

Ohio Association of Extension Professionals

Meeting Minutes

Meeting Date: January 9, 2012

Location: Nationwide & Ohio Farm Bureau 4-H Center

Next Meeting Date: March 19, 2012

Members Present: Pat Brinkman, Treva Williams, Lisa McCutcheon, Beth Boomershine, Ted Wiseman, Teresa Johnson, Lisa Barlage, Amanda Meddles, Greg LaBarge, Glen Arnold, Jason Hedrick, Mark Light, Jo Williams, Erin Dailey, Nadine Fogt, Kathy Michelich, Joanne Kick-Raack, Joe Bonnell, Sally McClaskey, Kara Newby, Cheryl Barber Spires, Becky Nesbitt, Rose Fisher Merkowitz, Mark Landefeld, Kathy Lechman, Melinda Hill, Sherry Nickles

Excused: Jeff Fisher, Jerry Thomas, Joe Lucente, Maureen Austin,

Absent: Julie Fox, Joseph Maiorano, Melinda Huntley, Nancy Bowen-Ellzey, Bob & Marilyn Sachs

Guests: Michelle Treber, Laryssa Hook, Richard Stephens

1. **Call to Order** – President, Pat Brinkman, called the meeting to order at 2:14pm.
2. **Introduction** of OAEP Board Members and Guests
3. **Annual Board Reorganization** – President, Pat Brinkman, addressed the following:
 - a. Shared meeting dates/cancellation plans
 - b. 2011 Annual Report Review – this is available on the website
 - c. Board Roster & Mailing List – changes will be made and sent out
 - d. Updated Committee Lists – Pat is still working on these lists and will be shared as soon as they are. If you need your committee changed or know someone who does, let Pat know.
 - e. Officer and Committee Chair Responsibilities – There are updated descriptions for these positions. Please check the website for these changes; please share any corrections that you find with Pat.
 - f. Confirm Board Appointments:
 - i. Membership Chair: Theresa Johnson
 - ii. Webmaster: Theresa Johnson
 - iii. Newsletter Editor: Jo Williams
 - iv. Finance Committee: Ted Wiseman, Teresa Johnson, Jerry Thomas, Treva Williams
 1. Explained responsibilities of this committee.
 - v. Audit Committee: Glen Arnold, Rose Fisher Merkowitz, Lucinda Miller
 - g. Reimbursement Procedures – Ted Wiseman explained procedures for board members to be reimbursed for expenses. Fill out the form on the website and return to him.
 - h. Letterhead – available on the website <http://oaep.osu.edu>
 - i. Constitution and by-laws are also available at <http://oaep.osu.edu>
4. **Officer Reports**
 - a. President – Pat Brinkman
 - i. Sent emails on regarding the January 9th meeting. Arranged for meetings for this year and a place for each meeting. Prepared folders for Board members and agenda for meeting. Asked and appointed newly elected regional representatives to serve as chair-elects on committees, except Public Relations which needs filled.
 - b. President Elect – Treva Williams
 - i. Please review the contact information sheet going around and share those changes with Treva.
 - c. Past President – Lisa McCutcheon
 - i. Thanked everyone for a great year.
 - d. Secretary – Beth Boomershine
 - i. Ted first, Glen Arnold second on approval of September minutes, passed.
 - ii. Kara Newby first, Ted Wiseman second, on approval of October minutes, passed.

- e. Treasurer – Ted Wiseman
 - i. Total OAEP Income: \$11,000.00
 - ii. Total OAEP Expenses: \$4,739.48
 - iii. Account Balances- Checking: \$31,143.41
 - 4-H Account: \$1,860.53
 - Ag Account: \$13,800.17
 - FCS Account: \$3,271.36
 - CD Account: \$84.79
 - OSU Dev. Account: \$1,157.52

Wiseman made the following comments in his report:

There was no Utzinger award this year, so there was no \$500 expense.

The process for membership fees is cumbersome and possibly needs to be changed.

Some changes need to be made in the budget this year due to fewer funds.

5. Membership Report – Teresa Johnson

- a. Current OAEP and National Association Numbers as of 1/8/12

OAEP	198
ANREP	7
NACAA	55
NACDEP	17
NEAFCS	41
NAE4-HA	85

** National Association numbers do not include lifetime memberships.*

- b. There are six first year members.
- c. There are three lifetime memberships this year.

Johnson made the following comments in her report:

Membership list is not complete due to late membership submissions.

Does the October deadline need to be changed?

Do we need to send everyone an individual form each year?

Several members of the board have not sent in their memberships for 2012.

You must be an OAEP member in order to serve on the board.

Three lifetime OAEP memberships came in.

The membership lists will be posted by the end of the week.

6. Webmaster Report – Teresa Johnson

- a. Annual conference photos were posted and sent to individuals with press release.
- b. Would like to do something different with press releases for 2012. Goal is to have templates for the press releases for every award including ESP awards that are posted on website. Award recipients would fill in date, location of conference, county information, etc.

7. Newsletter Editor Report – Jo Williams

- a. May 1st deadline to submit articles for the newsletter to Jo.

8. Retiree Report – Bob & Marilyn Sachs

- a. No report.

9. President moved some new business to this portion of the meeting. Pat asked the members of the Board to volunteer to work on a strategic plan review committee as requested by Keith Smith. Treva Williams, Kathy Lechman, Rose Fisher Merkwowitz, Becky Nesbitt, Mark Light, Kara Newby volunteered to be on the committee. It was suggested to get others from ESP and CES. Kathy and Rose will co-chair the committee.

10. Committee Reports

- a. Personnel – Kathy Michelich
 - i. Good start. Now have direction. Will be asking Ken Martin to join the committee next time.
 - ii. The committee discussed possible topics for consideration in 2012. These include: county budgets/organizational refinement, annual personnel review procedures for Educators, letter vs. peer tool input to the Promotion and Tenure process, a salary study that benchmarks OSUE salaries against other Extension employees (in other states), OSU:pro transition to the new reporting system and assuring the new RIV system adequately captures Extension work efficiently.
- b. Policy – Richard Stevens & Greg LaBarge
 - i. Worked on treasurer elect position.
- c. Professional Improvement – Lisa Barlage & Jason Hedrick
 - i. Small group met. Will meet by phone due to members unable to make it to the meeting because of financial restrictions on travel.
- d. Program – Michelle Treber & Melinda Huntley
 - i. Discussed goals of the committee. Will soon put out a survey regarding signature programs. It will only be 5-6 questions.
- e. Public Relations – Sally McClaskey
 - i. Chair elect – Cindy Folck
 - ii. It was decided to develop a packet of OAEP information to give to eligible employees at the five OSUE new employee orientations this year. The packet will include a welcome letter from the OAEP president, the membership form and an OAEP pen.
 - iii. The committee will host a WebEx on April 30 to assist OSUE professionals in building better relationships with county commissioners.
- f. Recognition – Laryssa Hook & Joseph Maiorano
 - i. Policy/procedure manual discussion. Discussed achievement awards in some program areas and the gray areas of where some people fall into the categories. Discussed years of service challenges. Discussed Utzinger award and the lack of people who qualify for the award. Discussion about why state staff are not joining the organization.

11. Vice President Reports

- a. FCS – Kathy Michelich & Melinda Hill
 - i. January 31st award deadline for NAEFCS. Must be postmarked. Haven't sent membership to National yet because she's still trying to get a few more memberships. NAEFCS conference in Ohio in September.
- b. 4-H – Mark Light & Nadine Fogt
 - i. January 20th deadline for NAE4-HA. Orlando meeting in October. New 4-H ACCESS program is the big concern right now. New state staff member working on this.
- c. ANR – Glen Arnold & Mark Landefeld
 - i. Planning summer get together for ANR.
- d. ANREP – Joe Bonnell
 - i. Concerned with the small numbers with OAEP. Working on figuring out why. Changed name to Association of Natural Resource Outreach Professionals (ANROP) so that they can attract members that are not OSU employees. Will get a second VP.
- e. CD – Julie Fox & Rose Fisher Merkowitz
 - i. Retreat on January 25-26. Membership is up this year. National meeting in May in Utah.
- f. State – Joanna Kick-Raack & Kathy Lechman
 - i. No report.

12. Old Business

- a. OAEP and ESP Discussion Regarding Joint Opportunities
 - i. Five members of each organization will get together in late January to discuss a merger between the organization.
- b. Annual Conference Evaluation
 - i. Zoomerang survey results are not in yet. Amanda Forquer will come to the March meeting to give an update.
- c. Annual Conference Chair for 2012 (OAEP in Charge)
 - i. Planning Committee is looking for volunteers. Michelle Treber is willing to help.
- d. PILD/JCEP Delegates Vacancies
 - i. 1st vice presidents usually go to JCEP.
 - ii. 2nd vice presidents usually go to PILD.
 - iii. Please talk with Ted soon about whether you are attending.
- e. Other Old Business
 - i. Lisa McCutcheon has gifts for those from last year's board if anyone can deliver them for her.

13. New Business

- a. Approval of 2012 Lunch Costs
 - i. Rose Fisher Merkwowitz suggested that we put out a donation jar to help cover the cost.
 - ii. Discussion centered around whether to charge for lunch or not.
 - iii. Glen first, Lisa second to approve January lunch cost.
- b. Representatives to External Organizations or Committees
 - i. List of these individuals was distributed in the folders given out by the president.

14. Announcements

- a. Officers and committee chairs are reminded to submit written/electronic reports to Secretary, Beth Boomershine or substitute within one week following the meeting.

15. Adjourn – Ted Wiseman first, Kara Newby Second, passed

**Ohio Association of Extension Professionals
Meeting Minutes**

Meeting Date: March 19, 2012

Location: Nationwide & Ohio Farm Bureau 4-H Center

Next Meeting Date: May 14, 2012, 10:00am (Webex)

Members Present: Pat Brinkman, Lisa McCutcheon, Beth Boomershine, Ted Wiseman, Lisa Barlage, Joe Bonnell, Nancy Bowen Ellzey, Erin Dailey, Jeff Fisher, Julie Fox, Jason Hedrick, Melinda Hill, Joanne Kick-Raack, Greg LaBarge, Mark Landefeld, Mark Light, Joseph Maiorano, Amanda Meddles, Rose Fisher Merkwowitz, Kathy Michelich, Kara Newby, Sherry Nickles, Jerry Thomas, Jo Williams

Absent: Teresa Johnson, Kathy Lechman, Cheryl Spies, Sally McClaskey, Glen Arnold, Maureen Austin, Melinda Huntley, Nadine Fogt, Joe Lucente, Becky Nesbitt, Bob Sachs, Marilyn Sachs, Treva Williams

Guests: Laryssa Hook, Michelle Treber, Joy Sharp, Cindy Folck

1. **Call to Order** – President, Pat Brinkman, called the meeting to order at 2:16pm.
2. **Introductions** – Members introduced themselves.
3. **Officer Reports**
 - a. **President:** Pat Brinkman addressed the following:
 - i. Participated in two meetings with ESP and one with CES on how we could better work together. We will explain our recommendations on March 26th at 9:00am for Board members of our organizations.
 - ii. Participated in the OARDC and State Extension Advisory Committees meeting on January 14th.
 - iii. Participated in meeting of ESP, CES, and OAEP Presidents and Presidents Elects with Dr. Keith Smith on February 28th. Dr. Smith said that on the budget – Federal will work for us. State budget is stable. With 71 out of 88 counties reporting we have only taken a 5% decrease. On the Shale oil issue, fourteen Educators have presented in 70 meetings with over 8000 people in the last year.
 - iv. Discussion was held on Central State University's request to become a Land Grant University. CSU sees federal dollars and grants and wants a part of it. Gwen Wolford has been talking with them, as there is more responsibilities and obligations than they may understand. We also don't see them having the structure needed. Farm Bureau is not supporting it. President Gee has come out in support. Dr. Smith thinks it will have a hard time at the Federal level, because it would mean a cut for the 1890's Land Grant Universities as they would now divide it by another University.
 - v. Discussed the proposal of ESP, CES, and OAEP changes. We discussed the following topics with what decisions or actions will be taken. Directory of employees is online. Changes will be made to make it more user-friendly and allow for printing a copy. The mentoring program is in place for educators and will be looked into for office associates by Linda Good. Communications and Technology is working on updating the branding portion seasonally for our websites. They are working on speeding up the website as it has been very slow. The Assistant Directors will be working on clarifying and updating specializations for educators and making it available on the web. Discussion on OSU Pro to RIV and that they would provide updates and clarifications. Dr. Smith assured us that information would be coming out to offices on how to address calls without an educator in a particular program area. Information has been sent to County Directors since that meeting on how to address this issue. There will be training for office associates on helping them to respond to those calls.
 - vi. Clark County is interested in starting a Ag STEM School. This is an Agriculture and Science School which would be more like Metro High School in Columbus. Emphasis would be on Science, Technology, Math and Agriculture. Concept is good but where are the resources. They are asking OSU Extension to come in and teach classes. Question is where do we get the people and funds to do this.
 - vii. Represented OAEP on the Farm Bureau trip to Washington D.C. on March 5-7. Information on this trip will be in the President's report in the newsletter which will come out the first of May.
 - b. **President Elect:** Treva Williams was unable to attend but sent the updated list of contacts.
 - c. **Past President:** Lisa McCutcheon
 - i. Putting nominating committee responsibilities on hold until after our meeting with ESP.
 - d. **Secretary Report:** Beth Boomershine
 - i. Kathy Michelich first, Rose Fisher Merkwowitz second on approval of January minutes; passed

- e. **Treasurer Report:** Ted Wiseman
 - i. \$95.00 collected to help with lunch.
 - ii. Still waiting on some membership funds. 228 current members. Two new lifetime members.
 - iii. JCEP, PILD, other minor expenses such as stamps.
 - iv. Total OAEP Income: \$11,000.00
 - v. Total OAEP Expenses: \$6,667.44
 - vi. Account Balances – Checking: \$31,143.41
 - 4-H Account: \$1,915.53
 - Ag Account: \$13,686.67
 - FCS Account: \$3,292.36
 - CD Account: \$84.79
 - OSU Dev. Account: \$1,157.52
 - vii. Jeff Fisher first, Joseph Maiorano second, passed
- 4. **Membership Report:** Teresa Johnson was not present but sent her report:
 - a. Membership numbers as of March 16, 2012
 - i. OAEP: 228, ANREP: 11, NACAA: 64, NACDEP: 19, NEAFCS: 45, NAE4-HA: 97
 - b. Updated membership lists have been posted on the OAEP website.
 - c. Committee chairs were sent links to updated membership lists and committee reports have been posted to the website.
- 5. **Webmaster Report:** Johnson sent report:
 - a. Committees, national association membership lists, and updated board lists have been posted.
- 6. **Newsletter Editor Report:** Jo Williams
 - a. May 1st is the deadline to submit information to Jo for the newsletter.
- 7. **Retiree Report:** Bob and Marilyn Sachs
 - a. Not Present, no report
- 8. **Committee Reports**
 - a. Personnel – Kathy Michelich & Becky Nesbitt
 - i. Discussion centered around the transition from OSU:pro to RIV
 - ii. Performance evaluations will be the focus of next meeting.
 - b. Policy – Richard Stevens & Greg LaBarge
 - i. Treasurer-elect position will be submitted for approval at next meeting.
 - ii. Working on ANREP 1st and 2nd VP information
 - c. Professional Improvement – Lisa Barlage
 - i. Trying to encourage people to use eXtension
 - ii. Scholarship deadline is the end of April.
 - d. Program – Michelle Treber
 - i. Offered WebEx option or face to face for meeting worked great
 - ii. Developing four question survey
 - e. Public Relations – Cindy Folck
 - i. Did not meet.
 - f. Recognition – Laryssa Hook
 - i. Met via webex.
 - ii. Worked on updating guidelines for the committee.
 - iii. Worked on updating policies and procedures manual.
 - iv. The committee is asking the Board to review the changes before it is brought up for approval at the next meeting.
- 9. **Vice President Reports:**
 - a. FCS – Kathy Michelich
 - i. Attended JCEP
 - ii. Submitted awards to national by Feb. 15
 - iii. Impact statements were turned in for federal reports

- iv. National meeting to be held in Columbus this year.
 - b. 4-H – Mark Light & Nadine Fogt
 - i. Attended JCEP
 - ii. Finished Ohio Volunteer and Teen Conference – Combining the two seems to be working well.
 - iii. 22 members attending National Camping Institute; 20% of the presentations were from Ohio
 - iv. Submitted Bob Evans to National 4-H Hall of Fame
 - c. ANR – Mark Landefeld
 - i. Planning for summer meeting
 - ii. National meeting will be in Charleston, SC.
 - iii. Several signature programs have been submitted.
 - d. ANREP – Joe Bonnell
 - i. National meeting will be in Hendersonville, NC
 - ii. OAEP membership is low due to directly submitting to national organization online
 - iii. Discussing how to increase outreach. Will put out a survey.
 - e. CD – Julie Fox
 - i. National meeting in Utah.
 - ii. One more person will renew membership soon.
 - iii. Looking at ways to involve alumni.
 - f. State – N/A

10. Old Business:

- a. OAEP & ESP Discussion Regarding Joint Opportunities
 - i. Included CES in discussions
 - ii. WebEx for both organization's members on Monday, March 26th.
- b. Annual Conference Evaluation
 - i. Amanda Forquer presented evaluation data from the annual conference.
 - ii. Many people expressed liking having the conference at the Ohio Union.
 - iii. Some people wanted more time to see the poster sessions.
 - iv. Mixed feedback on the keynote speaker.
 - v. Some people were disappointed that they couldn't ask questions anonymously to administration.
 - vi. Amanda will share the entire report with anyone who requests it via email.
 - vii. Annual Conference will be held December 5th, 2012.
 - viii. Nadine Fogt, Laryssa Hook, Michelle Treber, Treva Williams, and Pat Brinkman are serving on the 2012 Annual Conference Planning Committee for OAEP.
- c. OSU Extension Strategic Plan Review Committee
 - i. Rose Fisher Merkwitz reported that they have met twice and will continue to meet.

11. New Business

- a. Additional Representative Reports
 - i. Ohio 4-H Foundation Report – N/A
 - ii. Ohio Sheep Improvement Association (OSIA) Report – N/A
 - iii. State 4-H Horse Committee Report - N/A
- b. Garee Earnest asked OAEP to submit nominations for volunteers to serve on the Dean search committee.
 - i. Looking for nominations to serve on the committee. These names will be submitted: Glen Arnold, David Marrison, Pat Brinkman, Becky Nesbitt, Bruce Zimmer, Nancy Snook, Jayne Roth, Carol Chandler, David Civitollo, Nancy Shekulik, Susan Colbert, Greg Meyer, Betty Wingeter

12. Announcements:

- a. Officers and committee chairs are reminded to submit written reports to Secretary, Beth Boomershine, within one week following the meeting.
- b. Next meeting will be held via WebEx on Monday, May 14th, 10:00am.
 - i. Pat Brinkman will send connection information in early May.

13. Adjourn – Ted Wiseman first, Lisa McCutcheon second; motion passed.



Ohio Association of
Extension Professionals

May 14, 2012

Board Meeting via Web-Ex

Members Present: Pat Brinkman, Ted Wiseman, Beth Boomershine, Amanda Meddles, Becky Nesbitt, Cheryl Barber Spires, Jeff Fisher, Jerry Thomas, Joseph Maiorano, Julie Fox, Kara Newby, Laryssa Hook, Lisa McCutcheon, Mark Landefeld, Mark Light, Melinda Hill, Nancy Bowen, Rose Fisher Merkowitz, Sally McClaskey, Teresa Johnson, Treva Williams, Nadine Fogt, Sherry Nichols

1. Call to Order – President, Pat Brinkman, called the meeting to order at 10:45am.
2. Officer Reports
 - a. President: Pat Brinkman addressed the following:
 - i. Meeting with Keith Smith on Thursday.
 - ii. Have worked with Garee Earnest and set up our committee members for the 2012 Annual Conference. We will be meeting on Thursday, May 17th.
 - iii. Met by webex with group working on membership forms and dues payment for this fall.
 - b. President Elect: Treva Williams
 - i. No report.
 - c. Past-President; Lisa McCutcheon
 - i. No report.
 - d. Secretary Report: Beth Boomershine
 - i. Joseph Maiorano moved to accept minutes from March meeting, Mark Light second, motion passed
 - e. Treasurer's Report: Ted Wiseman
 - i. No report.
3. Membership Report – Teresa Johnson
 - a. Membership has stayed the same but she has heard that a couple of new employees are interested in joining.
4. Webmaster Report – Teresa Johnson
 - a. No report.
5. Newsletter Editor Report – Jo Williams
 - a. Reports are needed by May 25th to be included in the newsletter.
6. Retiree Report – Bob & Marilyn Sachs
7. Committee Reports – Pat asked that each of the committee chairs and vice presidents send their reports via email to be sent out later due to the problems with the webex.
 - a. Personnel – Kathy Michelich & Becky Nesbitt
 - b. Policy – Richard Stevens & Greg LaBarge
 - c. Professional improvement – Lisa Barlage & Jason Hedrick
 - d. Program – Michelle Treber & Melinda Huntley
 - e. Public Relations – Sally McClaskey
 - f. Recognition – Laryssa Hook and Joseph Maiorano

8. Vice-President Reports:

- a. FCS – Kathy Michelich & Melinda Hill
- b. 4-H – Mark Light (sent via email)
 - i. NAE4HA registration is open - October 22-26, 2012
 - ii. Limited number of session spots this year.
 - iii. Ohio did ok, but we don't know the total number of presentations accepted yet.
- c. ANR – Glen Arnold & Mark Landefeld
- d. ANREP – Joe Bonnell (sent via email)
 - i. ANROP (Association of Natural Resources Outreach Professionals) is planning our Fall Outing. We do not yet have a location or date set but we'll send word out through the Extension network as soon as we do. All OSU Extension employees are welcome to participate.
 - ii. The national ANREP conference is coming up (May 20-23) in Hendersonville, North Carolina.
 - iii. The ANROP Board agreed that the President Elect shall serve as the OAEP 2nd Vice President. Currently, that position is filled by Clare Thorn.
- e. CD – Julie Fox & Rose Fisher Merkowitz
- f. State – Joanna Kick-Raack & Kathy Lechman

9. Old Business:

- a. OAEP and ESP Discussion regarding changing to Ohio JCEP – Do we recommend adoption of changes to our membership?
 - i. Lisa McCutcheon moved to present the proposal to membership via electronic balloting, Joseph Maiorano second, motion passed
 - ii. ESP has already voted to adopt the changes. CES decided not to at this time.
 - iii. Teresa Johnson will send the presentation with the information about it proposal to the membership.
 - iv. Membership vote will take place in august.
- b. OSU Extension Strategic Plan Review Committee – Rose Fisher Merkowitz
 - i. Committee met several times
 - ii. Working on draft summary of report. Will be finalizing it soon to present to administrative cabinet in August.
- c. Discussion and vote on “Guidelines for Recognition Committee”
 - i. Julie Fox moved to moved to table the guidelines for the Recognition Committee until Policy Committee can review them, Jerry Thomas second, motion passed.
- d. Annual Conference will be held on Dec. 5th at the Ohio Union

10. New Business

- a. Additional Representative Reports
 - i. Ohio 4-H Foundation Report
 1. none
 - ii. Ohio Sheep Improvement Association (OSIA) Report
 1. none
 - iii. State 4-H Horse Committee Report
 1. none

11. Announcements:

- a. Officers and committee chairs are reminded to submit written report/ electronic report to Secretary Beth Boomershine (or substitute **within one week** following the meeting.
- b. **Next meeting** will be held at the **Nationwide and Ohio Farm Bureau 4-H Center in the Bob Evans Memorial Auditorium** on **June 11th** starting with Committee meetings at 10:00 AM, Lunch with ADs at Noon, Discussion with Dr. Smith and Dr. Martin at 1:00 PM and Business meeting at 2:00 PM.

14. Adjourn

Rose Fisher Merkowitz moved to adjourn, Amanda Meddles second, motion passed.



Ohio Association of
Extension Professionals

June 11, 2012
Board Meeting Minutes

Members Present: Glen Arnold, Joe Bonnell, Beth Boomershine, Nancy Bowen Ellzey, Pat Brinkman, Jeff Fisher, Nadine Fogt, Julie Fox, Melinda Hill, Joanne Kick-Raack, Greg LaBarge, Mark Landefeld, Joseph Mairano, Sally McClaskey, Lisa McCutcheon, Amanda Meddles, Rose Fisher Merkwowitz, Kathy Michelich, Becky Nesbitt, Kara Newby, Jerry Thomas, Treva Williams, Ted Wiseman

Guests: Mike Hogan

Excused: Lisa Barlage, Mark Light, Erin Dailey, Cheryl Spires, Jo Williams, Teresa Johnson, Kathy Lechman

Absent: Maureen Austin, Jason Hedrick, Melinda Huntley, Joe Lucente, Sherry Nickles, Bob Sachs, Marilyn Sachs

1. Pat Brinkman, President, called the meeting to order at 2:12pm.
2. Officer Reports
 - a. President: Pat Brinkman
 - i. The Ohio JCEP proposal PowerPoint and web-ex was sent to all OAEP members on June 1st. ESP and OAEP sent out the information to members at approximately the same time. No questions or emails about the proposal have been received at this time.
 1. Discussion took place regarding a concern about where state Extension employees fall into the new structure. Pat mentioned that she would look into this.
 - ii. Pat attended the meeting of Association Presidents and Vice-Presidents with Dr. Keith Smith. Dr. Smith shared that cost share for County Educators was being increased to 27,500 for 1st Educator and \$40,000 for each additional Educator. This is the first increase since 2009. Extension is working on a list of who to call and a web-site about Shale Oil questions. Graham Cochran and Lisa Murphy are working on support staff mentoring. The state budget is okay for now.
 - iii. Pat attended a planning meeting for Annual Conference. She plans to ask for opinions in the meeting today on when to hold subject area association meetings and OAEP meeting and awards recognition. We will need to start working on the process to submit proposals for sessions soon.
 - b. President Elect: Treva Williams
 - i. Looking at possible themes for Annual Conference. They will meet June 25th to decide on the theme.
 - c. Past-President; Lisa McCutcheon
 - i. Asking for 1st and 2nd vice presidents to begin looking for people to serve on the ballot by September.
 - d. Secretary Report: Beth Boomershine
 - i. With the technical difficulties on the webex/conference call at the last meeting, it was difficult to take attendance. Beth asked for corrections on the attendance.
 1. Nadine Fogt and Sherry Nichols were left off of members present in the minutes.
 - ii. Joe Fisher moved to accept minutes as amended, Nadine Fogt second, motion passed.
 - e. Treasurer's Report: Ted Wiseman
 - i. Total OAEP Income: \$12,045.00
 - ii. Total OAEP Expenses: \$8,091.08
 - iii. Account Balances –
 - Checking: \$31,143.41
 - 4-H Account: \$1,920.53
 - Ag Account: \$13,593.00
 - FCS Account: \$3,292.36
 - CD Account: \$84.79
 - OSU Dev. Account: \$1,157.52
 - Endowment Account: \$32,656.00
 - Total Available Funds: \$51,191.61

- iv. Ted asked board members about the origin of the OSU Development Account. It is believed to be funds left over from an Ag Agents national meeting back in the 1970's. Ted is going to look into moving the funds out of the development account because it has been sitting inactive for so long.
 - v. Ted is working with Debby Lewis and the business office to work on changing the way dues are paid to be more streamlined.
 - vi. Jeff Fisher moved to accept treasurer's report, Glen Arnold second, motion passed.
- 3. Membership Report – Teresa Johnson
 - a. No report.
- 4. Webmaster Report – Teresa Johnson
 - a. No report.
- 5. Newsletter Editor Report – Jo Williams sent report via Treva Williams
 - a. Get information to Jo by June 12th to have it included in the newsletter.
- 6. Retiree Report – Bob & Marilyn Sachs
 - a. No report.
- 7. Committee Reports
 - a. Personnel – Kathy Michelich
 - i. Met with Graham Cochran and Garee Earnest during their committee meeting.
 - b. Policy – Greg LaBarge
 - i. Finished the recommendations for the treasurer-elect duties. Plan to act on them at the September meeting.
 - ii. Working on the ANREP first and second VP guidelines to submit at the next meeting.
 - c. Professional improvement – Lisa Barlage & Jason Hedrick
 - i. Did not meet. No report.
 - d. Program – Michelle Treber & Melinda Huntley
 - i. Did not meet. No report.
 - e. Public Relations – Sally McClaskey
 - i. New employee orientation was earlier in the month. OAEP membership information was shared with them.
 - f. Recognition – Laryssa Hook and Joseph Maiorano
 - i. Did not meet. No report.
- 8. Vice-President Reports:
 - a. FCS – Kathy Michelich
 - i. Working on national conference preparations.
 - ii. They have one national award winner this year and several other North Central Region award winners.
 - b. 4-H –Nadine Fogt
 - i. We are discussing possibly having the national conference in Ohio in 2016.
 - ii. Several North Central Regional award winners this year.
 - iii. Nadine attended PILD conference.
 - c. ANR – Glen Arnold
 - i. Summer Roundup coming up soon focusing on two major issues: nutrient loss and shale energy.
 - ii. National meeting in Charleston, South Carolina. Mike Hogan is running for national office.
 - d. ANREP – Joe Bonnell
 - i. Two national conferences recently in May. They had several people attend and present.
 - e. CD – Julie Fox
 - i. 18% of national conference presentations were from Ohio.
 - ii. Two national winners from Ohio.
 - f. State – Joanne Kick-Raack
 - i. Discussed the impact of cuts on the state and concern with the new reorganization of the OAEP and ESP and the perception that it does not include state staff.
- 9. Old Business:
 - a. Ohio JCEP information was sent out to membership with the OAEP and ESP PowerPoint and web-ex recording on June 1, 2012. ESP and OAEP are planning a vote on the proposal for August.
 - i. A suggestion was made to allow for over a week to vote since many camps, fairs, and vacations will be happening then.
 - b. OSU Extension Strategic Plan Review Committee

- c. Discussion and vote on “Guidelines for Recognition Committee” (tabled from last month)
- d. Annual Conference will be held on Dec. 5th at the Ohio Union
 - i. Three options for association meetings and recognition event.
 - 1. Afternoon meetings and recognition dinner the day before annual conference.
 - 2. Recognition lunch and association meetings after lunch the day before annual conference.
 - 3. No meal – do association meetings and recognition but no meal.
 - ii. An informal vote was taken and a majority wanted a recognition lunch with association meetings in the afternoon.

10. New Business

- a. Additional Representative Reports
 - i. Ohio 4-H Foundation Report – no report
 - ii. Ohio Sheep Improvement Association (OSIA) Report – Jeff McCutcheon sent a report.
 - 1. Board last met on Tuesday, June, 5, 2012.
 - 2. Working on plans for the following events:
 - a. 2012 Ohio Sheep Day – July 14th in Van Wert County (Buckeye Acres Farm)
 - b. 2012 Ohio State Fair Food Pavilion – July 25-August 5
 - c. 2012 Ohio Shepherd’s Symposium – December
 - 3. Next Board meeting will be held in August.
 - 4. Information can be found on the OSIA website: www.ohiosheep.org under *News and Events*
 - iii. State 4-H Horse Committee Report – no report
- b. Mike Hogan will be running for Vice President of NACAA in July. He would like to request financial support from OAEP to support expenses related to providing an Ohio Hospitality Suite in support of his candidacy at the NACAA AMPIC. In the past, OAEP has sometimes provided some support to candidacies such as \$500 from OAEP. Mike is making a request for some financial assistance.
 - i. Jeff Fisher moved to support Mike’s campaign with \$500, Joanne Kick-Raack second, motion passed.

11. Announcements:

- a. Officers and committee chairs are reminded to submit written report/ electronic report to Secretary Beth Boomershine within one week following the meeting.
- b. **Next meeting** will be held on **September 17th** starting at **10:00 AM**

12. Adjourn

- a. Ted Wiseman moved to adjourn, Julie Fox second. Meeting adjourned at 2:55pm.



Ohio Association of
Extension Professionals

September 17, 2012
Board Meeting Minutes

Members Present: Glen Arnold, Lisa Barlage, Joe Bonnell, Beth Boomershine, Pat Brinkman, Erin Dailey, Nadine Fogt, Julie Fox, Jason Hedrick, Teresa Johnson, Greg LaBarge, Mark Landefeld, Kathy Lechman, Mark Light, Joseph Maiorano, Sally McClaskey, Lisa McCutcheon, Rose Fisher Merkowitz, Jerry Thomas, Jo Williams, Treva Williams, Ted Wiseman

Guests: Michelle Treber

Excused: Jeff Fisher, Kara Newby, Joanne Kick-Raack, Cheryl Spires

Absent: Maureen Austin, Nancy Bowen Ellzey, Melinda Hill, Melinda Huntley, Joe Lucente, Amanda Meddles, Kathy Michelich, Becky Nesbitt, Sherry Nickles, Bab Sachs, Marilyn Sachs

1. Call to Order – Pat Brinkman, President, called the meeting to order at 10:10am.
2. Roll Call was taken by secretary, Beth Boomershine.
3. Officer Reports
 - a. President: Pat Brinkman
 - i. Ohio JCEP was supported by 89% of OAEP and 86% of ESP. The Executive Boards will be meeting on October 2nd to work on transition plans. If you have any suggestions please let one of the Executive Board members know.
 - ii. The Association Presidents and Vice-Presidents had their meeting with Administration on September 11th. Dr. Smith was out of state so we met with Dr. Ken Martin, Garee Earnest and Bev Kelbaugh. Treva Williams had collected some questions from members which were discussed during the meeting. Minutes are being reviewed and as soon as they are finalized. I will send them out to the membership for their information.
 - iii. Annual Conference Committee is making final plans. Our Ohio JCEP meeting and Awards Luncheon will be held at 1:00 on December 4th at the Nationwide and Ohio Farm Bureau 4-H Center. Sectional meetings for NACAA, NACDEP, NAE4-HA and NEAFCS will follow. We will adjourn at 5:00. Annual Conference will be held at the Ohio Union on Dec. 5th. Agenda will be sent out soon.
 - iv. I will be filling one open position on the 4-H Foundation Board. Those interested should email me a paragraph on why they wish to be on the committee and why they would be an excellent representative to the Board.
 - v. I will be representing OAEP and starting the Pledge of Allegiance at the NEAFCS Conference on September 24th.
 - b. President Elect: Treva Williams
 - i. Treva has been participating with the Strategic Planning Committee and also met with the Extension Administration at the meeting on September 11th.
 - c. Past-President; Lisa McCutcheon
 - i. Hoping to have more information regarding candidates for new positions once the new JCEP organization meets in December.
 - d. Secretary Report: Beth Boomershine
 - i. Ted Wiseman first, Rose Fisher Merkowitz second, approval of the June 11, 2012 minutes. Motion passed.

- e. Treasurer's Report: Ted Wiseman
 - i. Account Balances – Checking: \$31,143.41
4-H Account: \$1,920.53
Ag Account: \$12,810.42
FCS Account: \$3,290.36.36
CD Account: \$84.79
OSU Dev. Account: \$1,157.52
Endowment Account: \$32,656.00
Total Available Funds: \$49,249.51
 - ii. Glen Arnold first, Joe Bonnell second, approval of the Treasurer's report. Motion passed.

4. Membership Report – Teresa Johnson

- a. Teresa noted that we have had one new person join.

5. Webmaster Report – Teresa Johnson

- a. All of the minutes are now posted on the website.

6. Newsletter Editor Report – Jo Williams

- a. September 28th is the deadline to get items included in the newsletter to be sent out in October. Anyone wishing to submit something should contact Jo.

7. Retiree Report – Bob & Marilyn Sachs

- a. No report.
- b. Pat reported that the Retiree Picnic was the week of September 10th. About forty retirees attended and it was considered well attended except new retirees didn't seem to have very good attendance.

8. Committee Reports

- a. Personnel – Kathy Michelich & Becky Nesbitt
 - i. No report.
- b. Policy – Greg LaBarge
 - i. No report.
- c. Professional improvement – Lisa Barlage
 - i. Five \$100 first timer scholarships were given out to attend national conferences.
 - 1. Amy Habig, Highland, Brown & Adams Counties FCS, to attend NEAFCS.
 - 2. Michelle Treber, Pickaway County FCS, to attend NEAFCS.
 - 3. Kristen Corry, Noble & Monroe FCS, to attend NEAFCS.
 - 4. Kathy Bruynis, Highland County 4-H, to attend NAE4-HA.
 - 5. Michelle Stumbo, Meigs County 4-H, to attend NAE4-HA.
 - ii. Two \$500 Spring Professional Improvement Scholarships were given.
 - 1. Carolyn Belczyk, Adams County 4-H Educator, to attend the Carnegie Mellon University Robotics Academy in Pittsburgh, PA.
 - 2. Amanda Meddles, FABE Program Coordinator, to attend the International Animal By-Products Symposium in Dearborn, MI.
 - iii. The deadline to apply for the Fall Professional Improvement Scholarships is September 30th. Forms and instructions can be found on the OAEP website.
- d. Program – Michelle Treber
 - i. Program committee will be meeting on September 18th to discuss the proposals for Annual Conference.
- e. Public Relations – Sally McClaskey
 - i. No report.
- f. Recognition – Laryssa Hook sent report via Pat Brinkman.
 - i. The committee is working toward annual conference including coordination with ESP.

9. Vice-President Reports:

- a. FCS – Kathy Michelich & Melinda Hill
 - i. No report.
 - ii. Pat Brinkman shared that the NEAFCS conference will start on September 24th. Two retirees, Cindy Oliveri and Susan Cruse led the planning committee. Approximately sixty Ohio members will be attending.
 - iii. OSU Extension materials are needed for hospitality gifts and help is needed to set up equipment on September 25th.
- b. 4-H – Mark Light
 - i. NAE4-HA Conference will be held October 22-27, in Orlando, Florida. About forty Ohio members will be attending and many presentations among them.
 - ii. Three conference calls have taken place pertaining to the announcement regarding OSU Extension's salary adjustment to discuss the 4-H point of view and summarize concerns to be reported back to cabinet.
- c. ANR – Glen Arnold
 - i. Ag Educators met at Mohican State Park for a two day in-service over the summer. Nutrient problems and shale energy were the topics of discussion.
 - ii. The national Ag meeting was held in Charleston, South Carolina, at the end of July. Five research posters, nine educational posters, and twelve national presentations were presented there. Mike Hogan was elected president-elect of NACAA.
- d. ANREP – Joe Bonnell
 - i. Many members attended the in-service at Mohican State Park. Two of the executive committee members have been lost due to a RIF. They are recruiting new members for the executive committee.
- e. CD – Julie Fox
 - i. Several members participated in the Community Development Society Conference in July. They are working on awards for this year.
- f. State – Joanna Kick-Raack & Kathy Lechman
 - i. No report.

10. Old Business:

- a. Ohio JCEP passed. ESP and OAEP Executive Boards will be meeting on October 2nd to work on transition
- b. OSU Extension Strategic Plan Review Committee
 - i. Kathy Lechman reported that Keith Smith sent an email stating that the Administrative Cabinet decided to have a small working group to make a final recommendation of goals and strategy to carry out those goals. The group will include 3-4 members from the Strategic Plan Review Committee and four Administrative Cabinet members including Bev Kelbaugh, Greg Davis, Ken Martin, and Jackie Kirby Wilkens. Barb Ludwig will serve as the recorder for the group. Cabinet is requesting a final report from the group by November 1st. On November 8th, Cabinet will meet to draft an operations plan with action steps to carry out the details of the final plan.
- c. Annual Conference will be held on Dec. 5th at the Ohio Union
 - i. Professional Associations and Sectional Meeting will be held on December 4th at the Ohio 4-H Center; 1:00pm will be the start of the awards luncheon.

11. New Business

- a. Additional Representative Reports
 - i. Ohio 4-H Foundation Report
 1. Nadine Fogt reported that the annual Celebration of Youth will be held on October 13th, 4:00pm. Additional sponsorships are still needed. Volunteers are needed to help set up at the Ohio 4-H Center the day before the event.
 - ii. Ohio Sheep Improvement Association (OSIA) Report
 1. No Report

iii. State 4-H Horse Committee Report

1. No Report

- b. Seeking one person for the Ohio 4-H Foundation – those interested should write a paragraph on why they are interested and why they would be an excellent representative.

12. Announcements:

- a. Officers and committee chairs are reminded to submit written report/ electronic report to Secretary Beth Boomershine (or substitute **within one week** following the meeting.
- b. Next **meeting** will be held at the **Nationwide and Ohio Farm Bureau 4-H Center in the Bob Evans Memorial Auditorium on October 15th** starting with Committee meetings at 10:00 AM, Lunch with ADs at Noon, Discussion with Dr. Smith and Dr. Martin at 1:00 PM and Business meeting at 2:00 PM.

13. Julie Fox first, Joe Bonnell second; meeting adjourned.



October 8, 2012
Bob Evans Memorial Auditorium
Nationwide & Ohio Farm Bureau 4-H Center

Members present: Joe Bonnell, Beth Boomershine, Nancy Bowen Ellzey, Pat Brinkman, Erin Dailey, Jeff Fisher, Nadine Fogt, Julie Fox, Jason Hedrick, Teresa Johnson, Greg LaBarge, Mark Landefeld, Kathy Lechman, Mark Light, Joseph Maiorano, Sally McClaskey, Lisa McCutcheon, Amanda Douridas, Rose Fisher Merkowitz, Kathy Michelich, Becky Nesbitt, Kara Newby, Jo Williams, Treva Williams, Ted Wiseman

Excused: Lisa Barlage, Melinda Hill, Bob Sachs, Marilyn Sachs, Cheryl Spires, Jerry Thomas

Guests: Laryssa Hook, Michelle Treber

1. Call to Order – Pat Brinkman, president, called the meeting to order at 2:10pm.
2. Officer Reports
 - a. President: Pat Brinkman
 - i. A Steering Team of ESP and OAEP met on October 2nd to work on ways to simplify and improve multiple processes. They drafted a Constitution which will be sent out in early November for the membership to consider. This will be discussed at the Annual Meeting on December 4th and voted on.
 - ii. As outlined in the PowerPoint they looked at the committee structure and are in the process of asking people who have served as chair elects to serve as transition leaders for each of the committees. These people will help the committees to form and the committees can then choose to elect them as the Board representative or elect another person. As stated in the PowerPoint, Committee chairs would be selected from within the committees.
 - iii. Dues for Ohio JCEP and ESP will be combined into one and will remain the same amounts as last year. An online process will be coming out soon for you to do your enrollment. Usually membership dues are due the end of October but this year we are looking at dues coming out the 1st of November and due the end of November. This will be a tight timeline for many National organizations.
 - iv. Please watch for emails in early November for information and read these so that you will be prepared for our Annual Meeting on December 4th.
 - v. Minutes from the Association President's meeting with Administration on September 11th were sent out by email.
 - vi. Information on registration for Annual Conference will be coming out soon.
 - b. President Elect: Treva Williams
 - i. Treva needs committee chairs and first VP's to send information for the annual report to her by October 31. She will compile them into the report.
 - c. Past-President; Lisa McCutcheon
 - i. Lisa is working on nominations for Ohio JCEP second vice president candidates.
 - d. Secretary Report: Beth Boomershine
 - i. Jeff Fisher moved to approve minutes, Erin Dailey second, motion passed.
 - e. Treasurer's Report: Ted Wiseman
 - i. Total OAEP Expenses = \$10,605.63
 - ii. OAEP Checking Balance = \$35,521.85
 - iii. 4-H - \$1,719.53
 - iv. Ag - \$12,784.92
 - v. FCS - \$3,084.87
 - vi. CD - \$84.79
 - vii. OSU Development Fund - \$1,157.52
 - viii. Endowment Fund - \$32,656.00
 - ix. TOTAL Available OAEP Funds: \$54,353.48
 - x. Ted brought up the years of service monetary award and mentioned that the organization may want to look into discontinuing it.
 - xi. Lisa moved, Julie second, treasurers report passed.
3. Membership Report – Teresa Johnson

- a. Teresa will continue for the next year to transition the membership over to JCEP.

4. Webmaster Report – Teresa Johnson

- a. CommTech may be moving the website to Plone.
- b. Teresa is unsure of what will happen with current listserv's since the move to Exchange has taken place. She is waiting until the switchover is complete to do anything with it.

5. Newsletter Editor Report – Jo Williams

- a. Jo is accepting articles for the newsletter.

6. Retiree Report – Bob & Marilyn Sachs (sent via email)

- a. Greetings to OAEP from the OSU Extension Retirees Association! Our annual picnic was held Monday, September 10, 2012 at Darby Creek Metropark with 43 in attendance. Guests for the day included Dr. Ken Martin, Chair, Department of Extension and Associate Director of Program, and Dr. Gwen Wolford, Director of Government Relations and current ESP president.
- b. Following our potluck lunch, Ken Martin gave us an update on the state of OSU Extension. Since Gwen had to leave early, and Pat Brinkman was unable to attend, Marcia Jess gave the report for ESP and OAEP and the pending merger of the two organizations.
- c. Members gave a brief report on their experiences this past year. The snowbirds met in Sarasota in January 2012, and will plan to meet next year in Sarasota on Thursday, January 24th, 2013.
- d. The next OSU Extension Retirees picnic will be September 9, 2013 at Darby Creek Metropark, with Bob and Marilyn Sachs continuing as chairs of the event. Les Barnhart and Lynda Heyl graciously agreed to be vice chairs for 2013.
- e. Thank you for your support of our organization!

7. Committee Reports

- a. Personnel – Kathy Michelich & Becky Nesbitt
 - i. Discussed the need for more information for retirement planning.
 - ii. Garee Earnst was a guest of the committee.
 - iii. Changes discussed changes coming to the evaluation process.
 - iv. RiV was also talked about.
 - v. The new salary policy was discussed.
- b. Policy –Greg LaBarge
 - i. Policy Committee recommendations were shared.

1. Amend The Constitution Article V, Section 1 by deleting “2 Term Limit”
2. Guidelines for Treasurer-Elect:
 1. Serve as an apprentice to the current treasurer for one year, but will not have check signing authority
 2. In the event that the treasurer does not fulfill their term, the treasurer-elect will assume the position of treasurer.
 3. The treasurer-elect will have voting privileges on the Board.
 4. Election will be held at the end of the 1st year of the current treasurer's term.
 - a. 2013- New Treasurer election
 - b. 2014-Treasurer-elect election
 - c. 2015-No Election for treasurer (2014 treasurer-elect assumes office of treasurer)
 - d. 2016-Treasurer-Elect election
3. Amend Article VII, Section 13 by deleting “The President-Elect nominations for the term beginning in 2008 will rotate as follows:” Also delete the table below.
4. Amend Article VII, Section 13 C. by inserting “The Nomination Committee shall nominate at least two candidates for the offices of President-Elect, Secretary, Treasurer-Elect, and Second Vice-President from the state and program areas.”

1. Nancy Bowen moved to accept the recommendations, Joe Bonnell seconded, motion passed.
2. Laryssa moved to dissolve the tabled policy committee recommendations due to the change to JCEP, Greg LaBarge seconded, motion passed.

- c. Professional improvement – Jason Hedrick

- i. Met via webex. Four people applied for the professional development scholarships. Decisions will be made soon.
 - ii. The survey regarding signature programs had a good response rate.
 - d. Program – Michelle Treber
 - i. No report.
 - e. Public Relations – Sally McClaskey
 - i. No report.
 - f. Recognition – Laryssa Hook
 - i. Webex took place this morning. Discussion focused on awards and the transition to JCEP. She will be meeting with ESP Recognition committee chairs in the coming week.
- 8. Vice-President Reports:
 - a. FCS – Kathy Michelich
 - i. The national meeting was very successful. They are very thankful for the help from the retirees.
 - b. 4-H – Mark Light
 - i. NAE4-HA will be held the end of October. Over 40 people will be attending.
 - ii. Three conference calls were held to discuss the new salary policy.
 - c. ANR –Mark Landefeld
 - i. Steve Ruhl award nominations will be coming in soon.
 - d. ANREP – Joe Bonnell
 - i. Approval was given from national for a name change to Association of National Resources Outreach Professionals.
 - e. CD – Julie Fox
 - i. New OSU Extension Excellence in Community Development Award will be given out for the first time at the Annual Conference.
 - f. State –Kathy Lechman
 - i. Grant opportunities for diversity programming is available.
 - ii. Professional development funds are also available for diversity opportunities.
- 9. Old Business:
 - a. Nominations for new officers for Ohio JCEP – Lisa McCutcheon
 - i. A potential list of candidates was put together. They are accepting nominations for second vice presidents which will be called “president elect”. The ballot will be sent out by the beginning of November.
 - b. Annual Conference will be held on Dec. 5th at the Ohio Union
 - i. Annual OAEP meeting will be held during a lunch on December 4th.
 - c. OSU Extension Strategic Plan Review Committee
 - i. Met for 1 ½ days to finalize the recommendations.
- 10. New Business
 - a. Additional Representative Reports
 - i. Ohio 4-H Foundation Report
 - 1. Member appointed to Ohio 4-H Foundation to serve a three year term beginning in 2013 is Kim Catchpole.
 - 2. The fall meeting was held in October.
 - 3. The Celebration of Youth will be held soon.
 - 4. Foundation grant proposals are due November 1st.
 - ii. Ohio Sheep Improvement Association (OSIA) Report
 - 1. No report.
 - iii. State 4-H Horse Committee Report
 - 1. No report.
- 11. Announcements:
 - a. Officers and committee chairs are reminded to submit written report/ electronic report to Secretary within one week.
 - b. **Next meeting will be our Annual Meeting on Tuesday, December 4th starting with a luncheon at 1:00 PM.**
- 14. Rose Fisher Merkowitz moved to adjourn, Ted Wiseman second, motion passed.
Meeting adjourned at 3:15pm.