



Ohio Association of
Extension Professionals

2012

~ 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	2011	Lisa McCutcheon
1944	Fred R. Keeler	1978	Carl F. Ruff	2012	Pat Brinkman
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
91st Annual Meeting – December 4, 2012
- Agenda -**

The meeting agenda will be posted separately once it is finalized.

A few copies will be available at the meeting.

Recognition Committee will present awards following
the conclusion of the OAEP meeting.

2012 President's Report

What an honor and a privilege it has been to serve as your Ohio Association of Extension Professionals (OAEP) President for 2012. I appreciate the confidence you had in me to vote for me to be your President. It truly has been a very busy year with many meetings and changes which are in the process for the future.

I want to thank the Board members and especially the Chair and Co-Chairs of Committees for all their work and dedication this year. I also appreciate the work of the Executive Board on organizing Ohio Joint Council of Extension Professionals (JCEP) and collaborating on a constitution with Epsilon Sigma Phi (ESP) Ohio Alpha Eta Chapter Executive Board. Special thanks to Kathy Lechman and Rose Fisher Merkwitz, Co-Chairs of the Strategic Plan Review Committee, along with others who spent extra time looking at our Strategic Plan for Dr. Keith Smith and doing an excellent job in a short time period. Your dedication shows that you feel Ohio State University Extension is important and essential to the wellbeing of Ohio and its population.

Last year ESP approached OAEP Leadership to talk about how we could better serve our members knowing our numbers were less. Talks were arranged for January and that began the process of exploring the Ohio JCEP model. These meetings led to our proposing Ohio JCEP to our membership and your vote to approve. Working together we can all achieve more and still have the voice we always have had. Our Personnel Committee will continue to allow us to have a voice with Administration. During the Ohio JCEP meetings you will continue to have a time to discuss questions and issues Administration. Please take advantage of these times as your voice is important.

I have enjoyed representing OAEP at the State Extension Advisory meetings, Association Presidents meetings with Dr. Smith, Ohio Farm Bureau President's Tour and the Strategic Planning meeting with Administration Cabinet. I found the meetings very interesting and tried to provide you with information from the meetings. I discussed issues and concerns with many people and tried to provide them with your opinions, rather than merely my own.

If you have not been involved in a committee in the past I encourage you to get involved. The experience will allow you to have a voice and be a part of a team that is trying to improve our organization and work as OSU Extension.

I want to thank you for the trust you have placed in me allowing me to represent you and serve you as your President. Thanks for the many memories.

As we move forward to the year ahead I know that Ohio JCEP is in good hands as Treva has already shown strong leadership this year in the position of President-Elect. I know that she will work hard to serve you well.

Pat Brinkman
2012 OAEP President

**Ohio Association of Extension Professionals
2012 Officers**

President:	Pat Brinkman brinkman.93@osu.edu	Fayette County	740-335-1150
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President Elect:	Treva Williams williams.973@osu.edu	Scioto County	740-354-7879
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Past President:	Lisa McCutcheon mccutcheon.46@osu.edu	Licking County	740-670-5315
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Secretary:	Beth Boomershine boomershine.10@osu.edu	Franklin County	614-866-6900
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Treasurer	Ted Wiseman wiseman.15@osu.edu	Perry County	740-743-1602
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1st Vice Presidents

4-H	Mark Light	Hardin County 4-H light.42@osu.edu	419-674-2297
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ANR	Glen Arnold	Hancock County arnold.2@osu.edu	419-422-3851
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CD	Julie Fox	South Center fox.264@osu.edu	740-289-2071
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FCS	Kathy Michelich	Warren County michelich.1@osu.edu	513-695-1311
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ANREP	Joe Bonnell	 bonnell.8@osu.edu	614-292-9383
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State	Joanne Kick-Raack	State Pesticide Trn. kick-raack.1@osu.edu	614-247-7489
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2nd Vice Presidents

4-H	Nadine Fogt	Fayette County 4-H fogt.12@osu.edu	740-335-1150
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ANR	Mark Landefeld	Monroe County ANR landefeld.6@osu.edu	740-472-0810
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CD	Rose Fisher Merkwowitz	Ext. Educator/CD merkwowitz.1@osu.edu	740-606-6010
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FCS	Melinda Hill	Wayne County FCS hill.14@osu.edu	330-264-8722
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State	Kathy Lechman	Leader, Diversity Development lechman.1@osu.edu	614-247-7176
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**Regional / State Board Representatives
2012 Ohio Association of Extension Professionals**

NORTH CENTRAL

4-H	2012	Sherry Nickles	Wayne County	330-264-8722
ANR	2012	Maureen Austin	Stark County	330-830-7700
CD	2013	Melinda Huntley	Ohio Sea Grant	419-366-4391
FCS	2013	Joseph Maiorano	Harrison/Jefferson	740-264-2212

WEST

4-H	2013	Jason Hedrick	Putnam County	419-523-6294
ANR	2013	Greg LaBarge	Fulton County	419-337-9210
CD	2012	Nancy Bowen Ellzey	Van Wert County	419-238-2999
FCS	2012	Cheryl Spires	Fulton County	419-337-9210

SOUTH EAST

4-H	2012	Erin Dailey	Jackson County	740-286-5044
ANR	2012	Jeff Fisher	Pike County	740-289-4837
CD	2013	Becky Nesbitt	South Centers	800-297-2072
FCS	2013	Lisa Barlage	Ross County	740-702-3200

STATE

4-H	2013	Sally McClaskey	State 4-H	614-247-8141
ANR	2013	Amanda Douridas	Environ. Mgt., FABE	614-292-6625
CD	2012	Joe Lucente	Lucas County	419-213-4254
FCS	2012	Kara Newby	H. Dev. & Fam. Science	614-688-0855
AT LARGE	2012	Jerry Thomas	OSUE Admin	614-292-9400

RETIREE	2012	Bob and Marilyn Sachs	Emeriti	bomar15@frontier.com
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MEMBERSHIP	2012	Teresa Johnson	Defiance County	419-782-4771
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NEWS EDITOR	Appt.	Jo Williams	Scioto County	740-354-7879
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WEBMASTER	2012	Teresa Johnson	Defiance County	419-782-4771
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Ohio Association of Extension Educators Meeting Minutes

Meeting Date: OAEP Annual Meeting – December 14, 2011

Location: Nationwide & Farm Bureau 4-H Center

President, Lisa McCutcheon called the 2011 OAEP meeting to order at 4:00 p.m. Jenna Hoyt, 4-H Extension Educator led the Pledge of Allegiance. Inspiration was given by Vicki Schwartz, State Associate 4-H Leader.

Lisa McCutcheon, president, recognized Chris Penrose and Kirk Bloir who are celebrating birthdays today.

Secretary's Report was presented for review by Ann Golden. Pam Montgomery moved to accept the secretary's report. Glen Arnold seconded. Minutes were accepted as presented.

Treasurer's Report was presented by Ted Wiseman. Ted indicated expenses were slightly under budget. Total expenses for 2011 are \$12,826.56. Actual income is \$13,090.00. Membership is down slightly from 2010. Membership dues are still coming in. Endowment account was much larger than reported in 2009 at \$32,656.00. Net Gain Loss is \$263.44. The OAEP checking account is currently at \$31,143.41 with program area liabilities at \$49,214.51. Total OAEP funds including money market and OSU Development Funds are at \$50,372.03. Jeff Fisher moved for the Treasurer's report to be accepted. Jill Stechschulte seconded the motion. Motion passed.

Committee Reports:

Personnel – Mike Lloyd referred to page 13 of the Annual Report for a detailed report of the committee's work. Key issues discussed by the committee include: 1. effects of the separation Incentive and 2. much of the committee time focused on the evaluation process and feedback from the membership. Chair for 2012 is Kathy Michelich.

Policy – Cindy Bond-Zielinski highlighted two major accomplishments: 1. assisted in the locating unspent funds from the Galaxy Conference and 2. members reviewed all OAEP committees and officer guidelines. Recommended changes were presented to the board for discussion and approval. For further details and approved changes see Policy committee report on page 14. Next committee chair is Richard Stevens.

Professional Improvement – Brenda Young reported on committee work: 1. distributed a survey to the membership to determine the professional development needs of Extension educators, coordinators, and program assistants. Results from survey indicated needs for technology used to support teaching and program management. These results were shared with Annual Conference planning committee. 2. provided feedback on the revamping of New Personnel Orientation, and 3. began discussion about the on-boarding process. Through this committee work scholarship applications were reviewed and seven professional development scholarships were offered to Janine

committee work scholarship applications were reviewed and seven professional development scholarships were offered to Janine Yeske, Cheryl Spires, Teresa Johnson, Margaret Jenkins, Pat Brinkman, Donna Green and Lisa Siciliano-Miller and one First Timer scholarship was presented to Christine Kendall for NEAFCS. See page 15 for additional information. 2012 chair is Lisa Barlage.

Program – Debby Lewis expressed the need to reevaluate the purpose of the Program committee sharing that there seemed to be some overlap between the Program and Profession Improvement committees. The committee recommended request for proposals is put on-line. Debby thanked all the committee members for their committee work this year. Chair for 2012 is Michelle Trever.

Public Relations – Gwen Wolford extended a thank you to all committee members for their work on their major project, Buckeye Bounty. Members had a serious discussion regarding the focus

(Public Relations) and purpose of Buckeye Bounty and the committee involvement in this activity. The committee is recommending the focus and purpose of the committee be reevaluated. See the detailed report of the Public Relations committee on page 16. Next committee chair is Sally McClaskey.

Recognition – On behalf of Nancy Recker, Laryssa Hook thanked all the committee members for their assistance throughout the year. Much of their work on the recognition committee will be evident during the OAEP Recognition dinner this evening. Refer to a full report on page 17. Laryssa Hook remains as committee chair in 2012.

Old/New Business - President, Lisa McCutcheon thanked all committee members for their time and many hours of work; especially Cindy Bond-Zielinski and the Policy committee for their research and revising of the constitution and also the committee and officer guidelines.

President, Lisa McCutcheon presented two items of business items the membership needs to consider for a vote. Inclusion of the Treasurer Elect Position on the Board.

Angela Holmes moved to add the position of Treasurer Elect to the OAEP Board.

Lucinda Miller seconded the motion. This action requires a 2/3 vote to pass. Motion passed

Include a 2nd Vice President Position on the Board.

Ted Wiseman moved to add the position of 2nd Vice President to the OAEP Board.

Pat Holmes seconded the motion. Motion passed.

President's Remarks – President, Lisa McCutcheon commented she wanted to forego a lengthy report, referring the membership to her written comments included in the President's Report found on page 5. She commented, "The 2012 accomplishments were not her work, but the work of the whole board." Lisa expressed sincere thanks to all the outstanding professionals she had the pleasure to work with! Lisa enjoyed the opportunity to work with everyone. She is also ready to renew the opportunity to work with fellow colleagues and friends. Lisa extended a special thank you to her husband, Jeff, for all his support and understanding.

Sally McClaskey joined Lisa to help present gifts of appreciation to each of the members going off the Board, followed by members continuing on the Board in 2013.

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President, Lisa McCutcheon then presented Pat Brinkman, President Elect, the President's gavel as she assumes the responsibilities as OAEP President. Lisa also thanked Randall Reeder, Past President, for all his work and support.

Pat Brinkman, President Elect, greeted newly elected Officers and Board members for 2012.

Past President, Randall Reeder asked continuing Board members to come forward to be installed for 2012.

Pat Brinkman presented Lisa McCutcheon a traveling plaque in recognition of her work as 2011 President to be displayed in her office and a gift thanking Lisa for an outstanding job this past year.

Pat Brinkman gave a brief advertisement about the National FCS Conference to be held September 2012.

Jeff Dick moved to adjourn the OAEP Annual Meeting, Chris Penrose seconded the motion. Motion passed.

Respectfully Submitted, Ann Golden, Secretary

OAEP Membership Report - 2012

Teresa M. Johnson, Chair

Membership Chair Responsibilities:

- Maintain the OAEP database
- Maintain and update the OAEP member and board listserve

Tracking National Association memberships and coordinating with Treasurer to ensure payment for memberships is made to the associations

ASSOCIATION	2012	2011	2010	2009	2008	2007	2006	2005	2004
OAEP	233	242	245	280	310	314	293	278	305
NACAA	67	75	70	77	83	86	85	96	103
NAE4HA	98	97	102	110	117	120	107	100	106
NEAFCS	48	54	58	74	78	71	70	70	74
CDS/NACDEP *	19	20	13	35	42	40	25	24	45
ANREP	11	8							

Totals do not reflect Life Members within any National Associations.

* Totals reflect either CDS Memberships (2004-2006) or NACDEP Memberships (2007-present)

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.

OAEP Newsletter Report—2012

The OAEP Newsletter was not published in 2012. Due to minimal submissions and the ease of posting information directly to the Web site or through e-mail, the newsletter seems to be losing its effectiveness as a tool to reach membership. Discussions are in progress with the ESP Newsletter team about achieving a smooth transition with the new JCEP format, and how to best serve the membership and provide them with news and information.

Respectfully submitted by Jo Williams, Extension Educator Scioto County

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

Teresa M. Johnson

New for 2012:

Annual Conference Award Photos : Visit the following website address to download your award photo and press release. <http://go.osu.edu/2012awards>

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—2012

Bob & Marilyn Sachs from Williams County are continuing as OSU Extension Retiree Association chairs in 2013 with Les Barnhart and Linda Heyl as the new vice chairs.

The picnic on September 10, 2012 was attended by about 43 people, with updates from OSU Extension administration, OAEP and ESP. The next picnic will be on Monday, September 9, 2013 at Darby Creek Metropark in Ohio.

The Snowbird reunion was held in Sarasota, Florida on Thursday, January 26, 2012. The next snowbird reunion will be Thursday, January 24, 2013 in Sarasota, Florida.

The association appreciates the \$200 of financial support that was provided by the OAEP in the past. We requested only \$100 this year (2012) to cover the rental fee for the facility for 2013.

Personnel Committee Report – 2012

Kathy Michelich, Chair
Becky Nesbitt, Chair-Elect
Mike Lloyd, Past Chair

Members who attended at least one meeting in 2012 include:

Kathy Michelich, Chair
Becky Nesbitt, Chair-Elect
David Dugan
Jeff Fisher
Beth Flynn
Mike Hogan
Edwin Lentz
Rose Fisher Merkowitz
Janet Wasko Myers
Sherry Nickles
Tony Nye
Joy Sharp
Rhonda Williams

Other members on record: John Barker, Kathleen Booher, David Civittolo, Jennifer Even, John Grimes, Margaret Jenkins, Kathy Lechman, Tracie Montague, and Ed Werner.

Guests: Garee Earnest, Leader OSU Extension Human Resources
Graham Cochran, Leader OSU Extension New Personnel Development
Debby Lewis, Leader, Program Development and Education
Pat Brinkman, Treva Williams, and Mark Light.

The Personnel Committee is to 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.

Issues Addressed in Committee:

Program and work reporting system transition

As annual evaluation and the promotion process is largely impacted by the system used to report the work of Extension professionals, the committee welcomed Debby Lewis who shared insights into the OSU:Pro to Research In View (RIV) transition. The transition was not smooth and priority was given to those going for promotion. It is hoped that the RIV system will have an Extension component ready for reporting 2012 programming.

Annual Performance Review Process:

All meetings included discussion regarding the performance evaluation process. Both Graham Cochran and Garee Earnest were attendees and provided insights to the process and the timing of the annual evaluations. Committee members provided a number of suggestions regarding ways to improve the system and the timing of performance feedback. Changes to tools for securing meaningful information on performance were explored.

As a result of the committee's work, there will likely be changes made to the timing of the annual performance reviews so that feedback timing follows the program efforts more closely. In addition, the peer review tool and timing for seasoned Extension Educators may be changed to every 3 years to be more meaningful and manageable.

Mentoring:

Members discussed the mentoring system and strongly supported attempts to assure new hires are paired with experienced Educators.

Succession Plan:

A large number of retirees are expected in the next 3-4 years and members were encouraged to plan ahead and gather information far in advance of setting a retirement date. Garee Earnest was asked to explore the possibility of holding retirement planning sessions.

Starting Salary Tiers:

A new Extension policy to tier starting Educator salaries based on topic area generated discussion and follow-up with Mark Light who had held conference calls with interested and concerned Educators over the past months. Mark shared various concerns as detailed in the October 8th minutes.

Professional Improvement Committee — 2012

Lisa Barlage, Chair, and Jason Hedrick, Chair Elect

Membership of the committee was:

Michelle Adkins	Timothy Malinich
Mary Beth Albright	Amanda Meddles
Lisa Barlage	Lucinda Miller
Nancy Bowen	Pamela Montgomery
Steve Brady	Kara Newby
Julie Fox	Brian Raison
Jason Hedrick	Cynthia Shuster
Barbara Hennard	Nancy Snook
James Hoorman	Jill Stechschulte
Jim Jasinski	Robin Stone
Kathy Jelley	Jerry Thomas
Joane Kick-Raack	Travis West
Sara Kleon	Curtis Young
Jackie Krieger	Brenda Young
Mark Light	Randall Zondag

The function of the Professional Improvement Committee is to “support opportunities for membership’s professional improvement thorough in-service activities; support the continuation of support dollars to Educators.”

Committee Work:

The committee met in person on January 9 and discussed goals and objectives for the year. The committee met in person and via WebEx on March 19. The final committee meeting on October 8 was also held in person and over WebEx. Several meetings were jointly held with the Program Committee to discuss suggestions for programming that could best serve OAEP members and all Extension Professionals.

Spring Scholarships were given to:

Amanda Meddles, \$500 to attend the International Animal By-Products Symposium, in Dearborn, Michigan.
Carolyn Belczyk, \$500 to attend the Carnegie Mellon Robotics Academy, in Pittsburg, Pennsylvania.

Fall Scholarships were given to:

Nancy Stehulak, \$400 to attend the Association for Financial Counseling, Planning, and Education Annual Meeting in St Louis, Missouri.
Janet Wasko Myers, \$400 to attend graduate courses from Walsh University.
Florian Chirra, \$300 to participate in an Agronomy Course from the American Society of Agronomy.
Linnette Goard, \$400 to attend the Better Process Control School at The Ohio State University.

First Timer Scholarships of \$100 each were given to:

Kristen Corry, Amy Habig, and Michelle Treber to attend the NEAFCS Annual Conference in Columbus, Ohio in September.
Kathy Bruynis and Michelle Stumbo to attend NAE4-HA Annual Conference in Orlando, Florida.
This was the first year that First Timer Scholarships were allowed to be offered to more than one person per program area, due to Committee work with the Board last year. Special efforts were made to contact as many of the newer Extension staff that may have been attending these conferences.

Program Committee Report – 2012

Michelle Treber, Chair; Betsy DeMatteo, Chair Elect; Debby Lewis, Past Chair

Membership on the program committee includes:

Michelle Treber	Connie Goble	Robin Stone
Betsy DeMatteo	Carolyn Belczyk	Lisa Siciliano-Miller
Debby Lewis	Dave Dyke	Tracy Winters
Tonya Horvath	Jamie Seger	Andrea Davis
Dana Brown	Joe Bonnell	Emily Adams
Cynthia Toler	Kate Shumaker	
Gwen Soule	Minnie Taylor	
Stan Ernst	Patty House	

The committee met in a blended format (face-to-face and WebEx) in March and October. Program committee members in attendance at the March 2012 meeting include Michelle Treber, Debby Lewis, Tonya Horvath, Dana Brown, Cynthia Toler, Gwen Soule, Betsy DeMatteo and Stan Ernst.

The committee reviewed the Program committee guidelines and discussed the possibility of having the professional improvement and program committees merge together.

One effort of the program committee focused on the online survey about the OSU Extension Signature programs. Questions about goals, objectives, and impact and background information were part of this online survey. Debby Lewis was instrumental in developing and launching this survey for the program committee.

Members discussed the options of offering both WebEx and Face-to-Face meeting opportunities. This option is attractive to members who have travel concerns (distance/time/costs).

Committee members discussed the overlap of program and professional improvement committees and decided to explore meeting together as one group for the rest of the year. We functioned as separate committees but with increased collaboration and communication among committees.

The restructuring of OAEP and ESP into JCEP encouraged the committees to explore working together with expanded efforts. The program committee focused their efforts on the survey and communicating with the professional improvement committee.

Program Committee Chair participated in planning the Annual OSU Extension Conference including assisting in the selection of speakers, presenters and poster sessions.

Committee report submitted by Michelle Treber, Program Committee Chair.

Public Relations Committee Report—2012
Sally McClaskey, Chair; Cindy Folck, Chair-elect

Many of the activities of this committee have been on hold, pending the organizational merger. Representatives from this committee met with new employees at OSUE orientations held during the first part of the year promoting membership in OAEP.

It was the recommendation of this committee at the conclusion of 2011 that this committee should evolve into a Membership and Marketing Committee. The proposed functions were cited in the 2011 report and are still valid for our new JCEP organization. These functions are listed below:

Internal Audiences

New OSUE professionals:

1. Identify contacts
2. Explain benefits of membership (awards/recognition)
3. Convey how to complete information about joining
4. Presence at New Employee Orientation

Current OAEP members:

1. Assist Membership Chair in contacting members to renew
2. Gather EERA data with regard to specializations and post on the OAEP web site as a resource for members.

OSUE eligible professionals who have not joined OAEP (including state and county employees):

1. Annual campaign to recruit this audience (Aug-Sept time-frame)
2. Staff OAEP information table at program area state in-services and meetings or provide information for display.

External Audiences

Support Government Relations office efforts for Buckeye Bounty.

Recognition Committee Report - 2012
Laryssa Hook, Chair Joseph Maiorano, Chair-Elect

Committee Members:

Brad Bergefurd	Mary Longo
Kathy Blackford	Joseph Maiorano
Kirk Bloir	Monadine Matthey
Beth Boomershine	Carol Miller
Lisa Bradley	Melinda Morrison
Barbara Brahm	Barbara Phares
Erin Dailey	Marilyn Rabe
Andrea Daubenmier	Jessica Rockey
Hannah Epley	Cheryl Spires
Linnette Goard	Cassie Turner
Ann Golden	Judy Villard-Overocker
Laryssa Hook	Betty Wingerter
Joshua Kirby	Tracy Winters
Paul Kuber	Demetria Woods

Committee Accomplishments:

Reviewed and updated the OAEP Recognition Committee Awards Policies and Procedures Manual.

Reviewed the OAEP Guidelines for Recognition Committee and submitted recommendations to the Policy Committee.

Met by conference call with ESP representatives to prepare for the merger of the committees to prepared for the new committee under JCEP.

Selected State and Regional OAEP Achievement recipients and coordinated Distinguished Service Award recipients for NEAFCS, NAE4-HA , NACDEP, and NACAA . Coordination of award ballots was accomplished by Cheryl Spires (FCS), Cassie Turner (4-H), Julie Fox (CD) and Ed Lentz (ANR) .

Coordinated service and tenure awards for Extension Professionals completing service to OAEP in five year increments. Marilyn Rabe coordinated this effort.

Barb Brahm coordinated selection of OAEP Appreciation Awards and served as host to the winners at the luncheon.

Coordinated with ESP and CES to write the scripts for the awards luncheon. Jessica Rockey and Beth Boomershine wrote the script.

Andrea Daubenmier developed a PowerPoint presentation of award winners to be shown at the Wednesday association meetings during the evening meal.

Teresa Johnson photographer for Joint Recognition Annual Conference award recipients at association meetings and wrote news releases for award recipients to publicize their professional development accomplishments.

Coordinated all award plaques and certificates for winners. Carol Miller and Melinda Morrison coordinated all certificates. Laryssa Hook coordinated ordering of plaques.

Prepared and copied Extension Professional Associations Recognition Program booklet.



National Association of County Agricultural Agents (NACAA)

Ohio's Annual Report

Glen Arnold, 1st V.P. for ANR

OHIO SUMMER MEETING

OSU Extension Agriculture and Natural Resources held their 2nd annual **Summer Meeting** on June 27-28, 2012 at Mohican State Lodge Park. The meeting drew over 100 Ohio AgNR Extension professionals over two days. This was a great opportunity for extension specialists, ANR teams, and extension professionals to share strengths, weaknesses, opportunities and threats for OSU Extension ANR in Ohio.

- Day 1: In the afternoon, Ag team meetings were organized and lead by team leaders. After dinner, Denise Ellsworth had a presentation on honey bee health and insecticide issues. New county educators were introduced. Discussion was held and plans were made for Mike Hogan running for the position of president-elect of the National Association of County Agricultural Agents at our annual Meeting & professional Improvement Conference in South Carolina. Larry Howard, NACAA North Central Regional Director also spoke to the group via webex.
- Day 2: Two major topics took up the bulk of the 2nd day. Nutrient Issues in Ohio's Waterways and Energy Issues in Ohio. Several state and national speakers were brought in to discuss the nutrient loading issues with Grand Lake St Marys in Mercer County and with Lake Erie. The nutrient loading issues have led to harmful algae blooms and serious discussions about new rules governing both manure application and commercial fertilization application in Ohio. The Marcellus Shale discovery and the work being done by county educators in eastern Ohio were discussed. Bob Chase of Marietta College presented an excellent overview of the size and scope of the oil & natural gas find. Steve Schumacher, Mike Lloyd and Peggy Hall spoke about the very well attended informational meetings hosted by OSU Extension county educators. Dialogue with Dr. Keith Smith was held over lunch. Later in the day, Don Breece spoke about new signature programs and Jerry Thomas spoke about Extension's Ask The Expert program.

NATIONAL NACAA MEETING

NACAA Annual Meeting and Professional Improvement Conference (AM/PIC) 2012 – Charleston, South Carolina, July 15-19. The conference was filled with outstanding achievements and leadership responsibilities from Ohio State University Extension Agriculture and Natural Resources professionals. A total of 44 Ohioans attended the conference including: 35 Educators + 8 family members, 2 life members/spouses.

Mike Hogan was elected president-elect of our national organization and will **serve as president in 2015**.

Oral Presentations

Transforming your everyday extension work into packaged curriculum to advance our profession and your career- Eric E. Barrett and Bev Kelbaugh

Helping farmers create great signage for direct marketing- Eric E. Barrett

2011 survey results of the brown marmorated stink bug²⁰ Ohio- Jim Jasinski

Miscanthus-Ohio's newest bio-fuel crop- David L. Marrison
Winter canola -- a potential oil crop for Ohio- Edwin Lentz
Gallia county calf pool; small producers making a big splash- C Richard Stephens
Ohio pasture measurement project- Jefferson McCutcheon
Winegrape cultivar research at OSU south centers- Gary Y. Gao
Trees matter! Conducting tree surveys with master gardener volunteers- Pam Bennett
Training master gardeners to answer consumer horticulture questions- Edwin M. Lentz
Pickaway county agricultural development roadmap to the future- Michael Estadt
Organic grain cropping systems: agronomic response- Alan Sundermeier

Applied Research Posters

Agronomic response to organic grain cropping systems-Alan Sundermeier
Dual planted cover crops: synergy effect- Jim Hoorman and Alan Sundermeier
ESN as a nitrogen source for Ohio soft red winter wheat production- Edwin M. Lentz
Reducing phosphorus loading in to Lake Erie through utilization of manure on soft red winter wheat- Glen J. Arnold
Soybean yield response in 30 inch rows at varying planting populations at late planting- Wm Bruce Clevenger and Anne Dorance

Extension Education Posters

Commercial grape and wine analysis workshop – a practical approach- Gary Y. Gao
Farm tractor safety training workshop- Chris L. Bruynis, Dee Jepsen and D Mann
Implementing problem solving activities into pesticide recertification programming Eric Barrett, Mike Hogan and W Snyder
Measuring knowledge gained and adoption of bmps resulting from farm drainage workshop- Wm Bruce Clevenger, Larry Brown, Greg LaBarge and Alan Sundermeier
Methods to train master gardeners to manage telephone resource lines- Edwin M. Lentz
New beginnings, new challenges- Suzanne Mills-Wasniak, Brad Bergefurd, A Clutter and L Nye
Ohio ruminant producer meetings 2012- Ted Wiseman, John Grimes, Roy Lewandoski, Jeff McCutcheon, Mark Mechling and Chris Penrose
Utilizing cereal rye cover crop in a corn/soybean rotation- Alan Sundermeier and Jim Hoorman
Helping landowners navigate the shale gas boom- Mike Hogan, Mark Landefeld, Clif Little and Chris Penrose
The financial & tax implications of oil & gas leases in Ohio- David Marrison, Chris Bruynis and Barry Ward

Awards

ESN as a nitrogen source for Ohio soft red winter wheat production- Edwin M. Lentz **First Place National Poster Winner**
The financial & tax implications of oil & gas leases in Ohio- David Marrison Chris Bruynis and Barry Ward **Third Place National Poster**
Reducing phosphorus loading in to Lake Erie through utilization of manure on soft red winter wheat- Glen J. Arnold **National Poster Finalist**
Soybean yield response in 30 inch rows at varying planting populations at late planting- Wm Bruce Clevenger and Anne Dorance **Regional Poster Winner**
Roadway safety issues with horse-drawn vehicles- Dee Jepsen, Chris Zoller, Gene McClure and Kate Shumaker **National Finalists in Health & Safety Search for Excellence**
Winegrapes as an alternative cash crop in Ohio- Gary Gao **National Finalists in Search for Excellence in Young, Beginning, or Small Farmers/Ranchers**

NACAA Communication Awards program

- National Finalist in the Audio Recording category- Ed Lentz
- National Finalist in Feature Story category - Pam Bennett
- National Finalist in the Learning Module category - Eric Barrett, Bergefurd, Julia Fox, Mike Hogan, Rob Leeds, J Moose and M Welch
- National Finalist in the Publication category – Jeff McCutcheon
- National Finalist in the Web Site category - Chris Bruynis & David Marrison
- National Finalist in Newsletter Category- Gary Gao, Mike Ellis and Celeste Welty
- Regional Winner in the Published Photo and Caption category- Pam Bennett
- Regional Winner in the Video Production category- Dee Jepsen
- Regional Winner in the Fact Sheet category - Jim Jasinski, Ben Phillips, Celeste Welty, Chelsea Smith, and Mary Gardiner
- Regional Winner in the Computer Generated Graphics category - Eric Barrett

Scholarly Activities - Journal of NACAA

Jepsen, S.D. National Perceptions and Management Styles of Extension Educators and Secondary Agricultural Education Instructors on the U.S. Department of Labor's Tractor Certification Program, Volume 4, Issue 2. 2012

National Recognition

- 2012 Ohio Achievement Award Winner: Jim Jasinski
- 2012 Ohio Achievement Award Winner: C Richard Stephens
- 2012 Ohio Distinguished Service Award Winner: Wm Bruce Clevenger
- 2012 Ohio Distinguished Service Award Winner: Chris Penrose

Service

Ohio Leadership in NACAA

2012 National Committees:

- 4-H & Youth: Chris Penrose, Regional Vice-Chair
- Administrative Skills: Chris Bruynis, Regional Vice-Chair
- Professional Excellence: Jeff McCutcheon, Regional Vice-Chair

2012 State Committee Chairs:

- Administrative Skills: Eric E. Barrett
- Agricultural Issues & Public Relations: Christopher Zoller
- Early Career Development: Mike Gastier
- Teaching & Educational Technologies: Jefferson McCutcheon
- Agricultural Economics & Community Development: Barry Ward
- Agronomy & Pest Management: Wm Bruce Clevenger
- Animal Science: Glen Arnold
- Horticulture & Turfgrass: Gary Y. Gao
- Natural Resources/Aquaculture: Mark Landefeld
- Sustainable Agriculture: Alan Sundermeier
- 4-H & Youth: Chris Penrose
- Communications: John Yost
- Professional Excellence: James Hoorman
- Public Relations: Gregory Labarge
- Recognition & Awards: Ed Lentz
- Scholarship: Chris L. Bruynis
- Search For Excellence: Jim Lopshire
- Life Member: Gary Wilson

Future NACAA AM/PIC Meetings

September 15-20, 2013 - Pittsburgh, PA (Galaxy IV)

July 20-24, 2014 - Mobile, AL

July 12-16, 2015 - Sioux Falls, SD

July 24-28, 2016 - Little Rock, AR

National Association of Community Development Extension Professionals (NACDEP) 2012 Report – nacdep.net

Julie Fox, OAEP 1st VP for Community Development



I. NACDEP Officers:

Julie Fox, NACDEP Ohio President, OAEP 1st Vice-President

Rose Fisher-Merkowitz, NACDEP Ohio President-Elect, OAEP, 2nd Vice-President

II. Membership:

There were 21 active Ohio NACDEP members in 2012.

Year	OSU Extension NACDEP Membership
2011	19
2010	18
2009	39
2008	42

III. 2012 NACDEP Conference:

The 2012 NACDEP Conference was held on May 20-23, 2012 in Park City, Utah. The theme for this eighth annual association conference was Capitalizing on our Assets (natural, financial, human, political, social & cultural).

NACDEP Conference Presentations:

The OSUE CD unit was responsible for 18% of the 63 peer reviewed conference presentations. Unit members accounted for two of the 15 conference posters and one of the 12 conference workshops. OSUE CD unit members presented in each of the five concurrent conference sessions.

Building Natural Community Capital through a World Class Fishery: Lake Erie and the Ohio Charter Sport Fishing Industry - Joe Lucente

The Use of Technology to Assist with Sustainability When a Large Company Moves out of the Region - Rose Fisher Merkowitz

The Connection between Social Media and Social Capital - Julie Fox

Strengthening Committees: Tools for Improved Effectiveness - Treva Williams

Using Discussion Methods to Harness Social & Cultural Capital - Brian Raison

Changing Community Culture to Nurture Entrepreneurship - Myra Moss

Utilizing Brownfields to Energize America - Eric Romich

Developing Sustainable Organizations through Strategic Forecasting - Rose Fisher Merkowitz and Treva Williams

Strategic Wellness via Local Food Awareness: How Hospitals Can Influence Employees and Patients - Brian Raison

Working with Community Development Organizations to Effect Positive Change: The Good, the Bad, the Ugly - David Civittolo

Implementing an Innovative Approach to Regional Community Development - Becky Nesbitt and Rose Fisher Merkowitz

Energy Efficiency and Renewable Energy: Targeting Information and Education to Change Behavior - Myra Moss

NACDEP Posters;

Two-Hour Strategic Planning Starter-Kit (for organizations who claim they have no time to plan) - Brian Raison

Wyandot Solar Project, Renewable Energy as a Rural Economic Driver - Eric Romich

NACDEP Officer from Ohio

Treasurer, Greg Davis

NACDEP Committee Members from Ohio:

Conference Committee,

Brian Raison; Nancy Bowen-Ellzey

Finance and Audit Committee,

Myra Moss; Eric Romich

Communications and Web Site Committee

Rose Fisher-Merkowitz; Julie Fox; Brian Raison

IV. Awards

Ohio Distinguished Service Award, Nancy Bowen

North Central Regional and National Award Recognition for Individual Media Presentation, Nancy Bowen

North Central Regional Recognition for Educational Technology Team Award - Joe Lucente and Dave Kelch for Lake Erie Shipwreck web site: ohioshipwrecks.org

North Central Regional and National Award Recognition for Educational Piece, Individual - Brian Raison for Using <http://Wordle.net> to Show Frequency, Purpose and Direction in Strategic Planning

VI. Public Issues Leadership Development Conference

Rose Fisher-Merkowitz represented the Ohio NACDEP membership at the 2012 PILD Conference held in Alexandria, VA on April 16-18, 2012.

National Association of Extension 4-H Agents (NAE4-HA) Report—2012

Mark Light, 1st VP 4-H Nadine Fogt 2nd VP 4-H

In February, we had a video presentation from the North Central Region, Sr. Director, Tracy Behnken at the Ohio 4-H Professionals In-service explaining the benefits of NAE4-HA membership and awards.

Ohio had representation elected to the National Leadership Team: Theresa Ferrari, VP Programs

The 2012 NAE4-H Annual Conference is in Orlando, Florida from October 22-26, 2012. There were 43 members who attended with 64 going to states night out (families included) .

We were well represented in providing presentations and poster sessions.

14 professionals presented 9 sessions (some multiple times)

38 professionals presented 20 posters (some multiple posters)

Type	Nationally Submitted	Nationally Accepted	Ohio Selected	Acceptance Rate	Ohio Representation
Research	12	7	1	58%	14%
Competency	83	21	5	25%	23%
Seminars	107	21	3	20%	14%
Posters	107	67	20	67%	30%
Total	309	137	29	44%	21% Overall

EXHIBITS- 4-H Curriculum – Jane Wright Buckeye Leadership Workshop – Larry Hall

POSTER PRESENTATIONS

4-H Buckeye Ambassadors: Building Teen Leaders for Tomorrow – Heather Gottke

4-H Gets Moo-vin' at the Fair! – Carolyn Belczyk

4-H newsletters: Discover an Educational Treasure – Joyce Shriner, Scott Scheer, Bruce Zimmer

Choose and Tell: A New 4-H Cloverbud Curriculum to Promote Public Speaking and Life Skills – Jill Stechschulte, Scott Scheer, Jane Wright

Cooking Up Fun at Food and Nutrition Day Camp – Jo Williams, Carolyn Belczyk, Erin Dailey, Connie Goble, Cassie Turner, Travis West, Tracy Winters

Fuel Cells 101 – Shelia Meyer, Joyce Schriner

Growing a Statewide 4-H Camp Counselor Training Program – Nadine Fogt, Erin Dailey, Theresa Ferrari, Ann Golden, Heather Gottke, Larry Hall, Tonya Horvath, Hannah Kohler, Erin Simpson-Sloan, Jo Williams, Brenda Young

I Got My Start in 4-H – Melinda Morrison

Ohio 4-H Teen Conference: Accept the Challenge – Tonya Horvath, Tom Archer, Allen Auck, Jessica Rockey

4-H Science Saturdays – Sally McClaskey

4-H Teen Camp...Keeping Teens Involved in Camping and Beyond! – Erin Dailey, Jo Williams

Adjusting Your Game Plan When faced With Reduced Resources – Erin Dailey, Mark Light

Blending Tradition with Tomorrow: 4-H Camp Ohio's Camp Counselor Workshop – Jessica Rockey, Beth Boomershine, Larry Hall, Jaime McConnell

Discover Niche Camping: 4-H Shooting Sports Can Be a Model – Jane Keyser, Nancy Snook, Bruce Zimmer

Ohio's Diverse 4-H Dog Program – Lucinda Miller, Paul Kuber, Vicki Reed

Youth in Governance Best Practices Showcase – Greg Yost

Making the Best 4-H Clubs Better Twenty Minutes at a Time – Carolyn Belczyk, : Kathy Bruynis, Erin Dailey, Connie Goble, Jo Williams

Retaining Young Families in Rural Communities to Protect the Future of 4-H – Mark Light, Jeff Dick, Jason Hedrick

Volunteer Middle Management - Enabling Adult Volunteers to Assume Expanded Roles – Sara Kleon, Kathy Bruynis

Whatever Floats Your Boat: The Science and Engineering of Constructing Cardboard Boats – Jason Hedrick

SEMINARS and WORKSHOPS

At-risk Youth Program, Culture Competency Training - Nate Arnett, Theresa Ferrari

Turning Your 4-H Work into a Treasure Chest of Research – Mark Light, Jeff Dick, Jason Hedrick

Working with Special Needs Youth Using the Winning 4-H Plan – Laryssa Hook, Holly Brooks, Connie Goble, Vicki Schwartz

Training Teens to Teach Agricultural Biotechnology: A National 4-H Science Demonstration Project – Nate Arnett

Overcome the Stress: Get a Grip – Brenda Young, Ann Golden

Mission: Food Allergies Welcome! Successfully Accommodate Youth with Life-Threatening Food

Allergies in a Camp Setting. – Lisa McCutcheon

You've Been Sent a SnIQ Game Request: Increasing Your Teens Social Networking I.Q. and Etiquette – Nadine Fogt, Hannah Kohler, Mark Light, Jo Williams

The Wonderful World of Magical Mobile Apps – Mark Light, Nadine Fogt

The ABCs of Engagement as Experienced by Teen 4-H Camp Counselors – Nate Arnett, Theresa Ferrari

AWARDS

Service Awards

25 Year Award – Allen Auck

Achievement in Service Award – Andrea Davis, Tim Tanner, Tonya Horvath

Distinguished Service Award – Teresa Johnson, Jo Williams, Nate Arnett

Meritorious Service Award – Jim Jordan

National Awards

NAE4-HA Excellence in Camping Award (Team)-Making EXTreme Conselors

Excellence in Urban Programming – Jo Williams, Erin Dailey, Nadine Fogt, Niki Nestor McNeely, Theresa Ferrari, Hannah Kohler, Brenda Young, Ann Golden, Tonya Horvath, Erin Simpson-Sloan

NAE4-HA Beyond Youth Leadership Award – Robin Stone

Educational Package (Team) - Top of Ohio EERA Livestock QA Curriculum – Patty House, Andrea Davis, Barbara Phares, Elizabeth Miller, Melinda Morrison

Promotional Piece (Individual) - Clark County 4-H News Tabloid – Patty House

Video Program – Hannah Kohler

Promotional Package (Individual) – Patty House

It was a great conference. The 2013 NAE4-HA Conference is in Orlando, Florida October 21-25, 2013. Proposals are due on January 20, 2012

National Extension Association of Family & Consumer Sciences (NEAFCS) Report – 2012

Kathy Michelich, 1st Vice President

Melinda Hill, 2nd Vice President

Membership: Ohio had 48 active affiliate members in 2012 plus 13 life members.

Awards and Recognition:

Jamie Seger was the 2012 Greenwood Frysinger National Award Winner. This is a Professional Development Award and funds provided will be used to attend Galaxy IV. Jamie also received second place in the Central Region for her Social Networking work in Miami County with the 4-H Food and Fashion Facebook group.

Kara Newby (Member), Jamie Seger (Member), Polly Loy (Member), Terri Worthington, Lisa Siciliano-Miller, Rhonda Williams, Demetria Woods, Diane Barga, Kirk Bloir (Member), Cindy Shuster (Member), Joyce Shriner (Member), Barb Hennard (Member), and Anastasia Snyder received first place in the nation for their Successful Co-Parenting submission under the Human Development/Family Relationships category.

Christine Kendle received first place in the Central Region for her Cooper and Penny Financial Newsletter for Kids. Her submission received third place among national applicants.

Donna Green was the second place Central Region winner for her written press release entitled 'Pick a Fantasy Food League'.

Cynthia Shuster, Joyce Shriner, Lisa Barlage and Michelle Treber were awarded third place for their Florence Hall award submission "Get Fit, Don't Quit".

Cheryl Spires was recognized as Ohio's Distinguished Service Award winner.

Nancy Stehulak was recognized as Ohio's Continued Excellence Award winner.

Leadership and Service:

Carol Chandler served as President-Elect for NEAFCS in 2012. She was inducted into the role of national NEAFCS President at the annual conference in September. Carol will serve as president in 2013.

Kathy Michelich represented Ohio at the Joint Council of Extension professionals in San Antonio, Texas in February. Melinda Hill represented Ohio at the Public Issue Leadership Development Forum (PILD) held in Washington D.C. in April.

Other Members on National Committee:

Kirk Bloir served on the Webinar Subcommittee under Professional Development. Susan Crusey and Doris Herringshaw served on the Endowment Committee.

Service to NEAFCS:

The NEAFCS annual conference was held in Columbus, Ohio September 24-28, 2012. As a result numerous Ohio members took up leadership and service roles in planning, coordinating, and providing a successful Annual Session to members across the nation.

The 2012 Annual Session was an Ohio Affiliate project, cooperating with National Board members and National Office staff.

Affiliate Co-Liasons

And Lead Conference Coordinators

Susan Crusey
Cindy Oliveri

Treasurer

Carol Miller

Committees and Members:

Exhibits/Marketplace

Melinda Hill, Chair
Kate Shumaker, Chair
Melanie Hart
Margaret Jenkins

Opening Sessions/Decorations

Mary Longo, Chair
Deb Angell, Chair
Marilyn Sachs, Chair
Liz Smith
Beth Gaydos
Terri Worthington

Tours

Bev Keil, Chair
Beth Gaydos
Ann Smith
Ella Mae Bard

Leadership Event

Chris Olinsky, Chair
Cheryle Jones-Syracuse, Chair
Losi Clark
Barb Hennard
Carol Miller
Jill Nolan

Marketing

Lynette Goard, Chair
Kathy Michelich
Jamie Seger
Michelle Treber
Dan Remley
Kara Newby

In-Depth Sessiona

Carol Miller, Chair
Kirk Bloir, Chair
Cheryl Spires
Dan Remley
Pat Holmes
Pat Brinkman
Joyce Fittro
Cindy Shuster
Carol Trice
Bev Kelbaugh
Linda Newman
Margaret Jenkins

Welcome Event

Doris Herringshaw, Chair
Susan Zies, Chair
Marcia Jess, Chair
Nancy Recker
Nancy Stehulak
Cindy Shuster
Shari Gallup
Marie Economos
Ann Clutter
Kathy Oliver
Beth Stefura
Donna Green
Connie Goble
Joyce Shiner
Patrice Powers-Barker
Susan Holladay
Lynette Goard

Hospitality

Pat Brinkman, Chair
Lisa Barlage, Chair
Deanna Tribe, Chair
Ann Clutter
Cindy Shuster
Kathy Dodrill
Shannon carter
Pat Holmes
Michelle Treber
Joseph Maiorano
Beth Gaydos
Barb Brahm
Betsy DeMatteo
Chris Kendle
Jenny Even
Dana Brown
Lisa Siciliano-Miller
Kristen Corry
Amy Habig
Marge Wolford
Donna Brown

Audio Visual

Carol Chandler, Chair
Treva Williams
Joyce Fittro
Donna Brown

Wellness Activity

Shari Gallup
Monadine Matthey

Forty-six active members attended the 2012 Annual Session. Thirteen lifetime members were in attendance.

Association of Natural Resource Outreach Professionals (ANROP)

Report – 2012

Joe Bonnell, President

ANROP had good participation at the annual ANREP conference in May at Hendersonville, North Carolina. Six people attended from OSU and all had presentations and/or posters.

ANROP received official recognition as a full member of OAEP. Joe Bonnell served as First Vice President.

The members of ANROP approved changes to the membership categories, adding an affiliate membership for non-OSU employees, and accepted a name change from the Ohio Association of Natural Resource Extension Professionals to the Association of Natural Resource Outreach Professionals. This change was approved by our national organization (ANREP).

State Extension Advisory Committee Report—2012

Pat Brinkman, 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 Committee, the president of the Ohio Association of Extension Professionals (OAEP) and members of the Extension Administrative Cabinet.

The SEAC met three times during the year, and two of those meetings were held jointly with the OARDC Advisory Committee. Much of the discussion during 2012 provided information about Extension's role, programming, and budget.

The January 24th meeting offered updates on both OSU Extension and OARDC program and research efforts. The Extension's shale energy team presented information about Extension's effort to help land owners on making decisions about rental agreements and what factors to consider. Members were

updated on county funding and levy counties with issues on ballots in March. Additional information on county funding and county staffing changes was provided. In Extension's breakout session water issues as an emerging programming need was discussed. Roles and Opportunities for SEAC Members was discussed along with support for County Advisory Committees. Susan Crowell presided over the brief SEAC meeting.

I was not able to attend the June 12th meeting. From the minutes the committee viewed a brief video on the Morrill Act. Discussion and updates were provided on the Farm Bill and Ag appropriations. Information about eXtension was provided by Jerry Thomas and Susan Crowell, National advisory board member. Updates on Western Ohio watersheds (toxic algae bloom control) and resurrecting and staffing of Extension was provided. A short business meeting was presided over by Susan Crowell.

The October 23rd meeting was held in cooperation with the OARDC advisory committee. The meeting began with both committees being provided with an update on Dean Bobby Moser's retirement and a welcome by the new Dean Bruce McPherson by video. Dean Moser talked about the new discovery themes for the University and how they correlated with the CFAES themes. Administrative updates were provided by Dr. Steve Slack and Dr. Keith Smith including a video introducing the Field Specialist. Dr. Dee Jepsen provided a program on Ag safety research and Extension's outreach in the area of agriculture safety. Quad-folders with Extension highlights for 2013 were promoted but not available at this time. Information was provided about the increase in county funding for Educators. This is the first increase since 2009 and was necessary to keep the balance of 60% state and federal funding and 40% county funding for Educator's salaries. Some discussion was held on whether we should continue with county directors versus having multi-county directors. The day closed with a brief business meeting, which was presided over by Susan Crowell.

The opportunity to represent OAEP on the SEAC was a valuable experience. The chance to meet and visit with supporters of OSUE is always a pleasure. The members of the SEAC, whether they are retirees, business men/women, or community leaders and representatives, find OSUE programming to be of great benefit to Ohio's citizens and in turn support the organization in any way that they can.

Treva Williams will serve as OAEP's representative to the SEAC in 2012.

2012 OHIO 4-H FOUNDATION REPORT

OAEP Representatives

Bonnie Ayers, Rebecca Barker, Nadine Fogt, and Joy Sharp

Spring Meeting: March 19-20, 2012

Location: Ramada Inn, Xenia, Ohio and 4-H Camp Graham, Clarksville, Ohio

Representatives in Attendance: Bonnie Ayers, Rebecca Barker, and Joy Sharp

Major Topics of Discussion:

Met Kelly Lavelle – New 4-H Foundation Manager

Updates from Keith Smith, Tom Archer, and Erin Wingfield

Committee Meetings and Reports

Presentations:

4-H Animal Cares – Melinda Morrison, Clark County

Urban Immersion Project – Steve Brady, Warren County

Josh Kirby, Assistant Professor & Extension Specialist for 4-H Older Youth and Camping

Reception/Dinner with local donors

Fall Meeting: October 4-5, 2011

Location: Nationwide & Ohio Farm Bureau 4-H Center

Representative in Attendance: Rebecca Barker, Nadine Fogt, and Joy Sharp

Major Topics of Discussion:

Committee Meetings and Reports

Ohio 4-H Foundation Structure by Tom Archer

Updates from Keith Smith, and Erin Wingfield

Teen Advisory Council Update by Josh Kirby and members of the Council

Celebration of Youth Preview

Approval of 2013 Budget

2013 Officers

President: Karen Corcoran

1st Vice President: Cindy Rasmussen

2nd Vice President: Mike Westfall

Secretary: Nadine Fogt

Financial Chair: Jodi Garrison

OAEP Representation/Terms:

Rebecca Barker (2011-2013) – County Endowments, Celebration of Youth Committee Member

Bonnie Ayers (2012-2014) – Achievement Awards & Scholarship Banquet, Major Gifts, Stewardship Committee Member

Nadine Fogt (2012-2014) – Celebration of Youth, Achievement Awards & Scholarship Banquet, Grants & By-Laws Committee Member

Joy Sharp (2010-2012) – Celebration of Youth, County Endowments, Grants & By-Laws Committee Member

College of Food, Agriculture and Environmental Science Faculty Council Report

2012

Submitted by Chris Penrose

The College of Food, Agricultural, and Environmental Sciences Faculty Council serves as the faculty advisory group to Bobby Moser. The purpose of the meetings are to provide as a liason to represent faculty. The council meets three times a year to discuss issues that have a direct relationship to the college. Extension faculty representation for the coming year (three year term) includes Bruce Clevenger, Mark Mechling, Chris Penrose, Joe Heimlich, Mark Mechling, Christine Leeds, David Shetlar, Cameron Thraen, and Lingying Zhao.

Topics of discussion during the past year included administrative changes, Cr. Moser's step-down procedure and search for a new Dean. On August 16th, Dr. Moser called a special meeting for the introduction of our new Dean, Dr. Bruce McPheron, Dean of Penn State's College of Agricultural Sciences.

Discussions during the meetings included budgets, buildings & facilities, IT concerns and mobile computing devices. Standards for computers and recommended smart phones and other mobile devices were provided. In addition, guidelines and policy for social media were provided.

During the April meeting, Dr. Moser shared college enrollment and there were 3500 students, 2300 undergraduates, 500 graduate students, and 600 at ATI. He was pleased to announce that there was a 20% increase in freshmen in the CFAES and ATI was up by 10%. He was also pleased to share that 92% of graduates had jobs (including graduate school) within four months of graduating and 75% stayed in Ohio.

2012 STATE 4-H HORSE COMMITTEE REPORT

Sherry Nickles, Representative

The 2012 State 4-H Horse Committee meetings were held on February 23rd and October 4th.

A state-wide 4-H horse advisor training session was held in January with 165 attending.

A Performance Against Standards (PAS) Clinic was held in February with 80 attending.

Numerous youth/teams are competing at the All American Quarter Horse Congress and Eastern Nationals contests.

The multi-state horse judges clinic will be held in Ohio November 16-18th.

The Ohio Quarter Horse Association offered a clinic for 4-H youth and others to ride horses in disciplines in which they had never ridden - there were over 150 participants. They will work with Ohio 4-H again in the future.

The OSU Equine facility is not operable and so 4-H and other functions normally held there are being moved off-site.

The committee developed guidelines for state 4-H horse advisory committee grants.

The draft horse project has been revised.

Youth Advisory applications were developed and completed - the committee had youth representatives at the fall meeting.

2013 meeting dates will be March 7th and October 3rd.

The state 4-H horse events and number of participants in 2012 included:

Horse Bowl Contest - 248

Hippology Contest - 139

Youth Horse Clinic - 233

Junior Horse Show - 781

Skillathon - 143

Judging - 179

Public Speaking - 37

Competitive Trail Ride - 29

Groom and Clean - 93

Total youth involved - 1186

Refer to www.horse.osu.edu for more information about the 4-H Horse Program.

Ohio Sheep Improvement Association (OSIA) Report—2012

Jeff McCutcheon

No Report Submitted

Ohio Joint Council of Extension Professionals

Meeting Dates

2013

DATE	TIME	LOCATION
January 22	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 25	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 13	10:00 – 12:00 – Board Meeting WebEx	
June 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 or WebEx (TBD)
October 7	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 Ohio JCEP Meeting at Annual Conference	TBD

Special Appointments & Representatives to Other Organizations

2013 Ohio Joint Council of Extension Professionals

Ohio JCEP Audit Committee

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

Ohio JCEP Nominating Committee

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

Pat Brinkman, Chair (2013)

CFAES Faculty Council

Outgoing member conducts election in each region (3-year term)

Chris Penrose - term expires June 2012

Joe Heimlich—term expires June 2013

Bruce Clevenger - term expires June 2013

Mark Mechling - term expires June 2014

Christine Leeds - term expires June 2014

Jeff McCutcheon- term expires June 2015

Ohio 4-H Foundation

Kim Catchpole (2013-2015)

Rebecca Barker (2011-2013)

Nadine Fogt (2012-2014)

Bonnie Ayars (2012-2014)

Ohio Sheep Improvement Association

Jeff McCutcheon (2013)

State 4-H Horse Committee

NEED TO MAKE APPOINTMENT

State Extension Advisory Committee

Treva Williams (2013)

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

The Ohio Joint Council of Extension Professionals (JCEP) is the state professional association for Extension Professionals. Membership is open to any OSU Extension personnel with an Administrative and Professional (A&P) or Faculty appointment. Active membership of this association shall carry with it the privilege of holding any Board position in the association and of voting on all matters coming before meetings of the association.

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

There are seven standing committees that give guidance and direction to the issues of interest to Ohio JCEP. The seven standing committees are Personnel, Professional Improvement, Program, Policy, Public Relations, and Recognition. For more information contact:

Treva Williams, 2013 Ohio JCEP President
602 7th St., Courthouse, Room 7, Portsmouth, Ohio 45662
Phone: 740.354-7879 / E-mail: Williams.973@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:

Susan Zies, 2013 ESP President
Phone: 419-354-9050 / E-Mail: zies.1@osu.edu

National Professional Associations—2012 Contacts

Four professional associations promote professional improvement and Extension organization improvement on a national level. The OAEF 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

Mark Landefeld, Monroe County, landefeld.6@osu.edu, 740-472-0810

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

Nadine Fogt, Fayette County, fogt.12@osu.edu, 740-335-1150

NEAFCS – National Extension Association of Family and Consumer Sciences

Melinda Hill, Wayne County, hill.14@osu.edu, 330-264-8722

NACDEP – National Association of Community Development Extension Professionals

Rose Fisher Merkowitz, Miami Valley, merkowitz.1@osu.edu, 740-606-6010

**Ohio Association of Extension Professionals
Constitution**

ARTICLE I – NAME

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

ARTICLE II – CORPORATION

This corporation shall be continued in perpetuity.

ARTICLE III – PURPOSE

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

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

ARTICLE IV - MEMBERSHIP

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

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

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

Article V – Board of Directors, Duties, and Terms

Section 1: <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
1st Vice President (5)	1 year	
2nd 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

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 Treasurer-Elect will serve as an apprentice to the current treasurer for one year, but will not have check signing authority. In the event that the Treasurer does not fulfill their term, the Treasurer-Elect will assume the position of Treasurer. The Treasurer-Elect will have voting privileges on the Board. Election will be held at the end of the 1st year of the current Treasurer's term.

- A. 2013—New Treasurer Election
- B. 2014—Treasurer-Elect Election
- C. 2015—No Election for Treasurer (2014 Treasurer-Elect assumes office of Treasurer)
- D. 2016—Treasurer-Elect Election

Section 9: 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 10: 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 11: 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 12: 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 13: The OAEP Webmaster, a non-voting Board member appointed annually by the President, shall develop and maintain the OAEP website.

Section 14: 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 President-Elect, Secretary, Treasurer-Elect, and Second Vice-President from the state and program areas.

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: 10/8/2012

