



Ohio Joint Council of Extension Professionals

2017 Annual Report

Table of Contents

Past Presidents Listing	2
2017 Annual Meeting Agenda	3
2017 President's Report	4
2017 Ohio JCEP Board of Directors	5
2016 Ohio Annual Meeting Minutes.....	7
Ohio JCEP Budget Report.....	10
Audit of JCEP Finances.....	11
ESP Annual Report	12
ESP Annalist Report.....	13
Global Relations Committee Report	14
Marketing Committee Report.....	15
Membership, Recruitment, & Retention Committee Report	16
Personnel Committee Report	17
Professional Development Committee Report	18
Public Issues Committee Report	19
Resource Development & Management Committee Report.....	20
Scholarships, Grants, & Recognition Report.....	21
OSU Extension Retirees Report.....	23
NACAA Annual Report	24
NACDEP Annual Report.....	27
NAE4-HA Annual Report	30
NEAFCS Annual Report	32
ANROP Annual Report.....	34
NAEPSDP Annual Report	36
Ohio 4-H Foundation Report.....	38
Ohio JCEP Nominating Committee Report	39
2018 Ohio JCEP Meeting Dates.....	40
Special Appointments & Representatives to Other Organizations	41
Professional Association Contact Information.....	42
Ohio JCEP Constitution and By-Laws	43

Past Presidents

1921	S.R. Heffrom - Temp. Chair	1957	Lester Cronin	1994	Gary Wilson
1922	J.D. Hervey	1958	Norman Arnold	1995	Jack Sommers
1923	C.G. Fedner	1959	L.C. Holtkamp	1996	Nikki Eyre
1924	J.C. Hedge	1960	Marshall K. Whisler	1997	Cindy S. Oliveri
1925	J.C. Hedge	1961	Oscar E. Share	1998	Jerry Mahan
1926	H.S. Lewis	1962	John E. Moore	1999	Doris Herringshaw
1927	J.P. Schmidt	1963	Byron Gamble	2000	Betty Wingerter
1928	C.E. Rowland	1964	Harold Ruggles	2001	Deanna Tribe
1929	E.H. Reed	1965	Jim Marquand	2002	Ken Lafontaine
1930	J.E. Whonsetler	1966	John Parker	2003	Marge Wolford
1931	J.E. Whonsetler	1967	Ivor Jones	2004	David Samples
1932	George Kreitler	1968	John Wells	2005	Barb Brahm
1933	George Kreitler	1969	W.W. Hamilton	2006	Chris Olinsky
1934	E.O. Williams	1970	Dale Glass	2007	Andy Merritt /Greg Homan
1935	E.O. Williams	1971	Philip L. Grover	2008	Cindy Shuster
1936	W.S. Barnhart	1972	Floren James	2009	Mike Hogan
1937	H.S. Ward	1973	James R. Helt	2010	Randall Reeder
1938	O.D. Sands	1974	Virginia I. Zirkle	2011	Lisa McCutcheon
1939	W.H. Ford	1975	Bobbie D. Davis	2012	Pat Brinkman
1940	Howard Bond	1976	Calvin D. Knight	2013	Treva Williams
1941	Guy Hummon	1977	Robert H. Groves	2014	Kirk Bloir
1942	C.D. McGrew	1978	Carl F. Ruff	2015	David Marrison
1943	Carl R. Bibbee	1979	Helen G. Storer	2016	Pamela Montgomery
1944	Fred R. Keeler	1980	Robert A. Cox	2017	Rob Leeds
1945	Roger Thomas	1981	Robert D. Fleming		
1946	E.A. Drake	1982	Janis Hughes		
1947	Robert Lang	1983	Beulah Hill		
1948	George B. Ganyard	1984	Ron Courtright		
1949	C.B. Stewart	1985	J.C. "Joe" McClanahan		
1950	L.A. Best	1986	Ralph Jordan		
1951	Ross Milner	1987	Edison Klingler		
1952	Clarence Brown	1988	George Ropp		
1953	S.N. McIntosh /C.E. Blakeslee	1989	Larry Ault		
1954	George B. Ganyard	1990	Larry Lotz		
1955	Herbert Hadley	1991	Joyce McDowell		
1956	C.N. McGrew	1992	Ron Overmyer		
		1993	Herbert "Pete" Lane		

Ohio Joint Council of Extension Professionals
Tuesday, January 23, 2018 --- Fawcett Center, Columbus, OH
Annual Business Meeting Agenda- 11:30 a. m. – 12:30 p. m.

Call to Order	Rob Leeds
Pledge of Allegiance / Thought for the Day	Lee Beers
Recognition of New Members	Tammy Jones
Reports	
Secretary’s Report.....	Laryssa Hook
Treasurer’s Report.....	Nate Arnett
Annalist’s Report / Remembrances	Michelle Treber
Global Relations	Jacqueline Kowalski
Retiree & Life Member.....	Nikki Conklin
Marketing.....	Mary Griffith
Membership Recruitment and Retention	Tammy Jones
Personnel	Kathy Bruynis
Professional Development.....	Christy Clary
Public Issues	Amanda Osborne
Resource Development and Management	Doug Foxx
Scholarship, Grants and Recognition	Beth Boomershine
Old/New Business	Rob Leeds
Ohio JCEP President Remarks	Rob Leeds
Ohio JCEP Nominating Committee Report & Election Results	
.....	Pamela Montgomery
Installation of Officers and Board of Directors	Pamela Montgomery
Remarks from 2018 Ohio JCEP President	Kate Shumaker
Adjourn.....	Kate Shumaker

2017 President's Report

I can't begin to convey my true appreciation for allowing me to be JCEP President as we traveled through the 2017 year. Working with Extension for a long time, I thought I had a good feel for the impact we all have made throughout Ohio, however, until serving as your JCEP president and having the opportunity to interact with a very diverse group of stakeholders, I really didn't realize the depth and breadth of Extension's impact on Ohio. As President, I was honored to represent JCEP this past year with various groups and at events such as: Ohio Farm Bureau President's Tour, the State Extension Advisory committee, the 2017 Extension Emeriti event, with ACEL students, at legislative events and others. At each event, I was impressed at how important the work of OSU Extension is to Ohio's families and businesses. It's obvious that Ohio JCEP is made up of hardworking, dedicated individuals making a difference around the state. That is why it was both an honor and a privilege to serve as your 2017 JCEP president.

The successes of any association are predicated in part to the dedication of the board members. In 2017 JCEP was very fortunate to have a dedicated board that focused on making this year of change successful. This year the board and committees worked hard to support our members professionally by working collaboratively to provide feedback to OSUE administration with the development of DesignEXT. The JCEP board has worked to grow membership by incorporating National Association of Extension Program & Staff Development Professionals organization (NAEPSDP) into JCEP, and proactively worked to allow CES and other Extension employees to become part of our organization. The board has also looked to support our state association by pledging financial support for the 2018 NAE4HA and NACDEP national conferences to be held in Ohio. We are also organizing committee operations by developing job descriptions and timelines for committee work. I want to thank all the 2017 board members, committee chairs and committee members for their dedication and work this year.

As we start 2018, I would encourage all of you to become actively involved with Ohio JCEP; apply for scholarships, compete for awards, serve on a committee, provide committee leadership, or run for the board. Ohio JCEP is here to help all our members reach their professional goals, so be sure to take advantage. With DesignEXT, the possible incorporation of CES and working with our new Ohio Land-grant, 2018 is looking to be another exciting year of change. Next year's JCEP leadership will be passed on to Kate Shumaker, Extension Educator, Family & Consumer Sciences in Homes County. I have no doubt that with Kate's leadership, JCEP will continue to be an integral part in the professional success of our members and the continuing excellence of OSU Extension.

Rob Leeds, 2017 Ohio JCEP President

**Ohio Joint Council of Extension Professionals
2017 Board of Directors**

Officers

President	Rob Leeds.2	Delaware	740/833-2030
President Elect	Kate Shumaker.68	Holmes	330/674-3015
Past President	Pam Montgomery.221	Morgan	740/962-4854
Secretary	Laryssa Hook.26	Delaware	740/833/2030
Treasurer	Nate Arnett.67	Adventure Central	937/278-2601
Annalist	Michelle Treber.1	Pickaway	740/474-7534

State Associations' Presidents

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

State Associations' Presidents Elect

ANROP	Lee Beers.66	Trumbull	330/638-6783
ESP	Cindy Bond.227	Guernsey	740/489-5300
NACAA	Dan Lima.19	Belmont	740/695-1455
NACDEP	Amanda Osborne.414	Cuyahoga	216/429-8200
NAE4HA	Cassie Anderson.3157	Hancock	419/422-3851
NEAFCS	Kathy Green.1405	Clark	937/521-3860
NAEPSDP	Suzanna Windon.9	Prog. Dev. & Eval.	614/292-8340

Committee Chairs***Global Relations***

Jacqueline Kowalski.124 Summit 330/928-4769

Marketing

Mary Griffith.483 Madison 740/852-0975

Membership Recruitment and Retention

Tammy Jones.5640 Pike 740/289-4837

Personnel

Kathy Bruynis.5 Highland 937/393-1918

Professional Development

Christy Clary.42 Brown 937/378-6716

Public Issues

Amanda Osborne.414 Cuyahoga 216/429-8200

Resource Development & Management

Doug Foxx.2 Wayne 330/264-8722

Scholarships, Grants, and Recognition

Beth Boomershine.10 Franklin 614/866-6900

Retiree/Life Member

Nikki Conklin
Karen Bruns

**Ohio Joint Council of Extension Professionals
Annual Meeting Minutes
December 6, 2016 | Ohio Union, Columbus, OH**

President Pam Montgomery called the meeting to order at 11:30 AM. Epsilon Sigma Phi President Lisa Barlage led the Pledge of Allegiance and a thought for the day.

Pat Holmes reported that there were 311 members to join, which is 5 more than last year. Lisa Barlage recognized new members. New members were inducted into the organization.

Secretary's Report – Laryssa Hook gave the Secretary's report by highlighting the business items and having attendees review the 2015 Annual Meeting minutes as printed in the report. The minutes were approved at the first Board meeting of 2016.

Treasurer's Report – Nate Arnett reviewed his report printed in the meeting packet and stated that the board is in a healthy position with more income than expenses this past year. In 2016, he worked to find all university held funds from that were held in different accounts prior to the merger. He now believes that all funds are now accounted for. Highlights of the report included that dues were collected from 306 members and 3 life members; total JCEP income was \$44,146.46; total expenses were \$29,645.41; Checking account balance was \$97,858.39; and total available JCEP funds equaled \$135,525.98. The 2016 audit of JCEP finances was conducted by Doug Foxx with the report included in the meeting packet.

Annalist's Report – Marilyn Rabe reported she reviewed documents that were passed down to her and sent some to archives. Future documents should be stored electronically. Marilyn asked for a moment of silence to honor former Extension employees who had passed away in 2016. Remembered were:

Dar Mensing, SNAP-ED, Ottawa County

Douglas Dill, Champaign County 4-H Extension Agent, Retired in 2002

Rachel Stridsberg, EFNEP Program Assistant, Clark County

Committee Reports

Global Relations – Stephen Brady reported that the committee is looking to poll employees and will possibly have an international tour for 2017. More detailed activities were included in a written report.

Retirees – Pam reported that she attended their picnic over the summer. Roger plans to find ways to improve communications and share more on what is happening in Extension with this group. Becky Cropper and Nikki Eyre were board representatives and provided more details in their written report.

Marketing Committee – Mary Griffith stated the committee had created a video to help explain to employees what JCEP is and why it is important to join. The committee also provided support to the JCEP website.

Membership, Recruitment and Retention Committee – Pat Holmes reported the committee met with the marketing committee chair to make sure they were not duplicating efforts. The committee updated brochures and their display. The 2017 chair is Tammy Jones and chair-elect is Kathy Green. She reminded the membership that October 31 is the time to join each year. The May membership drive is for new employees that came onboard after October 31.

Personnel Committee – Jerry Iles reported the committee had 25 members. Their work involved reviewing and monitoring of compensation reports, the promotion and tenure system, county director compensation, health care and benefits, details on Central State, and the performance review process. Kathy Bruynis is the 2017 chair of the committee.

Professional Development Committee – Curtis Young shared the accomplishments of the committee. They looked at three things this year: 1) a mentoring program for new employees, 2) finding out what new employees skills/talents are and getting that information out to existing employees, 3) a goal for 2017 is to review the materials presented to new employees to initiate them to the job. Christy Clary is the 2017 chair and Robbi Sigler is chair-elect.

Public Issues Committee – Laura Fuller reported their work focused on the grant for Critical Conversations, which will happen in 2017 and having a contingency of the members attend the Innovate Extension session. In addition, the committee worked with Gwen Wolford to assist with the Legislative Luncheon.

Resource Development & Management Committee – Doug Foxx reported the committee conducted the audit and reviewed finances. He commended Nate for organized records. Other activities included promoting the annual Campus Campaign fund drive. Since the organization is financially sound, they recommend increasing funds used for scholarship and professional development.

Scholarships, Grants, and Recognition Committee – Cassie Anderson reported there was a significant increase in applicants for scholarship and awards. The committee worked to increase numbers by creating a handout that provides an overview of awards and conducting a web Q&A session. Cassie invited everyone to stop by a display of the 1st place Creative Works winners and pick up the handout while at annual conference.

Old Business – None

New Business – Gwen Wolford addressed the membership with information about

the National Association of Counties conference that will take place July 21-24, 2017 in Columbus. It is hosted by Franklin County and we will need a couple hundred volunteers to help the county commissioners host the event. Please mark your calendars and look for forthcoming information on volunteer needs.

JCEP President's Remarks – Pam thanked the board and committees for their work and shared how impressed she has been with what has been accomplished. She valued the experience and the relationships gained while serving as President. Pam presented the JCEP President's plaque to Rob.

Nominating Committee Report – David Marrison recognized the nominating committee and presented a plaque to Pam as the outgoing president. He also expressed his appreciation to the 2016 Board. David then presented the newly elected officers and conducted the induction ceremony.

The 2017 Officers are:

President: Rob Leeds
President Elect: Kate Shumaker
Past President: Pam Montgomery
Secretary: Laryssa Hook
Treasurer: Nate Arnett
Annalist: Michelle Treber

State Association Presidents/President Elects:

ESP – Travis West/Cindy Bond
NACAA – Amanda Douridas/Dan Lima
NACDEP – Laura Fuller/Amanda Osborne
NAE4-HA – Jessica Rockey/Cassie Anderson
NAEFCS – Shannon Carter/Kathy Green
ANROP – Myra Moss/TBD
NAEPSDP – /Suzanna Windon

2017 OJCEP President Remarks – Rob Leeds closed the annual meeting with appreciation to Pam Montgomery for her leadership. He challenged each member to be daring in their JCEP membership. Each of us should take advantage of the opportunities we have, find something we are passionate about, and accomplish something great. President Leeds looks forward to working with the board, committees and members in the New Year.

Adjourn – Pam Montgomery moved to adjourn and it was seconded by Jill Stechschulte.

JCEP Budget Report 2017						
JCEP Income				Budget	Actual 2017	Actual 2016
JCEP Dues	331 @ \$125			\$39,000.00	\$38,823.00	\$37,415.00
Life Member Dues	3 @ \$250			\$750.00	\$0.00	\$ -
ESP Endowment Earnings				\$4,400.00	\$4,553.14	\$ 4,409.08
Conference Endowment Earnings				\$1,200.00	\$1,380.91	\$ 1,318.64
Other Income				\$550.00	\$615.92	\$ 1,003.74
Total JCEP Income				\$45,900.00	\$45,372.97	\$44,146.46
Expenses						
				Budget	Actual 2017	Actual 2016
Accounting/Bonding Fees				\$125.00	\$82.57	\$0.00
National ESP				\$13,000.00	\$13,420.00	\$12,480.00
Marketing				\$1,000.00	\$0.00	\$0.00
Membership Expenses				\$100.00	\$101.89	\$0.00
State Endowment (Life Members)				\$150.00	\$0.00	\$200.00
National ESP Development Fund (Chapter Giving)				\$750.00	\$350.00	\$750.00
JCEP (Pres) (\$1,200 X 6)				\$7,200.00	\$4,269.37	\$1,544.43
PILD (Pres Elect) (\$1,200 X 6)				\$7,200.00	\$3,600.00	\$4,439.53
ESP Conference (\$1,200 X 3)				\$3,600.00	\$1,991.44	\$3,410.29
Recognition Awards				\$2,500.00	\$2,039.54	\$527.24
Scholarships & Grants				\$12,000.00	\$5,150.00	\$4,868.89
Emeriti				\$250.00	\$500.00	\$250.00
Misc				\$100.00	\$77.00	\$1,100.00
JCEP Board Expenses				\$1,200.00	-\$60.00	\$75.03
Total JCEP Expenses				\$49,175.00	\$31,521.81	\$29,645.41
Net Gain Loss				-\$3,275.00	\$13,851.16	\$14,501.05
ACCOUNT BALANCES						
OJCEP Checking Account						\$107,450.20
Checking Account Liabilities						
4-H Acct Fund						\$4,245.09
Ag Acct Fund						\$6,439.78
FCS Acct Fund						\$5,689.29
CD Acct Fund						\$2,334.79
ANROP Acct Fund						\$400.00
Available OJCEP Checking Account Funds						\$126,559.15
ESP Endowment Principal	\$94,025.00					
ESP Endowment Earnings						\$18,296.54
OEAA Current Use Fund						\$632.52
Conference Endowment Earnings						\$7,928.08
Conf Endowment Principal	\$40,177.99					
Total Available JCEP Funds						\$153,416.29

Fiscal Year 2017 Audit of JCEP Finances

Members of the Resource Development and Management Committee and I had the opportunity to review and audit the budget and year to date finances of the Ohio Joint Council of Extension Professionals during our committee meetings held January 23rd, June 19th, and October 16th. Treasurer Nate Arnett (Adventure Central) was present to provide context and answer questions. The findings of the audit follow.

Highlights/notes:

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

Audit completed by:
Doug Foxx, Wayne County

Epsilon Sigma Phi- Alpha Eta Chapter President Report

President: Travis West
President-Elect: Cindy Bond

President Travis West represented Ohio at the JCEP Leadership Conference February 8-9, 2017 in Orlando, FL.

At the National ESP Conference in Wilmington, North Carolina, the Alpha Eta Chapter was recognized with a Platinum Award for Chapter of Merit, the highest award a chapter can receive. Ohio is currently the largest ESP chapter in the country with 331 members in 2017! The Alpha Eta Chapter was recognized with a Bronze Award in Achievement in Chapter Membership. Professionals from Ohio who served on National ESP committees included: Jessica Rockey, Carol Smathers and Travis West. Voting delegates for the 2017 meeting included: Travis West, Cindy Bond, and Lisa Barlage.

OSU Extension Won Six 2016 ESP Regional Awards

Epsilon Sigma Phi (ESP), the professional development organization for Extension professionals, recognized **In the Garden Special Interest (SPIN) Club project team** as the winner of the Diversity/ Multicultural Team Award for the North Central Region. The team members are: Sue Hogan, Beth Boomershine, Mike Hogan, Marilyn Rabe, Kim Arrasmith.

Receiving Regional Individual Awards are:

- ✓ Lisa Barlage – Distinguished Service
- ✓ Jeff King – Continued Service
- ✓ Eric Barrett – Mid-Career Service
- ✓ Greg Davis – Visionary Leadership
- ✓ Angie Holmes – Diversity Multicultural (Individual)

National Concurrent Sessions for 2017:

“The Slippery Slope of Informality: Tips for Protecting Your Professional Reputation” – Cynthia Torppa

Poster Sessions:

“Parents, Youth and Juvenile Court: Better Outcomes from Better Choices” – Treva Williams and Dennis DeCamp

“Using Positivity to Build a More Productive Team” – Lisa Barlage and Shannon Carter

National ESP Scholarships:

Amanda Osborne – PILD Scholarship \$600

Travis West – Richard Angus Scholarship \$500

National Meeting Mentoring Program

National ESP started a new program this year during the National meeting where first time National meeting attendees were matched with ESP members that volunteered to be mentors with the goal of making the mentees’ first National meeting experience a success. Several members of the Ohio – Alpha Eta chapter served as mentors this year in Wilmington.

ESP Annalist Report

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

Annual Meeting

The Annalist will conduct a ceremony of remembrance at the Annual Meeting on January 23, 2018. OSU Extension employees and retirees who have passed during the last year will be honored. These individuals will be remembered:

Robert D. Fleming, December 16, 2016. Robert was an Associate Professor at The Ohio State University as a Farm Management Specialist.

Barbara Wurzel, January 4, 2017. Barbara was a Family & Consumer Sciences Educator, Huron County who retired from OSU Extension.

Sally Armel, February 18, 2017. Sally was a former OSU Extension agent, Muskingam County in the early 1980s.

Tonya Adkins, February 20, 2017. Tonya worked as an Office Associate in the Warren County Extension office.

John Forni, March 9, 2017. John was a 4-H Educator, Monroe County who retired from OSU Extension.

Ruth Conone, March 10, 2017. Ruth was a State Leader, Assistant Director, Family and Consumer Sciences who from OSU Extension.

David P. Miller, April 9, 2017. David retired after 30 years with Ohio State University Extension as a District Farm Management Specialist.

Florian "Flo" Chirra, April 11, 2017. Flo was an Agriculture Extension Agent in Williams County who retired from Ohio State University Extension.

Millie Scheid, May 14, 2017. Millie was a Graphic Designer, Communications and Technology who retired from OSU Extension.

Patsy Glass, August 5, 2017. Patsy was a District Specialist, Family and Consumer Sciences, who retired from OSU Extension.

Thomas McNutt, December 13, 2017. Tom, a Professor Emeritus, was a former 4-H Agent and Agriculture Agent and County Chairman. He retired from extension in 1988.

Global Relations Committee Report

2017 Chair: Jacqueline Kowalski

2018 Chair: Candace Heer

Members: Chris Igodan, Brad Bergefurd, Susan Zies, Stephen Brady, Carol S. Hamilton, Rebecca Supinger, Elizabeth O. Varanese, Elizabeth Hawkins, Julie Fox, Erika Lyon, Harold Watters, Jami Dellifield, Myra Moss

The purpose of the Committee is to promote international opportunities and international programming within Extension.

2017 Activities

In 2017, focusing on forging a stronger relationship with offices within the College who are already participating in international programming was our main activity area. The CFAES International Programs in Agriculture administered a survey to Extension personnel in order to identify personnel with interest, experience or contacts with international programming. They will maintain a database of this information in order to match Extension personnel when grants and assignments are presented. In addition, we were able to meet with Dr. C. Igodan who is charged with internationalizing OSU Extension. Within this role Dr. Igodan will also assist the Global Relations committee to identify opportunities moving forward.

The Global Relations committee initiated contact with two companies who organize Extension type study tours. It was suggested that our committee focus on the Caribbean region. However this discussion has been put on hold until regional recovery from Hurricanes Irma and Marie has occurred. Unfortunately, Hurricane Marie also caused the 4-H Immersion opportunity led by Stephen Brady scheduled for November 2017 to be postponed.

Two members of the committee completed international experiences. Harold Watters returned to the Ukraine to train farmers on sustainable corn production. Jacqueline Kowalski volunteered with Winrock International in Dijlor, Senegal to increase local fruit production.

Future Plans for the Global Relations Committee include:

1. Work on an information brochure to market the committee
2. Continue to partner with the CFAES International Programs office and the Fulbright office
3. Plan one international study tour available in 2017/18 for Extension professionals

Marketing Committee Report

2017 Chair: Mary Griffith

2018 Chair: Michelle Treber

Members: Amanda Woods, Kyle White, Dan Lima, Eric Romich, Kate Shumaker, Charissa Gardner, Marie Economos, Cheryl Buck, Shannon Carter, Rebecca Barker, Cindy Folck, Susan Hogan

Marketing Committee Purpose: Publishes communications used by members; oversees web and other technology-based member communications; and works closely with the Membership Recruitment & Retention Committee.

In 2017, the Marketing Committee met a total of four times including one joint meeting with the Membership Recruitment and Retention Committee. The committee made progress in the following areas:

- Worked with Membership/Recruitment Committee to get our informational YouTube video out to new and prospective members through emails including invitation to join JCEP
<https://www.youtube.com/watch?v=QWQN0f6uwRc>
- Developed one pager of FAQs about JCEP
<https://extension.osu.edu/sites/ext/files/imce/documents/OJCEP/JCEP%20one-pager.pdf>
- Shared video and one-pager at events where new members might be present
- Continued to make updates to JCEP website

Membership Recruitment and Retention Committee Report

2017 Chair: Tammy Jones **2018 Chair:** Kathy Green **Past Chair:** Pat Holmes

Members:

Brian Butler	Christine Gelley	Kathy Green	Larry Hall
Angela Holmes	Pat Holmes	Tammy Jones	Debby Lewis
Tracie Montague	Kim Showalter		

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

The Membership Recruitment and Retention Committee met 5 times in 2017. In addition the Membership Committee met with Marketing Committee twice to work on combined efforts to improve membership recruitment. The Membership Committee added the Marketing videoing to their recruitment pieces in 2017. There were 315 members in January 2017 with 17 new members added following the mid-year recruitment invite email in May. Forty-four new hires were given the opportunity to join OJCEP in May and 17 joined for a total of 39%. The fall recruitment email was sent out on October 12, 2017 with 319 members joining for 2018.

Topics of discussion included:

- Updating of OJCEP brochure for 2018
- Brochure posted on website
- Updated membership list posted on website
- Created a welcome email for all new hires
- Committee chair sent welcome email to all new hires after Day 1 Orientation
- Committee members personally called new hires prior to mid-year recruitment email
- Revise and test mid-year and fall recruitment emails
- Promote Ohio JCEP at New Educator Retreat
- Gathering national Association fee amounts for 2018
- Only send mid-year and fall recruitment emails in 2018
- Committee chair contacted Central State Extension employees to determine interest level of joining OJCEP

Respectfully submitted,
Tammy Jones, Chair
Membership Recruitment and Retention Committee
Ohio JCEP

Personnel Committee Annual Report

Kathy Bruynis, Chair

Rhonda Williams, Chair-Elect

Jerry Iles, Past Chair

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

The Personnel Committee met four times in 2017. Discussion and activity items are listed below:

Topics discussed by speakers that met with the committee included:

- Roger Rennekamp
 - Role of Personnel Committee, Roger would like to use the Personnel Committee as a sounding board regarding policies and changes.
 - SNAP-ED and EFNEP – Discussion on the different expectations for employees with the same job title. He indicated that Program Assistants need more detailed time sheets than others based on the grant guidelines.
 - A&P Promotion Process - Discussed the importance of providing coaching to those individuals at either the Level III or level IV who are considering switching to faculty. This needs to be done in order to fully support those Educators and to hopefully continue Extension's record of having successful candidates for the Associate Professor level.
 - Salary Adjustments – All salary increase letters were signed for the 20 employees affected.
 - Performance Evaluations – Working on one standard evaluation for each position and they will be coming from the college.

- Greg Davis
 - Campus Campaign – Donations can be one time or monthly. The goal is 45% of the college contributing

Other topics discussed by the committee throughout the year included:

- Healthcare Changes
- Annual Conference Changes
- Central State
- Salary Study
- Service Charge
- On Boarding
- Performance Evaluation
- Dean Cress
- University Senate Representative
- Restructuring
- Communication

Personnel Committee Members for 2017:

Kathy Blackford, Kathy Bruynis, Kara Colvin, Joanna Fifner, Mike Hogan, Jerry Iles, Ed Lentz, Lisa McCutcheon, Greg Meyer, Tony Nye, Chris Penrose, Eric Richer, Joy Sharp, Rhonda Williams, Treva Williams, and Ted Wiseman

Professional Development Committee Annual Report

Christy Clary, Chair

**Amanda Bennett, Chair Elect
Chair**

**Curtis Young, Past
Chair**

2017 Professional Development Committee Members:

Godwin Apaliyah, Lee Beers, Amanda Bennett, Nancy Bowen-Ellzey, Pat Brinkman, Ed Brown, Christy clary, Katie Cole, Tom Dehaas, Morgan Domokos, Amanda Douridas, Amy Elhadi, Mike Estadt, Beth Flynn, Melanie Hart, Jenna Hoyt, Jim Jasinski, Timothy Malinich, David Marrison, Pam Montgomery, Gigi Neal, Crystal Ott, Brian Raison, Amanda Rysz, Sandy Smith, Cindy Torppa, Suzanna Windon, Danae Wolfe, and Curtis Young.

The Professional Development Committee promotes professional excellence, personal development and leadership among Extension Personnel.

In 2017, the committee met four times in person with a Zoom option to allow for additional participation of committee members. Throughout the year, the focus was on onboarding of new employees and how we can improve the process.

Specific topics of discussion and outputs:

- A sub-committee created/updated onboarding documents for New Employees. The “Program Personnel Onboarding Process Outline for New Employees” was reviewed by the committee as a whole and has been shared with Regional Directors who are using the interactive tool with new employees.
- A Supervisor Checklist to accompany the document was created and the review process started. The document was tabled in October due to the current restructuring of Extension. The plan is to continue updating this document once the new structure is in place.
- Mentoring has been a continued topic of discussion for the professional development committee. This will be a continued discussion into the future, along with what resources mentors need to be successful.

2018 Chair: Amanda Bennett

2018 Chair Elect: Tim Malinich

Respectfully Submitted,
Christy Clary, Chair
Professional Development Committee
Ohio JCEP

Public Issues Committee Annual Report

Amanda Osborne, Chair Chris Bruynis, Chair-Elect

In January, a Plan of Work for 2017 was initiated and additional ideas were solicited. The subcommittee identified some initial priorities and determined interest in workgroup assignments. Key areas for initial deliverables included: 1) Training and development, 2) Tools and resources for Extension professionals, and 3) Identification of possible collaboration with the government affairs office and ideas for their website.

Activities and Successes:

Legislative Initiatives

We had a small group of members attend and assist with the Legislative Luncheon at the Statehouse on March 21st. Additional individuals assisted with the Congressional Assistants Tour in August.

PILD Conference Proposal

A proposal was submitted and accepted to PILD on the topic of working with elected officials. Jacqueline Wilkins and Cindy Torppa presented on “Critical Conversations with Public Officials: Methods and Messages.” Approximately 100 people attended the session.

Innovate Extension

The Innovate Extension Team on “Critical Conversations” held a 2-day retreat on January 10th and 11th to complete Phase 1 of the project (identification and sharing of existing resources on working with elected officials). A subgroup of the team developed a variety of quick and easy resources for recruiting hosts, designing a script to call legislators, and a checklist for CEDs and hosts to increase comfort and success in participating in this important effort as well as the legislative county visits. In addition, some resources from MSU Extension were adapted (with permission) to aid in planning for work with elected officials. These resources are housed on the CFAES Government Affairs website under CED Resources.

2017 Resource Development & Management Committee Report

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

Financial Standing:

- Current: Our fiscal status remains strong with nearly 100K available for annual spending.

Committee Notes/Work:

- Four active members – Doug Foxx, Nate Arnett, Chris Zoller, and Dennis DeCamp comprised the group which met three times
- During the annual Campus Campaign fund drive, we encouraged all Ohio JCEP members to consider donating to Fund #602003 in support of Ohio JCEP. If you missed the opportunity, you may add this to your donation portfolio anytime by visiting <https://www.osu.edu/giving/philanthropyprograms/campuscampaign/> and clicking “give now” in the upper right hand corner.
- We brainstormed and discussed a variety of options related to additional fundraising efforts that could be done to benefit JCEP. It was determined that we have sufficient funds at this time and additional fundraising is not needed beyond the annual campus campaign and membership dues solicitation efforts but we will continue to monitor our financial standing and the needs of the organization going forward.
- We provided input to Treasurer Nate Arnett and the board on setting the budget for 2018 and helped strategize how much to recommend to the JCEP board to provide in financial support for the NACDEP and NAE4-HA National Conferences.
- We completed the annual audit with kudos to Treasurer Nate Arnett for his efforts.
- Dennis DeCamp (Scioto Co.) has agreed to serve as committee chair in 2018.

Committee members:

Nate Arnett, Doug Foxx, Chris Zoller, and Dennis DeCamp

Submitted by 2017 Chair: Doug Foxx, Wayne County

Scholarships, Grants, and Recognition Committee Report

Chair: Beth Boomershine **Chair-Elect:** Clifton Martin

Committee Members:

Emily Adams, Mary Beth Albright, Adrienne Anderson, Cassie Anderson, Mark Badertscher, Lisa Barlage, Kirk Bloir, Barbara Brahm, Leslie Cooksey, Sam Custer, Hannah Epley, Katie Feldhues, Theresa Ferrari, Lyda Garcia, Michael Gastier, Misty Harmon, Kiersten Heckel, Laryssa Hook, Jacqueline Krieger, Ashley Kulhanek, Rob Leeds, Sally McClaskey, Tara McCoy, Timothy McDermott, Cindy Meyer, Melinda Morrison, Marilyn Rabe, Amanda Raines, Andrea Rees, Heather Reister, Jessica Rockey, Laura Rohlf, Gwen Soule, Cheryl Barber Spires, Jeff Stachler, Jenny Strickler, Judy Villard Overocker, Travis West, Tracy Winters, Demetria Woods, Terri Worthington, Bruce Zimmer

Sub-Committees:

Creative Works: Chair – Emily Adams, Chair Elect – Hannah Epley

Team Teaching: Chair – Judy Villard Overocker, Chair Elect – Leslie Cooksey

Special Chapter: Chair – Katie Feldhues, Chair Elect – Amanda Raines

Friend of Extension: Sam Custer

Service Awards: Chair- Cassie Anderson, Chair Elect- Beth Boomershine

NACAA Awards: Emily Adams

NAE4-HA Awards: Andrea Daubenmier

NEAFCS Awards: Candace Heer & Joanna Fifner

Scholarships: Chair – Travis West, Chair Elect – Cindy Meyer

Committee Activities

SGR Committee had an active year. The committee met in person in January, March, and October. Revisions and updates were made to the recognition materials and all applications and nomination forms were done through an online process this year eliminating the need for applicants to send paper copies in most cases. All sub committees completed their tasks including submitting nominees to the national ESP completion for Special Chapter Awards.

The committee coordinated the following award selection processes for 2017: Creative Works, Team Teaching, Special Chapter (including NACAA, NAE4HA, NEAFCS, and Friends of Extension), ESP/JCEP Service, and Excellence in Extension.

In preparation for awards presentation at the Extension Awards Program the committee delegated tasks including, securing emcees, obtaining plaques/certificates, preparing a PowerPoint presentation, printing program booklet of recipients for the association luncheon, and writing scripts the recognition programs. The committee worked closely with the Annual Conference Planning Committee and the Extension Event Planner to assure all aspects of the award presentation process went smoothly.

The JCEP Board allocated additional money to provide small program grants this year. The new grants subcommittee is working to have the call for proposals ready in early 2018.

The Scholarship subcommittee awarded professional development assistance to the following individuals.

2017 Ohio JCEP Scholarships Awarded

JCEP Professional Development Scholarships

Mark Badertscher	\$500	
Alisha Barton	\$520	
Amanda Bennett	\$150	
Ed Brown	\$300	
Leslie Cooksey		\$100
Amy Elhadi	\$450	
Carol Hamilton		\$600
Jenna Hoyt	\$600	
Margaret Jenkins	\$300	
Christy Leeds	\$650	
Lisa Miller	\$500	
Eric Richer	\$700	
Suzanna Windon	\$500	

National Conference First Timers Scholarships

Cassandra Dietrich	\$200	
Sarah Jackson		\$200
Tim McDermott		\$200
Heather Reister		\$200
Ryan White	\$200	

OSU Extension Retirees 2017

The OSU Extension retirees met Monday September 11, 2017 for the annual Retiree Picnic. Over 75 individuals participated in the event held at Beck's Hybrids, London, Ohio. For the first time, the luncheon was catered rather than a potluck lunch being served. To transition into this changed format, the registration fee was subsidized by the existing picnic fund balance and the contribution by JCEP. The change to a catered meal was extremely well received, and the meal will be catered again next year. We appreciate that Rob Leeds, president JCEP, Jera Oliver, CFAES Advancement Office and Gemma McLuckie, OSURA representative, attended the picnic. Next year's Retiree Picnic will be chaired by Rose Fisher Merkwitz and Gwen Wolford. The Retiree account has a balance of \$714.55 as of September 30, 2017.

Financial Summary

Starting Balance:	\$895.37
Income from registrations: 67 @\$8 each	\$552.00
Income from JCEP	\$250.00
Total Income:	1697.37

Expenses:

pens	\$19.32	
Cutlery	\$11.97	
Postage	\$41.65	
Envelopes	\$ 3.98	
Flowers	\$49.90	
Catering 70 Meals	\$840.00	
Cash Refunds:	\$16.00	
Total Expenses:	\$982.82	
Balance for 2018	\$714.55	

Submitted by Nikki Conklin and Karen Bruns

National Association of County Agricultural Agents (NACAA) Ohio's 2017 Annual Report

Amanda Douridas, JCEP President for Agriculture
Dan Lima, JCEP Vice-President for Agriculture

Ohio Summer Meeting

OSU Extension Agriculture and Natural resources Educators held their annual Summer Retreat -June 7-9, 2017 at Geneva-on-the-Lake Lodge. The meeting drew more than 65 Ohio ANR Extension professionals over a two day period. This was an opportunity for Extensional Educators, specialists, and others from across the state to share in ideas, discuss important issues and network together.

The Meeting was kicked off by Amanda Douridas welcoming everyone. Roger Rennekamp provided an update on his vision for Extension and Andy Londo did the same for ANR Extension. JJ Jones, with the Center for Food Integrity, spoke to the group about consumer trust and the best ways to interact with clientele to share our unbiased and fact driven information. Breakout sessions included retirement planning for 10 years or less, career path planning for 5+ years and new educator in-service for less than 5 years.

Thursday they spent the day touring agriculture businesses around Ashtabula and Trumbull counties. Stops included Bissell Maple Syrup, a fish farm, miscanthus farm and production of compostable paper products and a brewery and vineyard/winery.

Friday, Adam Ward discussed the Educator's role in public policy. Representative Patterson also joined the discussion and provided pointers on how to develop relationships with our representatives. The retreat concluded with a marketing

The National Annual Meeting and Professional Improvement Conference was held in Salt Lake City, Utah July 9-13. There were around 60 Educators and family that attended. Voting delegates from Ohio were Amanda Douridas, Dan Lima and Clifton Martin.

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

2017 Ohio NACAA Communications Awards and North Central Region Nominees Audio Recording

1	Edwin M. Lentz – national finalist
2	Eric Richer
3	Dan Lima – national finalist with Karen Cox (WVU)
HM	Jeff Stachler

Bound Book

1	Gary Gao and Team – national winner
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Personal Column

1	Tony Nye – national winner
2	Tim Malinich
3	Christine Gelley
HM	Emily Adams
HM	Pam Bennett
HM	Edwin M. Lentz

Feature Story

- 1 Christine Gelley
- 2 Pam Bennett
- 3 Emily Adams

Newsletter, Individual

- 1 Christine Gelley

Newsletter, Team

- 1 Lee Beers and Team

Fact Sheet

- 1 Curtis Young
- 2 Eric Barrett
- 3 Eric Richer
- 4 Mark Landefeld

Publication

- 1 Gary Gao
- 2 Beth Scheckelhoff

Website

- 1 Beth Scheckelhoff & WIA Team – regional winner

Published Photo & Caption

- 1 Beth Scheckelhoff – regional winner
- 2 Emily Adams
- 3 Curtis Young

Program Promotional Piece

- 1 Ashley Kulhanek & Team – regional winner
- 2 Mark Landefeld

No Computer Generated

No Learning Modules

No Video Recordings

NACAA 2017 Poster Competition State Winners:

Applied Research Category (5 posters submitted for judging)

1. (State Winner) USING UNMANNED AERIAL VEHICLE IMAGERY TO DETECT DOWNY MILDEW (PSEUDOPERONOSPORA CUBENSIS) ON CUCUMBER
Schoenhals, J.¹; Jasinski, J.
2. WEED CONTROL IN PASTURES
Landefeld, M.A.¹; Penrose, C.D.²; McCutcheon, J.S.
3. CORN NITROGEN RATES TO MAXIMIZE PROFITS
Bruynis PhD, C.L.

Honorable Mentions Applied Research

FERTILIZER OPTIONS FOR STOCKPILING ORCHARDGRASS
Penrose, C.¹; Landefeld, M.A.²; McCutcheon, J.S.
DETERMINING THE RIGHT LOCAL CORN NITROGEN RATE
Richer, E.A.

Extension Education Category (7 posters submitted for judging)

1. (State Winner) EDIBLE INSECTS: DEVELOPMENT AND EVALUATION OF AN INTRODUCTORY ENTOMOPHAGY CURRICULUM Kulhanek, A.¹; Jasinski, J.²; Shumaker, K.³; Cohen, J.
2. ASSESSING FUTURE DIRECTIONS OF SHALE ENERGY PROGRAMS IN OHIO
Lyon, E.L.¹; Lima, D.²; Landefeld, M.
OSU BEEF CATTLE ARTIFICIAL INSEMINATION SCHOOL
Landefeld, M.A.¹; Little, C.

Honorable Mentions Extension Education

IMPACT OF FACT PROGRAMS IN OHIO ON PRODUCER PERCEPTIONS AND PRACTICES

Griffith, M.¹; Douridas, A.²; Lentz, E.³; Schoenhals, J.

OHIO'S PASSING ON THE FAMILY FARM INITIATIVE

Marrison, D.L.¹; Bruynis, C.²; Lewandowski, R.³; Custer, S.⁴; Dugan, D.⁵; Nye, L.A.⁶; Douridas, A.⁷; Stachler, J.⁸; Adams, E.⁹; Bennett, A.¹⁰; Martin, C.¹¹; Ford, K.¹²; Griffith, M.¹³; Estadt, M.¹⁴; Gahler, A.¹⁵; Barrett, E.

INCREASING CATTLE PRODUCERS KNOWLEDGE OF CURRENT ISSUES AND PRODUCTION INNOVATIONS

Fisher, J.¹; Bruynis, C.²; Moore, J.³; Dugan, D.⁴; Grimes, J.⁵; Bergefurd, B.⁶; Bowen, J.⁷; Apsley, D.

TEACHING GRAIN MARKETING TOOLS AND STRATEGIES

Bruynis PhD, C.L.

Ohio represents 10% of total posters.

2017 NACAA National Recognition – Salt Lake City, Utah

Distinguished Service Award – Tony Nye, Curtis E Young

Achievement Award – Mary Griffith, Eric Richer

Hall of Fame Regional Winner – Gary Wilson

Excellence in 4-H Programming – Tim McDermott

Agriculture Awareness and Appreciation Award -- Edwin Lentz, National Finalist

Search for Excellence

Farm and Ranch Financial Management – David Marrison

Livestock Production – Jeff Fisher

Young, Beginning or Small Farmers/Rancher – Gary Gao

Service – Ohio Leadership in NACAA

Chris Bruynis – Regional Vice Chair, North Central Region

National Chair

David Marrison – Communications
Suzanne Mills-Wasniak- SARE

Regional Vice Chair
Wiseman

Agronomy and Pest Management Committee: Ted
Animal Science : Chris Penrose
Gary Gao – Professional Excellence
Suzanne Mills-Wasniak – Public Relations

Committee Member

Mike Hogan – Association Policy

National Meeting Presenters: David Marrison; Eric Barrett; Lee Beers; Jeff Fisher; Gary Gao; Jacqueline; Kowalski; Mary Griffith; Amanda Douridas; Jerry Isles; Alan Sundermeier; Mike Hogan; Mark Landefeld; Chris Penrose; Brad Bergefurd; Andy Londo; Julie Fox; Jackie Kirby-Wilkins, Jeff McCutcheon, Chris Bruynis

National Association of Community Development Extension Professionals (NACDEP)
2017 Annual Report
www.nacdep.net

Ohio NACDEP officers, membership and meetings:

Laura Fuller was Ohio NACDEP President and Amanda Osborne, Ohio NACDEP President – Elect for 2017. Ohio NACDEP currently has 30 active members in 2017. One member resigned from their position in OSU Extension.

Six meetings were held – 4 face – face and 2 via Zoom with an average attendance of 8 members.

Some of the topics discussed during these meeting included: State, Regional and National awards; professional development and in-service needs, planning for the 2018 NACDEP national conference in Ohio (Cleveland); and futuring and impact areas.

Year	OSU Extension NACDEP Membership
2017	30
2016	28
2015	32
2014	32
2013	25
2012	21
2011	19
2010	18
2009	39
2008	42

National and Regional Awards:

Brian Raison received two national awards at the 2017 NACDEP Conference: the Educational Technology Award for a *Virtual Farm Market Pilot* and the Educational Materials Award for *Top 10 Ways to Improve Online Teaching and Learning*. Brian also received regional recognition in the category Excellence in CD Work for *Establishing an Impactful Local Food Council*. Eric Romich received regional recognition for NACDEP Distinguished Career (honorable mention)

2017 NACDEP Conference:

The 2017 NACDEP conference was a joint national conference held with Community Development Society (CDS). It was held in Big Sky, Montana on June 11-14, 2017. The theme was “*Big Skies/Bold Partnerships: Moving Mountains Together.*” There were 14 Ohio NACDEP members attending the 2017 National Joint Conference at Big Sky, Montana.

List of formal contributions to the 2017 NACDEP Conference

Presenter	Title of Presentation
Wayne Beyea, Myra Moss, Kara Salazar	Credentialing Local Planning Officials: Master Citizen Planner Program
Julie Fox	Entrepreneurial Networking Competencies: Contemporary Perspective on Social Capital
Nancy Bowen, Eric Romich, David Civittolo	Energize Job Retention: Energy Management Strategies as a Component of Business Retention and Expansion Programs
Brian Raison, Kyle Patrick Williams, Elizabeth Gregory North	Bold Partnering: Join a National Network on Leadership Programming
Myra Moss	Building Collaborative Partnerships Around Critical Community/Stakeholder Issues: Watersheds, Agriculture, and a City’s Source Water Quality
Joseph Lucente, Sarah Orlando	A New Tool for Increasing Marina Resiliency to Coastal Storms in the Great Lakes
Eric Romich, David Civittolo, Nancy Bowen	Maximizing the Gains of Old and New Energy Development for America’s Rural Communities
Becky Nesbitt	Partnering for Community Health
Godwin Tayese Apaliyah, Kenneth Martin	Exploring ways of using Community Arts, Cultural and Heritage businesses to stimulate Rural Community Economic Development
Amanda Osborne	Using Farmers Markets as a Tool for Economic Development: Increasing Healthy Food Access While Benefiting Small to Mid-Sized Farms

2018 and 2019 NACDEP Conferences:

The theme for 2018 conference is “Communities That Rock!” and will be hosted by Ohio NACDEP in Cleveland, Ohio, June 10-13. The 2019 conference will be held in Asheville, North Carolina.

National Officers and Committee Chairs

- Julie Fox – 2015-2016 Secretary
- Nancy Bowen – 2016-2018 Treasurer, 2013-2016 Finance Committee Chair
- David Civittolo - 2017-2018 President–Elect
- Brian Raison - 2017-2019 North Central Region board representative
- Brian Raison – 2016-2017 Communications Committee Chair
- Laura Fuller – 2016-2017 Public Issues Leadership Development (PILD) conference committee representative

2017 Ohio NAE4-HA Annual Report

126 Ohio 4-H professionals paid their 2017 NAE4-HA membership dues. In addition, Ohio has 12 Life members on our roster.

Two Ohio 4-H Professional In-Services were held on campus this year – February 7th and October 24th – offering professional development seminars and program updates, along with a visit from our NAE4-HA North Central Regional Director in October.

National Conferences:

Jessica Rockey represented Ohio 4-H at the Joint Council of Extension Professionals (JCEP) Conference in Orlando, Florida in February, and Cassie Anderson represented Ohio 4-H at the Public Issues Leadership Development (PILD) Forum in Washington D.C. in April.

The 2017 NAE4-HA National Conference was held in Indianapolis, Indiana in November, and was attended by over 90 Ohio 4-H Professionals, either full- or part-time. Ohio 4-H professionals presented or co-presented a total of 22 seminars, 11 posters and 2 exhibit booths at this conference. The conference saw a 49% proposal acceptance rate, with Ohio represented in 19% of all presentations.

National Leadership:

Mark Light, Hardin Co. – completing 2-year term as National Vice President for Member Services

Kate Feldhues, Ross Co. – completing interim role as National Vice President for Programs

National Task Force Chairs:

- Ag Literacy – Kathy Bruynis, Highland Co.
- Animal Science – Andrea Rees, Knox Co.
- Camping & Environmental Education – Kate Feldhues, Ross Co.
- Communication & Expressive Arts – Laura Rohlf, Henry Co.
- Youth Empowerment – Cassie Anderson, Hancock Co. & Jenna Hoyt, Ashtabula Co.

Awards & Recognition:

In November, four teams and three individuals were recognized as North Central Region Specialty Award winners; and two teams and three individuals were recognized as Regional Communicator Award winners. The following awards were presented at the NAE4-HA Awards Banquet in Indianapolis:

- Achievement in Service (ASA) – Doug Foxx, Amanda Raines, Rebecca Supinger
- Distinguished Service (DSA) – Cassie Anderson, Kirk, Bloir, Mary Longo
- Meritorious Service (MSA) – Lisa Bradley
- 25-Years of Service – Kathy Booher, Jeff Dick, Laura Rohlf
- National Communicator Award, Educational Piece-Team – Lucinda Miller & Team for the Ohio 4-H Dog Resource Handbook

Upcoming:

Columbus, Ohio is the site for the 2018 NAE4-HA National Conference, October 7-12. Co-Chairs are Lisa McCutcheon and Sally McClaskey. Planning is ongoing as we extended the invitation in Indianapolis for our colleagues to join us next year in Ohio to 'Reinvent Yourself!'

Ohio NAE4-HA Leadership:

2017 President – Jessica Rockey

2017 President Elect – Cassie Anderson

2017 Membership Chair – Kirk Bloir

2018 President-Elect

NAE4-HA Representatives to the Ohio 4-H Foundation Board –

- Rebecca Supinger, term ending 2018
- Jo Williams, term ending 2019
- Judy Villard Overocker, term ending 2020

**National Extension Association of Family and Consumer Sciences (NEAFCS)
2017 Ohio Report**

Shannon Carter, Ohio Affiliate President
Kathy Green, Ohio Affiliate President Elect

Accomplishments:

Nancy Stehulak served her second year as National Treasurer for NEAFCS in 2017.

Twenty two members attended the 2017 Annual Session in Omaha, Nebraska, including 2 administrators and 1 lifetime member and 4 guests. Members presented 5 concurrent sessions at the Conference.

Member Resources:

Ohio had 54 active affiliate members in 2017.

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

Awards & Recognition: Lisa Barlage, Awards Ceremony, Member; Cheryl Barber Spires, Awards Sponsorship, Past Chair;

Member Resources: Katharine Shumaker, Exhibits, Past Chair; Joanna Fifner, Melinda Hill, and Tammy Jones, Exhibits, Members; Jim Bates, Journal Editorial, Member.

Professional Development: Margaret Jenkins, Program Development, Past Chair; Patricia Brinkman, Program Development, Co-Chair; Jami Dellifield, Program Development, Co-Chair; Candance Heer, Apprentice; Dennis DeCamp, Margaret Jenkins, Shannon Carter & Michelle Treber, Program Development, Members.

Arrangements: Melanie Hart, Past Chair.

Public Affairs: Susan Zies & Stacey Baker, Members.

Finance: Susan Crusey (Life member) and Doris Herringshaw (Life member), Endowment Committee, Members.

Nominating Committee: Carol Chandler, Member.

Awards & Recognition:

Dean Don Felker Financial Management Award

2nd Place Central Region Winner – Melinda Hill and team, Central, Ohio

Communications Awards: TV/Video

3rd Place Central Region Winner – Katie LaPlant and team, Central, Ohio

Distinguished Service Awards – Marie Economos and Daniel Remley

Continued Excellence Awards – Shannon Carter and Barbara Hennard

Public Affairs:

Kate Shumaker represented Ohio at the Joint Council of Extension Professionals Conference in Orlando, Florida in February, 2017. Kathy Green represented Ohio at the Public Issues Leadership Development Forum (PILD) in Arlington, VA in April, 2017.

Impact reports were completed by Ohio members, and then compiled by Brian Butler with assistance from OSU Extension Evaluation staff and sent to Glenda Hyde, NEAFCS VP of Public Affairs. Ohio was mentioned in 7 of 9 NEAFCS Impact Reports: Childhood Obesity, Community Health and Wellness, Diabetes Prevention and Management, Financial Management, Food and Nutrition, Food Safety, and Family Life.

**Ohio Association of Natural Resource Outreach Professionals
(Affiliated with ANREP)**

2016-2017 Annual Report

1. Annual Meeting and Election of 2018 Officers:

The Annual Meeting for Ohio ANROP was held on December 21st by Zoom. There were seven members in attendance. The Election of Officers for 2018 was conducted. Lee Beers and Erika Lyon were unanimously elected President and Vice-President respectively. Myra Moss will transition to Past President.

Priorities for the Board for 2018 include:

- Recruiting members to fill all vacant Board positions,
- Raising awareness of the organization and what it does,
- Increasing membership, including reaching out to external organizations,
- Organizing and conducting the annual study tour for members, and
- Review of the By Laws for possible revisions.

2. Ohio ANREP/ANROP 2017 Study Tour (coordinated by David Apsley):

The 2017 Study Tour – The Future of Oak is in Our Hands – took place on May 24th with optional lodging and a hike on the 23rd. The events for the day included a morning tour of Speyside Bourbon Cooperage in Jackson, Ohio. Thirty persons participated in this tour, representing Extension’s partners including the Forest Service, forest researchers, Volunteer Naturalists, the Wild Turkey Federation as well as Extension Ag/NR, Community Development and administrators.

The afternoon included a wagon tour of research and demonstration areas at the Vinton Furnace State Experimental Forest near McArthur, Ohio. Approximately 20 people attended this tour.

Feedback was overwhelmingly positive and participants gained useful information.

3. Membership

As of December, 2017, there were currently **25 ANREP/Ohio ANROP** members. This is the largest membership for Ohio ANROP since its inception. The breakdown is as follows:

Program Area	Number
ANR/NR: 13	13
ANR/CED: 6	6
Administration: 3	3
CD: 2	2
Sea Grant: 1	1
Position	Number
Extension Educator	19
AD/Program Director/Manager	4
Specialist	2

4. JCEP Meeting:

The 2017 President, Myra Moss, attended the annual meeting of the Joint Council of Extension Professionals in January in Orlando, Florida. She represented Ohio ANREP/ANROP during the national meeting of the Association of Natural Resource Extension Professionals.

In January 2018 Lee Beers, Ohio ANROP President for 2018, is planning to represent Ohio ANROP during the Annual JCEP meeting in Orlando, Florida.

5. PILD Meeting:

Lee Beers, Vice President for 2017, was unable to attend the PILD Conference in Washington D.C. Erika Lyon, 2018 Vice-President, will be encouraged to attend the 2018 PILD Conference in D.C. this year.

6. ANREP's National Bi-Annual Meeting

The National Meeting for ANREP, which takes place every two years, will be held in Biloxi, Mississippi on April 29-May 3, 2018. The past conference was held in Burlington, Vt. in June of 2016 In partnership with NACDEP.

Submitted by: Myra Moss, 2017 President of Ohio ANROP

**National Association of Extension Program and Staff Development Professionals
NAEPSDP
Ohio Chapter Annual Report**

Ohio Chapter status

During the Ohio JCEP Board meeting on October 16, 2017, the Ohio Chapter of National Association of Extension Program & Staff Development Professionals (NAEPSDP) officially became part of Ohio JCEP. Ohio is the first state-level group of NAEPSDP members who have come together as a formal organization. NAEPSDP was created in 2010 and the first membership drive launched in March 2011. In 2016, NAEPSDP was recognized by national JCEP as an official contributing member organization. For more information, the NAEPSDP website is <http://naepsdp.org/>.

NAEPSDP provides professional development, advocacy, networking, collaboration, and resource sharing for a group of Extension professionals who share similar job functions. Who are NAEPSDP members? They are middle managers in Extension, staff development employees, assessment and evaluation specialists, IT specialists, social media specialists, graphics and web designers, educational technology specialists, instructional designers, administrators, human resource managers, and program leaders. There are about 160-170 members at the national level; all regions and both 1862 and 1890 land-grant universities are represented. NAEPSDP provides free webinar series on relevant topics and conferences.

MEMBERSHIP

The list of 11 Ohio NAEPSDP chapter members is below on January 23, 2017

Debby Lewis
Beth Flynn
Mimi Rose
Julie Fox
Danae Wolfe
Tim Tanner
Graham Cochran
Jamie Seger
Jerry Thomas
Suzanna Windon
Amy Elhadi

Fifteen individuals joined Ohio NAEPSDP by December, 2017. Among them seven members renewed their membership from the last year. New member recruitment e-mail was sent out on October 27, 2017 to all OSU Extension professionals. Eight new members joined the association.

- | | |
|--------------------|------------------------|
| 1. Baker, Stacey | 10. Seger, Jamie |
| 2. Buck, Cheryl | 11. Tanner, Tim |
| 3. Debose, Nicole | 12. Torppa, Cynthia |
| 4. Elhadi, Amy | 13. Uhlenbrock, Brandy |
| 5. Fox, Julie | 14. Windon, Suzanna |
| 6. Lewis, Debby | 15. Wolfe, Danae |
| 7. Morrison, Jared | |
| 8. Myers, Janet | |
| 9. Rysz, Amanda | |

OHIO NAEPSDP involvement at the national level

Ohio Chapter was well represented at the national level of NAEPSDP in 2017

A. There were four OSU Extension professionals who presented Ohio chapter at the NAEPSDP national conference in December, 2017, Las Vegas, NV.

- “Intentional Path of Engagement” Julie Fox & Danae Wolfe, The Ohio State University Extension
- “The Future of Extension Leadership is Soft Leadership”, Paul Hill, Utah State University & Jamie Seger, The Ohio State University Extension
- “Educational Technology & Extension: The Tools are Not the ‘Thing’” Jamie Seger & Danae Wolfe, The Ohio State University Extension
- “Identifying Demand for Future Extension Programming Using Mixed Methodology”, Suzanna Windon, The Ohio State University Extension

NAEPSDP 2018 Annual Conference will be held at Hilton Alexandria Old Town in Alexandria, Virginia. Please make plans to join your colleagues next year! For more information about the beautiful Hilton Alexandria Old Town, visit their website <http://www3.hilton.com/en/hotels/virginia/hilton-alexandria-old-town-DCAOTHF/index.html>.

Danae Wolfe received First Time NAEPSDP Conference Attendee Award

B. NAEPSDP – national level committees

- Danae Wolfe is serving as a Marketing committee co-chair at the national level.
- Suzanna Windon is serving as a Financial Planning committee co-chair at the national level
- Suzanna Windon is serving as an Awards and Recognition committee member at the national level.

COMMUNICATION

- E-mail communication with Ohio NAEPSDP members (on the regular base)
- Three face-to-face meetings during 2017
- Professional development opportunities (at the national level). Information were sent to Ohio NAEPSDP regularly asking to join offered webinars
- E-mail communication with Dr. Carrie Stark (University of Nevada) - NAEPSDP president; Michael Lambur (Virginia Tech) - NAEPSDP President-elect; Richard Poling (University Arkansas) - NAEPSDP treasurer
- Initiated North - Central region work-group on state chapter president and president – elect job description (participants: Suzanna Windon, Danae Wolfe, and Joy Miller, University of Missouri).

OHIO CHAPTER 2018 – Leadership Roles

- Ohio NAEPSDP president – Suzanna Windon
- Ohio NAEPSDP president-elect - Danae Wolfe

Annual report prepared by Suzanna Windon

Ohio 4-H Foundation JCEP Report for 2017

JCEP representatives serving on the Ohio 4-H Foundation Board for 2017 include Jessica Rockey and Rebecca Supinger.

Two meetings were held in 2017, one at Deer Creek State Park on April 12-13 and one in Columbus on September 28.

The Board awarded 86 Grants totaling \$209,195.43. They can all be viewed here: <https://ohio4h.org/sites/ohio4h/files/imce/2018%20Grant%20Recipients.pdf>

The Celebration of Youth fundraiser was held and raised \$150,000.

The December Newsletter went to 11,923 individuals.

Ohio 4-H Foundation FY2017 Funds raised were \$1,032,541 with 1,840 donors.

As of January 1, 2017 we have raised \$791,508 with 1,102 Donors for Fiscal Year 2018.

Ohio won the National Alumni Acquisition Contest, with over 11,000 hands raised and a prize of \$20,000 is worth mentioning.

An official by-laws change was made to clarify how appointments are made on the board. A 4-H representative is added annually for a 3 year term and appointed through Ohio NAE4-HA to join the board. Judy Villard-Overocker (term ending in 2019) and Jo Williams (term ending in 2020) will be joining the board in 2018.

Contact information for the Foundation, ohio4hfoundation@osu.edu.

Ohio JCEP 2017 Nominating Committee Report

The committee of Pamela Montgomery (chair), Rob Leeds, Kate Shumaker, Myra Moss, Travis West, Amanda Douridas, Jessica Rockey, Shannon Carter, Karen Bruns, Nikki Conklin identified the following candidates to run for election. Voting occurred the last two weeks of December.

Candidates

Ohio JCEP President-Elect	Lisa Barlage Kathy Bruynis
Ohio JCEP Secretary	Laryssa Hook
Ohio JCEP Treasurer-Elect	Melinda Morrison
ESP President-Elect	Melinda Hill
NACAA President-Elect	Mark Badertscher Gary Gao Jacqueline Kowalski
NACDEP President-Elect	Meghan Thoreau
NAE4-HA President-Elect	Jenna Hoyt Laura Rohlf
NAEAFCS President-Elect	Candace Heer
ANROP President-Elect	TBD
NAEPSDP President-Elect	Danae Wolfe

Pamela Montgomery reporting.

**Ohio Joint Council of Extension Professionals
2018 Meeting Dates**

2018 Ohio JCEP Meeting Dates:

<u>Date:</u>	<u>Location:</u>
February 19, 2018	Ag Admin Auditorium (Committees 10-12, Dialogue 1-2, Meeting 2-4)
April 16, 2018	Ag Admin Auditorium (Committees 10-12, Dialogue 1-2, Meeting 2-4)
June 18, 2018	Zoom Meeting - Board Only (10:00 am – 12:00 noon)
August 20, 2018	Ag Admin Auditorium (Committees 10-12, Dialogue 1-2, Meeting 2-4)
October 15, 2018	Ag Admin Auditorium (Committees 10-12, Dialogue 1-2, Meeting 2-4)

2018 National Conference Dates:

JCEP Leadership Conference

February 14-15, 2018 - Double Tree by Hilton at the Entrance to Universal Orlando, Orlando, Florida

National Association of Community Development Extension Professionals (NACDEP)

June 10-13, 2018. Cleveland, Ohio

Public Issues Leadership Workshop (PILD)

April 8-11, 2018. The Hyatt Regency Crystal City, Arlington, Virginia

National Association of County Agriculture Agents

July 29-August 2, 2018. Chattanooga, Tennessee

National ESP Annual Conference

October 1-3, 2018. Manhattan, Kansas

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

October 7-11, 2018. Columbus, Ohio

National Extension Association of Family and Consumer Sciences (NAEFCS)

September 24-27, 2018. San Antonio, Texas

Association of Natural Resource Extension Professionals (ANREP)

April 29-May 3, 2018. Biloxi, Mississippi

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

Ohio JCEP Audit Committee

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

Ohio JCEP Nominating Committee

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

Rob Leeds, Chair (2018)

CFAES Faculty Council

Jason Hedrick - OSU Extension – At Large (2016-2019)

Diane Shoemaker - OSU Extension – State Rep (2016-2019)

Pat Brinkman – OSU Extension – West Rep (2017-2020)

Eric Barrett - OSU Extension – Northeast Rep (2017-2020)

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

State Extension Advisory Committee

Kate Shumaker (2018)

Contact Information

Ohio Joint Council of Extension Professionals and National Professional Associations

The Ohio Joint Council of Extension Professionals (JCEP) is the state professional association for Extension Professionals. Membership is open to any OSU Extension personnel with an Administrative and Professional (A&P) or Faculty appointment. Active membership of this association shall carry with it the privilege of holding any Board position in the association and of voting on all matters coming before meetings of the association. Ohio JCEP has two main objectives: One is the professional improvement of its members. The other is the improvement of the Extension organization as an educational delivery system for county, state and federal Extension Programs. There are eight standing committees that give guidance and direction to the issues of interest to Ohio JCEP. The eight committees are Global Relations, Marketing, Membership Recruitment and Retention, Personnel, Professional Development, Public Issues, Resource Development & Management, and Scholarships, Grants and Recognition. For more information contact: Kate Shumaker, 2018 Ohio JCEP President

75 E Clinton St., Suite 109, Millersburg, OH 44654
Phone: 330/674-3015 Email: shumaker.68@osu.edu

Epsilon Sigma Phi – National Extension Fraternity

Epsilon Sigma Phi (ESP), the national Extension Fraternity, promotes effective working relationships among county, regional, state and administrative personnel. Ohio's chapter is Alpha Eta. For additional information contact:

Cindy Bond, 2018 ESP President
Phone: 740/489-5300 Email: bond.227@osu.edu

National Professional Associations

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

ANROP – Association of Natural Resources Outreach Professionals
Myra Moss – Licking County, moss.63@osu.edu, 740/674-5315

NACAA – National Association of County Agriculture Agents
Dan Lima – Belmont County, lima.19@osu.edu, 740/695-1455

NACDEP – National Association of Community Development Extension Professionals
Amanda Osborne – Cuyahoga County, osborne.414@osu.edu, 216/429-8200

NAE4-HA – National Association of Extension 4-H Agents
Cassie Anderson – Hancock County, anderson.3157@osu.edu, 419/422-3851

NEAFCS – National Extension Association of Family and Consumer Sciences
Kathy Green – Clark County, green.1405@osu.edu, 937/521-3860

NAEPSDP – National Association of Extension Program and Staff Development Professionals
Suzanna Windon – Program Development & Evaluation, windon.9@osu.edu, 614/292-8340

**Ohio Joint Council of Extension Professionals
Constitution**

ARTICLE I – NAME

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

ARTICLE II – PURPOSE

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

ARTICLE III – MEMBERSHIP

Section 1: Membership shall be Annual or Life member.

A. Annual membership: Any Ohio State University Extension employee with an Administrative and Professional (A&P) or Faculty appointment and are current with their dues may be an annual member of this association.

B. Life membership: Those members who have retired and have paid lifetime dues. Life membership to this association shall carry with it the right to attend all meetings and take part in all discussion.

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

Section 3: All organization programs are available to members on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, age, disability or Vietnam era veteran status.

ARTICLE IV – BOARD OF DIRECTORS STRUCTURE AND TERMS

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

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

Section 3: All terms of office begin at installation.

ARTICLE V – MEETINGS

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

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

ARTICLE VI – AMENDMENTS

- Section 1: The Constitution shall be amended, revised or repealed by two-thirds vote of the members of the organization participating in the membership meeting (electronic voting and teleconference meetings allowed).
- Section 2: The amendments or revisions of the Constitution shall take effect as soon as adopted.
- Section 3: The Constitution may be amended provided written notice stating the substance of the proposed amendments has been sent to each member at least fifteen (15) days in advance of the membership meeting.

Adopted 12/2013

Ohio Joint Council of Extension Professionals By-Laws

ARTICLE I – NAME AND PRINCIPLE OFFICE

- Section 1: The name of the organization shall be the Ohio Joint Council of Extension Professionals (OJCEP).
- Section 2: The principle office of the organization will be housed at the Ohio State University Extension office of the current organization President.

ARTICLE II – MEMBERSHIP

- Section 1: Membership in the organization shall be from January 1 to December 31.
- Section 2: The membership dues deadline is October 31 and the dues are for the period January 1 to December 31 of the following year.
- Section 3: Change in rate of annual dues must be approved by the majority of the Board.
- Section 4: Membership includes membership in national Epsilon Sigma Phi (ESP).
- Section 5: To be eligible for awards or to run for elected office, members must have paid their membership dues by October 31 for the current membership year.
- Section 6: Those newly employed will be exempt from the previous year membership requirement.
- Section 7: Members must complete their membership form on-line and submit it electronically to the organization Treasurer.

ARTICLE III – BOARD OF DIRECTORS

Section 1: Twenty-nine (29) Board of Directors shall consist of:

- President
- President-Elect
- Past President
- Annalist
- Secretary
- Treasurer
- State Association Presidents: Seven (7):
Association of Natural Resources Outreach Professionals (ANROP) State President, Epsilon Sigma Phi (ESP) State President, National Association of County Agriculture Agents (NACAA) State President, National Association of Community Development Extension Professionals (NACDEP) State President, National Association of Extension 4-H Agents (NAE4-HA) State President, National Extension Association for Family and Consumer Sciences (NEAFCS) State President; National Association of Extension Program and Staff Development Professionals (NAEPSDP) State President
- State Association President-Elects: Seven (7): Refer to organizations listed above
- Committee Chair: Eight (8):
(Global Relations; Marketing; Membership Recruitment and Retention; Personnel; Professional Development; Public Issues; Resource Development and Management; and Scholarships, Grants and Recognition)
- Retiree/Life Member

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

A. The President-Elect is elected annually. President-Elect is a three-year commitment and shall become President the year following the President-Elect term and become Immediate Past-President following the term as President.

B. The Secretary and Treasurer are two-year terms and shall serve no more than two consecutive terms. The Secretary and Treasurer terms will be elected on alternate years.

C. The Treasurer-Elect shall be elected the last year of the current Treasurer's term and serve no more than one year. In the event the current Treasurer does not fulfill their term, the Treasurer-Elect will assume the position of Treasurer.

D. The Annalist shall be elected to a two-year term and serve no more than two consecutive terms.

E. State Association President-Elect is a two-year commitment. State Association President-Elect officers are elected annually and shall become the State Association President the following year.

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

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

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

Section 4: Vacancies shall be filled in the following manner:
A. Any position-elect shall assume the related position if those offices become vacant during the year. The Board shall appoint an appropriate representative to fill the remainder of the vacant position of any elected officer.
B. In the case of non-elected positions, the Board will seek nominations from that organization or committee to fill the term of the vacant position.

ARTICLE IV – MEETINGS

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

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

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

Section 4: Quorum of the Board of Directors shall consist of a minimum of fourteen (14) members.

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

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

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

ARTICLE V – BOARD OF DIRECTOR DUTIES

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

Section 2: The President shall perform such duties as pertain to this office: prepare agendas and preside at the annual meeting and all Board meetings, represent or appoint other members to represent OJCEP on committees or functions and keep lines of communication open among the OJCEP Board, national ESP, and Ohio State University Extension Administration.

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

- Section 4: The Past President shall work closely with the President, serve as chair of the Nominating committee, and conduct elections as determined by the Executive Committee.
- Section 5: The Secretary shall keep full and accurate records of proceedings and attendance of all meetings of the OJCEP, receive and keep properly filed communications and attend to correspondence as directed by the President, and prepare official stationery.
- Section 6: The Treasurer shall keep a full and accurate record of all receipts and disbursements of OJCEP. The Treasurer shall pay bills and accounts for OJCEP as directed by the President and Executive Committee, OJCEP Board or by resolution passed by the membership. The Treasurer shall prepare financial statements for meetings, collect all membership dues, make deposits on a regular basis, record national association affiliation, provide appropriate information to the Membership Chair, work with State Association Presidents in submitting the dues for each National Association and give leadership to the Resource Development Management Committee.
- Section 7: Treasurer-Elect will be a non-voting Board member. This officer will serve as an apprentice to the current Treasurer for one year, but will not have check signing authority.
- Section 8: Annalist-Maintain the historical records of OJCEP and the ESP Alpha Eta Chapter.
- Section 9: State Association Presidents shall be a liaison and contact person with respective national associations and persons in other states with similar positions; represent OJCEP members who are members of respective national associations at annual and regional meetings of the respective national associations; appoint delegates and provide leadership for the Ohio delegation to national and other committees as necessary; coordinate and relay information concerning selection of respective national association award recipients to Scholarships, Grants and Recognition Committee; coordinate membership efforts with directors concerning membership in OJCEP and respective national associations; take responsibility for disseminating information concerning registration, travel arrangements, national elections, special meetings and other details of respective national association annual meetings; strive to promote fellowship among members at regional and state workshops and conference, etc.; keep the Board informed and involved concerning decision, plans, and activities related to this position. The Association President will be encouraged to attend the Joint Council of Extension Professionals (JCEP) Conference with OJCEP covering expenses as determined by the Board of Directors.
- Section 10: The Association President-Elects shall assist the Association Presidents as requested and record proceedings of sectional meetings. The Association President-Elect will be encouraged to attend the Public Issues Leadership Development (PILD) Conference with OJCEP covering expenses as determined by the Board of Directors.

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

ARTICLE VI – COMMITTEES

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

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

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

Section 4: Personnel Committee: This committee shall monitor and report on salary and benefits information; monitor and access the advantages and disadvantages of the faculty promotion and tenure process or the advancement system of unclassified administrative and professional (A&P) and/or senior administrative and professional employees, and conduct or obtain access to a salary analysis comparing North Central Regional States for faculty and non-faculty. Members of Extension administration are not permitted to serve on this committee.

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

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

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

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

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

- Section 10: Resource Development and Management: This committee generates new ideas for resource development and management for professional development activities; reviews and monitors the professional association's financial management plan. Liaison and connect with national ESP committee efforts.
- Section 11: Scholarships, Grants and Recognition: This committee administers and provides leadership to the state, regional and national award programs and oversees the selection and distribution of professional development scholarships. Liaison and connect with national ESP committee efforts.
- Section 12: Ad Hoc Committee. An Ad Hoc Committee may be appointed by the President. No Ad Hoc Committee shall serve longer than twelve months unless re-appointed.

ARTICLE VII – FISCAL MATTERS

- Section 1: The OJCEP fiscal year is October 1 to September 30.
- Section 2: The funds of OJCEP shall be deposited in institutions as determined by the Board of Directors Executive Committee, and shall be subject to withdrawal by two signatures. The authorized signatories include OJCEP President, the OJCEP Treasurer and an OJCEP member recommended by the Treasurer and approved by OJCEP Board.
- Section 3: The Treasurer shall be surety bonded.
- Section 4: There shall be an annual audit of the financial affairs of OJCEP as determined by the Board of Directors Executive Committee. A report of the general financial condition shall be made annually to all members.
- Section 5: State Association Presidents shall provide approval and direction to the OJCEP Treasurer as well as provide a contact address and deadline for national dues for fiscal matters specific to their respective state association.

ARTICLE VIII – AMENDMENTS

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

Adopted 10/2017