

# Ohio Association of Extension Professionals Meeting Minutes

**Meeting Date:** January 10, 2011

**Location:** Nationwide & Ohio Farm Bureau 4-H Center

**Next Meeting Date:** March 14, 2011

**Members Present:** Lisa McCutcheon, Pat Brinkman, Ann Golden, Ted Wiseman, Randall Reeder, Glen Arnold, Maureen Austin, Cindy Bond-Zielinski, Bruce Clevenger, Erin Dailey, Stan Ernst, Jeffery Fisher, Julie Fox, Linnette Goard, Teresa Johnson, Mike Lloyd, Joanne Kick-Raack, Monadine Matthey, Kathy Michelich, Kara Newby, Ron Overmeyer, John Smith, Cheryl Barber Spires & Brenda Young

**Excused:** Debby Lewis, Mark Light, Joe Lucente, Lucinda Miller, Sherry Nickles, Eric Romich & Jerry Thomas

**Guests:** Tom Archer, Mike Hagan, Laryssa Hook, Judy Meyers, Chris Penrose, Marilyn Rabe, Alisha R., Nancy Recker, Vicki Schwartz, Joy Sharp, Michelle Treber –Pickaway Co., Jo Williams, Treva Williams,

<p><b>1. Call Meeting to Order</b> – President, Lisa McCutcheon called the meeting to order at 2:00 p m.</p> <p><b>2. Introduction</b> of OAEF Board Members &amp; Guests</p> <p><b>3. Annual Board Reorganization</b> - President, Lisa McCutcheon addressed the following:</p> <ul style="list-style-type: none"> <li>a. Meeting Dates &amp; Cancellation Plans - Made the following meeting changes: May 10 changed to May 9 and September 13 is a Tuesday, not a Monday. Kept Tuesday, September 13 date.</li> <li>b. 2010 Annual Report Review – posted on the OAEF Website and each board member was provided a copy in the folder they just received.</li> <li>c. Board Roster &amp; Mailing List – a list of board members was provided to each board member in their folder. All members were asked to update their mailing address on a list being passed around.</li> <li>d. Updated Committee Lists - Committee list was discussed with board members. Lisa asked committee chairs to update and make any changes to committee list and report back any changes.</li> <li>e. Officer and Committee Chair Responsibilities - Lisa is working on updating the list of responsibilities for each of the committee chairs. Board members are expected to attend meetings. If a member can't make it, please contact the President. The Policy Committee is working on revisions to the chair responsibilities. It's hoped these changes will take place this year.</li> <li>f. <b>Confirm Board Appointments:</b> <ul style="list-style-type: none"> <li>i. <b>Membership Chair</b> – Teresa Johnson</li> <li>ii. <b>Webmaster</b> – Teresa Johnson</li> <li>iii. <b>Newsletter</b> - Julia Woodruff</li> </ul> </li> </ul> <p>Lisa M. asked for the board to approve these appointments. With an affirmation from the Board, the appointments were approved unanimously.</p> <ul style="list-style-type: none"> <li>g. <b>Reimbursement Procedures</b> – Ted Wiseman Ted explained the reimbursement procedures. There is one change – NEAFCS</li> <li>h. <b>Letterhead</b> - One change needs to be made, Brenda Young works in Crawford County.</li> </ul>	
<p><b>2. Office Reports:</b></p> <ul style="list-style-type: none"> <li>A. President's Report – Lisa McCutcheon <ul style="list-style-type: none"> <li>i. Appointed Finance Committee - Named Ted Wiseman, Teresa Johnson and Pat Brinkman to serve on the committee, then explained the responsibilities of this committee</li> <li>ii. Appointed Audit Committee - Named Jessica Rockey, Hannah Kohler and Lisa McCutcheon to serve on this committee. Julie Fox inquired about any policies or rules regarding the President serving on this committee. Lisa will check into whether is acceptable for her to</li> </ul> </li> </ul>	<p>Lisa needs to check into rules regarding</p>

<p>serve on this committee.</p> <p>B. President-Elect's Report – Pat Brinkman Reported that a list of Board officers list with names, addresses and e-mails had been completed and was distributed to the board.</p> <p>C. Past President Report – Randall Reeder Thanked board members for their service this past year and distributed gifts to members who hadn't received one. He extended a Thank You to Lisa McCutcheon for her assistance as Vice President this past year and expressed relief in having the Presidency of OAEP behind him. He looks forward to serving as Past President in 2011.</p> <p>D. Secretary's Report – Ann Golden October minutes were distributed to board members for review. Minutes were presented for approval. Bruce Clevenger moved and Linnette Goard seconded the motion to accept the October minutes with the following corrections: replace Educators with Professionals; correction NEAFCS; and further discussion by. Motion passed</p> <p>E. Treasurer's Report – Ted Wiseman Total OAEP Income: \$11,550. Total OAEP Expenses: \$ 3,725.84 Account Balances: Checking - \$39,891.39 4-H Acct. - \$1,683.78 Ag Acct - \$16,298.92 FCS Acct.: \$3,079.36 CD Acct.: \$ 84.79 OSU Develop. Acct.: \$187.00 Total Available OAEP Funds: \$61,225.24 Ted encouraged others to join if they haven't already. We need as many as possible to help maintain membership fees to support activities funded by the OAEP budget. \$1,950 is the total spent on Service and Tenure and Recognition Awards in 2010. Registration for PILD needs to be submitted soon. Question: How should those members attending PILD pay? Ted Wiseman responded: Members may pay, then be reimbursed or submit paperwork for organization to pay. Question - Glen Arnold: Is there a cap on amount of money members are allocated to spend? Currently, we do not have a cap on monies spent for such activities. Jeff fisher moved to accept the treasurer's report, Erin Dailey seconded, motion passed. The treasurer's report will be submitted for audit.</p>	<p>servicing on Audit Committee.</p>
<p><b>3. Membership Report – Teresa Johnson</b> Teresa shared that membership numbers are currently at 235 with 10 not yet processed. 2011 Association Membership numbers are as follows: OAEP – 235 ANREP – 6 NACAA – 60 NACDEP – 19 NEAFCS – 52 NAE4-HA – 96 2011 Membership Tidbits:</p> <ul style="list-style-type: none"> <li>• An updated OAEP membership list is posted on the website. Please add the following to your lists today. Maureen Austin ANR Stark County, OAEP/NACCA <a href="mailto:Austin.238@osu.edu">Austin.238@osu.edu</a></li> <li>• The following 2011 OAEP Board members have not paid 2011 OAEP dues. Forms are available today to complete the paperwork. Randall Reeder, Erin Dailey, Stan Ernst &amp; Joe Bonnell</li> <li>• Did a comparison list of 2011 membership against 2010 membership and gave lists to 1<sup>st</sup> VP's to follow up on those who had not paid for 2011. Thanks for your help, have about a dozen memberships that are now in process.</li> <li>• Updated OAEP Board listserve. Will update the membership listserve at the end of the month</li> <li>• Updated office location addresses</li> <li>• Reports distributed to Board members</li> <li>• Committee info given to Board President to establish 2011 committees</li> </ul> <p>Listserve:</p> <ul style="list-style-type: none"> <li>• If you are having problems sending to the OSEP listserve – is most likely because the e-mail address we have on the listserve is different than the one on your default outgoing e-mail account. For example: I put <a href="mailto:Johnson.1389@osu.edu">Johnson.1389@osu.edu</a> on my membership form but my Outlook account is set to send as <a href="mailto:Johnson.1389@cfaes.osu.edu">Johnson.1389@cfaes.osu.edu</a></li> <li>• Send me an e-mail if you are having problems and I can correct it</li> <li>• To send to OAEP Board <a href="mailto:oaep-board@ag.osu.edu">oaep-board@ag.osu.edu</a></li> <li>• To send to OAEP Members <a href="mailto:oaep@ag.osu.edu">oaep@ag.osu.edu</a></li> </ul>	

<p>Question: Is there a form for Life-time members? Response – Yes, the life-time members need to get access to the form.</p> <p>Ted – We did better, receiving membership dues this past fall. It was best when dues were sent directly to Ted, not to the Business Office.</p> <p>Once Ted receives the membership dues, then memberships are sent to Teresa to update membership list to keep it current.</p>	
<p><b>4. Webmaster Report – Teresa Johnson</b> Teresa had updated the OAEP Letterhead. Updated the membership list. Photos for the Awards and Recognition taken at Annual Conference were placed on the website; also news releases were available on the website for award winners to send to local newspapers.</p>	
<p><b>5. Newsletter Editor Report - Julia Woodruff</b> No Report</p>	
<p><b>6. Retiree Report – Ron Overmeyer</b> Welcomed Ron Overmeyer to the OAEP Board as the Retiree representative.</p> <ul style="list-style-type: none"> <li>• Wife Janice &amp; I are the new OSU Extension Retiree Association chairs</li> <li>• Bob and Marilyn Sachs from Williams County are the vice chairs in 2011 and will be serving as 2012 Co-Chairs of the Fall Retiree Get-to-Gather.</li> <li>• Picnic on September 13, 2010 was attended by about 50 people</li> <li>• Snowbird reunion in Florida on Thursday, January 27<sup>th</sup> in Sarasota</li> <li>• Next picnic is Monday, September 12, 2011 at the Darby Creek Metro Park.</li> <li>• Suggested revisions to the Retiree Association Guidelines have been given to the OAEP Policy Committee. Last changes were in 2006, the only other change was in 2003 - #3 Change of name. 2011 suggested change is to eliminate Specialists from the description.</li> <li>• The association appreciates the \$200 of financial support that is provided by OAEP</li> </ul>	
<p><b>7. Committee Reports:</b></p> <p>a. <b>Recognition – Nancy Recker</b></p> <ul style="list-style-type: none"> <li>• For the Board’s knowledge, Nancy distributed to the board was a list of awards and when the awards were presented at Annual Conference. The board discussed the Friend of Extension award and what organization should be responsible for the selection and presentation of this award. Nancy Recker moved the Recognition Committee would facilitate the application process for the Friend of Extension together with the OAEP President Elect. Once the applications are received, the 1<sup>st</sup> and 2<sup>nd</sup> VP in each program area would be responsible for reviewing the applications and make the selection for this award. Seconded by Linnette Goard, motion passed.</li> <li>• The Board discussed a concern regarding the lack of representation on the board from the Recognition Committee. The Recognition Committee recommended to the board that there be a representative from the Board serve as a liaison on the Recognition Committee to facilitate communication. The committee also recommends that the designated individuals or a committee designee work with these individuals who are responsible for the award and selection process in each program are also serve on the Recognition Committee.</li> </ul> <p>Lisa McCutcheon made a suggestion for the committee to do some research and locate the guidelines and policies for review and selection of the Friend of Extension Award.</p> <p>b. <b>Personnel –Mike Lloyd</b></p> <ul style="list-style-type: none"> <li>• Had a wide range of issues to address related to Personnel. Garee Earnest joined the committee meeting to discuss these issues. The committee is planning one more face-to-face meeting. Kathy Michelich has agreed to serve as Vice Chair of the committee.</li> </ul> <p>c. <b>Program – Michelle Treber</b></p> <ul style="list-style-type: none"> <li>• Discussed OSU Pro and the Signature Programs. Discussed - How the committee could help by providing programming to assist faculty and staff.</li> </ul>	<p>Need to do some research and find the guidelines &amp; policies for review and selection process for the Friend of Extension Award.</p>

**d. Public Relations – Gwen Wolford**

- Sally McClasky contacted Graham Cochran to gain his assistance in identifying new members for OAEP.
- Public Relations Committee over the years has coordinated the Buckeye Bounty activity during the County Commissioners Annual Meeting. Buckeye Bounty went better in 2010. Discussed the possibility of doing door prizes. Looking at what worked and what didn't. The committee is planning on talking with County Commissioners Association to get their input regarding what might be better received. Considering getting a match of money to fund these activities.

Question: Teresa Johnson – Does anyone know where the OSU Extension Display is at? It wasn't used this year. Need to look into the location of the display board so it can be used in 2011.

- Committee is looking at what would replace County Commissioners' Days. Exploring other ways/activities to have contact with Commissioners.

Three members were in attendance.

**e. Policy - Cindy Bond-Zielinski**

- The Policy Committee met face-to-face on January 10. The agenda for the day was to provide hard copies of guidelines for all board positions to update. The committee members present volunteered to make appropriate contacts to update more than half of the guidelines that were listed in the OAEP Handbook of Operation. Committee members present set a date for February 25 to submit their respective guideline updates to the committee chair. Ron Overmeyer, Emeriti representative had completed the guidelines for Emeriti. These guidelines were submitted for approval at the OAEP board meeting. Committee members also requested the next meeting date of March 14 be conducted by conference call or webEx for the policy committee.

**f. Professional Development – Brenda Young**

Members present: Sara Kleon, Jim Jasinski, Lisa Barlage, Cindy Shuster, Tim Malinach & Brenda Young

- The Professional Improvement Committee met on January 10. Lisa Barlage agreed to be Chair-elect and Chair of the scholarship sub-committee with Cindy Shuster as co-chair of the scholarship sub-committee in 2011. Cindy will take Chair of the scholarship sub-committee in 2012 with Sara Kleon as Co-Chair.
- It was decided that the committee will take on scholarships, a survey of the membership to see what is needed for Professional Development, and a webinar.
- Jim Jasinski agreed to create and send a survey through survey monkey, and Tim Malinach agreed to review the survey, assist in the review of the topics to sort for fact sheets (help topic), webinar or annual conference. The committee decided that the topics to be included on the survey would be: OSU Pro, e-mail management, e-mail filters, simple Camtasia, eXtension, Social media and policies, web-based surveys, on-line registration, creating poster displays, and P & T.
- The Committee asked the board for links on the website, suggested that the president have a place to invite potential new members via video, and that the board take a look at the Annual meeting so that it tells about the organization, recognition and discussion, not merely saying reports are on-line.

Sub-committee assignments:

<p><u>Scholarships:</u></p> <p>Lisa Barlage Cindy Shuster Brenda Young Sara Kleon Mary Beth Albright</p> <p><u>Webinar:</u> Steve Brady</p>	<p><u>Survey Results Review</u></p> <p>Jim Jasinski Tim Malinich Liz Smith</p> <p><u>Annual Conference Representatives</u> Tim Malinich Jim Jasinski</p>	
<p><b>8. Program Area Reports:</b></p> <ul style="list-style-type: none"> <li>a. NACAA – Bruce Clevenger 1<sup>st</sup> Vice President AG/NR Educators are trying to get back to 76 members in the NACAA. Ohio NACAA formed a committee to discuss how to handle the leftover funds from Cincinnati NACAA conference, Suggestions for use of monies include: consider using funds for travel or scholarships for AG/NR Educators interested in attending NACAA national meeting is scheduled for August 7-13, 2011. Also discussed using monies for Steve Ruhl Award, Ohio NACAA is planning a Spring or Summer meeting and bring back some retirees.</li> <li>b. NACDEP – Eric Romich, 1<sup>st</sup> Vice President National Conference scheduled for March 7-9, held in Charleston, SC.</li> <li>c. NAE4-HA – Brenda Young, 1<sup>st</sup> Vice President State 4-H membership is at 99 active memberships and 13 Life memberships, totaling 112. Brenda is unable to attend JCEP, but Mark Light is planning on attending PILD. Award applications are due March 1.</li> <li>d. NEAFCS – Linnette Goard, 1<sup>st</sup> Vice President NEAFCS dues have already been sent in. Proposals for 2011 national conference are due January 15 &amp; 18.</li> <li>e. STATE – Debby Lewis Continuing to work on increasing membership at State Level.</li> </ul>		
<p><b>9. Old Business:</b></p> <ul style="list-style-type: none"> <li>a. Board Member position Description: Policy Committee Review – was discussed earlier in the agenda</li> <li>b. County Commissioners Conference Report – No additional information reported</li> <li>c. Annual Conference Evaluation – Terri Gustafson – 290 people responded, having used on-line registration. On-line registration was well received. Marketing of Annual Conference was good. Participant comments: fairly large number of comments suggesting we go back to a two day Conference, liked pace of conference, liked the setup and environment, goal of conference – Professional development. Looking as several dates for 2011 – Dec. 14, Nov. 16 or Nov. 30</li> <li>d. Annual Conference Chair for 2011 - CES in charge and 2012 – OAEP in charge</li> <li>e. PILD / JCEP Delegate Vacancies - If a delegate can not attend one of these events, what is the policy regarding sending someone else? Response – Policy doesn't allow for a substitute.</li> <li>f. Other Old Business - None</li> </ul>		
<p><b>9. New Business:</b></p> <ul style="list-style-type: none"> <li>a. Board Member Replacements <ul style="list-style-type: none"> <li>i. North Central FCS Representative (Cora French Robinson) – Michelle Treber</li> <li>ii. West Region 4-H Representative (Mark Light) – Jason Hedrick</li> </ul> </li> <li>b. Representatives to External Organizations or Committees <ul style="list-style-type: none"> <li>i. Review of 2011 Selections to be Made - Lisa McCutcheon referred Board members to the list of members appointed to External Organizations or Committees.</li> </ul> </li> <li>c. Approval of 2011 Lunch Costs - After a brief discussion regarding continuing to provide or discontinuing lunches at OAEP meetings, Bruce Clevenger moved to continue covering the cost of meals when face-to-face meetings are held. Julie Fox seconded the motion. Motion passed.</li> <li>d. May meeting date confirmed – May 9, 2011 Board will meet by WebEx.</li> <li>e. Other New Business - None</li> </ul>		

**10. Adjourn:**

Meeting adjourned by President, Lisa McCutcheon at 4:15 p.m.

Next Meeting: Monday, May 9, 2011

Meet by WebEx


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**Members Present:** Pat Brinkman, Ann Golden, Ted Wiseman, Randall Reeder, Glen Arnold, Maureen Austin, Cindy Bond-Zielinski, Julie Fox, Linnette Goard, Debby Lewis, Mark Light, Mike Lloyd, Joe Lucente, Kathy Michelich, Lucinda Miller, Kara Newby, Sherry Nickles, Cheryl Barber Spires, Jerry Thomas & Brenda Young

**Excused/Absent:** Lisa McCutcheon, Joe Bonnell, Bruce Clevenger, Erin Dailey, Nancy Bowen-Elizey, Stan Ernst, Jeffery Fisher, Jason Hedrick, Teresa Johnson, Joanne Kick-Raack, Monadine Matthey, Ron Overmeyer, Eric Romich, Cindy Shuster, John Smith, Michelle Treber & Julie Woodruff

**Guests:** Tom Archer, Kirk Bloir, Josi Brodt, Karen Bruns, Kara Colvin, Jeff Dick, Cindy Folck, Amanda Meddles, Margaret Jenkins, Judy Wasko-Meyers, Aletha Reshau, Joy Sharp, Jo Williams, Treva Williams,

<p><b>1. Call Meeting to Order</b> – President Elect, Pat Brinkman called the meeting to order at 2:00 p m.</p> <p><b>2. Introduction</b> of OAEP Board Members &amp; Guests</p> <p><b>3. Office Reports:</b></p> <p>A. President’s Report – Lisa McCutcheon No Report for this meeting. Lisa is on the Farm Bureau trip to Washington DC with Farm Bureau Delegates.</p> <p>B. President-Elect’s Report – Pat Brinkman Shared updated contact list of board members</p> <p>C. Past President Report – Randall Reeder No Report</p> <p>D. Secretary’s Report – Ann Golden January minutes were distributed to board members for review. Minutes were presented for approval. Brenda Young moved and Linnette Goard seconded the motion to accept the January minutes with the corrections made. Motion passed</p> <p>E. Treasurer’s Report – Ted Wiseman Total OAEP Income: \$13,090. Total OAEP Expenses: \$ 5,529.71 Account Balances: Checking - \$34,702.02 4-H Acct. - \$1,723.78 Ag Acct - \$14,316.78 FCS Acct.: \$3,107.36 CD Acct.: \$ 84.79 OSU Develop. Acct.: \$187.00 Total Available OAEP Funds: \$54,121.73 Linnette Goard moved to accept the treasurer’s report, Glen Arnold seconded, motion passed. The treasurer’s report will be submitted for audit.</p>	
<p><b>4. Membership Report</b> – Teresa Johnson All membership reports have been updated and posted on the website at <a href="http://oaep.osu.edu/OAEPMembership.htm">http://oaep.osu.edu/OAEPMembership.htm</a> Membership Totals as of 3/10/11 OAEP – 247 ANREP – 8 NACAA – 78 NACDEP – 19 NEAFCS – 53 NAE4-HA – 100 2011 Membership Tidbits:</p> <ul style="list-style-type: none"> <li>• Kudos to Bruce Clevenger for recruiting 9 additional NACAA members in the final hours before the National Membership was due. Several of those folks still need to pay their dues.</li> <li>• Will be updating OAEP membership list-serve against the 3/10/11 list that was just posted.</li> </ul>	

<p><b>5. Webmaster Report – Teresa Johnson</b></p> <ul style="list-style-type: none"> <li>• Membership lists have been posted at web address listed above.</li> <li>• Please let Teresa know of any changes for the website or anything you would like posted</li> <li>• January minutes have been posted.</li> </ul>	
<p><b>6. Newsletter Editor Report - Julia Woodruff</b> No Report</p>	
<p><b>7. Retiree Report – Ron Overmeyer</b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul>	
<p><b>8. Committee Reports:</b></p> <p><b>a. Personnel –Mike Lloyd &amp; Kathy Michelich</b></p> <ul style="list-style-type: none"> <li>• 13-15 committee members present</li> <li>• Extensive discussion regarding OSU Pro</li> <li>• Suggestions referred to Program Committee to consider including as training sessions at annual conference - 1. Smart Goals – evaluate as a whole. Suggest we need additional training on how to formulate Smart Goals and to use them in the performance appraisal process. 2. Need clarification and sharing what the process for evaluating Educators is.</li> <li>• An invitation would be made to Graham Cochran to attend the next meeting to discuss many of the items mentioned above.</li> </ul> <p><b>b. Policy - Cindy Bond-Zielinski &amp; Richard Stevens</b></p> <ul style="list-style-type: none"> <li>• 8 committee members participated on the WebEx</li> <li>• Guidelines for eighteen OAEP board representatives and Committees were submitted and discussed by the committee. The eighteen reviewed are Guidelines for OAEP President, President-Elect, Past President, Secretary, Treasurer, Finance Committee, Regional Representative, 1<sup>st</sup> VP Ag, 1<sup>st</sup> VP FCS, 1<sup>st</sup> VP CD, 1<sup>st</sup> VP 4-H Youth Development, 2<sup>nd</sup> VP Ag, 2<sup>nd</sup> VP FCS, 2<sup>nd</sup> VP CD, 2<sup>nd</sup> VP 4-H Youth Development, Policy Committee, Membership Chair, and Finance Committee.</li> <li>• Questions discussed and answered included: <ul style="list-style-type: none"> <li>a. Is there a notebook for 1<sup>st</sup> VPs to pass on to 2<sup>nd</sup> VPs at the end of their term? No.</li> <li>b. Significant change in President elect duties related to appreciation awards.</li> <li>c. Are there guidelines for OAEP State board representatives? No, recommend they be addressed as regional and state board member guidelines.</li> <li>d. Recommend addition of treasurer elect position. Are there guidelines for this position? No, but ESP has guidelines. Use these as a starting point.</li> <li>e. Is there an Endowment fund or has it been divided into the four program areas? This was brought before the board. Ted Wiseman, Treasurer, will check.</li> <li>f. Discussion about who can serve on audit committee. According to the handbook, “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.”</li> </ul> </li> </ul> <p>The next meeting for the OAEP Policy Committee will be June 13 at 10:00 a.m. by webX.</p> <p><b>c. Professional Development – Brenda Young&amp; Lisa Barlage</b></p> <ul style="list-style-type: none"> <li>• 8 members present on the WebEx - Brenda Young, Lisa Barlage, Mark Light, Amanda Meddles, Steve Brady, Pam Montgomery, Julie Fox, Demetira Woods.(Conflicts with schedule/notified wouldn't be on call: Cindy Shuster, Mary Beth Albright, Tim Malinach, Jim Jasinski, Sara Kleon, Susan Zies)</li> </ul>	



- Discussed scholarships –
  - First deadline is April 30
  - Added Julie Fox to scholarship review committee
  - Still looking for representation from Agriculture program area
  - Committee work will be approximately May 4 – 15
  
- Discussion of Jim’s in-service topic survey –
  - Members were emailed graph with results
  - Highest request was OSU Pro – where to put things, everything that needs included, how to get grants in the report, etc. Discussion about having Debby Lewis or others in programs areas lead this training. Maybe have parts of the report broken down and discuss sections in further depth. Input from Program Area Leaders or Regional Directors as to what they need and possibly where it should be.
  - eXtension – was also requested. Discussed that Jerry Thomas is our contact for this. Want more information about how to get involved. Be sure to promote eXtension web trainings.
  - Smart phones, camtasia, new bar codes, ipads, and social media were grouped together. Mark Light volunteered to work with this group. Possible contacts are: Steve Leichtensteiger, Harold Waters, Mitch Moser, and Ken Kulka. Include in the camtasia area – what is a good recording and what is just HO HUM.
  - Liz Smith is going to contact Suzanne Steele and John Victor to discuss creating a guide on Good Poster Presentations.
  - Brenda will contact Rob Leeds, Julie Fox, and Mark Light to see what is being done on use of Social Media to program for Extension and offer to market to our membership. She will also contact Tom Archer to see if there is someone who can do Webex training to make our use of this more effective as we start using it more with clientele. Brenda is also to ask administration if they are looking at establishing any kind of Social Media policy and when the membership can look for that.
  
- Lisa Barlage mentioned that NEAFCS also has monthly web based trainings that members not in the FCS program area may occasionally be interested in. Will try to forward this information to all members.

**d. Program** – Debby Lewis & Michelle Treber

- Cancelled meeting. Will meet later

**e. Public Relations** – Gwen Wolford & Sally McClaskey

- Will meet later

**f. Recognition** – Nancy Recker & Laryssa Hook

- No Report

**9. Program Area Reports:**

**a. NAE4-HA** – Brenda Young, 1<sup>st</sup> Vice President

- NAE4-HA will be held October 24-28, 2011
- There are 100 members and 12 life members, allowing for 3 DSA and 3 ASA to be selected in 2011.
- Since the last meeting, proposals were due for the National Conference. Our membership has submitted more than 20 poster and seminar proposals and are waiting to hear.

- Award applications are being submitted to the N. C. Region for 19 awards. Eight service awards are also being submitted along with one First Timer's Scholarship application.
- We are checking into the cost of a bus, van or train and beginning the plans for State's Night Out.

**b. NACAA – Glen Arnold, 2nd<sup>t</sup> Vice President**

- See attached report

**c. NACDEP – Julie Fox, 2nd Vice President**

- Members of our CD Unit were responsible for 11 of 88 peer reviewed session presentations, including:
  - 2 multi-state efforts (Davis, G.; Lucente, J.)
  - 3 in-state joint efforts (Bowen, N.; Romich, E. & Lloyd, M.; Moss, M.; Romich, E.; & Bowen, N.; Fox, J.; Raison, B. & Bowling, C)
  - 6 solo presentations (Bowen, N.; Civittolo, D.; Raison, B.)
- In addition, unit members were responsible for 2 of 22 peer reviewed posters (Raison, B. & Fox, J.; Bowling, C.; Civittolo, D.; Davis, G.; Merkwowitz, R. & Williams, T.)
- We had two projects/three individuals (Romich, and Civittolo & Davis) receive National Awards. A third project/four individuals (Moss, Grunkemeyer, Romich and Bowen) received a Regional Award. Also, don't forget our very own Mark partridge (AEDE) was the plenary session presenter who brought the crowd to life at 8:00 am on Tuesday morning.
- The conference afforded countless opportunities to meet colleagues sharing their work in the following conference tracks: Economic Development; Environment and Land Use; Building Collaborations; Leadership, Civic Engagement & Public Deliberation, and; Growing sponsored Funding. Begin to think about the work you'd like to present at next year's conference to be held May 21-23 in Park City, UT.

**d. NEAFCS – Linnette Goard, 1<sup>st</sup> Vice President**

- NEAFCS has 53 members and 37 life members
- Membership is preparing for the 2012 National Conference to be held in Ohio
- NEAFCS – National Officers were visiting Columbus last week in preparation for the 2012 National meeting. They visited the Columbus Convention Center, Columbus Zoo and other possible venues including campus.
- Presently, promoting 2011 National meeting and awaiting the results for proposals submitted from Ohio.
- Carol Chandler is serving as National Awards Chair. The results for awards should be released in the next few weeks.

**e. STATE – Debby Lewis, 1<sup>st</sup> Vice president**

- No Report

**f. ANREP - Joe Bonnell, President**

- No Report

**10. Old Business:**

- Board Member Position Vacancy Appointment:**
  - Pat Brinkman reported – Michelle Treber is replacing Cora French for North Central FCS position for 1 year. Jason Hedrick is replacing Mark Light for West 4-H position for 1 year.
- Retiree Representative – Responsibilities & Guidelines**
  - Changes to the OAEP Retiree Responsibilities & Guidelines were submitted for Board review and approval. Cindy Bond-Zielinski moved to approve the changes to the OAEP Retiree Responsibilities & Guidelines as submitted. Joe Lucente seconded. Motion passed
- JCEP Attendees Report - Linnette Goard and Bruce Clevenger attended JCEP. Linnette presented a brief report on their experience and shared things gained.**
- Other Old Business - None**

<p><b>11. New Business:</b></p> <p>a. Representatives to External Organizations or Committees - Review of 2011 Selections to be Made:</p> <ul style="list-style-type: none"> <li>• OAEP Audit Committee – Hannah Kohler &amp; Jessica Rockey</li> <li>• OAEP News Editor – Julie Woodruff</li> <li>• Ohio 4-H Foundation – Becky Barker</li> <li>• Ohio Sheep Improvement Association – Rory Lewandowski</li> <li>• State 4-H Horse Committee – Lucinda Miller</li> </ul> <p>b. Additional Representative Reports</p> <ul style="list-style-type: none"> <li>• Ohio 4-H Foundation Report <ul style="list-style-type: none"> <li>• Lucinda Miller reported that Christina G, Director of the Ohio 4-H Foundation, has resigned. Request for applications is out and are due by Friday.</li> </ul> </li> <li>• Ohio Sheep Improvement Association (OSIA) Report <ul style="list-style-type: none"> <li>• No Report</li> </ul> </li> <li>• State 4-H Horse Committee Report <ul style="list-style-type: none"> <li>• The first meeting of the State 4-H Horse committee for 2011 was held February 10. Agenda items discussed included: Sponsorships and Financial Support for the 4-H Horse Program; Junior Horse Show Updates; Judges’ Program; Dates for 4-H Horse Events; and Ohio Quarter Horse Association (OQHA) sponsored Clinics to help 4-H Youth</li> <li>• This will be the last year for the speed and control class, which will be replaced in 2012 with a Stakes Race class.</li> <li>• How to obtain consistency among PAS (Performance Against Standards) judges was discussed. Beginning in 2012, PAS judges must be hired from the PAS judges’ list for PAS shows.</li> <li>• Dates were set for all 4-H Horse Events and Activities.</li> <li>• Tony Kennedy, representing OQHA, discussed ways to offer clinics to help 4-H youth learn about specific equine venues.</li> <li>• The fall meeting date was set for September 29.</li> </ul> </li> </ul> <p>Refer to <a href="http://www.horse.osu.edu">www.horse.osu.edu</a> for information about the 4-H horse program.</p> <p>c. Other New Business - None</p> <p><b>12. Announcements:</b> Next meeting will be held via WebEx on Monday, May 9 at 1:00 p.m.</p>	
<p><b>10. Adjourn:</b></p> <p>Meeting adjourned by President Elect, Pat Brinkman  Glen Arnold moved to adjourn. Ted Wiseman seconded Meeting adjourned</p>	

# Ohio Association of Extension Professionals

## Meeting Minutes

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**Meeting Date:** May 9, 2011

**Location:** WebEx

**Next Meeting Date:** June 13, 2011

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**Members Present:** Lisa McCutcheon, Ann Golden, Ted Wiseman, Glen Arnold, Cindy Bond-Zielinski, Bruce Clevenger, Erin Dailey, Julie Fox, Jason Hedrick, Teresa Johnson, Debby Lewis, Kara Newby, Eric Romich & Jerry Thomas

**Excused/Absent:** Pat Brinkman, Randall Reeder Maureen Austin, Joe Bonnell, Nancy Bowen-Elizey, Stan Ernst, Linnette Goard, Jeffery Fisher, Joanne Kick-Raack, Mark Light, Mike Lloyd, Joe Lucente Monadine Matthey, Kathy Michelich, Lucinda Miller, Sherry Nickles, Ron Overmeyer, Cindy Shuster, John Smith, Cheryl Barber Spires Michelle Treber & Julie Woodruff & Brenda Young

**Guests:**

1. **Call Meeting to Order** – President, Lisa McCutcheon called the meeting to order at 1:00 p m.

2. **Introduction** of OAEP Board Members

3. **Office Reports:**

A. President's Report – Lisa McCutcheon

- Reported on her recent trip with the OFBF delegation to Washington DC. This experience provided an opportunity to speak with other county OFBF delegates and Representatives in Washington. Lots of good information was shared and Lisa was glad Extension was included.
- Lisa reported that she and Marsha Jess, representing ESP, attended the March and April Administrative Cabinet meetings.
- The OAEP and ESP membership were asked to share their comments and concerns regarding the proposed restructuring and changed in Extension. 85 responses were received, summarized into 22 key points, comments and concerns. Good comments and feedback were received. These comments and concerns were shared with administration.

B. President-Elect's Report – Pat Brinkman

Nothing to report

C. Past President Report – Randall Reeder

No Report

D. Secretary's Report – Ann Golden

March minutes were distributed to board members for review. Minutes were presented for approval. Erin Dailey moved and Julie Fox seconded the motion to accept the March minutes. Minutes were approved.

E. Treasurer's Report – Ted Wiseman

Total OAEP Income: \$13,090. Total OAEP Expenses: \$ 10,840.82

Account Balances: Checking - \$31,973.92

4-H Acct. - \$1,611.78 \$125.00 spent for hospitality at NAE4-HA

Ag Acct - \$14,316.78 FCS Acct.: \$3,107.36 CD Acct.: \$ 84.79

OSU Develop. Acct.: \$187.00 Total Available OAEP Funds: \$51,281.62

PILD has been really expensive this year.

Glen Arnold moved to accept the treasurer's report, Kara Newby seconded, motion passed.

The treasurer's report will be submitted for audit.

<p><b>4. Membership Report – Teresa Johnson</b></p> <ul style="list-style-type: none"> <li>• There has been no change in membership since last meeting. Teresa reported working to switch over membership list to new data base.</li> <li>• Jason Hedrick and Michelle Treber’s names have been added to the list of board members.</li> </ul> <p>Will go over the list once more and compare to make sure everything is correct.</p>	
<p><b>5. Webmaster Report – Teresa Johnson</b></p> <ul style="list-style-type: none"> <li>• The only thing added to the website was OAEP Policy changes. Want to add the most current constitution to the website. Does anyone have the most current copy? Cindy Bond-Zielinski indicated that she had a copy located in the OAEP handbook. The most current is dated 2006-2008.</li> </ul>	
<p><b>6. Newsletter Editor Report - Julia Woodruff</b>  Julia was not on WebEx but reported she had been working on the newsletter and hopes to post the newsletter later in the week.</p>	
<p><b>7. Retiree Report – Ron Overmeyer</b>  Ron and his wife will be meeting with Bob and Marilyn Sachs this next week to plan the fall picnic. A report will be presented at the June meeting.</p>	
<p><b>8. Committee Reports:</b></p> <p><b>b. Personnel –Mike Lloyd &amp; Kathy Michelich</b>  No Report</p> <p><b>c. Policy - Cindy Bond-Zielinski &amp; Richard Stevens</b></p> <ul style="list-style-type: none"> <li>• The guidelines for OAEP officers and board members and other policy changes have been posted to the OAEP website for review. The updated guidelines and other policy changes look good and are ready for approval by the board. These changes will be presented for board approval at the June meeting. Once approved by the board, these changes will be presented to the membership in late fall for review with a vote of the membership at the annual OAEP meeting in December. Written guidelines will be developed for the new board position of Treasurer Elect. Once developed, is will be sent to Ted Wiseman for review. Ted Wiseman moved to approve the guidelines as they have been changed, including the guidelines for the Treasurer Elect position after review by Ted Wiseman. Jerry Thomas seconded the motion. Motion approved.</li> <li>• Lisa M. commented – What she would note... put the guidelines in the same format before forwarding them to the membership for approval.</li> <li>• Lisa thanked the Policy committee members for their hard work in researching and updating guidelines for the board officers and members, along with making other policy changes needed.</li> </ul> <p><b>c. Professional Development – Brenda Young &amp; Lisa Barlage</b></p> <p>In reviewing where we were on past discussion items from the survey, the following was discussed:</p> <ul style="list-style-type: none"> <li>• There is a very informative power point presentation on doing a “Poster Presentation” done by John Victor that we could post or post a link to on the OAEP website. Discussion of the committee included asking John if he would be willing to do a Camtasia voice over with it before posting it. The committee is also to work on finding photos of poster presentations or power points that have been used as a poster presentation that could be used as examples in addition to John’s power point.</li> <li>• We were able to find out that Administrative Cabinet is working on a social media policy which Rob Lulkiart is currently reviewing before decisions will be made.</li> </ul>	

- Mark will keep us up to date on information from the eXtension Committee.
- Tom Archer was asked and agreed to do a Webex teaching the use of Webex with a focus on hosting. The committee is to suggest some dates and do the advertising on to Extension Personnel or OAEP Membership.
- We are also checking into someone teaching how to use Webex in teaching possibly to be done via Webex.
- The response to the Spring Scholarship Applications was 5 applications. They will be reviewed and decisions made for the distribution of the \$1500 this week.
- Jim Jasinski and Tim Malinich are representing the Professional Improvement Committee on the Annual Conference Committee.
- Jim has shared the findings from the Survey done on types of Professional Development the membership is looking for with the committee. His recommendation was that an introductory or basic info on different types of technology be shared at annual conference with a plan in place to do a more advanced training within the next 6 months to year.
- Some of the ideas that surfaced for topics and teachers are:
  - Jim Elder - Basecamp, Webex
  - Ken Kulka – Moodle, Clikers
  - Jerry Thomas – eXtension
- He also shared back with us that there is discussion of the purpose of annual conference: Professional Development or Professional Organization Business.
- Jim also shared with the committee that after talking to Jerry Thomas he felt we could be useful in helping to develop an info sheet or online tutorial sharing what is currently available in each of the areas that were identified in the survey.

**d. Program** – Debby Lewis & Michelle Treber

- No Report Concerned about the duplication of program planning. You (Debby) and Michelle need to meet with Brenda to work on eliminating duplication.

**e. Public Relations** – Gwen Wolford & Sally McClaskey

- Due to lobbying efforts, committee was unable to meet. Plan to meet in the next month or so.

**f. Recognition** – Nancy Recker & Laryssa Hook

- No Report

**9. Program Area Reports:**

**a. NAE4-HA** – Brenda Young, 1<sup>st</sup> Vice President

- In April, we paid Ohio's \$1.00 Hospitality charge for each member for the 2011 NAE4-HA Conference in Omaha.
- Proposal Acceptance came out for NAE4-HA last week. A quick survey of our membership showed that Ohio has at least 10 posters, five competency building workshops and 1 research presentations which were accepted. These posters presentations, competency building workshops and research presentations include 35 people.
- Registration was posted to the Conference Website last Friday.
- We have also secured a location for State's Night out in Omaha and are currently looking at menu selections.
- There has also been some research done on transportation costs: including train, charter bus and flight. No definite recommendation has been agreed upon at this

point.

**b. NACAA** – Bruce Clevenger, 1<sup>st</sup> Vice President

OSU Extension Agriculture and Natural Resources will be holding a **ANR Summer Meeting - 21st Century Extension Education, June 7-8, 2011** at Deer Creek Lodge State Park. The meeting is open to all OSU Extension ANR professionals and sponsored by Ohio NACAA. This is a great opportunity for professional development and a springboard for OSU Extension ANR in Ohio. We need to know our strengths, weaknesses, opportunities, and treats. Please consider being a part of the discussion.

- Day 1: Learn what is known about the OSU Extension restructure and budget implications on ANR research and education. Roundtable discussion with OSU Extension ANR Specialists. NACAA / ANREP updates. Evening dinner, fellowship, recreation and hospitality.
- Day 2: Breakfast and dialogue with Dr. Keith Smith. NACAA National Officers. Recognition of OSU Extension ANR Retirees and Alumni. Keynote speakers: Mike Boehlje, Purdue Extension; James Zehringer, ODA Director. Lunch.
- Registration website open: <http://www.zoomerang.com/Survey/WEB22CA9AK5SFV/>

Annual Meeting and Professional Improvement Conferences (AM/PIC) 2011 - Overland Park, Kansas, August 7-11. Ohio Educators and Extension Professionals have applied for several recognition awards and professional development posters and presentations.

- 17 Posters – Extension Education Programs (49% of the North Central Region Posters are coming from Ohio)
- 2 Posters – Applied Research
- 17 Oral Presentations
- 10 Communication Awards reaching Regional Competition and beyond
  - 2 National Winners: Amy Stone and Jim Jasinski
  - 1 National Finalist
  - 7 Regional Finalists
- 5 Search for Excellence Awards
- National Recognition
  - Achievement Award: Ted Wiseman
  - Distinguished Service Award: Alan Sundermeier
- Registration website: <http://www.nacaa.com/>

**c. NACDEP** – Eric Romich , 1st Vice President

- Report same as March 14 report
- Next year, National Conference will be held May 21-13 at Park City, Utah. Also a conference being held about Marcelas Shale on May 10, 2011. 7 or 8 educators are planning to attend. This is a multi-partnership opportunity. Contact Mike Lloyd for information.

**d. NEAFCS** – Linnette Goard, 1<sup>st</sup> Vice President

- No Report

**e. STATE** – Debby Lewis, 1<sup>st</sup> Vice president

- Nothing to report

**f. ANREP** - Joe Bonnell, President

- Presently, planning an annual get-together for educators to be held late September or early October at Stone Lab. National Conference is scheduled a year from now, May 2012 in North Carolina.

- Joe inquired about ANREP being included as a 1<sup>st</sup> Vice President on the OAEP Board. ANREP has made a change in their organization's constitution indicating that two representatives will serve on the OAEP Board serving as 1<sup>st</sup> and 2<sup>nd</sup> Vice President.
- Referred to Cindy Bond-Zielinski for clarification regarding what needs to be done to make this change for the OAEP Board. Would it mean a change in OAEP bylaws? Cindy's response – will need to come up with guidelines and be presented to the entire membership for approval. Joe was asked to create a draft of the 1<sup>st</sup> and 2<sup>nd</sup> Vice President responsibilities to present at the next meeting, June 13 for review. With board approval, then move forward to present to the membership for approval at annual meeting. Joe agreed to work on the draft of 1st and 2<sup>nd</sup> VP responsibilities. Someone on the policy committee (Dave Ashby???) now, could do the report at the next meeting. For the board to approve and present at annual meeting, will take 5 or 6 steps to complete the approval process.
- Several comments and concerns were shared regarding added memberships and the effect on the budget. Lisa's response to Ted W. – we need to look at the budget, considering the impact of increased membership. May need to consider adjusting the budget.

**10. Old Business:**

- a. Report from PILD attendees – Julie Fox indicated that the experience was worthwhile. Glen Arnold commented - It was interesting.
  - b. Cindy Bond-Zielinski inquired – Is there monies out there that belong to OAEP that we don't know about. Does OAEP still have an Endowment account? Last meeting it was brought to the attention of the Board that OAEP had an Endowment account which was referred to in the OAEP handbook. At this point, there is no report on this account included in the treasurer's report. Ted W. did some investigation and found there is \$1,157.52 remaining in an account which was started several years ago from donations. This account cannot be closed out by writing a check. These funds can be used by the board for scholarships, and etc. Did these funds come from the Galaxy Conference? NO, they were payroll deductions from one or two employees. Glen A. while he was treasurer thought he had written a check for \$200 to set up an Endowment account 8 to 10 years ago (about 2002 or 2003). Ted W. will follow up with Cindy Buxton by e-mail to see what she comes up with.... By-laws were updated in 2006-2008, do we need to readjust the bylaws, and money is floating around.
- Lisa's request – Ted W and Teresa J. – Can you work on this and find out the name of this Endowment Fund?
  - Ted W. will check with Cindy and see where we stand.

**11. New Business:**

- a. ANREP Request to have 1<sup>st</sup> & 2<sup>nd</sup> Vice Presidents – Joe Bonnell  
This issue was discussed earlier in the agenda.
- b. Representatives to External Organizations or Committees
  - Request from a representative to consider financial support for these activities when the county feels there is not enough money to support the participation in these meetings or activities.
  - Lisa responded: What are the possibilities for the state associations to support these activities?
  - After some discussion, the following comment was made. There are some funds, but tracking would be a nightmare for a treasurer.
  - Bruce commented: There are monies available but are you thinking of also PILD and JCEP to help fund?
  - Lisa suggested: Give this some thought and talk to some of the representatives, horse committee, and etc. We will move this issue forward for further discussion at the June meeting.
- c. June Meeting: Time schedule/Purpose
  - Glen A. moved to hold the next OAEP meeting on June 13 by WebEx at 10:00 a.m. instead of face-to-face. Ted W. seconded the motion. Motion passed. It was realized that there was



an Extension ANR meeting scheduled before that. September 13 would be the next meeting by WebEx. With some discussion regarding what time would be best, Glen A amended the motion to change the start time to 1:00 p.m. Seconded by Debby L. Motion passed. Lisa confirmed the next meeting will begin at 1:00 p.m. by WebEx.

**d. Annual Conference Plans/Update (December 14)**

- Debby L. has only attended one meeting so far. The group is still talking about one or two days. Seeking feedback regarding this format and number of days from organization presidents. Concerns about the cost of a two day conference. There is still a lot of discussion on the format this year. December 14 or 15 – there is an uncertainty as to when it will e held. Keep both dates on the calendar.
- Several comments and concerns were shared regarding the planning of annual conference. Several groups meet the day and/or night before annual conference.
- It is being suggested that the main day of annual conference focus on Professional Development.
- Possibly consider having separate meetings for OAEP and ESP so members can attend both.
- Ted shared concern: travel questions about how late they would want to stay if annual conference was held just one day.
- Send your thoughts and concerns to Debby or Lisa.

**e. OAEP and ESP considerations**

- Lisa and Marcia J. have discussed ways both organizations might work together more closely. Explore some ideas where OAEP and ESP might join efforts or work more closely together.
- Bruce C shared that several years ago he chaired a committee that considered the possibility of combining the two organizations. Quite an extensive study looking on the pros and cons was conducted. Bruce will look up the report on this committee’s work regarding combining the two organizations. He will share at next meeting.

**f. Other New Business**

None

**12. Announcements:** Next meeting will be held via WebEx on Monday, June 13 at 1:00 p.m

**13. Adjourn:**

Bruce Clevenger moved to adjourn. Ted Wiseman seconded Meeting adjourned

# Ohio Association of Extension Educators Meeting Minutes

**Meeting Date:** June 13, 2011

**Location:** WebEx

**Next Meeting Date:** Tuesday, September 13, 2011

**Members Present:** Lisa McCutcheon, Pat Brinkman, Ann Golden, Randall Reeder, Ted Wiseman, Glen Arnold, Cindy Bond-Zielinski, Steve Brady, Bruce Clevenger, Kara Colvin, Erin Dailey, Stan Ernst, Jeffery Fisher, Linnette Goard, Jason Hedrick, Teresa Johnson, Debby Lewis, Mark Light, Mike Lloyd, Joe Lucente, Monadine Matthey, Kathy Michelich Lucinda Miller, Kara Newby, Eric Romich, Cheryl Barber Spires, Michelle Treber, Julie Woodruff & Brenda Young

**Excused/Absent/ Absent:** Maureen Austin, Joe Bonnell, Nancy Bowen-Elizey, Julie Fox, Joanne Kick-Raack, , Sherry Nickles, Ron Overmeyer, Cindy Shuster, John Smith, Jerry Thomas, & Gwen Wolford

**Guests:** Eugene Braig (ANREP Representative)

Summary of Discussions	Action
<p><b>1. Call to order</b> – OAEP meeting was called to order by President, Lisa McCutcheon at 1:15 p.m. Lisa asked all members present on the Webex to identify and introduce them.</p>	
<p><b>2. Officer Report</b></p> <p><b>a. President’s Report</b> - Lisa M. share with the board that she sat on the Presidents Advisory Committee. Reporting on what had transpired – Most of the State Advisory Members were present at a recent meeting. Keith S presented an update. The budget and things of that nature were discussed, including the restructuring of Extension. Also there will be a 4-H Professional at the field level ie. Educators at the Master level.</p> <p><b>b. Vice President’s Report</b> – Pat Brinkman participating in the Extension Annual Conference Planning Committee web-ex on May 19<sup>th</sup>.</p> <p><b>c. Past President</b> – Randall Reeder reported he needs to begin working on the identify nominees for officer positions for this coming fall. Lisa M. suggested Randall send out an e-mail to determine if someone plans to retire and//or go off the OAEP board.</p>	
<p><b>3. Roll Call and Approval of Minutes – Ann Golden</b> May minutes were distributed to board members for review. Minutes were presented for approval. Glen Arnold moved and Lucinda Miller seconded the motion to accept the May minutes as presented. Minutes were approved.</p>	
<p><b>4. Treasurer’s Report – Ted Wiseman</b></p> <p>Not much activity with the treasury over the last month. Did pay for one more scholarship.</p> <p>Checking Balance: \$</p> <p>Total available funds: \$</p> <p>OSU Development Fund: \$1,157.52</p> <p>Endowment Funds: \$32,656.00</p> <p>Funds remaining from 1997 Galaxy Conference: \$1,436.22</p> <p>Added to fund in July: \$ 1,080.</p> <p>Learned Keith Smith is the only signature allowed on the account</p> <p>Funds in the 1997 Galaxy Conference is jointly held for OAEP and ESP.</p> <ul style="list-style-type: none"> <li>- The Board needs to decide what to do with this account.</li> <li>- Can’t have Keith Smith write a check to transfer the funds to OAEP treasury.</li> </ul>	-

Summary of Discussions	Action
<ul style="list-style-type: none"> <li>- Could transfer the monies to the Endowment Fund.</li> <li>- If transferred to the Endowment Fund, we need to.....???</li> </ul> <p>Motion made to approve the treasurer’s report by Mike Lloyd.  Seconded by Pat Brinkman. Motion passed.  Treasurer’s report will be submitted for audit.</p>	
<p><b>5. Membership Report – Lisa McCutcheon/Teresa Johnson</b>  <b>Current Association Numbers...</b></p> <p>Treasurer, Ted W is still cleaning up membership payments.  Membership numbers are down.</p> <p>Questions, Concerns, Things To Do...</p> <ul style="list-style-type: none"> <li>- Due to decrease in membership numbers, the Awards Committees need to consider making changes to the number of awards being presented.</li> <li>- Question: How will this affect the work of the Recognition Committee? Has the Recognition Committee met yet? Linnette Goard responded, “No they haven’t met yet.”</li> </ul>	<p>Inform Awards Committees and Recognition about decreased membership numbers and how this affects number selected</p>
<p><b>6. Web Master Report – Teresa Johnson</b>  As soon as Teresa can get in she will update and post any new information needing to be posted.</p>	
<p><b>7. Newsletter Reporting – Julie Woodruff</b>  Newsletter was recently posted. Julie W. has plans to put together a Fall Newsletter.</p>	
<p><b>8. Retiree Report – Ron Overmyer</b>  No Report</p>	
<p><b>9. Committee Reports</b></p> <ul style="list-style-type: none"> <li>- <b>Personnel – Mike Lloyd &amp; Kathy Michelich</b>  Committee members met with Garee Earnest. Garee shared the projected number of Extension Employees who plan to take the Separation Incentive. 43 College positions, 29 Extension positions and 11 CCS positions as of June 13, 2011.  - Further discussion addressed the separation process and how it is going to work.</li> <li>- Graham Cochran also was in attendance. He discussed with the committee the peer evaluation process and feedback from Educators on how they were received. Some responses were favorable and some committee members commented that this wasn’t a fair evaluation process.</li> <li>- <b>Policy – Cindy Bond-Zeilinski &amp; Richard Stevens</b>  No Report</li> <li>- <b>Professional Improvement – Mary Beth Albright</b>  Committee members didn’t meet today. Committee members have completed the Scholarship selections., but the sub-committee hasn’t shared the results with the committee chair.</li> <li>- <b>Program – Debby Lewis &amp; Michelle Treber</b>  No Report</li> <li>- <b>Public Relations – Gwen Wolford &amp; Sally McClaskey</b>  No Report</li> </ul>	

Summary of Discussions	Action
<p>- <b>Recognition – Nancy Recker &amp; Laryssa Hook</b> No Report</p>	
<p><b>10. 1<sup>st</sup> Vice-President Reports</b></p> <p><b>4-H – Brenda Young</b> At present, plans are being made for the 2011 NAE4-HA National Conference to be held in Lincoln, Nebraska in late October.</p> <p><b>ANR – Bruce Clevenger</b> OSU Extension Agriculture and Natural Resources held an <b>ANR Summer Meeting - 21st Century Extension Education, June 7-8, 2011</b> at Deer Creek Lodge State 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.</p> <ul style="list-style-type: none"> <li>• Day 1: Learned what is known about the OSU Extension restructure and budget implications on ANR research and education. Discussion with OSU Extension ANR Specialists. NACAA / ANREP updates. Evening dinner, fellowship, recreation and hospitality.</li> <li>• Day 2: Breakfast and dialogue with Dr. Keith Smith. NACAA National Officers. Recognition of OSU Extension ANR Retirees and Alumni. Keynote speakers: Mike Boehlje, Purdue Extension. Lunch.</li> </ul> <p>Two of the NACAA National Officers participated. Stan Moore, NACAA President, Michigan State University, and Mark Stewart, North Central Region Director.</p> <p>Many of the presentations were captured using Camtasia and will be available for view or review by ANR Extension Professionals. Evaluations indicate this event is support to hold annually. Educators felt this was a very productive two days.</p> <p>The ANR Educators discussed the possibilities of having a nominee for the National President position at the upcoming National Conference.</p> <p>Early bird registration is due the week of June 13 for the upcoming National ANR Conference. It will be held August 7-11 in Overland Park.</p> <p><b>CD - Eric Romich</b> Have a few things to share today.</p> <ul style="list-style-type: none"> <li>- The 2012 National CD Conference is scheduled for June 20-23 to be held in Park City, Utah.</li> <li>- CD Educators are working on a Leadership Series for County Commissioners.</li> <li>- Need to update the CD Website</li> <li>- Cindy Bond-Zielinski is working on updating fact sheet for CD..</li> </ul> <p><b>FCS – Linnette Goard</b></p>	

<b>Summary of Discussions</b>	<b>Action</b>
<b>State –</b>  <b>ANREP –</b>	
<b>11. Old Business</b> .	
<b>12. New Business</b>	

<b>Summary of Discussions</b>	<b>Action</b>
<b>13. Meeting adjourned.</b>  Next meeting: Annual meeting	

# Ohio Association of Extension Educators Meeting Minutes

**Meeting Date: September 13, 2011**

**Location: WebEx**

**Next Meeting Date: October 17, 2011**

**Members Present:** Lisa McCutcheon, Pat Brinkman, Ann Golden, Ted Wiseman, Glen Arnold, Cindy Bond-Zielinski, Joe Bonnell, Erin Dailey, Jeffery Fisher, Julie Fox, Jason Hedrick, Teresa Johnson, Debby Lewis, Mark Light, Mike Lloyd, Joe Lucente, Bob & Marilyn Sachs, John Smith, Cheryl Barber Spires, Michelle Treber, Julie Woodruff & Brenda Young

**Excused/Absent:** Randall Reeder, Maureen Austin, Nancy Bowen-Elizey, Bruce Clevenger, Stan Ernst, Linnette Goard, Joanne Kick-Raack, Monadine Matthey, Kathy Michelich, Lucinda Miller, Kara Newby, Sherry Nickles, Ron Overmeyer, Eric Romich, Cindy Shuster & Jerry Thomas

**Guests:**

Summary of Discussions	Action
<p><b>1. Call to order</b> – OAEP meeting was called to order by President, Lisa McCutcheon at 1:00 p.m. President, Lisa McCutcheon asked all members present on the Webex to identify and introduce themselves.</p>	
<p><b>2. Officer Report</b></p> <p><b>a. President's Report</b> - Lisa M. share with the board she has been serving on the Annual Conference Planning Committee which met by WebEx on July 21. She plans to attend the next WebEx meeting scheduled for September 15. Lisa also attended the State Extension Advisory Committee held on June 7. The next meeting will be held on October 25. She will also be involved in the WebEx Update scheduled for September 16. Lisa reported the Ohio 4-H Foundation Board of Trustees selected two 4-H representatives from seven applications. Bonnie Ayars and Nadine Fogt were selected to serve. Lisa will also be attended the Association President's Meeting with Keith Smith on September 29. Plans for the future of Extension were discussed. An invitation has been sent to Keith Smith and the Assistant Directors to attend the October OAEP meeting in Columbus. Lisa was unable to attend the Annual OSUE Retiree Picnic held on September 12. Ken Martin presented a report submitted by Lisa.</p> <p><b>b. Vice President's Report</b> – Pat Brinkman has also been participating in the Annual Conference Planning WebEx meetings. In October, Pat will be requesting Committee Chairs and 1st Vice Presidents prepare their annual report for the year to be included in OAEP's Annual Report.</p> <p><b>c. Past President</b> – Randall Reeder sent report – Information has been sent out seeking nominees for board officers and 2<sup>nd</sup> Vice Presidents for each of the program areas.</p>	
<p><b>2. Roll Call and Approval of Minutes – Ann Golden</b></p> <p>June minutes were e-mailed to board members for review. Minutes were presented for approval. Brenda Young pointed out the NAE4-HA National Conference is being held in Omaha, Nebraska not Lincoln. Joe Lucemte moved and Erin Dailey seconded the motion to accept the June minutes with the one change mentioned. Minutes were approved.</p>	
<p><b>3. Treasurer's Report – Ted Wiseman</b></p> <p>Total OAEP Income: \$13,090.00. Total OAEP Expenses: \$ 11,671.32</p> <p>Account Balances: Checking Balance: \$ 31,143.41</p> <p>4-H Acct. - \$1,611.78 Ag Acct - \$13,795.20</p> <p>FCS Acct.- \$3,107.36 CD Acct.- \$ 84.79</p> <p>OSU Develop. Acct.- \$1,157.52 Total Available OAEP Funds: \$50,910.06</p>	

Summary of Discussions	Action
<p>One \$500 scholarship was paid out John Smith moved to accept the treasurer's report. Joe Lucente seconded. Motion passed. The treasurer's report will be submitted for audit.</p>	
<p><b>4. Membership Report – Teresa Johnson</b> There has been minimal activity with memberships. Two new memberships were received. Jenny Cherry, 4-H Educator from Cochocton County and Terri Worthngton, FCS Educator from Geauga County. As 1<sup>st</sup> year members, they receive a free membership.</p>	
<p><b>5. Web Master Report – Teresa Johnson</b> Teresa is looking at creating and designing a new website. Something similar to the Farm Science Review website. Plans to have the new website in place by the end of the year. Changes are coming to Prone soon so the changes to the website will make it easier. Question from Ted W. – Are the membership forms going to be the same as last year? Teresa is planning to work with Debby Lewis to update the form. Will try to make changes in the document consolidating two pages into one. Mac users and State people may have a problem accessing the document. Question from Ted W. – Are we still going with the October deadline or need to back it up? Pat B. – FCS National dues are due December 15. It is important to keep the same due date. Teresa J. - I will begin working with Debby L on updating the form right away.</p>	
<p><b>6. Newsletter Reporting – Julie Woodruff</b> Julie plans to put out the next newsletter by the end of September. She will be e-mailing a request for newsletter articles soon. Scholarship winners should be included in the newsletter. Brenda Young reported the Scholarship sub-committee had met and winners were selected. The winners selected were: Janine Yeske, Cheryl Barber Spires and Teresa Johnson 1<sup>st</sup> Timers Scholarship went to Kristine Kindle. NAFCS winners are not available yet. A committee plans to meet next week and the results should be available after they meet.</p>	
<p><b>7. Retiree Report – Ron Overmyer</b> Bob and Marilyn Sachs are the new chairs for the Extension retirees. They have joined the Webex meeting today and presenting a report. 34 retirees were in attendance at the 39<sup>th</sup> Annual Retirees Picnic held September 12. Ken Martin was in attendance and presented the Extension report and shared the OAEP report from Lisa M. Bob and Marilyn requested the OAEP board consider a \$200 financial support for the 2012 Annual Retiree Picnic. The 2012 Annual Retiree Picnic will be held on September 10 at Darby Creek. Lisa M. – The OAEP board will need to address this request and make a decision this next year.</p>	
<p><b>8. Committee Reports</b> <b>-Recognition – Larissa Hook</b> No Report Committee hasn't met yet this fall. <b>-Public Relations – Gwen Wolford &amp; Sally McClaskey</b> No Report <b>-Personnel – Mike Lloyd</b> Mike reported the committee met in June by webex. The committee had an extensive discussion on the Separation Plan for Educators with 30 years or more in Extension. The committee plans to meet face-to-face on October 17. <b>-Professional Improvement – Brenda Young</b> Brenda welcomed everyone back. Hope your summer went well. Brenda reported the Professional Improvement committee met yesterday. Annual Conference Committee – Jim Jasinski The committee is working on potential in-services. Pam Montgomery is following up on a</p>	



Summary of Discussions	Action
<p>In-service on New Technology. Brenda has also been in contact with Debby L. and Tom for an in-service on Meeting by WebEx.</p> <p>Lisa Barlage gave leadership to the Scholarship sub-committee. Spring Scholarship winners selected – Janine Yeske, Cheryl Barber Spires and Teresa Johnson.</p> <p>1<sup>st</sup> Timer winner - Kristine Kindle, FCS Extension Educator</p> <p>Committee question to be discussed and decided by board – If there are several scholarship applications submitted in one program area and none in another program area for the 1<sup>st</sup> Timers Scholarship, the committee is asking the board consider allowing two 1<sup>st</sup> Timer Scholarships be given in one program area if the second program area was not represented in the applications.</p> <p>Next meeting will be by webex on October 17.</p> <p>Julie F. – Do we need to take action on this request?</p> <p>Lisa M. – Yes, we need to take action on this request under New Business.</p> <p><b>-Policy – Cindy Bond Zielinski</b></p> <p>The committee has worked on and completed the guidelines for three more committees – Personnel, Recognition and Professional Improvement. These guidelines were e-mailed to Board members for review before posting. These guidelines have been posted on the OAEP website.</p> <p>Cindy Z. will be presenting these newly developed committee guidelines during Old Business for the board’s formal review and vote of approval.</p> <p><b>-Program – Debby Lewis</b></p> <p>There was an in-service on WebEx development. The committee will be meeting in October. Debby expressed some concern about the overlap between the Professional Improvement committee and the Program committee. Both committees seem to be working on providing in-services for Extension personnel .</p> <p>President, Lisa McCutcheon encouraged all committees to meet in October to pull their committee work to a close for the year.</p> <p><b>10. 1<sup>st</sup> Vice-President Reports</b></p> <p><b>ANR – Bruce Clevenger &amp; Glen Arnold</b></p> <p>Ohio was well represented at the 2011 National Association of County Agricultural Agents Annual Meeting and Professional Improvement Conference in Overland Park, Kansas.</p> <ul style="list-style-type: none"> <li>• 29 Educators + 7 family members were in attendance</li> <li>• 6 life members &amp; spouses</li> <li>• Total attending from Ohio = 42 registered</li> </ul> <p>Please join me in congratulating Amy Stone and Jim Jasinski for representing Ohio nationally In the NACCA Communication Awards program.</p> <ul style="list-style-type: none"> <li>• Amy Stone was the National Winner in the Program Promotional Piece</li> <li>• Jim was the National Winner in the Video category and a National Finalist in the Audio category.</li> <li>• Amy and Jim were recognized in Kansas</li> </ul> <p>Professional Oral Presentations at NACCA Am/PIC</p> <ul style="list-style-type: none"> <li>• Ohio Educators presented 16 peer-reviewed, published abstracts &amp; posters. <ul style="list-style-type: none"> <li>- 14 posters – Extension Education (Ohio had 44% of the North Central Region Posters)</li> <li>- 2 posters – Applied Research</li> <li>- Lead authors included: Woodruff (National Finalist), Penrose, Clevenger, Fisher, Mills-Wasniak, Stephens, Sundermeier, Gao, Arnold, Bruynis, Bennett, Prochaska, Stone &amp; Wilson</li> </ul> </li> </ul>	

Summary of Discussions	Action
<p>Future NACCA Am/PIC Meetings</p> <ul style="list-style-type: none"> <li>• 2012 – Charleston, South Carolina – July 15-19</li> <li>• 2013 – Pittsburg, Pennsylvania (Galaxy IV) September 15-20</li> </ul> <p><b>CD – Eric Romich &amp; Julie Fox</b>  Next national conference is scheduled for May 2012.  They are working on updating the CD website.  Also, they are working on a two day retreat to be held in January.</p> <p><b>FCS – Linnette Goard</b>  Even though Linnette was unable to be in attendance, the following report was submitted. The Ohio Delegation attending the NEAFCS Annual Meeting in Albuquerque, New Mexico September 26-30 will include 19 members, 4 spouses and 7 emeriti. An invitation will be extended to NEAFCS members to visit Ohio for the National Meeting in 2012.</p> <p><b>4-H – Brenda Young</b>  Brenda reported there are 33 4-H educators registered to attend the NAE4-HA Annual Conference in Omaha in late October.  Around 21 peer-reviewed presentations were accepted  All attendees have submitted checks to Ted Wiseman. Ted will be writing a check for States Night Out.</p> <p><b>State – Debbie Lewis</b>  No Report</p> <p><b>ANREP – Jon Lucente</b>  Joe submitted the following brief report on behalf of the Ohio Association of Extension Natural Resource Professionals:</p> <p>Joe reports currently working on the Guidelines for the 1<sup>st</sup> and 2<sup>nd</sup> Vice President positions for OAEP. This would be fulfilling one of the requirements for OANREP to have VP status on the OAEP Board. I hope to submit those guidelines for consideration at the next OAEP Board Meeting.</p> <p>On October 5, Ohio ANREP will be hosting our annual outing – this year to be held at Stone Lab and including a field trip on the lab’s research vessel. If you are interested in participating but have not registered, please contact Joe at bennell.8@osu.edu.</p> <p>2012 National Conference will be held May 20-28  Finally, Ohio ANREP will be holding the annual meeting on December 14 at the 4-H Center. Time and location to be determined.</p>	

Summary of Discussions	Action
<p><b>11. Old Business</b></p> <ul style="list-style-type: none"> <li>• President, Lisa McCutcheon reported on the Planning Committee for the upcoming Annual Conference. The plan is to hold the Annual meeting for OAEP, including the Recognition Dinner and Awards Presentation on the evening of December 14 before Annual Conference. Both OAEP and ESP will be holding their meetings together. The 4-H Center is being held for this event. In the past there was no cost for the 4-H Center, now there is a charge of \$300 for the use of the facility. Joe Lucente commented – Parking may be an issue on Wednesday evening. May also be an issue for the Ag Admin Building. There wouldn't be any cost for the Ag Admin Building. Brenda Y. commented – May be a basket ball Wednesday evening. Ted W. – Could use the funds from the Galaxy Funds to pay for the cost at the 4-H Center. Lisa M. – How soon (what time) should we have people in place to deal with parking for the Meeting due to the basket ball game across the street? Is there another location that might Work? New Student Union? Debby L. – We are having the Annual Conference at the New Student Union. Suggest starting time is 5:00-5:30 p.m. Suggest have a dinner with the OAEP and ESP meeting. Pat B. – FCS is having their meeting earlier in the day on Dec. 14 at the Ag Admin Building. Lisa M. – Will be planning a meeting with the Executive Members.</li> <li>• Lisa M. presented for Board review and a vote on the Guidelines developed for 3 committees, ie. Personnel, Recognition and Professional Improvement as discussed in the Policy Committee report discussed earlier. Mike Lloyd moved to approve the motion, Pat Brinkman seconded the motion. Motion passed.</li> <li>• Lisa M. pointed out these Guidelines need to be date of approval and posted on the website.</li> <li>• Lisa M. updated the Board on the discussion about the merging of OAEP and ESP. Not much action on this discussion to date. Both organizations need to set down and work together on how the two groups could work together to do some activities and events, and so forth together. Not able to move ahead on the possibility of combining efforts of OAEP and ESP this Fall. Will need to work on this or take a look at this further in early 2012.</li> <li>• Lisa M. – Need to take a closer look at the Guidelines for Past President. Suggest these Guidelines need to be reviewed and updated. Cindy Z. will look at the Bylaws and Policies presently established for the Past President to get a better understanding.</li> <li>• Debby L. – I'm assuming that we're interested in doing the OAEP ballot for officers again this year. Looking at when the ballot went out last year and establishing a deadline for the ballot to be put together and sent out this year.</li> <li>• Lisa M. - Working with Randall R. about what positions need to be replaced, what positions can be refilled and etc.</li> <li>• Lisa M. is aware of those who have retired.</li> <li>• Lisa M. – She is not going to pursue making any changes to the number of members on the Board at this time. With the many people retiring, will need to consider making some changes in the number of members on the Board in early 2012.</li> <li>• Lisa M. directed comment to Pat B., President Elect – We will need reports from all committees and 1<sup>st</sup> Vice Presidents for the Annual Report by mid- October. Suggested due date – October 13.</li> <li>• Lisa M. presented to the Board for consideration and a vote, the recommendation discussed earlier by Brenda Y. from the Professional Improvement committee with regard to the selection of the 1<sup>st</sup> Timer Scholarships.</li> <li>• As a motion Brenda Y. restated the Professional Improvement committee recommendation – When there are several scholarship applications submitted in one program area and none in another program area for the 1<sup>st</sup> Timers Scholarship, then the selection committee is allowed to select two 1<sup>st</sup> Timer Scholarships in one program area as long as the second</li> </ul>	

Summary of Discussions	Action
<p>program area was not represented in the applications. Seconded by Julie Fox Motion Approved.</p> <ul style="list-style-type: none"> <li>• Debby L. question – How do you know if the \$100 has been used?</li> <li>• Each scholarship recipient is expected to submit a report describing how the money was used once the person returns from the funded activity.</li> <li>• Lisa M. commented – Please make sure that this gets documented in your directions related to scholarships before passing your paperwork on.</li> </ul> <p><b>12. New Business</b></p> <ul style="list-style-type: none"> <li>• Seeing no new business, Lisa M. shared announcements before adjourning the meeting.</li> </ul> <p><b>13. Announcements</b></p> <ul style="list-style-type: none"> <li>• Keith Smith will be invited to join the next Board meeting, October 17 at 1:00 p.m. for an update along with opportunity for questions and answers about Extension.</li> <li>•</li> </ul> <p><b>14. Meeting adjourned.</b>  President, Lisa McCutcheon adjourned the meeting at 2:00 p.m.  <b>Next meeting:</b> Monday, October 17 with Committee meetings at 10:00 a.m.  Board meeting beginning at 2:00 p.m.</p>	

**Ohio Association of Extension Professionals**  
**Board Meeting Minutes**  
**October 17, 2011**  
**Nationwide & Ohio Farm Bureau 4-H Center**

**Members Present:** Glen Arnold, Maureen Austin, Lisa Barlage, Joe Bonnell, Pat Brinkman, Bruce Clevenger, Erin Dailey, Cindy Bond-Zielinski, Jeff Fisher, Julie Fox, Linnette Goard, Jason Hedrick, Laryssa Hook, Teresa Johnson, Debby Lewis, Mike Lloyd, Sally McClaskey, Lisa McCutcheon, Joanne Kick-Raack, Kara Newby, Sherry Nickles, Kathy Michelich, Lucinda Miller, Randall Reeder, Eric Romich, John Smith, Jerry Thomas, Michelle Treber, Ted Wiseman, and Brenda Young

**Excused/Absent:** Ann Golden, Margaret Jenkins, Joe Lucente, Monadine Matthey, Cheryl Barber Spires, and Gwen Wolford

President Lisa McCutcheon called the meeting to order at 2:10pm

**Officer Reports:**

a. *President – Lisa McCutcheon*

- Representing OAEP on the State Extension Advisory Committee. Their next meeting will be Tuesday, October 25 in Columbus. This will be the final meeting of the year.
- Have continued to serve on the Annual Conference Planning Committee. Meet with fellow members via WebEx on a regular basis to plan various aspects of the conference.
- Working with state staff representatives, Chi Epsilon Sigma (CES), and Epsilon Sigma Phi (ESP) presidents to make arrangements for Annual Meeting to be held on Wednesday, December 14 at the 4-H Center. We have made arrangements for meeting rooms, catering, and scheduled program times.
- Met with Presidents of Chi Epsilon Sigma (CES) and Epsilon Sigma Phi (ESP) to hold dialogue with OSUE Director Keith Smith. During this meeting, held Thursday, September 29, we were provided with an update on CCAO meetings and discussed various issues facing Extension at this point in time.
- Submitted materials for inclusion in the fall OAEP newsletter.
- Have worked to maintain communications with OAEP members regarding meetings and opportunities. Made contact with state staff regarding meeting times and opportunities for dialogue. Provided support to Nominating Committee.

b. *President-Elect – Pat Brinkman*

- Questions were collected from OAEP members and submitted to Dr. Keith Smith and Dr. Ken Martin for the session with them during today's meeting.
- Reports for the OAEP Annual Report are due to Pat Brinkman by October 31, 2011. Initial reminders have been sent out and another reminder will be sent. Pat will be assembling the report next month so it is completed prior to the end of November and available online for members.
- Pat attended a few of the WebEx's planning the Annual Extension Conference.

c. *Past-President – Randall Reeder*

- Nominating Committee overview. Distributed list of those continuing to serve. Will discuss more of this later in meeting.

d. *Secretary – Ann Golden, reported by Lisa McCutcheon*

- Minutes from the September meeting will be reviewed at the next meeting.

e. *Treasurer – Ted Wiseman*

- Sponsored a break at NACAA annual meeting: \$500.00
- Membership renewal forms have been sent out, but there are some challenges with those who changed their passwords. Memberships are starting to be received. Ted will coordinate membership renewals with national association dues. Anticipating fewer numbers of members in 2012, resulting in less revenue.
- Total OAEP Income: \$13,090.00 Total OAEP Expenses: \$11,671.32  
Account Balances: Checking – 31,143.41; 4-H Account - \$1,621.78; Ag Account - \$13,250.17; FCS Account - \$3,114.36; CD Account - \$84.79;  
OSU Development Account - \$1,157.52; Total Available Funds: \$50,372.52
- Will have books audited in a couple weeks. We will need to decide if we should fund PILD and JCEP for next year.

Action: Jeff Fisher moved to accept treasurer's report. Mike Lloyd seconded. Motion passed.

### **Membership Report – Teresa Johnson**

- Membership forms are posted on OAEP website. No matter how paid, a copy of the membership form must go to Ted. The deadline will probably be extended. Teresa updated the four-page list of retirees and resignations and removed those who resigned. Still need to decide about lifetime membership for OAEP. Teresa is starting to do queries for lists of people who need awards... will give OAEP membership by years and then national association for DSA, MSA, etc. Laryssa has committee report of all program areas and will send to Teresa. First year OAEP membership is free and is noted on form. 4-H is only one who has discount for NAE4-HA. Teresa thanked Debby's office for their help.

### **Webmaster Report – Teresa Johnson**

- Will look different from Plone as CommTech will switch over server because of national clearance. Website will be similar to FSR website. Will have OAEP logo.

### **Newsletter Editor Report – Julia Woodruff, given by Lisa McCutcheon.**

- Julia resigned from Extension, but sent out fall newsletter prior to leaving. It is posted on the website.
- There will be an opening for newsletter editor, appointed on an annual basis.

### **Retiree Report – Ron Overmyer, given by Lisa McCutcheon**

- Have Ron listed, but Bob and Marilyn Sachs are now the retiree representatives.

### **Committee Reports:**

- a. *Personnel – Mike Lloyd & Kathy Michelich*
  - Met with about ten people, Garee Earnst and Graham Cochran.
  - Discussed results of separation incentive, discussed what future will be, field positions, future of county directors, areas with or without area leaders, discussion of evaluation process, orientation of new staff.
  - Kathy will chair committee next year.
  - Suggested to do a salary study for next year
- b. *Policy – Cindy Bond-Zielinski & Richard Stevens*
  - The OAEP Policy Committee reviewed the guidelines for OAEP Public Relations Committee, Executive Committee, Program Committee, Newsletter Editor, First Vice-President State, and added a new guideline for a new Treasurer-Elect board member. The recommendations for changes were presented to the OAEP board.
  - In addition to the recommended changes of each guideline, the Policy Committee recommended deleting the Guideline for Representatives to other Organizations. The recommendation is to include representatives to other organizations and committees in the OAEP annual report.
  - The policy committee also discussed combining OAEP committees.

### **Guidelines for Program Committee - Updated**

- I. Committee members are appointed by the President-Elect one Educator is appointed from each Extension Region to represent each of the program areas (4-H Youth Development, Community Development, Family and Consumer Sciences, and Agriculture and Natural Resources.
- II. Program Committee Chair and Vice-Chair are appointed from the Board of Directors as recommended by the President-Elect. Program Committee Chair is normally the previous year's Vice-Chair.
- III. Representatives at large in addition to above may include State Program Committee representatives from OAEP to represent national organizations.
- IV. Work with Leader, Program Development and Evaluation
- V. Chair of the OAEP Program Committee will serve on the Extension Annual Conference planning committee. In addition, every third year will serve as the chair of the Extension Annual Conference planning committee.
- VI. Duties to Include:
  - A. To encourage free communication among administrators, specialists, and OAEP members in matters relating to Extension programs and activities through formal and informal exchange of ideas and create opportunities for sharing those ideas.
  - B. Evaluate committee programs that have been conducted and recommend programs for the future

- C. To make recommendations in regard to program ideas and directions including items regarding problem areas between OAEP members, administration and or specialists.
- D. Keep online guidelines for program committee updated.
- E. Vice-chair will prepare materials for OAEP Newsletter.
- F. Vice-chair will keep minutes of all committee meetings.
- G. Chair will prepare the committee report for the OAEP Annual Report.

#### **Guidelines for First Vice President – State - Updated**

1. Serve on the OAEP Board and Executive Committee
2. Serve as liaison between the National Association of Extension Program and Staff Development Professionals (NAEPSDP) and OAEP Board.
3. Conduct sectional meeting at Extension Annual meeting. Invite all state staff to OAEP sectional meeting during annual conference.
4. Keep OAEP President informed of all NAEPSDP committee appointments.
5. Inform membership of current happenings.
6. News releases for OAEP newsletter and annual report
7. Attend JCEP (normally in February).
8. Keep second vice-president (state) apprised of activities to ensure continuity
9. At the appropriate time, provide state members the opportunity and encouragement to: serve on national committees, apply for awards, and serve as candidates for national offices.

#### *c. Professional Improvement – Brenda Young & Lisa Barlage*

- Professional Improvement Committee met on Monday, October 17 with nine members in person or by Webex.
- Guest Graham Cochran was there to discuss the Extension On-Boarding process for new employees and get committee input as to what should be included.
- Guest Jerry Thomas shared what was happening in technology with Extension. Our survey results from earlier in the year are assisting them with prioritizing trainings that are taking place at Annual Conference or on-line. Several that are coming soon are: QR codes, Utilizing Resources from the OSU Libraries, and How to Make Your Conference Calls more Productive. Jerry also reminded the group about the resources available from eXtension.
- The committee then discussed changes to the First Timer Scholarship form which included: changing County to Office, adding ANREP to the form, having Pre-Travel form attached, and allowing a second scholarship to be given if there is no applicant in another area. Final selections will be made on the Fall Scholarships soon.
- Debby Lewis came to discuss combining the Professional Improvement Committee and the Program Committee to avoid duplication, after discussion it was the preference of the group in attendance that the committees remain separate at this time.
- Submitted by Lisa Barlage, Professional Improvement Committee Vice Chair

#### *d. Program – Debby Lewis & Michelle Treber*

- Five program committee members met in person this morning to discuss changes to the guidelines for the committee. The changes to the guidelines were shared during the policy committee report.
- The committee also discussed merging with the professional improvement committee and Debby went to their committee meeting to discuss the possibilities. The professional improvement committee would like to put-off a merger at this point in time.
- As program committee chair, Debby is the representative on the Extension Annual Conference planning committee and she shared about the assistance she and her office gave in developing the online system for collecting RFPs for annual conference.

#### *e. Public Relations – Gwen Wolford & Sally McClasky*

- Sally reviewed the history of the committee. What is our role as a committee?
  - Promotion to external audiences – commissioners
  - Promotion to internal audience – members & prospective members
- After discussion the Committee consensus was that we become a Membership & Marketing Committee.
- The Committee then defined role in OAEP:
  - 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.
  - We questioned if EFNEP and FNP professionals were eligible for OAEP membership. While their county offices might not pay the membership fee, could they still join?
- 2011 CCAO Buckeye Bounty
    - The PR Committee would be present on Tuesday, December 13 at CCAO luncheon to distribute tickets for a drawing. We will have Gwen Wolford ask for 5 minutes for the OAEP President or other OAEP representative speak to CCAO guests about OSUE.
    - The PR Committee will seek \$100 from OAEP and \$100 from State Advisory to purchase a door prize (basket and other items). Authorized Gwen to purchase basket and items.
    - Connie will check with Keith Smith for an OSUE give-away for each person as they enter the luncheon.
  - It is the PR Committee's recommendation is that future Buckeye Bounty efforts at CCAO meetings be coordinated by the State Government Relations office with support from the OAEP Membership & Marketing Committee.

*f. Recognition – Nancy Recker & Laryssa Hook*

- Laryssa Hook moved from Chair-Elect to Chair due to the retirement of Nancy Recker.
- The committee has the past paperwork from Nancy and is on task for the recognition events taking place at Annual Conference.
- Questions continue to come up regarding Years of Service to OAEP, which is confused with years of service to Extension. The committee did not make changes to their procedures for this year, but will address this in 2012.
- The Awards Policy and Procedures Manual will be looked at and revised in 2012. Some of the things needing changed in the manual are the elimination of the State Personnel Service Award (dropped in 2010) and this year's addition of the Appreciation Awards that were previously handled by the OAEP President-Elect.

General Discussion:

- Kara asked that we consider consolidating Board as we are almost over represented. Lisa said that after our guidelines are updated, and as budgeting looks at perspective membership in coming year, we will look at restructuring board after first of year. We are now waiting on membership and refinement.
- Ted discussed guidelines for a Treasurer-Elect position.
- Request for approval for Public Relations recommendations and Treasurer-Elect position must go to membership a minimum of 15 days before the Annual meeting. Cindy's office will format and send to Lisa.

*Action:* Bruce Clevenger moved and Pat Brinkman seconded motion in favor of moving ahead for a vote from the membership to approve the Public Relations and Treasurer-Elect recommendations. Motion passed unanimously.

- Lifetime memberships were discussed.

*Action:* Teresa Johnson moved and Mark Light seconded to approve a life membership made available for 2012, for retirees only, at a cost of \$100.00, realizing this could change beyond 2012. Motion passed. This still must be voted on by the membership.

- Discussion after the motion – Teresa will prepare a flyer and information for distribution, and will notify membership that they can vote on this at annual conference.
- Pat said that in reviewing the constitution, a lifetime membership is already established, but an amount is not determined. There is a box to indicate life membership already on the form. Teresa will begin charging \$100.00.
- The membership form also needs to include an option for state and administration staff to select State as a region.



## **Vice-President Reports:**

- a. *4-H – Brenda Young & Mark Light*
  - NAE4-HA Annual Meeting is in Omaha, NE, October 24-28, with 31 people attending from Ohio.
  - Ohio 4-H is represented with 1 exhibit, 7 poster presentations, 6 seminars, 3 ASA awards, 3 DSA awards, and 1 MSA, 2 national awards, and 6 North Central Regional awards.
  
- b. *ANR – Bruce Clevenger & Glen Arnold*
  - The Steve Ruhl County Agricultural Educator Award nominations are due by October 28, 2011 to Bruce Clevenger. It was determined that the Steve Ruhl award will honor current (as of October 1<sup>st</sup>) ANR Educators rather than recently retired OSU Extension ANR professionals. We will nominate those outstanding retirees for NACAA Hall of Fame with applications due March 15<sup>th</sup>.
  - Don Breece will be hosting an ANR program planning dinner and meeting during evening of the state two-day Pesticide Applicator Training.
  
- c. *CD – Eric Romich & Julie Fox*
  - We are finalizing the agenda for a two day CD program retreat on Jan 25-26. The focus of the retreat will be on team building, understanding our assets, and identifying CD's core programming to focus on in the future.
  - Current programming with cross-programmatic opportunities includes shale gas and an agribusiness BR&E effort.
  
- d. *FCS – Linnette Goard & Kathy Michelich*
  - 21 members, six guest and six life members attended the NEAFCS Annual Conference in Albuquerque, New Mexico, September 26-30.
  - Three National Communication Awards were received in the areas of radio, educational curriculum and internet education technology.
  - Two Distinguished Service Awards to Kirk Bloir, and Cora French-Robinson
  - Two Continued Excellence Awards to Monadine Matthey and Rose Fisher Merkowitz
  - Nine Concurrent Sessions were presented
  - Five Showcase Poster Sessions were presented
  - Ohio extended the invitation to the 2012 Annual Conference, which will be held in Columbus, Ohio.
  - Carol Chandler was elected President-Elect for NEAFCS.
  - More details will be reported in the Annual Report.
  
- e. *State – Debby Lewis & Joanne Kick-Raack*
  - Debby discussed with Teresa Johnson possible changes to the OAEP database to make it easier to identify state-level employees that the first and second vice-presidents for state represent. An update was made to the OAEP membership form to help track state employees.
  - She shared (during the policy committee report) the new guidelines for First VP State.
  - She also announced there is a national organization recently formed for Extension employees who are responsible for professional development at the state level. The National Association of Extension Program and Staff Development Professionals (NAEPSDP) will have their inaugural meeting December 6-8 in Atlanta Georgia.
  
- e. *ANREP – Joe Bonnell, President*
  - We had a successful annual outing at Stone Lab on October 5 at Stone Lab, with 35 people in attendance. We collected samples on the research boats and toured the Stone Lab facilities.
  - Our annual meeting will be held on December 14 in the afternoon before the OAEP meeting. We will be voting on amendments to our bylaws regarding membership levels, state chapter dues, and a name change.
  - He is working on creating 1st and 2nd Vice Presidents Guidelines for our representatives to OAEP. He hopes to have those ready to submit to the OAEP Board by the annual meeting in December.

## **Old Business:**

- a. *Annual Conference Plans/Update*

- The Welcome and Dinner will begin at 5:30 pm in the Bob Evans Memorial Auditorium at the Nationwide & Ohio Farm Bureau 4-H Center. Everyone must register for this event, and registration materials will be included with the registration for Annual Conference.
- The facility costs for OAEP and ESP were \$375.00. Linnette Goard moved and Julie Fox seconded that we utilize the galaxy fund endowment to pay half the facility costs for the annual meeting. This fund is covering the entire amount, but ESP is approving half and OAEP is approving half. Motion passed.
- The OAEP Annual Meeting, held jointly with ESP, will convene at 6:15pm.
- A joint Board social will begin at 8:30 pm. Lisa requested that OAEP pay half the cost (\$50.00) of the DJ for the social. The total cost is \$100.00. Debby Lewis moved and Joe Bonnell seconded the motion to pay \$50.00, half the cost, for the DJ for the joint board social after the annual meeting. Motion passed.

*b. Policy Committee: Review/Approval Additional Guidelines*

- See previous reports

*c. OAEP and ESP Discussion Regarding Joint Opportunities*

- A meeting will be held in January to discuss how these two organizations can possibly combine efforts so as to better serve our memberships.

*d. Annual Report Submissions*

- Annual Report submissions must be sent to Pat Brinkman, at [brinkman.93@osu.edu](mailto:brinkman.93@osu.edu), by October 31. Reports need to be sent in a Word document.

*e. Nominating Committee Report – Randall Reeder*

- Must have nominations by November 1, with a send out date with information about the candidates by November 15. Would like to have two people for each position. There are sixteen positions that need filled.
- President-elect suggestions were Cindy Bond-Zielinski and Bruce Clevenger. Bruce declined.
- Randall asked the Board to provide suggestions or volunteers within the next couple of days, by sending those names to him.
- The President is the one representative currently approved from ANREP, until they work out first and second VP's.
- Suggestions for 2<sup>nd</sup> VP from FCS include Melinda Hill, Kate Schumaker, and Shari Gallup
- Lisa Barlage volunteered to be nominated for SE Region FCS.
- Nominees must be current members or pay membership dues prior to annual meeting.

*f. Other Old Business*

- None

**New Business:**

*a. Other New Business*

- None

**Announcements:**

- Officers and committee chairs are reminded to submit written report/electronic reports to Secretary Ann Golden (or substitute) within one week following meeting.
- Next meeting will be held Wednesday, December 14
  - 5:30pm – Welcome and Dinner
  - 6:15pm – OAEP Annual Meeting held jointly with ESP
  - 8:30pm – Joint Board Social
  - 10:00pm – Program concludes
- The cost for Wednesday evening, December 14 is \$21.00 and will be on registration materials for Annual Conference.
- We are inviting retirees for Wednesday night

**Adjourn:**

Ted Wiseman moved to adjourn, seconded by Teresa Johnson. Meeting adjourned.