

# **Epsilon Sigma Phi**

***Annual Report  
1991-1992***

***Alpha Delta Chapter  
University of Florida  
Gainesville, FL 32611***

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# Agenda

Epsilon Sigma Phi - Alpha Delta Chapter  
Annual Business Meeting  
10:30 a.m. - September 15, 1992  
Ocala, Florida

Call to Order	Paula Stanley
Invocation	Marilyn Haluskey
Recognition of Guests & Retirees	B. J. Allen
Initiation of New & Transfer Members	Mike Demaree
Recognition of Scholarship Awardees	Duska Dorschel
Minutes	Lawrence Heitmeyer
Treasurer's Report	Alice Kersey
National Council/Regional Workshop	Damon Miller
District Representatives	
District I	Pam Allen
District II	Larry Halsey
District III	Bob Renner
District IV	Mike McKinney
District V	Denise Coleman
State Faculty	Marie Hammer
Life Members	B. J. Allen
Other Committee Reports	
Audit	Clay Olson
Awards & Recognition	Merry Taylor
Budget & Finance	Alice Kersey
Constitution & Bylaws	Dot Allenbrandt
Fringe Benefits	John Rutledge
Legislative Review	Nancy Army for L. Halsey
Nominating	Doris Taylor
Program of Work	Damon Miller
Foundation	Bill Summerhill
Newsletter/Annual Report	Nancy Army
Public/Member Relations	Barbara Hughes-Gregg
Retired Members	Howard Smith
Old Business	
New Business	
Remarks	
Memorial Service	
Adjourn	

**MINUTES OF  
ALPHA DELTA CHAPTER  
EPSILON SIGMA PHI ANNUAL MEETING  
SEPTEMBER 10, 1991  
JACKSONVILLE, FLORIDA**

The meeting was called to order at 10:37 a.m. by President Linda Barber.

Mike Demaree, Chaplin gave the invocation.

Paula Stanley, President-elect introduced special guests and retirees.

The initiation of new and transfer members was conducted by Alice Kersey, Annalist. The 1991 initiates: Linda B. Bobroff, Claudia J. Cahill, Gerald R. Edmondson, Eleanor C. Foerst, Catherine A. Neal, M. LaRue Robinson, Kathleen C. Ruppert, Dan E. Schrader, Thomas J. Schueneman, Don R. Sloan, Roger S. Webb, Shelda R. Wilkens.

Lamar Christenberry, Chairman of the Scholarship Committee awarded \$400.00 scholarships to the following persons: Degree seeking Awardees: Alice Kersey, Polk County and Denise Coleman, Collier County. Professional Improvement Non-degree: Kay Brown, Escambia County.

It was moved by John Rutledge and seconded by Ruth Milton that the minutes of the 1990 annual meeting be accepted. The motion passed.

Treasurer's Report - Lawrence Heitmeyer. A balance of \$4,930.51 was in the checking account and \$ 3,390.03 in a CD account. Lawrence moved acceptance of the report. The motion was seconded and carried.

Linda Barber gave a report on the National Council Meeting, and Paula Stanley reported on the Southern Regional Meeting.

**COMMITTEE REPORTS**

**AUDIT** - Susan Hedge: The books were found to be in order. Susan moved acceptance of the report. Motion seconded and passed.

**BUDGET AND FINANCE** - Lawrence Heitmeyer: Lawrence moved the acceptance of this report. Motion seconded and passed.

**CONSTITUTION AND BY-LAWS** - Ann Rye: The committee is in the process of developing statements of policy for the Chapter. Report accepted as information.

**FOUNDATION** - Lawrence Heitmeyer: The Chapter has completed its 100% participation in the "I'm A 10 Campaign."

**FRINGE BENEFITS** - Cliff Taylor: The committee reported work in the areas of flexible benefits program, health care, optional retirement programs, fringe benefits database, and a publication on "Questions to Ask When Considering Retirement." A fringe benefit

workshop will be held at this annual meeting. Cliff moved the acceptance of the report. Motion seconded and passed.

- LEGISLATIVE** - Lawrence Heitmeyer: Congress is presently considering the Extended Credit Act. Report was accepted as information.
- MEMORIAL** - Mike Demaree: The names of the deceased honored were Lloyd Rhoden, Albert Driggens, John Nininger, Glenn Sewell and Mary Todd. Mike moved the acceptance of the report. Motion seconded and carried.
- NEWSLETTER AND ANNUAL REPORT** - Linda Cook: Two issues of the newsletter were published and the "Annual Report" was completed from the 1991 Annual Meeting.
- PROGRAM OF WORK** - Paula Stanley: The program of work outlined five key areas for continued support and/on attention: Fringe Benefits, Foundation, Membership, Support of National Meeting, and the Galaxy Conference. The report was accepted as reviewed.
- PUBLIC RELATIONS/MEMBER RELATIONS** - Mike McKinney: There was no report from the committee.
- RECOGNITIONS AND AWARDS** - Muriel Gravely: Twenty-five years recognition were give to the following individuals. Alice B. Ayers, Thomas H. Braddock, Bessie J. Canty, Robert Bruce Christmas, Maurice F. Cole, Terrance T. Courneya, James F. Cummings, Joseph D. Dalton, Rowland Thomas Devereaux, Bobby R. Durden, Annie S. Elmore, James B. Estes, Susanne G. Fisher, Helen H. Fleming, T. Jesse Godbold, Barney Harris, Jr., Mary N. Harrison, George T. Hurner, Jr., Eliza M. Jackson, Larry K. Jackson, Karl W. Kepner, Joseph L. Loadholtz, Jr., Richard F. Matthews, Jeanette Meadows, Ruth A. Miller, Roger D. Newton, Thomas W. Oswalt, Stephen O. Ryan, Joy W. Satcher, Mary Lou Shirar, Jack J. Spears, Don Springer, Paula P. Stanley, James M. Stephens, William R. Summerhill, Sidney L. Sumner, Clifton L. Taylor, Bobby L. Taylor, Robert S. Tervola, Doris A. Tichenor, Dallas S. Townsend, David P. Tucker, Betty M. Vernon, Wayne T. Wade, Helen P. Webb, Elmo Benjamin Whitty, Robert B. Whitty, John T. Woeste. Muriel moved the acceptance of the report. Motion seconded and carried.
- RETIREEES** - B. J. Allen: The fundraising effort to benefit the 4-H camping program his totaled \$18,975.00. \$25,075.00 has been committed by the retirees for this effort. This report was received at the Executive Board Meeting on September 9, 1991.
- NOMINATING** - Ed Jowers: President - Paula Stanley; President Elect - Damon Miller; Secretary - Lawrence Heitmeyer; Treasurer - Alice Kersey; Annalist - Mike Demaree; Chaplin - Marilyn Haluskey; Immediate Past President - Linda Barber. Ed moved the acceptance of the report. Seconded by Joy Satcher. The motion passed.

Nadine Hackler, National President gave updates on the National Office Operations. There are were applicants for the secretary-treasurer position. Gail Shellbery was selected to fill the position.

The National Council Meeting will be held in Washington, D.C. in November, and the Southern Regional Meeting in Mobile, Alabama in February, 1992.

Bill Summerhill is a candidate for Southern Regional Director.

Mike McKinney is our nominee to serve on the Galaxy Conference Committee.

Bob Renner presented a resolution in support of 4-H in Florida. Lawrence Heitmeyer moved acceptance of the resolution to be forwarded to Extension Administration. Tom Braddock seconded the motion. The motion carried.

Paula Stanley moved the acceptance of the appointment of chairs and chair-elects of the Chapter's Committees. Seconded by Glenda Warren. The motion carried.

The memorial service was held with Mike Demaree in charge.

The meeting adjourned at 12:05 p.m.

Minutes taken by Damon Miller, Secretary.

# Audit

## Responsibilities:

- ♦ Audit books of the Treasurer at end of fiscal year (September 30).
- ♦ Audit books before transfer of responsibilities to new Treasurer.
- ♦ Audit books at any time as requested by Board of Directors.

## Accomplishments:

Met in Jacksonville at 1991 Annual Meeting to audit books. Will audit books during 1992 Ocala meeting. Verbal report will be presented at Annual Meeting.

## Committee Members:

Clay Olson, Chair  
Janet Drake, Chair Elect  
Tom MacCubbin  
Jeanette Meadows  
Susan Hedge

Ruth Ann Miller  
JoAnne Pierce  
Mary Harrison  
James Estes

# Awards and Recognition

## Responsibilities:

- ◆ Distribute awards information to membership.
- ◆ Receive awards nominations and make recommendations for awards.
- ◆ Send congratulatory letters to awards recipients.
- ◆ Plan awards presentation for annual meeting.
- ◆ Complete forms necessary for regional and national awards.

## Accomplishments:

The committee solicited nominations for the five awards: Distinguished Service, Mid Career, Early Career, Friends of Extension and a Team Award. After accepting nominations a ballot was prepared and committee members selected recipients of each award.

Arrangements have been made by the committee to present these awards at the Annual meeting in September. Following the model set by last years committee, members worked with the Public Relations Committee to prepare a news release on each award. This will accompany the award when presented so the recipient need only convey the release to his/her/their local media.

## Committee Members:

Merry Taylor, Chair  
Jana Hart  
Mary Chernesky  
Elaine Courtney  
Murial Gravely-Turner

Linda Lovejoy  
Uday Yadv  
Barbara Hughes  
Bobby Durden



# Budget and Finance

## Responsibilities:

- ◆ To oversee the fiscal aspects of ESP's Alpha Delta Chapter.
- ◆ To make recommendations regarding expenditures and investments.

## Accomplishments:

- ◆ Prepared annual report as of July 1 for ESP Board meeting.
- ◆ Reviewed current fiscal situation.
- ◆ Prepared update as of September 1992 for annual meeting.
- ◆ Formulated recommendations regarding maintenance of balanced budget.

## Recommendations:

ESP will be seeing a decrease in membership due to retirements and freezes. Interest rates are also dropping and we're down about twenty members. We need to make a choice to either reduce spending or raise dues. The chair recommends reduced spending.

This may be accomplished through strategies including unframed awards, alternate year granting of some scholarships and reduced numbers of newsletters.

## Committee Members:

Alice Kersey, Chair  
Scott Andree  
Meredith Taylor  
Joy Satcher  
John Rutledge

Peter Warnock  
Jack Spears  
Jo Townsend  
Lawrence Heitmeyer

# Constitution and By-Laws

## Responsibilities:

- ♦ Study state and national bylaws to assure state follows national guidelines and makes recommendations and also to suggest revisions to keep up with changing trends.
- ♦ Suggest revisions in the duties of the officers and committees to make consistent with the constitution.
- ♦ Provide written, suggested changes to the membership at least thirty days before the election.

## Accomplishments:

As the constitution was revised last year, this committee was not required to meet in 1991-1992.

## Committee Members:

Dot Allenbrandt, Chair  
MaryBeth Salisbury  
James Stevens  
Mary Williams  
Tom Devereaux

Kay Brown  
Marshall Breeze  
Tim Crocker  
Ann Rye

# **Fringe Benefits**

## **Responsibilities:**

## **Accomplishments:**

As no pressing concerns or issues arose, the committee did not meet.

## **Committee Members:**

John Rutledge, Chair

# Legislative Review

## Responsibilities:

- ◆ Keep abreast of legislative matters that are of interest to Epsilon Sigma Phi and keep membership informed of these matters.
- ◆ Keep abreast of potential and actual changes in state and federal retirement programs. Make recommendations to the Board for proposed actions.
- ◆ Provide written, suggested changes to the membership at least thirty days before the election.

## Accomplishments:

Due to lack of clarity of current policy regarding Extension Professional's rights to interact with politicians in the on-the-job role, these committee members chose to focus on their professional work, rather than political action.

## Committee Members:

Larry Halsey, Chair  
Logan Barbee  
Tom Braddock  
Lowell Loadholtz  
Lawrence Heitmeyer

Ann Parramore  
Bill Phillips  
Steve Ryan  
Doris Tichenor

# Membership/Initiation

## Responsibilities:

- ◆ Review constitution concerning eligibility for membership.
- ◆ Check with IFAS Personnel for a list of personnel eligible.
- ◆ Submit potential new and transfer members names to Board of Directors for approval.
- ◆ Send applications to potential members.
- ◆ Collect dues and send to Treasurer.
- ◆ Request Secretary - Treasurer to have on hand copies of the constitution, creed, and ESP flier for each new member.
- ◆ Prepare for and arrange/participate in new member initiation.

## Accomplishments:

Initiated new members at the September 10, 1991 Annual Meeting. New and transfer members were: Linda Bobroff, Claudia Cahill, Gerald Edmondson, Eleanor Foerste, Cather Neal, M. La Rue Robinson, Kathleen Ruppert, Dan Schrader Thomas Schueneman, Don Sloan, Roger Webb, and Shelda Wilkens. Life members presented at the 1991 meeting were: Bruce Barmby, James Estes, Delores Jones, Janith Masteryanni, Ralph Moore and Nancy Whigham.

Presented names of members to be initiated at the 1992 Annual Meeting.

## Committee Members:

Mike Demaree, Chair  
Alice Ayers  
Sheila Andreason  
Barbara Taylor  
Alice Kersey

Chaplain, Chair Elect  
Dee Wilkins  
Elaine Shook  
Marjorie Moore

# Memorial Committee

## Responsibilities:

- ◆ Determine the names of deceased members of the Florida Extension Service.
- ◆ Prepare a tribute to deceased members and present at the Annual Meeting.
- ◆ Extend courtesies to families of deceased members and expressions to all known members hospitalized due to illness or accident.

## Accomplishments:

The Committee has established, through the IFAS Personnel office, the names and addresses of the deceased Extension workers during the past year. Courtesies have been extended to families. A memorial service will be held to honor the deceased members at the September Annual Meeting. A copy of the tribute will be forwarded to relatives of the deceased.

### Memorials prepared and presented:

James J. Brasher  
Ruth M. Elkins  
English M. Greene  
Grace R. Hauser  
Robert C. Smith  
Marshall O. Watkins  
William C. Smith, Jr.

## Committee Members:

Marilyn Halusky, Chairman  
Jim Northrop  
Glenda Warren  
Mike Demaree

Alice Ayers  
Marvin Weaver  
Becky Young

# Nominating Committee

## Responsibilities:

The Nominating Committee shall select a slate of officers and directors and present them by mail to the membership at least thirty days prior to the election by mail.

## Accomplishments:

The following slate of officers for the 1992-1993 year were forwarded for publication through the newsletter prior to the annual meeting:

President:	Damon Miller
President Elect:	Lawrence Heitmeyer
Secretary:	Alice Kersey
Treasurer:	Mike Demaree
Annalist:	Marilyn Halusky
Chaplain:	Linda Cook
Immediate Past President:	Paula Stanley
Directors*:	Terms to expire in 1994 - District I - Marjorie Moore District III - Sharon Arnold District V - Victor Yingst
Life Member:	Alto Straughn

\*Other directors whose terms expire in 1993 are:

Larry Halsey (District II), Mike McKinney (District IV), and Marie Hammer (State Staff).

## Committee Members:

Doris Taylor, Chair  
Ed Jowers  
Nayda Torres  
Albert Fuller  
Joe Halusky

Mary Beth Salisbury  
Linda Cook  
Helen Fleming  
Marjorie Moore

# Program of Work

## Responsibilities:

- ◆ Annually review the purposes, goals and objectives of the Fraternity.
- ◆ Make observations and recommendations to the membership and Board of Directors.
- ◆ Direct special recognition when appropriate.

## Goals:

Participation: Alpha Delta Chapter will continue working toward one hundred percent active participation of all members both currently employed and retirees. This goal will be achieved by having members assigned as district chairs personally contact all inactive members explaining the benefits of Epsilon Sigma Phi and the role they can play in strengthening our chapter.

All committee chairs will schedule meetings of their respective committees through the most appropriate means. Committees working on issues through external contacts of the chapter (*i.e.* fringe benefits, legislative) will keep the membership informed of urgent matters that impact employment conditions or circumstances.

Galaxy Conference: Alpha Delta Chapter will continue supporting the idea of a joint national conference of the four associations scheduled for Fall of 1997.

National and Regional Conferences: The chapter has traditionally financially supported the President and the President-Elect's attendance at the two major conferences of the association, however our goal is to encourage others to attend these professional growth and leadership workshops and seminar functions.

## Accomplishments:

Alpha Delta Chapter supported one of our own for the position of Southern Regional Director at the Southern Region Conference held in Mobile, Alabama in February, 1992. Dr Bill Summerhill represented our chapter well on the campaign trail, but was defeated by a narrow margin.

## Committee Members:

Damon Miller, Sr., Chair  
Alice Kersey, Polk  
Pam Allen, Escambia  
Denise Coleman, Collier  
Paula Stanley, Past Chair

Lawrence Heitmeyer, Chair Elect  
Mike Demaree, Pasco  
Bob Renner, Marion  
B. J. Allen, Retiree



# **Foundation Ad Hoc Committee**

## **Responsibilities:**

The role of the ESP Foundation Ad Hoc Committee is to make recommendations as to continued support for the National Foundation "Professional Excellence" Campaign. Alpha Delta Chapter has been one of the leading chapters in supporting this effort. Nationally, approximately \$75,000 has been raised toward the Foundation goal of \$100,000. Although Alpha Delta Chapter has met its goal in support for the Campaign, chapter members have been provided the opportunity to continue through a "High 5" promotional effort, *i.e.* the contribution of an extra \$5.00 to the National Foundation Campaign at the time of payment of chapter dues. The Ad Hoc Committee recommends the following:

- ◆ Continue to provide an opportunity for chapter members to contribute to the "High 5" approach, or any other means that chapter members would care to use.
- ◆ Continue to encourage contributions through articles in the chapter newsletter and publicity at the FAEP annual meeting.

## **Accomplishments:**

Included an article encouraging continued support of the National Foundation Campaign in the August edition of the chapter newsletter, and a publicity poster at the FAEP annual meeting.

## **Committee Members:**

Pat Miller  
Jim Dilbeck  
Phyllis Kennedy  
Emily Harper

Lawrence Carter  
Millie Ferrer  
Jan Masteryanni  
Bill Summerhill, Chair

# Newsletter/Annual Report

## Responsibilities:

- ◆ Edit, have printed, and mail four issues of newsletter per year.
- ◆ Submit mailing cost and budget to Secretary - Treasurer.
- ◆ Determine with President what news will be included.
- ◆ Coordinate putting together and printing of annual report to distribute at annual meeting.

## Accomplishments:

Produced and distributed one issue of ESP newsletter and edited and produced Annual Report.

## Recommendations:

Alter number of issues required to address needs of membership.

It was a struggle to gather information for a single newsletter this year. All members are incredibly busy due to increased workloads resulting from cutbacks in personnel. Committee members don't have time to gather and write up news. Members don't have time to read non-essential information.

Alter format to include useful, relevant information: timesavers, moneysavers, motivation, news effecting jobs/retirement. If such information isn't sent by officers and committee members, don't expect the editor to make up an entire newsletter out of nothing. Save paper and everyone's time.

Does anyone read the annual report? If not, make a single copy to be a record of events and save the cost and paper. If you read this write to the committee chair to let her know that this job was worth doing.

Realign committee names to be consistent with bylaws. Only seven committees are listed, but membership is listed for fifteen committees. Not all these are special or Ad Hoc committees. My thanks to the committee chairs who sent reports without being called. Thanks to the committee members.

## Committee Members:

Nancy Arny, Chair  
Nadine Hackler  
Elizabeth Bolton  
William Becker  
Linda Cook, Past Chair

Joy Cantrell, Chair Elect  
James App  
Ray Andrew  
Bill Brown

# Professional Improvement and Scholarship Committee

## Responsibilities:

- ◆ Promote professional improvement within the ranks of Florida Cooperative Extension and Epsilon Sigma Phi.

Goals: Distribute scholarship applications to all Florida Extension Faculty, review and select winning applicants for three scholarships each year, inform the ESP Presidents of the winners and announce the winners at the annual Association of Extension Professionals meeting. Distribute information to the ESP membership regarding national and state professional improvement scholarships.

Assist Florida's Extension Agents' Associations with a call for papers, and the organization of the ESP professional paper presentation section at the Annual Florida Association of Extension Professionals meeting. (Chairman-Elect usually handles this.)

Study ways to promote and foster professional improvement at the annual meeting. This includes establishing networks with other professional associations.

Encourage professional growth and development by involving members in study tours, encouraging faculty to join professional associations and by subscribing to the JOURNAL OF EXTENSION.

## Accomplishments:

Scholarship memoranda concerning three \$400 scholarships were sent to all County Extension Faculty in Florida in June, 1992. Two scholarships were available for a degree program and one for a non-degree professional improvement program. The deadline for response from scholarship applicants was August 3, 1992, prior to publication of this annual report.

ESP participates in the Annual Association of Extension Professionals meeting by organizing and chairing professional improvement seminars at the annual conference and publishing the abstracts. A call for abstracts was sent to all Extension Faculty on May 1, 1992. The professional improvement committee screened and selected the papers in July to be presented at the annual meeting. Papers generally accepted were those which covered topics considered applicable to all Extension professionals, and not specific to just Agriculture, Home Economics, 4-H or Marine.

## Committee Members:

Duska Dorschel, Chairperson  
David Dinkins, Chairperson-Elect  
Linda Barber  
Elaine Courtney

Evelyn Rooks-Weir  
Brenda Bennett  
Alden Hilliker  
Lamar Christenberry

# Public/Member Relations Committee

## Responsibilities:

- ◆ Seeks a means to increase the general public's knowledge and understanding of Extension and its' influence.
- ◆ Make high school and college students aware of the employment opportunities with Extension.
- ◆ Work to promote a spirit of fraternal fellowship, knowledge, and appreciation of Extension and ESP among the chapter's membership.
- ◆ 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.
- ◆ Design 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:

- ◆ Provide publicity for Friends of Extension Award.
- ◆ Notify county officials regarding award winners.
- ◆ Recommend nominees to ESP National Speakers Bureau.
- ◆ Submit news to "On Line".

## Accomplishments:

- ◆ Provided news releases for Each ESP award winner.
- ◆ Provided rough draft letters and news releases on county winners to County Directors and Program Deans to encourage to notify local, county, district, and state leaders of accomplishments.
- ◆ Submitted all award winners names to "On Line".
- ◆ 75% of committee members reported that they had written articles on Extension to local media sources to increase the general public's knowledge and understanding of extension and its' influence.

**Recommendations:**

Adopt a committee system so that only those agents that are interested in additional responsibilities will be willing to serve on this committee. A great deal of appreciation goes to the committee members for their help and support.

**Committee Members:**

Barbara Hughes/Gregg, Chair, Seminole  
Bill Thomas, Columbia  
Linda Cook, University of Florida  
Marjorie Moore, Escambia

Austin Tilton, Putnam  
Judy Yates, Pinellas  
Kenneth Shuler, Palm Beach  
Mike McKinney, Hillsborough

# Retirees

## Responsibilities:

- ♦ Plan and coordinate activities for retired members during the state meeting.
- ♦ Secure sponsor(s) for the luncheon.
- ♦ Select a gift for retirees.
- ♦ Prepare and distribute information to retirees.
- ♦ Update retiree's files.
- ♦ Serve as a liaison between retired and active members.
- ♦ Assist ESP in furthering the goals of ESP and the Cooperative Extension Service.

## Accomplishments:

Met twice during the year. Planned activities for retirees at the 1992 Annual Meeting, including a sponsored luncheon on Tuesday and a tour of Appleton Museum in Ocala. Mr. Jimmy Glisson, former agent, arranged for sponsorship.

Continued fundraising for 4-H camp facility improvements. An \$8,000 gift to Camp Ocala provided storage space and allowed renovation of other space for classroom use. A financial report will be distributed to membership at the Annual Meeting.

## Committee Members:

Howard Smith, Chair  
B. J. Allen  
Ruth Milton  
Bruce Barmbee  
Jack Bulger

Al Dawson  
Jan Masteryanni  
Edwena Robertson  
Nettie Ruth Brown