

# **EPSILON SIGMA PHI**



## **ANNUAL REPORT**

**1992-93**

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

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**AGENDA  
BUSINESS MEETING  
Alpha Delta Chapter  
Epsilon Sigma Phi  
9:30 A.M., September 20, 1993  
Gainesville, Florida**

<b>Call to Order</b>	Damon Miller, President
<b>Invocation</b>	Linda Cook, Chaplin
<b>Recognition of Guests and Retirees</b>	Lawrence Heitmeyer, President-Elect
<b>Initiation of New and Transfer Members</b>	Marilyn Halusky, Analyst
<b>Minutes</b>	Alice Kersey, Secretary
<b>Treasurer's Report</b>	Mike Demaree, Treasurer

**Reports**

* National Council	Damon Miller, President
* Regional Workshop	Lawrence Heitmeyer, President-Elect

\* District Representatives

District I	Marjorie Moore
District II	Larry Halsey ( <i>not here</i> )
District III	Sharon Arnold
District IV	Mike McKinney
State Faculty	Marie Hammer
Life Members	Alto Straughn

**Committee Reports** - *Damon - went down each committee & had motions made*

Audit	Janet Drake, Chairperson
Budget and Finance	Mike Demaree, Chairperson
Constitution and Bylaws	Mary Beth Salisbury, Chairperson

**Committee Reports (CONT.)**

Legislature Review and Fringe Benefits	Nadine Hackler, Chairperson
Membership	Marilyn Halusky, Chairperson
Memorial	Linda Cook, Chairperson
Awards and Recognition	Jana Hart
Professional Improvement/Scholarship	David Dinkins
Program of Work	Lawrence Heitmeyer, Chairperson
Newsletter/Annual Report	Joy Cantrell, Chairperson
Retirees	Howard Smith, Chairperson
Nominating	Nayda Torres, Chairperson
<b>Old Business</b> <i>(Look for a male next year)</i>	
<b>New Business</b>	
<b>Remarks</b>	
<b>Adjournment</b>	

*Impact Statements - May 1 - Natl Policy etc.  
Coordinated by Shirley Bond -*

**MINUTES OF  
ALPHA DELTA CHAPTER  
EPSILON SIGMA PHI  
ANNUAL MEETING  
SEPTEMBER 15, 1992**

The Annual Meeting was called to order by President Paula Stanley, Citrus County.

The thought for the day was offered by Chaplain Marilyn Halusky, Duval County.

Dr. Howard Smith, Retired DED introduced guests and retirees as follows: Ruth Ann Miller, B.J. Allen, Bruce Barnby, Jim Brogdon, Nettie Ruth Brown, Beth Walsh, Woodrow Brown, Joe Busby, Issac Chandler, Bernard Clark, Leonard Cobb, Yancey Walters, Al Dawson, Elizabeth Dickinson, Emily Harper, Frank Jasa.

Analyst Mike Demaree, Pasco County organized initiation of the following new members: Dr. Larry Arrington, DED; Ed Jennings, Pasco; Mary E. Crisp, Pasco.

The following scholarship awards were presented:

Degree Seeking:                   Judy Butterfield, Clay County  
  Joe Nolan, Volusia County

Non-Degree Seeking:           Jean Meadows, Sarasota County

The minutes were approved as published in the Annual Report except that Nan Cochran was added to those memorialized in our Annual Memorial Ceremony.

The Treasure's report was approved, on hand 7536.88 with 4023.34 in checking and 3513.54 in a CD at First Union Bank in Gainesville.

Damon Miller, President-Elect, State 4-H FAMU reported on National Council and regional workshops. Paula and Damon attended. Nadine Hackler has served as National immediate past president this year. Shirley Werrington from VA is Southern Director.

District Representative Reports - No reports.

### **COMMITTEE REPORTS**

**Audit** Clay Olson, Taylor: Audit Committee will meet at this meeting.

**Awards and Recognition** Meredith Taylor, Suwannee: Awards were forwarded to National.

- Budget and Finance** Alice Kersey, Polk: We will reduce expenses (scholarships) rather than raise dues. Dr. Busby recommended exploring scholarship donations.
- Constitution and By-Laws** Dot Allenbrandt, Citrus: No Changes
- Fringe Benefits** John Rutledge, State 4-H: Committee encouraged counties to support state funding via community leaders and clientele.
- Legislative** Nancy Arny, State Forestry - Natural Resources Education: Role of the committee is a question, should be fact finding.
- Nominating** Doris Taylor, Lake: Slate was presented and elected.
- Program of Work** Damon Miller, State 4-H: As placed in the Annual Report.
- Foundation** Bill Summerhill, State Personnel: High Five contributions as to be encouraged and continued.
- Newsletter/Annual Report** Nancy Arny: Recommended two newsletters only and look at costs.
- Retired Members** Howard Smith: Retired faculty (46) have pledged \$25000 toward 4-H Camps. All paid ~~to~~ \$1500. Went to 4-H Camp Ocala. *but Committee*

Memorial Service: Tribute to the following coworkers who have passed away this past year:

English Green  
 Bob Smith  
 James J. Brasher  
 Marshall Watkins  
 Grace Hauser  
 William C. Smith  
 Ruth Elkins

#### OFFICERS ELECTED

President	Damon Miller, State 4-H, FAMU
President-Elect	Lawrence Heitmeyer, Leon
Secretary	Alice Kersey, Polk
Treasurer	Mike Demaree, Pasco
Analyst	Marilyn Halusky, Duval
Chaplain	Linda Cook, State EFNEP
Immediate Past President	Paula Stanley, Citrus

**Directors whose term expires 1994:**

District I Marjorie Moore, Escambia  
District III Sharon Arnold, Citrus  
District V Victor Vinget, Lee  
Life Member Alto Straughn, Retired

**Directors whose term expires 1993:**

District II Larry Halsey, Jefferson  
District IV Mike McKinney, Hillsborough  
State Faculty Marie Hammer, State Home Economics

Respectfully submitted by Lawrence A. Heitmeyer, 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:

This is to certify that on August 3, 1993 the Audit Committee examined the financial records of the organization. All records appear to be accurate and in very good order from the period September 15, 1992 to August 3, 1993. The Treasurer is to be commended for concise, documented, accurate records.

It is our understanding that CD 204-5036532 remains undisturbed and the financial statement will reflect interest added.

## Committee Members:

Janet Drake, Chair  
Denise Coleman, Chair-Elect  
Tom MacCubbin  
Jeanette Meadows  
Mary Harrison  
Clay Olson



# 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:

**Friends of Extension**  
Wayne Wiggins  
Douglas Weaver

**Distinguished Service**  
Lawrence Carter

**Team**  
Dee Wilkens  
Glinder Stevens  
Millie Ferrer  
Alicia Homrich

**Mid-Career**  
Sydney Park-Brown

**Early Career**  
Jana Hart

**International**  
Wayne Odegaard

**Meritorious Service**  
Marie Hammer  
Jay Hebert

## Committee Members:

Jana Hart, Chair  
Lamar Christenberry, Chair-Elect  
Mary Chernesky  
Elaine Courtney  
Linda Lovejoy  
Thomas Schveseman  
Allen Tyree  
Barbara Hughes  
Merry Taylor

## Budget and Finance

### Responsibilities:

- ◆ To prepare budget for the year.
- ◆ To oversee the fiscal aspects of ESP's Alpha Delta Chapter.
- ◆ To maintain and present accurate, clear financial records.
- ◆ To make recommendations regarding expenditures and investments.

### Accomplishments:

- ◆ Operating expenses of the chapter were met and National dues paid.
- ◆ Prepared annual report as of July 1 for ESP Board meeting.
- ◆ Reviewed current fiscal situation and maintained accurate records.
- ◆ Prepared update as of September 1993 for annual meeting and submitted records for audit.

### Committee Members:

Mike Demaree, Chair  
Marilyn Halusky, Chair-Elect  
Joy Satcher  
Paula Stanley  
Peter Warnock  
Jo Townsend  
Alice Kersey

# 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:

- ◆ The committee was contacted regarding possible changes in the By-Laws. The By-Laws were deemed to be current and not in need of revision. Therefore, no action was required.

## Committee Members:

Mary Beth Salisbury, Chair  
Bill Phillips, Chair-Elect  
James Stevens  
Mary Williams  
Tom Devereaux  
Kay Brown  
Marvin Weaver  
Tim Crocker  
Dot Allenbrandt

## Legislative Review/Fringe Benefits

### 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:

This has been a calm year for the Legislative Committee. There has been communication with committee members relating to the Extended Credit Legislation, the Hatch Act revision, USDA Reorganization, and a summary of the Joint Council of Extension Professionals Public Issues Workshop.

*Was held*  
In addition, input was requested concerning a Public Issues Workshop that was planned for this meeting. However, since the dates and length of FAEP was reduced the workshop had to be canceled. I serve as a member of the FAEP Public Issues Committee and we have planned on how to get in out concerning individual programs that could be used in our 1994 meeting with Congressmen. Every member will have the opportunity to provide information to the committee, which will then be used to localize our meeting with each of our congressional delegation in 1994.

What issues do you think this committee needs to be working on for you? Won't you communicate your concerns to the new chair?

### Committee Members:

Nadine Hackler, Chair  
Ann Parramore, Chair-Elect  
Tom Braddock  
Lowell Loadholtz  
Robert Sand  
Bill Phillips  
Stephen Ryan  
Larry Halsey  
Sue Fisher

## 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 and have on hand copies of the constitution, creed, and ESP flier for each new member.
- ◆ Prepare for and arrange new member initiation.

### Accomplishments:

- ◆ Contacted IFAS Personnel for list of eligible personnel including County Agents.
- ◆ Presented names of members to be initiated at the 1993 Annual Meeting and provided for the initiation ceremony.
- ◆ Contacted retirees for life membership.
- ◆ Initiated eligible persons to become members including ones eligible the past two years who had not responded.

### Committee Members:

Marilyn Halusky, Chair  
Linda Cook, Chair-Elect  
Alice Ayers  
Dee Wilkens  
Sheila Andreasen  
Deborah Humphries  
Barbara Taylor  
Meredeth Taylor  
Mike Demaree

# Memorial

## Responsibilities:

- ◆ Determine the names of deceased members of the Florida Extension Service.
- ◆ Prepare a tribute to deceased members and present at the Annual Meeting of Extension Professionals.
- ◆ 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 of Extension Professionals. A copy of the tribute will be forwarded to relatives of the deceased.

## Memorials prepared and presented:

Mary Ethel Anderson  
Sandra Brubaker  
Leonard Cobb  
Joseph Dalton  
Willard Fifield  
Gary Hermance  
Victoria Simpson  
Victor Yingst

## Committee Members:

Linda Cook, Chair  
No Chair Elect  
Alice Ayers  
Jim Northrop  
Marvin Weaver  
Glenda Warren  
Becky Young  
Linda Hodges

# 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.

**Goal:**

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

**Accomplishments:**

The following slate of officers for the 1993-1994 year were forwarded for publication through the newsletter prior to the annual meeting:

<b>President:</b>	Lawrence Heitmeyer
<b>President Elect:</b>	Alice Kersey
<b>Secretary:</b>	Mike Demaree
<b>Treasurer:</b>	Marilyn Halusky
<b>Analyst:</b>	Linda Cook
<b>Chaplain:</b>	Jana Hart
<b>Immediate Past President:</b>	Damon Miller
<b>Directors:</b>	<b><u>Terms to expire in 1994:</u></b>
	District I- Marjorie Moore
	District III- Sharon Arnold
	District V- Robert B. Whitty
<b>Directors:</b>	<b><u>Terms to expire in 1995:</u></b>
	District II- Meredith Taylor
	District IV- Mike Holsinger
	State Staff- Elizabeth Bolton
<b>Life Member:</b>	Alto Straugh

**Committee Members:**

- Nayda Torres, Chair
- Joe Halusky
- Helen Fleming
- Marjorie Moore
- Doris Taylor

# Program of Work

## Responsibilities:

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

## Goals:

### Participation:

Alpha Delta Chapter will continue working toward active participation by all eligible members both currently employed and retired. District directors will be asked to follow-up on district participation.

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. *Encinitas, Ohio*

### National and Regional Conferences:

The chapter has traditionally financially supported your 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:

President Damon Miller represented Alpha Delta Chapter at the national Meeting in New Orleans and at the Public Policy Workshop in Washington, D.C. President Elect Lawrence Heitmeyer attended the Southern Region Leadership Training Conference in Fort Worth. Committees have continued to function well and conduct essential business of the Fraternity.

### Committee Members:

Lawrence Heitmeyer, Chair  
Alice Kersey, Chair-Elect  
Pam Allen  
Denise Coleman

Bob Renner  
B.J. Allen  
Mike Demaree  
Damon Miller



# 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.

## Committee Members:

Joy Cantrell, Chairman  
Elizabeth Bolton, Chair-Elect  
James App  
Ray Andrew  
William Becker  
Bill Brown  
Nancy Pywell

## 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 two 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 improvements 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 annuals 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 describing to the JOURNAL OF EXTENSION.

### Accomplishments:

Two abstracts submitted and approved for presentation at annual meeting.

Four scholarship applications were submitted and two <sup>four</sup>~~two~~ hundred scholarships awarded.

### Committee Members:

David Dinkins, Chair  
Sydney Parrk-Brown, Chair-Elect  
Brenda Bennett  
JoAnn Pierce  
Alden Hilliker  
Elaine Courtney  
Evelyn Rooks-Weir  
Duska Dorschel

*Judy Butterfield (Clay)*  
*Linda Landrum (Volusia)*

## 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/members for the 1993 annual meeting, including a sponsored luncheon on Tuesday, courtesy of Reggie Brown and Florida Fruits and Vegetables Association.

Several committee members attended open house/dedication at Camp Ocala on April 24, 1993, where storage facilities provided by retirees special project was viewed. Forty eight (48) retirees have contributed \$25,223.75 to improve 4-H Camp facilities at all camps. Interest earned to date is \$2,676.82. Ocala storage building cost \$7,943.23 leaving a balance in the fund of \$19,957.34.

*26,523.75 as of 9/20/93*  
Committee wrote retirees letter regarding COLA status urging each individual to write their senators and representatives.

Committee arranged for Gainesville and Ocala NARFE chapter to set-up and man exhibit at 1992-1993 annual Extension Conference. All members are urged to visit this exhibit.

Committee members have provided support and information to deceased retirees spouse's.

**Recommendations:**

Committee request that each association appoint a representative to the Retirees Committee. This will facilitate cooperation and coordination.

*Chairman of the*  
~~All retiree~~ Committee members should be invited to attend all association board meetings.

**Committee Members:**

Howard Smith, Chair  
Nettie Ruth Brown  
B.J. Allen  
Ruth Milton  
Bruce Barmbee  
*Dee Wilkins - HE.*  
*Bill Brown - Agie*  
*Tom Deasebeck - 4H*

*Linda Barber - chair of retiree Natl Council*

*Susan Camp*  
*Jack Hayman*  
*Nancy Wigman*  
*Bruce Barmbee* } *also contributed*

*Funds available to build  
maintenance bldg at each camp*