	Notes posted
Creative Staffing Webex	May 10, 2010	Recording posted

## 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

## OSU Extension Retiree Report—2010

### ***Annual Snowbird Reunion***

The 48<sup>th</sup> Annual OSU Extension Retirees Snowbird Reunion was held in Sarasota, Florida Thursday, January 28, 2010. The 49<sup>th</sup> Annual OSU Extension Retirees Snowbird Reunion will be held in Sarasota, Florida on Thursday, January, 27, 2011.

### ***Annual Picnic***

The 38<sup>th</sup> annual OSU Extension Retirees Picnic began at noon on Monday, September 13, 2010. The location was the Cedar Creek Lodge at the Battelle-Darby Creek Metro Park. The picnic was called to order by chair Gary Bauer. About 50 retired Extension staff members and spouses attended. The suggested donation for the picnic was increased to \$7.00 per person to cover the retiree organization costs.

Keith Smith, OSU Extension Director, presented an OSU Extension administrative Update. The effect of the state budget shortfall on Extension is not yet known. Adjustments will have to be made if there is a serious reduction in Extension funding. The support of Extension retirees is greatly appreciated. There were no OAEP and ESP updates due to date conflicts with the organizational representatives.

New retirees attending the picnic were introduced. Deceased co-workers and family members were noted and a moment of silence was held in their honor. Gary Bauer reviewed correspondence received from retirees who could not attend the picnic.

Ron Overmyer provided entertainment by doing his "Stubby" Swadinski, OSU Assistant Basketball Coach short man comedy routine.

Ron Overmyer moved from Extension retiree co-chair to chair. He will be assisted by his wife, Janice. Bob and Marilyn Sachs from Williams County volunteered to be the co-chairs for 2011.

The 39<sup>th</sup> annual OSU Extension Retirees Picnic will be held on Monday, September 12, 2011. The location was the Cedar Creek Lodge at the Battelle-Darby Creek Metro Park.

### ***OSU Extension Retiree Directory Maintenance***

Betty Watkins in Keith Smith's office assists in maintaining the OSU Extension Retiree Directory. Joyce Smith maintains an email listing of OSU Extension retirees and keeps them posted on OSU Extension and retiree news.

*Reported by;*  
*Ron Overmyer*  
*rovermyer@roadrunner.com*

## Personnel Committee Report—2010

Treva Williams, Chair / Mike Lloyd, Co-Chair / Gary Wilson, Past Chair

### Committee Members:

John Barker	Rose Fisher Merkowitz	Janet Myers
Kathleen Booher	Beth Gaydos	Tony Nye
Beth Bridgeman	John Grimes	Joy Sharp
Pat Brinkman	Mark Landefeld	Carol Trice
Florian Chirra	Edwin Lentz	Colleen Wellington
Kara Colvin	Mike Lloyd	Rhonda Williams
Kathryn Dodrill	Kathy Michelich	Treva Williams
Jeff Fisher	Ruth Ann Musgrave	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.

Major issues addressed by this committee in 2010:

#### Salary Study

Discussion was held with Garee Earnest, Leader, Human Resources, OSU Extension, regarding conducting a salary study. Garee indicated this would most likely be completed in 2011.

#### Changes in Performance Management System

The committee met in March with Graham Cochran, Leader, New Personnel Development regarding work done by the Competency Project Team and the resulting changes in the performance management system. Some of the new documents to be implemented in 2011 were reviewed by the committee members and a good discussion was held resulting in many questions and answers.

#### Change from URS to OSU:pro Reporting System

After multiple delays in development of the new OSU:pro Extension reporting system, the new program was made available on-line on October 18, 2010. At the Personnel Committee meeting held that day, Debby Lewis discussed the differences between the URS reporting system and the OSU:pro system. She reviewed the document which had been distributed through the OSU Communique` earlier in October. This meeting provided an opportunity for committee members to ask questions regarding the new reporting system and to get updates on additional sections that will become available in January 2011.

The committee discussed some possible goals for the 2011 Personnel Committee.

Proposed goals included:

- Staying informed as to how organizational structural changes in 2011 will impact Extension programming
- Gaining a better understanding of the Reduction in Force process (invite Garee Earnest to a committee meeting)
- Continuing to have discussion with administration regarding completion of a salary study
- After utilizing the new OSU:pro system, continuing conversation with Program Development and Evaluation regarding strengths and weaknesses of the system

## **Policy Committee Report—2010**

Troy Cooper , Chair / Cindy Bond-Zielinski, Co-Chair / Andy Kleinschmidt, Past Chair  
Committee was not active during 2010. No report provided.

## **Professional Improvement Committee — 2010**

Mary Beth Albright, Chair / Brenda Young, Co-Chair / Pam Montgomery, Past Chair

### **Scholarship Sub-Committee**

The scholarship sub-committee was chaired by Lisa Barlage. The budget for the year was \$3,400. Three-thousand was allotted for professional improvement scholarships and \$400 for first-timer scholarships for those attending national conferences in their respective program area for the first time. Professional improvement scholarship recipients included:

Pam Bennett

To attend the National Extension Master Gardener Coordinator Conference at the University of California, Davis

Chris Bruynis

To attend the International Farm Management Assoc. Conference in Christchurch, New Zealand

Julie Fox

To attend a Local Foods Training in Anchorage, Alaska

Frances Harker

To attend the Mid-States Camping Conference in St Charles, Illinois

David Marrison

To attend the International Farm Management Associ. Conference in Christchurch, New Zealand

Jeff McCutcheon

To attend the International Farm Management Assoc. Conference in Christchurch, New Zealand

Lisa McCutcheon

To attend the Regional Food Allergy Conference in Oakbrook, Illinois.

Jamie Seger

To attend the CYFAR Conference in San Francisco, CA

Nancy Stehulak

To attend a Boardsource Training in Washington, DC

### **Annual Conference Planning Committee:**

Mary Beth Albright represented the Professional Improvement Committee on the Annual Conference Planning Committee where she served as chair for the Education Sub-Committee.

### **Committee Work:**

The committee met in person on January 11<sup>th</sup> where members discussed goals and objectives for the year. The committee met via WebEx on March 15<sup>th</sup> and again on June 3<sup>rd</sup>. During the June WebEx the committee was joined by Terri Gustafson. Committee members provided feedback on the revamping of New Personnel Orientation and the on-boarding process in general.

### **Future Items to Consider:**

As changes continue to occur in the on-boarding process, the committee might look at how to best market OAEP to new Extension professionals. A video invitation to join the organization may be a possibility, especially if more of the orientation takes place on-line in the future.

## Program Committee Report— 2010

Donna Brown, Chair / Deborah Lewis, Co-Chair / Mark Light, Past Chair

### Committee Members:

Carolyn Belczyk	Tonya Bowman	Betsy DeMatteo	Stan Ernst
Jenny Even	Teresa Ferrari	Doris Herringshaw	Jamie Seger
Elizabeth Smith	Sharon Strouse	Michelle Treber	Tracy Winters
Laura Wood	Janine Yeske		

In January, the committee reviewed the Program Committee purpose and the 2008 Action Plan. The committee decided to focus 2010 programming efforts on producing a series of WebEx Roundtables for the purpose of providing a forum for Extension professionals to learn from each other regarding topics of current interest. These expert-led discussions were intended to facilitate the interchange of successful strategies and innovations around each critical topic, thereby fulfilling the committee purpose of increasing opportunities for sharing and opening communication among Extension professionals.

Two WebEx sessions were advertised to the OSU Extension System. They were:

Creative Funding (February 15, 2010), hosted by committee member Mark Light. Following the session, committee members determined a need to clarify the WebEx notes by including the updated policy statement on "Fund Raising: Raffles, Bingo, Games of Chance". Both the WebEx notes and updated policy were posted to the OAEP website.

Creative Staffing (May 10, 2010) – A panel of OSUE professionals shared their experiences. They were: Jason Hedrick (Putnam), Marie Barni (Cuyahoga), Marcia Jess and Kathy Booher (both Ottawa). The purpose of the Roundtable WebEx series is to provide a forum for Extension professionals to learn from each other regarding topics of current interest. The WebEx recording was posted to the OAEP website.

At the time of this report, two additional WebEx sessions were planned on the topics of:

WebEx Best Practices, which will highlight WebEx features that are generally underutilized.  
Grant Funding Opportunities and Tips

An additional suggestion for next year's committee is to explore ways to identify, and communicate to the Extension system, individual state specialists areas of expertise/research agendas

Many thanks to all of the committee members who participated in identifying topics and methods to meet the Program Committee Purpose: "To create opportunities for sharing program ideas among Extension professionals. 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 for members."

## **Public Relations Committee Report—2010**

Connie L. Goble , Chair / Gwen Wolford, Co-Chair / Don Ordaz, Past 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 coordinate Buckeye Bounty Giveaway in collaboration with the County Commissioners annual December 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 the table top OAEP display incorporating the new logo

The table top display has been used at the December Commissioners Days and will be set up as an informational display at the Annual Conference. A slide projection of OAEP's logo along with officers and joining the professional organization will be utilized at the State 4-H In-service.

Topics for OAEP newsletter submissions for 2010

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



## Recognition Committee Report - 2010

Nancy Recker, Chair / Cora French Robinson, Co-Chair / Allen Auck, Past Chair

### Active Committee Members:

Laryssa Hook	Eric Romich	Becky Barker	Barbara Brahm
Kathy Tackett	Mary Longo	Carol Miller	Marilyn Rabe
Linnette Goard	Amanda Forquer	Beth Boomershine	Melinda Morrison
Kirk Bloir	Jessica Rockey	Monadine Matthey	Carol Chandler

### Committee Accomplishments:

1. Reviewed Guidelines for the OAEP Recognition Committee and voted that we no longer do the state personnel service awards as these people are now members of OAEP
2. Selected State and Region Achievement recipients with Mary Longo, Jessica Rockey, Eric Romich and Ed Lentz coordinating their National Association awards and the 2-10 and over 10 year State and Regional Achievement awards. In addition, coordinated Distinguished Service Award recipients for NACAA, NAE<sub>4</sub>-HA, NEAFCS and NACDEP.
3. Coordinated service and tenure awards for Extension Professionals completing years of service divisible by 5. Marilyn Rabe coordinated this effort.
4. Kirk Bloir coordinated the Jim Utzinger award and state faculty and staff awards.
5. Secured photographer for Joint Recognition Annual Conference award recipients and are using Committee members to assist with photography at association meetings.
6. Laryssa Hook developed a PowerPoint presentation of all winners to be shown at the luncheon in lieu of paper copies.
7. Developed news releases for award recipients to publicize their professional development accomplishments.
8. Established that anyone receiving recognition and not receiving a plaque will receive a certificate.



## National Association of County Agricultural Agents (NACAA) Report

Annual Meeting & Professional Improvement Conference  
July 11-15, 2010 in Tulsa, Oklahoma

The NACAA Conference was filled with outstanding achievements and leadership responsibilities from Ohio State University Extension Agriculture & Natural Resource Educators. A total of 41 Ohioans attended the conference including: 21 Educators, 1 Administrator, 4 Life members, 11 spouse, 4 sons/daughters.

### **Scholarly Activities**

Journal of NACAA - Each journal article was peer reviewed. Available at <http://www.nacaa.com/journal>

Determining the Effectiveness of the Ohio Farm Transition Program: Marrison, D.L.; Breece, D.; Bruynis, C.; Gastier, M.; McCutcheon, J.; Ward, B.; Woodruff, J.; Zoller, C.

Nutrient Management with Cover Crops: Alan Sundermeier

Reported Environmental Use Behaviors of Ohio Certified Private Pesticide Applicators: Prochaska, S.C.

Soil PH and Corn Grain Yield Response to Low Rates of Pelletized Lime and Typical Aglime: Lentz, E.M.; Diedrick, K.A.; Dygert, C.E.; Henry, D.C.; Mullen, R.W.

### Oral Presentations

Determining if ACRE is Better than DCP - Delivering Farm Management Education with Reduced Extension Workforce: Chris Bruynis

Importance of Proper Check Treatments in Applied Agronomic Research - Horticulture Hotline Designed for Small Master Gardener Programs: Ed Lentz

Understanding the Root Cause of Soil Compaction - Biological Recycling of Soil Nutrients: Jim Hoorman

Crop Rotation, Tillage and Drainage Effect on Grain Production - Corn Production Benefits from Red Clover Cover Crop: Alan Sundermeier

Developing the Farm Management Skills of NE Ohio Small and New Farmers: David Marrison

Master Gardener Program: Successes and Lessons Learned from Two Counties in Ohio: Gary Gao

### Poster Presentations

Regional Winner: Importance of Started Phosphorous for Grain Yield in Soft Red Winter Wheat: Lentz,\* E.M.

Finalist: Community Gardens: Schumacher,\* S.D.1, Landefeld, M.A.2

Application of GPS and Near-Surface Geophysical Methods to Evaluate Agricultural Test Plot Differences: Clevenger,\* W.B.1, Allred, B.J.2, Saraswat, D

Development of an Insect Monitoring Network for Commercial Vegetables: Pavuk,\* D.M.1

Max Yield Max Profit Soybean Research Network: Yost,\* J.K.1, Clevenger, W.B.2, Estadt, M.J.3, Gastier, M.L.4, LaBarge, G.A.5, Leeds, R.P.6, Sundermeier, A.P.7

Manure Top-Dress Nitrogen Wheat Plots: Arnold,\* G.J.1

Red Clover Nitrogen Contribution for Corn: Sundermeier,\* A.

Tracking the Progress of Ohio Farm Families as the Plan for the Transition of their Family Business: Marrison, D.L.1, Breese, D.2, Bruynis, C.3, Gastier, M.4, McCutcheon, J.5, Ward, B.6, Woodruff, J.7, Zoller, C.8

"Vacant to Vibrant" Dayton, Ohio Urban Agriculture Test Pilot Project: Mills-Wasniak,\* S.1, Clutter, A.2, Rabi, J.

An "EERA" of Opportunity for Ohio Valley Agriculture: Fisher,\* J.F.1, Dugan, D.A.2, Grimes, J.F.3, Mangione, D.A.4, Stephens, C.R.

Conservation Tillage & Technology Conference: Educating Agricultural Producers: Hoorman\*, J.J.1, Arnold, G.2, Bruynis, C.3, Lentz, E.4, McCluer, G.5, Prochaska, S.6, Rausch, J.7, Reeder, R.8, Smith, J.9, Sundermeier, A.10, Watters, H.11, Wilson, G.W.12, Young, C.

Northern Ohio Crops' Day – An Innovative Agronomy Program: Lentz,\* E.M.1, Gastier, M.L.2, Koenig, M.A.3, Sundermeier, A. P.4

Ohio Cover Crop Team Outreach: Sundermeier,\* A.1, Gastier, M.2, Hoorman, J.3, Islam, K.R.4, Reeder, R.5

Sick Plants in a Hungry World: Bennett,\* P.1, Boehm, M.J.2, Ellis, S.D

Why Trees Matter- An OSU Extension Signature Program being Delivered in Delaware County: Gao,\*Y.G.1, Chatfield, J.A.

#### Awards

Distinguished Service Award - Congratulations to Jeff Fisher and David Marrison for being selected as NACAA 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.

Achievement Award - Congratulations to Julia Woodruff for being selected as a NACAA Achievement Award winner. This award recognizes outstanding service for NACAA members with less than 10 years of service.

2010 NACAA SARE Fellow Award - Suzanne Mills-Wasniak, Montgomery County, has been selected as a Sustainable Agriculture Research & Education (SARE) Fellow representing the North Central region of NACAA. Suzanne will attend 4 seminars over 2 years in all 4 regions of the U.S. Also a complete SARE library courtesy of the Sustainable Agriculture Network (SAN). A \$1,500 stipend is also included for program support.

Search for Excellence, Sustainable Agriculture – State Winner – Conservation Tillage and Technology Conference. James Hoorman, Gary Wilson (Vice Pres.), Agriculture & Natural Resources, Randall Reeder (President), Alan Sundermeier, Gene McCluer, John Smith, Curtis Young, Harold Watters, Chris Bruynis, Jon Rausch, Glen Arnold, Ed Lentz, Steve Prochaska, Andy Kleinschmidt, Bruce Clevenger, Greg LaBarge

Search for Excellence, Crop Production – State Winner – Cover Crops. Alan Sundermeier, James Hoorman, Randall Reeder, Rafiq Islam, Mike Gastier

Search for Excellence, Landscape Horticulture – State Winner – Landscape Horticulture Program in Delaware County. Gao, Y.G.

Search for Excellence, Farm and Ranch Financial Management- National Finalist – Agricultural Lender Seminars. Glen J. Arnold, Gary Wilson

Search for Excellence, Livestock Production – State Winner – Small Ruminant School Materials. Rory Lewandowski

Excellence in 4-H Programming – National Finalist – Wyandot County Youth Leadership Development Program. Chris L. Bruynis

### Communication Awards

Audio Recording, National Winner: Pam Bennett

Published Photo & Caption, Regional Finalist: Julia Woodruff

Program Promotional Piece, National Finalist: Gary Gao

Personal Column, National Finalist: Pam Bennett

Feature Story, Regional Finalist: Alan Sundermeier, Jim Hoorman, Rafiq Islam, Randall Reeder

Web Site, Regional Finalist: David Marrison

### Ohio Leadership in NACAA

Program Recognition Council Chair: Mike Hogan 2010 (year term expires)

National Chairman, Scholarship Committee: Chris Bruynis 2011

Life Member, Chair: Elmer Olsen 2011

Regional Vice-Chair, Ag Economics & Community Development: David Marrison, 2010

Regional Vice-Chair, Natural Resources/Aquaculture: Gary Graham 2010

Regional Vice-Chair, Administrative Skills: Julia Woodruff 2011

Regional Vice-Chair, Communications: Gary Wilson 2011

Regional Vice-Chair, 4-H & Youth: Chris Penrose 2011

Regional Vice-Chair, Professional Excellence: Jeff McCutcheon 2011

Regional Vice-Chair, Public Relations: Mark Mechling 2012

Regional Vice-Chair, Recognition & Awards: Ted Wiseman 2012

Regional Vice-Chair, Scholarship: Alan Sundermeier 2012

Regional Vice-Chair, Teaching & Educational Technologies: Chris Zoller 2012

As shown in this report, Ohio has made a significant contribution to a successful NACAA organization and conference. We would like to thank OSU Extension administration for their financial support of the \$300 presentation stipend. Also support is noted for the time and effort that Ohio Ag/NR Educators have given to the National organization.

Alan Sundermeier, 1st VP Ag/NR OAEP

# National Association of Community Development Extension Professionals (NACDEP) Report— 2010

## **NACDEP Officers:**

Treva Williams, NACDEP, Ohio President; OAEP 1<sup>st</sup> Vice President  
Eric Romich, NACDEP Ohio President-Elect; OAEP 2<sup>nd</sup> Vice President

## **Membership:**

There were 18 active Ohio NACDEP members in 2010.

## **2010 National Conference:**

The 2010 National Association of Community Development Extension Professionals annual meeting was held in Bloomington, MN in April, 2010.

## **NACDEP Conference Presentations:**

Ohio State University Extension was well represented at the NACDEP Annual meeting with a total of 6 presentations and 1 poster session. The presentations included:

- *Engaging a New Audience in Leadership Capacity Development Programming: The Ohio Federation of Soil and Water Conservation District Supervisors' Lead*; David Civittolo
- *Building Community Capacity and Strengthening the Economy with a Comprehensive Business Retention & Expansion Curriculum*; Gregory Davis, Nancy Bown-Ellzey
- *Utilizing Regional Collaboration to Achieve Balance Growth and Wise Land Use Decisions in Ohio*; Joseph Lucente
- *Wyandot Solar LLC Renewable Energy Development Strategies*; Eric Romich
- *Engaging in Renewable Energy as an Economic Development Strategy: A Simulation Exercise*; Myra Moss, Eric Romich, Nancy Bowen-Ellzey
- *Special Improvement Districts: An Alternative Method for Funding CBD Revitalization Efforts*; Gregory Davis
- *Community Development Program Survey: How May We Help?*, Brian Raison, Sharon Strouse and all EERA CD Educators

## **National Officer:**

Gregory Davis, Assistant Director for Community Development, OSU Extension was elected Treasurer of the NACDEP organization for 2010-2011.

## **2010 National NACDEP Awards:**

- *Diversity – Individual*: Nancy Bowen-Ellzey
- *Education Technology – Individual*: Eric Romich
- *Media Presentation – Team*: Nancy Bowen-Ellzey and Myra Moss

## **2010 Regional NACDEP Awards:**

- *Education Technology – Team*: Patricia Brinkman, Susan Holladay, Melanie Hart, Chris Olinsky, Rose Fisher Merkowitz, Sue Reynolds
- *Excellence in Community Development Work – Individual*: Sharon Strouse
- *State Distinguished Service Award*: Bill Grunkemeyer

**Joint Council of Extension Professionals Conference:**

Treva Williams represented the Ohio NACDEP membership at the 2010 JCEP Conference held in Nashville, TN on February 2-4, 2010.

**2011 NACDEP Annual Meeting:**

The Annual Meeting will be held March 7-9, 2011 in Charleston, South Carolina. Watch the NACDEP website <http://www.nacdep.net/> for information regarding the upcoming conference.

**2011 NACDEP Committee Members from Ohio:**

Conference Committee:

Brian Raison, [raison.1@osu.edu](mailto:raison.1@osu.edu)

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

Finance and Audit Committee:

Myra Moss, [moss.63@osu.edu](mailto:moss.63@osu.edu)

Recognition (National/Regional Awards) Committee:

Julie Fox, [fox.264@osu.edu](mailto:fox.264@osu.edu)

Communications and Web Site Committee:

Julie Fox, [fox.264@osu.edu](mailto:fox.264@osu.edu)

Treva Williams

OAEF 1<sup>st</sup> VP for Community Development

# National Association of Extension 4-H Agents (NAE4-HA) Report—2010

## Jeff Dick

NAE4-HA, Ohio State President  
OAEP, First Vice President, 4-H

## Brenda Young

NAE4-HA, Ohio State Vice President  
OAEP, Second Vice President, 4-H

## Membership

Ohio had 102 NAE4-HA members in 2010. This number declined from 110 in 2009. Membership is a growing concern for our organization with the decline in 4-H Educators state-wide. Future membership promotion will be considered that targets 4-H Program Assistants, 4-H Program Coordinators and 4-H State Staff.

## NAE4-HA Recognition

Achievement in Service:

Hannah Kohler, Travis West, Tracy Winters

Distinguished Service:

Mary Beth Albright, Becky Barker, David Crawford

Meritorious Service:

Carolyn Wilson

25 Years of Service:

Bev Kelbaugh, Judy Villard Overocker

Susan Barkman Research Award:

Jeff Dick, Jason Hedrick

## Ohio Leadership with NAE4-HA

National Board of Directors:

Betty Wingerter - Past President 2008

Theresa Ferrari - Research and Evaluation

Minnie Taylor – Diversity

## Committee

Professional Development

Programs

Policy & Resolution

Public Relations & Information

Member Recognition

Diversity

Research & Evaluation

News and Views

Membership Contact

## State Contact (2010)

Travis West

Kathy Booher

Kara Colvin

Nadine Fogt

Cassie Turner

Cynthia Toler

Jason Hedrick

Jill Stechschulte

Jo Williams

Jeff Dick

OAEP 1st Vice President, 4-H

# National Extension Association of Family & Consumer Sciences (NEAFCS) Report—2010

Pat Brinkman, 1<sup>st</sup> Vice President / Linnette Goard, 2<sup>nd</sup> Vice President

Vice President Public Affairs – Susan Zies

Vice President Member Resources – Carol Miller

Vice President, Professional Development – Cindy Shuster

Vice President Awards and Recognition - Pat Brinkman

**Membership** – Ohio had 58 paid NEAFCS Members in 2010.

**Awards and Recognition** – The following award winners were recognized at the 2010 NEAFCS conference in Portland, Maine..

- Distinguished Service Award- Joyce Shiner and Monadine Matthey
- Continued Excellence Award- Deb Angell and Susan Zies
- Cindy Shuster and Joyce Shiner received the Healthy Lifestyles Education Grant.
- Lois Clark was the Central Region Winner for the Marketing Package.
- Linnette Goard was recognized for receiving 3<sup>rd</sup> place at the National and Central Region for Newsletters.

**NEAFCS Annual conference in Portland, Maine.** NEAFCS National Meeting took place on September 20-24, 2010 with 22 Ohio members present, along with six Life members. Presentations involving NEAFCS Ohio Affiliate Members included the following:

## Seminars –

**Kara Newby**, HDFFS Program Specialist and **Jamie Seger**, Miami Co. and Top of Ohio EERA, concurrent session, *Extension 2.0: Harnessing the power of blogs to expand programming potential and impact.*

**Chris Olinsky**, Miami Co., Miami Valley EERA Leader, concurrent session, *Master Money Mentor Training.*

**Joyce Shiner**, Hocking Co., Buckeye Hill EERA, and **Cindy Shuster**, Perry Co., Buckeye Hills EERA, will be doing two concurrent sessions: *The Family Tackle Box Newsletter* and *Beyond a Dream . . . Starting Your Own Small or Home-Based Business.*

**Kate Shumaker**, Holmes Co., and **Melinda Hill**, Wayne Co., both Crossroads EERA, have been accepted to do a concurrent session entitled *Pressure Canners: A Reality (and Safety) Check.*

**Pat Brinkman**, Fayette Co., Miami Valley EERA, concurrent session, *Get Ahead in Nutrition and Physical Activity.*



### **Showcase of Excellence –**

**Doris Herringshaw**, Wood Co., Erie Basin EERA, **Susan Zies**, Lucas Co., Maumee Valley EE-RA, and **Marcia Jess**, Ottawa Co., Erie Basin EERA, *Comparing Parental Attitudes and Perceptions and Implementing Changes in Different Schools.*

**Jamie Seger**, Miami County - *Move It Miami County.*

**Joyce Shriner**, Hocking County, - *Y.E.S. –Imagine the Possibilities.*

**Cindy Shuster**, Perry Co., Buckeye Hills EERA, *4-H Textiles and Clothing Overnighter.*

**Cheryl Barber Spires**, Fulton Co., Maumee Valley EERA, *Be Healthy Now.*

**Leadership and Service** – Pat Brinkman represented Ohio at the Council of Extension Professionals (JCEP) Conference in Nashville, Tennessee. Linnette Goard represented Ohio at the Public Issues Leadership Development Forum in Washington DC. Carol Chandler is serving as the National Vice President for Awards and Recognition for NEAFCS.

**Impacts from FCS Programming** – NEAFCS has compiled national impact statements in financial management, food safety, Childhood Obesity, the environment (family and individual life, living green, housing) and nutrition, health, and fitness. These statements provide information on what Extension Educators did throughout the country to address these concerns in 2009. Ohio NEAFCS members contributed to these statements. Special thanks to Kirk Bloir for setting up an on-line survey to obtain information from members. The national statements can be viewed on the NEAFCS website.

**Other Notes** – Ohio members assisted Carol Chandler in judging the National awards this year. Many Ohio members were presenters at the AAFCS Conference held in Cleveland, Ohio in June. Members also helped sell “Living Well” books at the conference. Ohio is selling the “NEAFCS Living Well” book to help provide funds for the 2012 NEAFCS conference in Ohio.

**Future Meetings** - 2011 Annual Session & Exhibits – will take place in Albuquerque, New Mexico. Ohio will host the 2012 Annual Meeting. . Cindy Oliveri and Susan Crusey are serving as conference co-chairs. Committees are being formed and many have attended conference calls to work on the 2012 conference.

Pat Brinkman  
OAEP 1st Vice President—Family & Consumer Science

# State Extension Advisory Committee Report—2010

**Randall Reeder, Representative**

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 one of those 2010 meetings was held jointly with the OARDC Advisory Committee. Much of the discussion during 2010 related to the million dollar decrease in the state budget, and the resulting need to find other sources of revenue. (County contributions to Extension dropped by \$2.4 million.)

The February 2 meeting focused on counties with levies, and a strategy to get "Yes" votes even in a depressed economy. A key message is: How Extension impacts lives & communities, not what they will lose. An important strategy includes getting influential people outside the Extension family to participate and endorse Extension.

At the June 2 meeting SEAC President Roy Klopfenstein closed with these questions/comments:

- Are we self-serving or customer serving?
- Does the best service always survive tough times?
- Do we want to associate with failures?
- The conclusion of a project does not end our participation in it.
- Bring the campaign home and make it relevant to each county.

SEAC sends a delegation of volunteers to the PILD Conference in Washington D.C. each year. 2010 attendees were Sue Helmreich and Michele Antonini.

The October 28 meeting was joint with the OARDC advisory committee. At the SEAC portion of the meeting, a new dues structure was reviewed and passed. All counties must contribute \$250 annually. Counties below that level will increase their present contribution by \$50/year till they reach \$250. These dues 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.

Lisa McCutcheon will serve as OAEP's representative to SEAC in 2011. The SEAC President will be Susan Crowell.

# Ohio 4-H Foundation Report—2010

## OAEP Representatives

Mary Beth Albright, Nate Arnett, Kirk Bloir, and Joy Sharp

- Spring Meeting: May 4-5, 2010  
Location: Bryan Place, Zanesville, Ohio  
Representatives in Attendance: Joy Sharp  
Major Topics of Discussion:
  - Updates from Keith Smith, Tom Archer, and Erin Wingfield
  - Committee Meetings and Reports
  - Discussion Concerning Upcoming State Achievement Award and Scholarship Banquet
  - Strategic Planning
  - Celebration of Youth Planning
  - Reception/Dinner with local donors
  - Tour of Eastside Community Ministries
- Fall Meeting: October 5-6, 2010  
Location: Nationwide & Ohio Farm Bureau 4-H Center  
Representative in Attendance: Mary Beth Albright, Nate Arnett, and Joy Sharp  
Major Topics of Discussion:
  - Committee Meetings and Reports
  - Strategic Planning Discussion
  - Updates from Keith Smith, Tom Archer, and Erin Wingfield
  - 2011 Ohio 4-H Teen Conference/Volunteer Conference Update – Conferences will both be held on Saturday, March 12<sup>th</sup> at the Columbus Convention Center. Separate luncheons will be held for each audience. Learning tracks have been identified for each conference. Funding is needed.
  - Dedication Ceremony for the Bea Cleveland Board Room
  - Celebration of Youth Review
  - Approval of 2011 Budget
  - Discussion Concerning the Re-launch of the AB Graham club
  - Dinner at the Fawcett Center and Tour of Call Center

2011 Officers

  - President: Bob Joseph
  - Vice President: Roger Himes
  - Vice President: Karen Corcoran
  - Secretary: Howard Warner
  - Financial Chair: Jed Osborn
- OAEP Representation / Terms:
  - Mary Beth Albright (2008-2010) – Bylaws and Grants Committee Member
  - Kirk Bloir (2009-2011) – Stewardship Committee
  - Nate Arnett (2009-2011) – Major Gifts Committee, Bylaws and Grants Committee Member
  - Joy Sharp (2010-2012) – Bylaws and Grants Committee Member

# State 4-H Horse Committee Report - 2010

Lucinda Miller, Representative

The State 4-H Horse Committee is comprised of 4-H volunteers representative of the EERA's, horse industry professionals, and Extension representatives. Dr. Kim Cole, Equine Extension Specialist, gives leadership to the State 4-H Horse Committee. Masa Alman, Equine & Livestock Extension Program Specialist, assists Dr. Cole. This Committee met twice in 2010.

4-H events that were planned and conducted include:

- Advisor Training
- Youth Horse Clinic
- Hippology Clinic and Contest
- Buckeye Bonanza Horse Sale
- Horse Bowl Contest
- Horse Judging Clinic and Contest
- State Fair Junior Horse Shows and Skillathon
- Communications Contest
- Competitive Trail Ride
- Groom and Clean Contest

A total of 1110 youth participated in the eight state 4-H horse contests in 2010.

The Ohio 4-H Horse Program was launched on Facebook to provide members with updates and information, as well as photos of events.

Many counties/EERA's opened registration to other counties for the PAS horse shows. One intent was for less counties to run their own PAS shows, and counties within EERA's joining to conduct PAS shows. A sub-committee was formed to continue reviewing PAS shows.

Dr. Cole dealt with questions throughout the year pertaining to what constitutes a 4-H horse show or event. Many of these questions stemmed from the helmet policy, now in its second year.

A first annual Parade of Counties was held during the State Fair Junior Horse Show. This was well attended, with more counties excited about participating next year.

The revised Dressage Project Book and new Uniform Rules for 4-H Horse Shows book will be available for 2011 project year.

A sub-committee was formed to work with Ohio Quarter Horse Association representatives for professionals to conduct clinics to motivate youth to become more interested and involved in any aspect of the horse industry.

Year-end awards were discussed with at least one youth competing in all eight contests. Program and event dates for 2011 were set and will be available once all dates are confirmed.

# Ohio Sheep Improvement Association (OSIA) Report—2010

Rory Lewandowski, Representative

As the OAEP representative to the Ohio Sheep Improvement Association (OSIA) I attend the executive and the director's board meetings of the OSIA. In 2010, I attended three OSIA meetings; the April 20 and August 24 executive committee meetings and the June 8 board meeting. At the April and June meetings, I was asked to give a report on the status of the Extension Sheep Team and Sheep Team activities. OSIA values the partnership and collaboration with Extension.

Some of the key topics that were discussed during OSIA board meetings and that board members dealt with included:

- Tracking and collecting check-off dollars (especially from club lamb and direct market sales)
- OSIA membership
- Ohio Sheep and Wool program
- Legislative visits
- Ohio Sheep Day
- Ohio State Fair Food Pavilion
- Ohio Livestock Care Standards board—sheep and goat sub-committees.

My main responsibilities are to serve as a liaison between OSU Extension and OSIA, specifically in promoting good relations and communication between OSIA and the OSU Extension Sheep Team. Examples of efforts where OSIA and OSU Extension cooperate and collaborate include:

- Ohio Sheep Day
- Winter District programs
- Buckeye Shepherd's Symposium
- Ohio State Fair lamb food pavilion
- Sheep team (<http://sheep.osu.edu/>) and OSIA (<http://www.ohiosheep.org/>) web sites

# Ohio Association of Extension Professionals

## Meeting Dates

**2011**

DATE	TIME	LOCATION
January 10	10:00 a.m. Committee Meetings 12:00 p.m. Lunch w / Program Area Assistant Directors 1:00 p.m. Open Meeting with OSUE Administration 2:00 p.m. Board Meeting	4-H Center
March 14	10:00 a.m. Committee Meetings 12:00 p.m. Lunch w / Program Area Assistant Directors 1:00 p.m. Open Meeting with OSUE Administration 2:00 p.m. Board Meeting	4-H Center
May 10	1:00 – 3:00 – Board Meeting WebEx	
June 13	10:00 a.m. Committee Meetings 12:00 p.m. Lunch w / Program Area Assistant Directors 1:00 p.m. Open Meeting with OSUE Administration 2:00 p.m. Board Meeting	4-H Center or WebEx (TBD)
September 13	10:00 – 2:00 – Board Meeting WebEx	
October 17	10:00 a.m. Committee Meetings 12:00 p.m. Lunch w / Program Area Assistant Directors 1:00 p.m. Open Meeting with OSUE Administration 2:00 p.m. Board Meeting	4-H Center
December	Annual OAEP Meeting at Annual Conference	TBD

**Special Appointments & Representatives to Other Organizations**  
**2011 Ohio Association of Extension Professionals**

<p><b>OAEP Audit Committee</b></p> <p>Members local to the treasurer will be appointed for a 1-year term following the OAEP officer elections.</p>
<p><b>OAEP Nominating Committee</b></p> <p>Past President serves as chair; committee shall consist of one member per program area / region / state.</p> <p style="padding-left: 40px;">Randall Reeder, Chair (2011)</p>
<p><b>OAEP News Editor</b></p> <p>Appointed annually by the OAEP Board</p> <p style="padding-left: 40px;">Julia Woodruff (2010)</p>
<p><b>CFAES Faculty Council</b></p> <p>Outgoing member conducts election in each region (3-year term)</p> <p style="padding-left: 40px;">Glen Arnold - term expires June 2011</p> <p style="padding-left: 40px;">David Civittolo - term expires June 2011</p> <p style="padding-left: 40px;">Joe Heimlich - term expires June 2013</p> <p style="padding-left: 40px;">Christine Olinsky - term expires June 2013</p> <p style="padding-left: 40px;">Chris Penrose - term expires June 2012</p>
<p><b>Ohio 4-H Foundation</b></p> <p style="padding-left: 40px;">Mary Beth Albright (2008-2010)</p> <p style="padding-left: 40px;">Kirk Bloir (2009-2011)</p> <p style="padding-left: 40px;">Nate Arnett (2009-2011)</p> <p style="padding-left: 40px;">Joy Sharp (2010-2012)</p>
<p><b>Ohio Sheep Improvement Association</b></p> <p style="padding-left: 40px;">Rory Lewandowski (2010)</p>
<p><b>State 4-H Horse Committee</b></p> <p style="padding-left: 40px;">Lucinda Miller (2010)</p>
<p><b>State Extension Advisory Committee</b></p> <p style="padding-left: 40px;">Lisa McCutcheon (2011)</p>

## **Contact Information for 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 Personnel, Professional Improvement, Program, Policy, Public Relations, and Recognition. For more information contact:

Lisa McCutcheon, 2011 OAEP President  
771 E. Main Street, Suite 103, Newark, OH 43055  
Phone: 740.670.5315 / E-mail: mcutcheon.46@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:

David Crawford, 2010 ESP President  
Phone: 330.830.7700 / E-Mail: Crawford.228@osu.edu

### **National Professional Associations—2011 Contacts**

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

Bruce Clevenger, Defiance County, levenger.10@osu.edu, 419.782.4771

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

Brenda Young, Crawford County, young.9@cfaes.osu.edu, 419.562.8731

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

Linette Goard, Lorain County, goard.1@osu.edu, 440.326.5851

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

Eric Romich, Wyandot County, romich.2@osu.edu, 419.294.4931



# 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 <sup>st</sup> Vice President (5)	1 year	
	2 <sup>nd</sup> Vice President (5)	1 year	
	Program Representative (17)	2 years	

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

Section 3: All terms of office begin at installation.

**ARTICLE VI – MEETINGS**

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

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

**ARTICLE VII – AMENDMENTS**

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

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

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

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

**Revised:** 06/28/2007

# 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  
The membership dues deadline is October 31 and the dues are for the period January 1 to December 31 of the following year.  
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.  
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.  
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 of 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);
    - 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)
    - 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:
- 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.
  - Immediate Past-President will be the conclusion of the three-year commitment.
  - 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.
  - Second Vice-President is a two-year commitment. Second Vice-Presidents are elected annually and shall become the First Vice-Presidents the following year.
  - Program Representatives shall serve a two-year term.
- Section 3: Election of Program Representatives shall take place as determined by the Executive Committee. The determined voting procedure will be held under the direction of current Program Representatives. The term of office shall coincide with the membership year as stated in Article II, Section 1 of the By-Laws. Program Representatives shall be elected as follows:

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

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.

The Nominating Committee shall meet no later than March and a slate be submitted at the September OAEP Board of Directors meeting.

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

- Section 3: OAEP member recommended by the Treasurer and approved by OAEP Board.  
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