

EPSILON SIGMA PHI



ANNUAL REPORT

1990-91

**ALPHA DELTA CHAPTER
UNIVERSITY OF FLORIDA
GAINESVILLE, FLORIDA**

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BUSINESS MEETING

Alpha Delta Chapter, ESP
10:30 a.m., September 10, 1991
Jacksonville, Florida

Call to Order	Linda B. Barber, President
Invocation	Mike Demaree
Recognition of Guests and Retirees	Paula Stanley, President-Elect
Initiation of New and Transfer Members	Alice Kersey, Annalist
Recognition of Scholarship Awardees	Lamar Christenberry
Minutes	Damon Miller, Secretary
Treasurer's Report	Lawrence Heitmeyer, Treasurer
Reports	
* National Council	Linda B. Barber, President
* Regional Workshop	Paula Stanley, President-Elect
* District Representatives	
District I	Pam Allen
District II	Marilyn Halusky
District III	Bob Renner
District IV	Sidney Park-Brown
District V	Denise Coleman
State Faculty	Peter Warnock
Life Members	B. J. Allen
Committee Reports	
Audit	Susan Hedge
Budget & Finance	Lawrence Heitmeyer
Constitution & Bylaws	Ann Rye
Foundation	Albert Fuller
Fringe Benefits	Cliff Taylor
Legislative	Lawrence Heitmeyer

Committee Reports (cont)

**Membership and Initiation
Memorial Committee
Newsletter/Annual Report
Professional Improvement and
Scholarship
Program of Work
Public/Member Relations
Recognition and Awards
Retirees
Nominating**

**Alice Kersey
Mike Demaree
Linda Cook**

**Lamar Christenberry
Paula Stanley
Mike McKinney
Muriel Turner
Nettie Ruth Brown
Ed Jowers**

Old Business

Remarks

**Nadine Hackler, National
President - Epsilon Sigma Phi**

Memorial Service

Mike Demaree, Chaplain

Committee Meetings

Paula Stanley, President-Elect

**ALPHA DELTA CHAPTER
EPSILON SIGMA PHI EXECUTIVE BOARD MEETING
ANNUAL MEETING
SEPTEMBER 10, 1990
DESTIN, FLORIDA**

Meeting was called to order by Dr. Richard Matthews, President, at 10:45 a.m.

Alice Kersey gave the invocation. Linda Barber recognized the retirees and the guests.

The initiation service was performed by Lawrence Heitmeyer. The 1990 Initiates were:

Transfers: Dorothy Allenbrandt & Robert Hochmuth
New: Sharon Dale, Joan Bradshaw, Ben Castro, Jana Hart,
Michael Holsinger, Phyllis Kennedy, Dr. Gary Knox,
P.J. Elzy Lord, Dr. Nayda Torres, Allen Tyree, Jr.

Dr. Barbara Taylor awarded scholarships of \$400 to the following people:

Degree Seeking Awardees: Victor Yingst, Lee County; Linda Barber, Santa Rosa County.

Professional Improvement Non-degree: Barbara Hughes-Gregg
Seminole County.

National Awards to be presented in Kansas City in November: Dr. Bill Summerhill - Regional Distinguished Service Award; Dr. Joe Busby - International Award.

Mike McKinney moved we dispense with the reading of the minutes. Motion seconded and carried.

Treasurer's Report - Damon Miller. The audit committee suggestion from last year was to change to an interest bearing checking account and open a six month CD. Both of those things have been done. The treasurer's report is shown on pages 6, 7 & 8 of the "Annual Report" booklet, with a balance of \$3,629.25 in the checking account. Damon moved acceptance of the report.

National Council Meeting. Dr. Matthews announced that Nadine Hackler will be installed as President. The dues increase was passed in this past November.

The Regional Epsilon Sigma Phi meeting was held in Winston Salem, North Carolina. The recommendation was: ESP serve as an umbrella association in the states; Linda Barber boasted our system of giving papers at our meeting and she would like to see all officers go to the Regional meeting in the future.

Dr. Matthews recognized the District Representatives and had each of them stand. Their reports are in the written annual report.

COMMITTEE REPORTS

AUDIT - Linda Cook: The treasurer actually met with the committee this year which seemed to work much better. The books were found to be in order. The committee made some recommendations which are on page 9 in the "Annual Report". Linda moved the acceptance of the report. Motion seconded and carried.

BUDGET & FINANCE - Damon Miller: The goal was to have 200 members. We have only 168. Dr. Matthews noted that 50% of our money was sent on scholarships and awards. Damon moved the acceptance of this report. Motion seconded and carried.

FOUNDATION - Damon Miller: Attention to page 13 of "Annual Report"; this is the last year for "I am A Ten" fund raising campaign.

FRINGE BENEFITS - Austin Tilton: Attention to page 14 of "Annual Report"; they are having workshops today for people to find out more about their fringe benefits. Austin moved the adoption of the report. Seconded and carried.

CONSTITUTION AND BY-LAWS - Mike Demaree: New By-laws and Handbooks will be mailed out within two months. He moved that we adopt a change in our by-laws to coincide with National which will allow adjunct agents. Dr. Matthews called for a vote. The vote was unanimous - we will accept adjunct agents.

LEGISLATIVE - Pat Barber: Attention to Page 15 of "Annual Report". She moved the acceptance of the committee report. Motion seconded and carried.

MEMBERSHIP & INITIATION - Lawrence Heitmeyer: We have 168 members and we have 2 transfers and 11 initiates. He moved the acceptance of these reports. Motion seconded and carried.

MEMORIAL - Alice Kersey: The names are listed on Page 17 of "Annual Report". She moved acceptance of this report. Motion seconded and carried.

NEWSLETTER - Dr. Matthews: We had two issues of the newsletter and the "Annual Report" from this committee and they did a very good job.

PROFESSIONAL IMPROVEMENT SCHOLARSHIP - Dr. Barbara Taylor: Received 13 applications, solicited and reviewed 15 abstracts (8 of which will be presented tomorrow). She moved acceptance of this report. Motion seconded and carried.

PROGRAM OF WORK - Linda Barber: Report on Page 20 of "Annual Report". Committee appointments for next year are on the back of your packet and will be repeated in the newsletter. She moved acceptance of this report. Motion seconded and carried.

MINUTES OF ANNUAL MEETING OF
EPSILON SIGMA PHI
SEPTEMBER 10, 1990
PAGE 3

PUBLIC RELATIONS - Elaine Klatt: She hoped the leaflets that this committee has been working on so long would be ready but now the deadline has been stretched to Oct. 1. The system for getting them out to the counties will be sent to us.

RECOGNITION & AWARDS - Jo Shuford-Law: Report on Page 23 & 24 in "Annual Report". She is asking the people who nominated the awardees to present the awards to them this year. Jo moved acceptance to the report. Motion seconded and carried.

RETIREES - B. J. Allen: Their fund raising project will go to Camp Timpooshee. They have received pledges from retirees of \$21,950 and have already received \$13,650 of that.

NOMINATING - Bob Whittey: President - Linda Barber; President-Elect - Paula Stanley; Secretary - Damon Miller, Treasurer - Lawrence Heitmeyer; Annalist - Alice Kersey; Chaplain - Mike Damaree. Newly elected directors: District I - Pam Allen; District III- Bob Renner; District V - Denise Coleman; & Life Member - B.J. Allen. Bob moved acceptance of this report. Motion carried.

Austin Tilton moved that nominations be closed and the slate be accepted by acclamation. Motion seconded and it was unanimous.

Damon Miller moved we absorb the cost in membership to National for 1990 and make our dues change effective September, 1991. Our change being regular members will go from \$20 to \$25 and \$60 to \$75 for Life Members. Motion seconded and carried.

Nadine Hackler gave a report from National. Bill and Maurene, who are in charge of the National Council, are retiring a year early because she has cancer. For the first time this year we have a team award in the Regional contest. Because of "I 'm A Ten" Foundation, we have four \$500 mini-grants. The National meeting will be held in November, 1990 - Kansas City. It will start with a brunch of Saturday and will end on Monday with business of Regional meeting. The Regional workshops will be held in February, 1991. As of December, 1989, we, Epsilon Sigma Phi, are a full partner in the Regional Workshops. National Board Meeting will be held in Orlando in July.

The Memorial Service was held with Alice Kersey in charge. Those deceased members recognized in her "Celebration of Life" were: Ed Ayers; Dr. Joseph Beckenbach; Anne Champagne; Dr. Chester Leonard; Forrest McCullars; Dr. Edgar McElwee; Dr. Frank Perry; Dr. Robert Reddish.

Meeting adjourned at 12:15 P.M.

Minutes taken by Paula Stanley, Secretary.

FINANCIAL STATEMENT
Epsilon Sigma Phi Alpha Delta Chapter
9/7/90-6/6/91

Checking Account #1310005109
Certificate of Deposit #204-5036532

Balance on Hand 9/7/90 \$5334.25

Credits:

Annual Dues	1505.00	
Initiates Dues and Fees	275.00	
Reinstatement Fees	95.00	
Life Members	0.00	
Checking Account Interest	136.17	
Certificate of Deposit Interest	343.68	
FAEP Auction	325.19	
Foundation Contributions	235.00	
National - ESP (Travel Reimbursement)	<u>200.00</u>	
	Subtotal	\$3115.04 <u>\$3115.04</u>
	Total	\$8449.29

Debits:

National Travel Expenses (Barber/Stanley)	\$400.00	
Regional Travel Expenses (Barber/Stanley)	551.20	
FAEP Annual Meeting	0.00	
Awards and Recognition		
Certificates	0.00	
Lettering	0.00	
Frames	0.00	
Retiree Mementos	0.00	
Friends of Extension	<u>0.00</u>	
	Subtotal	0.00
Scholarships	1200.00	
Postage and Labels	4.90	
Incidental - Insufficient Funds Fee	5.00	
Photography Supplies	11.90	
Printing	<u>68.40</u>	
	Subtotal	85.30
Annual Dues - National	1580.00	
Initiate Dues and Fees - National	165.00	
Reinstatement Fees - National	95.00	
Foundation - National	<u>1165.00</u>	
	Total	\$5246.40 <u>\$5246.40</u>
	Balance - Checking	3202.89
	Balance - CD	<u>3000.00</u>
	Total Funds on Hand 6/6/91	\$6202.89

**BUDGET AND FINANCE COMMITTEE
1990-91 BUDGET**

**Alpha Delta Chapter
Epsilon Sigma Phi**

Projected Income

Chapter Portion of annual dues - \$10.00 x 200 members		\$2000.00
Other income -		
Initiates - 15 x \$10.00	\$150.00	
Life Members - 5 x \$10.00	50.00	
Investment account interest	250.00	
FAEP Auction	325.00	
Subtotal	\$775.00	775.00
Total Income		\$2775.00

Projected Expenditures

Travel expenses to National Council Meeting (1)		\$400.00
Travel expenses to Southern Region Workshop (2)		300.00
FAEP Annual Meeting		200.00
Awards and Recognition		
Certificates	50.00	
Lettering	25.00	
Frames	150.00	
Mementos for Retirees	50.00	
Friends of Extension	125.00	
Total	375.00	375.00
Scholarships (3 @ \$400.00 each)		1200.00
Postage and Labels		200.00
Incidental Costs (including newsletter)		<u>100.00</u>
		\$2775.00

CONSTITUTION AND BYLAWS COMMITTEE

Purpose

Keep the Constitution and Bylaws of Epsilon Sigma Phi updated, pertinent, relevant and in accord with the National Constitution and Bylaws.

Duties

Reviews National and Chapter Constitution and Bylaws. Recommends changes (in writing) for Board of Directors to consider at the Spring meeting. Prepares an article for the summer newsletter concerning proposed changes. If voting on changes by mail, counts ballots and reports on voting to the Board of Directors and members. Prepares and submits interim report by December 1 to the President. Prepares and submits final report following the established guidelines (by August 1) to the President.

Accomplishments

The committee began to compile the chapter policies. Current officers and committee chairs were surveyed for input. A draft copy of the policies will be presented during the annual meeting in Jacksonville.

Copies of the bylaws reflecting the changes adopted at the 1990 annual meeting were distributed to the membership in the summer newsletter.

Recommendations

Continue compilation of the written policies. Maintain the chapter bylaws and policies in WordPerfect 5.0 for ease in updating.

Committee Members:

Ann Rye, Chair
Dot Allenbrandt, Chair-elect
Nadine Hackler
Marilyn Halusky
Mary Beth Salisbury

FRINGE BENEFITS COMMITTEE REPORT

The 1991 Fringe Benefits Committee divided its tasks into five areas:

- * Don Holloway and Jenta Wyatt reviewed and presented information on Florida's Flexible Benefits program.
- * Bessie Canty researched extended health care programs.
- * The security of retirement funds in various optional retirement programs was investigated by Lowell Loadholtz.
- * Sidney Park-Brown, Clayton Hutcheson and Austin Tilton have been working with Bill Summerhill and Ray Andrew on the development of a fringe benefits database.
- * A publication, "Questions to Ask When Considering Retirement," was revised by Alto Straughn.

Committee Members:

Cliff Taylor, Chairman
Don Holloway
Jenta Wyatt
Bessie Canty
Lowell Loadholtz
Sidney Park-Brown
Clayton Hutcheson
Austin Tilton
Alto Straughn

MEMBERSHIP AND INITIATION COMMITTEE

RESPONSIBILITY:

To maintain membership files on Active, Inactive, Life and Deceased Members and to conduct the initiation ceremony at the Annual Meeting.

GOALS:

To have all Extension workers who are eligible for membership and who are not members invited for initiation or renewal of membership, whichever the case may be.

To have on file for each member current biographical information and a current photo.

ACCOMPLISHMENTS:

- * Maintained file for Inactive Members.
- * Wrote 8 current members requesting biographic information and picture from them.
- ✓* Sent invitation and application to 36 prospective members including ESP's first invitations to courtesy (adjunct) agents.
- * Invited five transfers to become members.
- * Sent letters to the seven District Directors asking them to encourage those prospective members in their Districts to join.
- * Revised the Induction and Initiation Ceremony.
- * Provided for the Induction and Initiation Ceremony for the 1991 Annual Meeting of Alpha Delta Chapter of Epsilon Sigma Phi.

COMMITTEE MEMBERS:

Alice Kersey, Chairperson	Marilyn Halusky
Mike Demaree, Chairperson Elect	Sidney Park-Brown
B. J. Allen	Bob Renner
Pam Allen	Peter Warnock
Denise Coleman	

MEMORIAL

Responsibilities:

The Memorial Committee shall:

- a. determine names of deceased members.
- b. prepare a tribute to deceased members and present these tributes at the Annual Meeting.

Accomplishments:

The Committee has established, through the IFAS personnel office, the names and addresses of deceased/retired Extension workers. A memorial service will be held to honor deceased members at the 1991 Annual Meeting. The deceased to be honored, but may not be limited, to the following:

Lloyd Rhoden
Albert Driggers
John H. Nininger
Glenn Sewell
Mary Todd

Recommendations:

Extend courtesies to families of deceased members and expressions to all known members hospitalized or ill. Send a copy of Annual Meeting tribute to relatives of deceased members.

Committee Members:

Michael Demaree, Chair
Elaine Courtney
Mary Williams
Jo Townsend
Jean Meadows
Barney Harris

NEWSLETTER/ANNUAL REPORT COMMITTEE

RESPONSIBILITIES: The newsletter is designed to be record of Alpha Delta accomplishments, concerns and plans for the year. It has the responsibility to :

1. Provide accounts of important events or actions that ESP members should know about.
2. Offer additional news and/or interpretation of regional and national activities and issues which will have an impact on Florida Extension Professionals.
3. Promote a high level of professionalism, good interpersonal relationships, support for Extension at all levels, and understanding of legislation or other governmental actions that will affect Extension.

The annual report is designed to summarize accurately and succinctly ESP committees' goals, responsibilities, and accomplishments during the year as a record for historical purposes and as a guide to future committee members. The annual report also includes recommendations for committees and/or the organization for the year ahead. The Newsletter/Annual Report Committee produces this report.

GOALS: The primary goal of the ESP Newsletter/Annual Report Committee is to ensure an informed, cohesive membership in the Alpha Delta Chapter. The committee aims to accomplish this through well-designed and well-produced publications that contain information from a variety of sources that might be of interest and value to Extension professionals.

ACCOMPLISHMENTS: The committee produced and distributed two issues of the ESP newsletter and the 1990-91 Annual Report. All documents followed recently established formats to insure continuity and professionalism in chapter communication efforts. Established WP 5.0 as the standard for ESP reports and newsletter articles. This allowed articles and reports to be submitted on disk.

RECOMMENDATIONS: Over half the newsletter articles are submitted and written by the Chapter President. Maybe, it should be a President's Letter instead of a Chapter Newsletter. Committee chairs do not use the newsletter as a vehicle to communicate with membership.

COMMITTEE MEMBERS:

Linda Cook, Chairman
Nancy Pywell, Chairman-Elect

PROGRAM OF WORK COMMITTEE

Since we have two board meetings a year and only one full membership meeting, the committee structure is the life-blood of our association.

Our Board of Directors set up goals for us at our December board meeting. We've made progress toward reaching those goals.

Foremost was the need for a strong committee structure to carry on business all year.

- * We gave members a chance to choose a committee. 35 made the choice. The structure for 91-92 will reflect this.
- * The President-Elect chooses the chairman-elect for each committee. That makes follow through much smoother.
- * We have planned time at the annual meeting for new committees to meet and begin the work.
- * We have made the Executive Board the "Program of Work Committee."

FRINGE BENEFITS: This committee has had influence on the "retirement" meeting set up by Dr. Summerhill's office for those close to retirement.

They are still working on a computer program for us.

FOUNDATION: We donated enough money to equal \$10.00 per member in honor of Nadine. We are so proud that one of us is National President.

MEMBERSHIP: One achievement for this year was to change our By-Laws so Adjunct Agents could become members of our association. We think this is a real step forward for us. Now will you encourage the Adjuncts in your county to join as well as others who have been around five years?

NATIONAL: We encourage all members to attend National. This year it will be held in Washington, D.C. on Saturday, November 9th - Monday, November 11th. (That's a long weekend which makes it different from the other associations.)

GALAXY CONFERENCE: This Galaxy Conference, the first ever, will be held in the fall of 1997 and in the Southern Region. It will be made up of all three agents associations plus ESP. What an exciting time that will be. (I'll be retired by then, but you can bet I won't miss it!) We want you to be a part of the 1997 Galaxy too!

COMMITTEE MEMBERS:

Paula Stanley - Chairman
Damon Miller - Chair-Elect
Barbara Taylor - UF
Jesse Godbold - Clay
Jack Spears - Holmes
Bob Whitty - Martin
Betty Vernon - Volusia

PUBLIC/MEMBER RELATIONS COMMITTEE

RESPONSIBILITIES:

1. That the Public/Member Relations Committee seek means to increase the general public's knowledge and understanding of extension and its' influence.
2. That outstanding high school and college students be made aware of the employment opportunities with Extension.
3. The Committee work to promote a spirit of fraternal fellowship, knowledge, and appreciation of Extension and Epsilon Sigma Phi among the Chapters' membership.
4. That the Committee work with the Planning Committee of the Annual Conference to incorporate social activities between the retirees and the active membership. This would be in addition to the Annual Retiree Luncheon.
5. That the Committee continue to work for a special program for those Extension Faculty who are not eligible for membership in Epsilon Sigma Phi yet. This program would be at the Annual Meeting at the same time as the ESP Annual Meeting. This meeting should be designed to allow Administration and new employees to meet in a relaxed, informal setting that will help to make them feel that they are an important part of the organization.

GOALS:

1. Provide publicity for Friends of Extension Award.
2. Notify county officials regarding award winners.
3. Recommend nominees to Epsilon Sigma Phi National Speakers Bureau.
4. Submit news to "On Line".

ACCOMPLISHMENTS:

1. Provided publicity for Epsilon Sigma Phi annual award winners.
2. Notified county officials on respective award winners.
3. Assisted in distribution of the second printing of the "Extension Marketing Brochure".
4. Conducted workshop on "Writing for The Extension Journal" at the annual meeting in Jacksonville.

RECOMMENDATION:

Adopt a stronger committee system to better fulfill the duties of the Committee.

Michael McKinney, Chairman
Mary Lou Shirar, Chairman Elect

Hillsborough County
Palm Beach County

RECOGNITION AND AWARDS COMMITTEE REPORT

I. RESPONSIBILITIES

- Solicit nominations for state, regional and national ESP award categories.
- Determine award winners (state level) or award nominees (regional, national level).
- Notify and congratulate all award recipients.
- Obtain all awards (including Past President's Award).
- Coordinate recipient information for publication in FAEP Awards/Recognition booklet.
- Assist nominator and regional/national award nominee with submitting national level by March 1991.

II. GOALS

- Emphasize the eliteness of ESP awards (a peer nominates another) via individual contact with each member.
- Continue committee accomplishments

III. ACCOMPLISHMENTS

- Followed specific policies and procedures for soliciting nominees for all award categories and for determining the winner for each category.
- All ESP members were contacted via personal mail regarding nominations. An article requesting nominations appeared in the winter ESP newsletter.
- 22 completed nominations were received by deadline.
- 11 state award winners were selected.
- 4 regional award nominee were selected. A regional packet is to be completed by March 1992.
- All award recipients to get their information into awards packet.
- All award recipients were notified and congratulated by mail. All award nominators were notified and asked to help encourage recipients to get their information into awards packet.
- All state winners that have regional or national competition will be forwarded to that competition. The top DSA Winner will be forwarded to regional.
- Nominators will make the award presentations at the FAEP conference.

IV. RECOMMENDATIONS FOR 1991-92 COMMITTEE

- Include 1990-91 late nominations in the 1992 ESP award considerations.
- Submit a budget request to Secretary - Treasurer for awards, postage, miscellaneous by November 1, 1991.
- Include a list of previous winners in the news article requesting nominations.

Submitted by:

Awards and Recognition Committee

Jim Fletcher

Millie Ferrar

Elaine Shook

Kay Brown

Marvin Weaver

Shirley Bond

Barbara Hughes/Gregg

Merry Taylor, Chair-Elect

Muriel G. Turner, Chair

RETIRED MEMBERS COMMITTEE

RESPONSIBILITIES:

1. Plan and coordinate the activities for retired members during the state meeting.
2. Secure sponsor for the luncheon.
3. Select a gift for retirees.
4. Prepare and distribute information to retirees.
5. Update retirees' files.
6. Serve as a liaison between retired and active members.
7. Assist ESP in furthering the goals of ESP and the Cooperative Extension Service.

GOALS:

1. Promote the interest and general welfare of ESP life members, retired members, and other professional Extension workers.
2. Involve retired members in making contacts to assist in supporting legislative proposals related to extension work, suggest and help those well qualified to seek legislative office.
3. Assist in furthering the goals of ESP and Extension work.
4. Provide a communication system for retired members.
5. Encourage retired members to develop a state project.

ACCOMPLISHMENT:

- * Secured sponsor and planned luncheon program for 1991 meeting.
- * Conducted a fellowship hour for retired members for the first night of annual meeting.
- * Followed up on project for retirees fund-raising effort that would benefit current Extension programs and serve as a memorial to all contributors.
- * Continued to encourage the development and distribution of an information piece for retirees and their spouses.

RECOMMENDATIONS:

1. That luncheon and other activities be continued.
2. Continue sending newsletter and other pertinent information to retired members.
3. Assign retired member to appropriate ESP committees.
4. Retired members be involved in political arena.
5. Continue to work on fund raising for retirees project.

COMMITTEE MEMBERS

Nettie Ruth Brown, Chairman
Lester Kalch
Ruth Milton
Delores Jones

Howard Smith, Chair-Elect
Al Dawson
Yancey Walters
B.J. Allen

**NOMINATING COMMITTEE
ALPHA DELTA CHAPTER
EPSILON SIGMA PHI
1990-91**

RESPONSIBILITIES: To select a slate of officers and directors to serve for the 1991-92 year.

GOALS: To seek qualified, interested members to serve in leadership positions of the chapter.

ACCOMPLISHMENTS FOR 1990-91: All current officers, who were eligible to move up to new positions, were contacted and agreed to move up to the next positions. The committee was asked by mail for nominations in May. All nominations were mailed to the committee for voting in June.

The following members were selected for officers and directors and will be presented to the membership at the annual business meeting:

President:	Paula Stanley
President Elect:	Damon Miller
Secretary:	Lawrence Heitmeyer
Treasurer:	Alice Kersey
Annalist:	Mike Demaree
Chaplain	Marilyn Halusky
Immediate Past President	Linda Barber

Directors: Terms Expiring in 1992:

District I:	Pam Allen
District III:	Bob Renner
District V:	Denise Coleman
Life Member:	B. J. Allen

Directors: Terms Expiring in 1993

District II:	Larry Halsey
District IV:	Mike McKinney
State Staff:	Marie Hammer

RECOMMENDATIONS: The committee recommends that future committees begin coordination of their work by April 15.

COMMITTEE MEMBERS:

Ed Jowers, Chairman
Shirley Clark
Tim Hurner
Doris Taylor