

IAWP Ohio Chapter Executive Board Business Meeting

September 22, 2005

The meeting was called to order by President Elect George Faithful at 9:05 AM at the Holiday Inn in Lima.

Roll Call:	President	Vacant	
	Pres. Elect	George Faithful	Present
	First VP	Gus Guzman	Present
	Second VP	Carolyn Bannister	Present
	Immediate PP	Greg Kambitsch	Present
	Pres. PP Club	Jerry Raffenaud	Present
	Treasurer	Nancy Dais	Present
	Secretary	Jo Anne Clark	Present
Area Reps	Area I	Debbie Kleckner	Present
	Area II	Vicki Cook	Present
	Area III	Agnes Kimbrough	Present
	Area IV	Pam Carmin	Present
	Area V	Mary Ellen Miller	Present
	Area VI	Jodi Milligan	Excused
	Area VII	James Dillion	Present

There were enough voting members for a quorum.

Committees	Ways & Means	Beth Brannigan	Excused
		Phil Hayes	Present
	Chapter Achievement	Arlene Keethler	Present
	Retirees	Vacant	
	Veterans	John Savage	Excused
	Resolutions	Vacant	
	Constitution By Laws	Vacant	
	Services to Disabilities	Vacant	
	E.R. Herring	Jerry Raffenaud	Present
	Education	Jenni Litten	Present
	Media Newsletter	Greg Kambitsch	Excused

George opened the meeting by reviewing Linda Donley's resignation as IAWP Ohio Chapter President. He reported that many things had been left undone, such as recruitment of Area Reps and Committee Chair vacancies. George stated that as of this meeting, Vicki Cook is now the Area II Representative, and Jodi Mulligan is now the Area VI Representative.

Jerry had to leave early for a work meeting, and requested to distribute & review his reports first.

Past Presidents' Club Report: Upon a motion by Denis and second by Corkey, Greg Kambitsch was elected into membership of the club.

Cardinal Guide project has been on hold since their meeting with Columbus because of lack of participation...will try to resume that sometime soon if Jerry can get a volunteer.

Other discussion led them to acknowledge that the traditional progression of officers is not in place. The chairs need to be held accountable for their duties or do not become the chair.

Web Site—working with Greg Kambitsch to address it not being updated and reviewing how we can best utilize it for our members.

Their next meeting is scheduled for 7:30 AM on Sept. 23, 2005 to discuss how they can be more involved as past leaders of this organization.

Hall of Fame Report: There was one nomination (submitted by Jenni Litten) that meets the criteria, George Faithful. Jerry passed out the IOC, criteria, nomination form, and ballot to be reviewed and voted on by the board members. He said that the voting did not have to be done at the meeting.

ER Herring Report: As of 3/31/05, the balance in the primary account was \$13,133.29 and the checking account balance was \$1,565.89. Audit was conducted on the account and was not completed as not all records were available. Jerry instructed Carolyn & Jo Anne to get with Arlene and finish the audit at the conference. Nancy provided the books, and Arlene said that she had the records with her.

Grant Requests for PY 05: Terry Sword – Central - \$150.00 (was approved by vote of the trustees and submitted to Treasurer for remittance).

Grant Request for PY 04: Sueann Dean—needs to submit an application with the receipts as there was some confusion on whether she was eligible.

Secretary's Report: Copies of the minutes of the Spring Conference Chapter Executive Board, Spring Conference Business Meeting and the June 2004-2005 Audit Meeting were distributed & reviewed by all present. Carolyn's name was spelled wrong, which will be corrected. Carolyn moved to accept the minutes as written with her name corrected, Mary Ellen seconded the motion and the minutes were accepted.

Treasurer's Report: Nancy passed out written reports which detailed the income and expenses from May 1, 2005 for the IAWP Ohio Chapter Accounts. As of September 15, 2005 the balances are:

IAWP Checking Account – \$626.81
Mamie Hankerson Library Fund – \$756.98
Roy Murgage Spring Institute Fund – \$6,427.41
Women's Division – 22.73

Money Market Account – \$50,797.52

Mary Ellen brought up the Women's Division Account. This account has been inactive for 2 years. After discussion, Mary Ellen moved to move the money from the Women's Division Account to the regular IAWP Checking account. Jenni seconded the motion and the motion passed.

Mary Ellen inquired as to how the Roy Mugrage Account can be used. Roy Mugrage was a former IAAPES member who willed \$5,000 to the Ohio Chapter. The principal cannot be touched; the interest can be used for the Spring Conference Program only. The 2005 Spring Conference was the first time these funds were used.

After review by the board, Carolyn moved to accept her report, Mary Ellen seconded the motion, and the motion passed.

President / President Elect's Report: George distributed & reviewed his written report. He has been assisting both the Lima & Springfield Conference committee groups preparing for the fall conference. The committees met on a regular basis to review action items and mail flyers to our members.

In August he worked with Nancy Dais to submit our W-9 form to the state Office of Business Management. They have included our IAWP chapter on their vendor list. We will be able to process purchase orders, received from county attendees for our conferences. This should enable us to expand our membership and conference attendance.

1st Vice President's Report: Gus distributed his written report and copies of a membership contest, email invitation to join IAWP that was sent out, and a draft copy of a personal service contract for Ohio Chapter IAWP.

He reported that from information received from Nancy Dias, of IAWP members that were still under the old deduction of \$2.00, Gus sent out notice to 84 members, explaining the need to update their current deductions to reflect the increase to \$2.50. With the help of Mary Kay, Mary Ellen and Debbie Kleckner, Gus has been able to track down 95% of the members, with many responding and asking how to update their forms. With the help of George, they were able to assist them with their questions. He will continue to reach the remainder 5%, with assistance from our leadership.

Gus spoke with and e-mailed the board to pursue and establish Ohio IAWP Personal Service Contract, and everyone responded in agreement that we need to move forward with this presentation (draft submitted by Dwight Garner).

They raised \$1,200 for Relay for Life, raised \$950 for the 6th Annual Mark Haustovich Golf Outing, and they are currently involved in raising funds for the Victims of Katrina by having lunch and breakfast for the staff for a minimal donation.

Gus made several QAB presentations at the District 2 Quarterly Meetings, held in Akron and also made a QAB presentation at the Statewide Employment Meeting held at Mohican State Park. At the retreat, Greg and Maria made a small presentation for IAWP encouraging the supervisors and managers to participate and attend the Fall Conference in Lima, Ohio. He will be going to the various processing centers and one stops in his area, to show the QAB video and encourage membership for IAWP.

Gus also attended the International IAWP, held this year in Albuquerque, New Mexico, which was an excellent experience for him and his wife. The educational courses were fantastic and the fellowship was the best, they can't wait for Louisville.

Gus also reported that the IAWP Membership Kick Off is a contest to see who can get new members to join Ohio Chapter IAWP. For each new member you enlist from June 1 until December 31, we will put your name on a ticket for a drawing for some great prizes. This does not apply to members that are just renewing their memberships. Be sure to tell your friends and one stop partners about our conferences and bring a friend along in September.

He stated that we will have IAWP representatives actively going to the One Stops in the state to assist in the recruitment of members, and are currently looking into the possibility of contracting one of our own to solely work on the membership drive and come up with some ideas as to how to increase our membership.

Gus is looking into a mailing to all our offices as well as meeting with each manager and supervisor to have them buy into the IAWP concept and have them actively recommend that their staff join us.

A correction to the email that was sent out, Gus was referring to the Albuquerque, NM conference, and not Nashville, TN.

Gus stated that he expects the area representatives to assist with the payroll deduction increase and to actively pursue new members.

He mentioned that he is getting better with delegation, and is seeing some success in his initial efforts of promoting IAWP to counties.

George passed out fliers to give out for recruiting, and said that Barbara Riley is willing to promote IAWP. She is willing to have IAWP articles published in News Today, and George offered to help with that. If anyone has an article for submission, they can send it to George, and he will ensure that it gets in.

Nancy passed out membership pins to the appropriate area reps to give to new members. She also gave Gus an updated membership list, and provided printouts of district members to the area reps. The members that still need to upgrade their payroll deduction were highlighted, and the area reps will continue

their efforts to encourage these members to complete the required paperwork. Nancy has membership applications and payroll deduction forms available for anyone who needs them.

Gus asked the area reps to let him know who they've contacted by email, so he doesn't duplicate their work. He said that there is \$1,200 in the membership account, and he is planning to spend it all if necessary to increase membership.

He also said that we need to move forward on the personal service contract for Ohio Chapter IAWP, which was worked on by Dwight Garner. This is to contract with someone for administrative assistant and membership recruiting duties. It is intended to be a performance based position.

2nd Vice President's Report: Carolyn submitted a written report and a Legislative Action Plan. She participated in the Audit Meeting held June 25, 2005. Her Legislative Action Plan (attached) has detailed communication, communication follow-through, and legislative awareness categories.

Carolyn is also actively working on the 2006 Fall Conference to be held in Springfield.

Immediate Past President's Report: Greg is excused; he is working for the Red Cross helping Hurricane Katrina victims.

Ways & Means Committee Report: Beth – excused. Phil reported that he has contacted Meijers and Sam's Club stores to solicit donations to be used for fund raisers (such as raffles). He has not heard from Meijers, and was told by Sam's Club that if we are one of the organizations selected, they would give a \$25.00 gift certificate.

Chapter Achievement Committee: Arlene – excused.

Retirees Committee: Position vacant.

Veterans Committee Report: John Savage – excused. George Faithful brought up that John requested \$50 for a hospitality room for the next veterans' conference. Carolyn made a motion to give \$50 towards the hospitality room at the October Veterans' Conference, Jo Anne seconded the motion and the motion was passed.

Resolutions Committee Report: George stated that there were no new resolutions.

Constitution By Laws Committee: Position vacant.

Services to Disabilities Committee: Position vacant.

Education: Jenni reported that there are Logan S. Chambers and ER Herring Pamphlets on the registration table to promote the program again at this conference. At this time there is nothing new to report.

Media Newsletter: George stated that he has not spoken with Greg, but that the Cardinal is not yet out.

Area I Report: Written report was submitted & distributed. Debbie reported that she attended the International IAWP Conference in Albuquerque, NM. There were 30 Ohio attendees.

The Toledo Subchapter donated money to the Komen NW Ohio Race for the Cure. On Sept. 18th Debbie participated in that 5K walk.

They are planning a picnic in October at a member's home.

Their annual holiday dinner is scheduled for Dec. 3, 2005 at Louis G's in Sylvania.

They also purchased an ad to support this Fall Conference.

Area II Report: Vicki Cook reported that she sent letters out to members inviting them to a Subchapter Meeting scheduled for October 14, 2005.

Area II also placed an ad to support this conference.

As a new area representative, she is working on increasing membership and participation.

Area III Report: Agnes distributed and reviewed her written report. She also showed pictures from the Relay for life and the Golf Outing, a thank you letter from the American Cancer Society, and flyers from Katrina fundraisers.

The Youngstown Subchapter IAWP, Youngstown Processing Center, local One Stops and ODJFS (Human Services) participated in the American Cancer Society Hispanic/Campbell Relay for Life. The event was held on June 24 & 25, 2005 at Roosevelt Park in Campbell, Ohio.

The Youngstown group held numerous activities including, a soup cook-off, breakfast, tee shirts, bottled water, candy sale and general donations. They presented a check to the American Cancer Society for \$1,400.

The Youngstown group turned out in great numbers and walked the course for 24 hours in 95-98 degree temperatures. IAWP/ODJFS won the following prizes:

- Best Team Shirt Contest
- 3rd Place for most money raised
- Bronze prize for participation

The committee of the Sixth Annual Mark Haustovich Memorial Golf Outing, hosted by the Youngstown Subchapter of IAWP, extends their appreciation for a banner turnout of members and friends. Area III Representative's team won the prize for last place (they had fun in the 98 degree temperature). The \$950 in proceeds from the golf outing will be used to assist in sponsoring various IAWP projects throughout the year.

Five members of the Youngstown Subchapter, Gladys Burnett, Carri Coughlin, Gus Guzman, Agnes Kimbrough and Mary Kay Krisman attended the International IAWP Conference in Albuquerque, New Mexico. In addition to a great program, the sight seeing was wonderful.

The Youngstown Subchapter of IAWP, Youngstown Processing Center, and local One Stops have sponsored various activities, e.g. a luncheon and breakfast to raise money for victims of the Katrina disaster. To date they have raised \$760, and will continue to sponsor activities on a weekly basis. Agnes stated that their goal is to raise \$2,500.

Agnes also reported that they have a committee of 10 that works on the various activities they sponsor. They have 8 standard activities that they do every year, plus extra ones as they learn of other needs. They are currently working on a luncheon to honor veterans on Veteran's Day.

George stated that he would like to see Area III pictures published in the News Today, that it would be good publicity for our organization.

He also mentioned that Bruce Madson would be speaking at the luncheon tomorrow in place of Barbara Riley.

Area IV Report: Pam Carmin reported that she has been working on the 2006 Fall Conference that will be held in Springfield on 9/28 – 9/29/2006. The theme will be "Building Partnerships That Shine". She showed an example of what the posters would look like, and stated that Roxanne Beers is the planning mind behind the work.

The in-between party is a surprise.

To raise money for the conference, there will be a raffle for 6 nights accommodation in Los Vegas for 6 people – the dates for this are November 5th – 12th of 2006. Travel is not included. The raffle tickets will be \$5 each or 5 / \$20.

Mary Ellen suggested that the Area Reps start selling the raffle tickets, and everyone agreed that was a good idea. George asked how many tickets the Area Reps should take with them, and it was agreed that 20 would be a good number.

Pam stated that she would have them ready for the other area reps at the business meeting tomorrow.

Area V Report: Mary Ellen distributed and reviewed her written report. She reported that the Spring Conference was a great success. They split \$2436 with the State Chapter, and their profit was \$1218. At the conclusion of the conference, the Central Ohio Subchapter elected new officers.

Jerry Raffenaud	President
Mary Ellen Miller	Vice President
Cindy Gerhan	Treasurer
Mary Dennis	Secretary
Carolyn Bannister	Area Rep
Christy Morrison	Area Rep

A committee was formed to plan the Holiday Party, which will be held on December 3 at the Mongolian BBQ at Easton. At this function they will ask for volunteers to work on the Spring Conference Committee. Cindy and Mary Ellen have done some preliminary work to secure a hotel for the Spring Conference.

They are in the process of donating to the hurricane victims. They have contacted International for their help in determining our own members that may need assistance.

An ad for the Fall Conference was purchased.

Mary Ellen also reported that they are looking at hotels for the 2006 Spring Conference.

Area 6: Jodi Milligan – excused.

Area 7 Report: Jim distributed and reviewed his report. He continues to encourage partners and other state staff to join IAWP. He was excused from the Spring Conference, but received from Beth Brannigan, following the Spring Conference, a list of members, located within District 7, who had not completed an application to increase their membership dues. He contacted in person those he was able to, and mailed requests to others with instructions for submitting.

He also mentioned that the Processing Office is across the hall from the One Stop, and that they are planning something for veterans.

Jim stated that Susan Clark has replaced Harley as the District Director.

George passed out information on the 2006 International IAWP Conference (93rd Educational Conference) in Louisville, Kentucky which will be held June 18-23, 2006 at the Hyatt Regency Louisville, 320 W Jefferson Street. Room rates will be \$104 per night (flat room rate). George encouraged members planning to attend to make their reservations as soon as possible.

George reported that District 7 had their board meeting at the International Conference in Albuquerque, New Mexico. Meetings will now be held in March every year.

Harley stated that Thelma asked chairs and vice chairs to write an article for each edition of the Workforce Professionals publication. There is a new column called "Seasons" that deals with individual activities, such as life changing or career changing moments. Please email submissions to Harley (Gene Replogle) and he will get it included in the column.

Also, if anyone has anything for the Cardinal, please get it to Greg. There is a lot of value in articles, and this can help with our membership drive.

Old Business: Nancy reported that she finally purchased a new computer.

New Business: George suggested we consider a donation to the National IAWP for hurricane disaster relief. Mary Ellen made a motion for \$5,000 to be given to assist IAWP members, Pam seconded the motion, with the stipulation that it would be investigated to be sure the donation would be used as intended, and the motion was passed.

Mary Ellen will chair the committee to do this, Nancy, George and Arlene will serve on the committee.

Challenging subchapters to contribute was discussed, also a deadline of 10/15/05 for contributions. Donations can be sent to 145 Front Street, Attn: Mary Ellen, UC Tech, 3rd Floor, Columbus, OH 43215.

Pins for the International Conference were discussed. It was agreed that we would use the old pins which Nancy has for the next conference.

In 2007 the conference will be held in Boise, Idaho, and 2008 will be Rapid City, S. Dakota.

Gus discussed the QAB, Quality Advocate Board and the poster contest which encompasses the 4 quality principles. He would like to give a membership to IAWP as the prize.

George asked if there was any other business and there was not.

Carolyn made a motion to adjourn, which was seconded by Jenni. The meeting adjourned at 10:55 AM.

Respectfully Submitted:

Jo Anne Clark, Secretary