

## IAWP Ohio Chapter Business Meeting

September 29, 2006

President Gus Guzman called the meeting to order at 2:15 PM at the Courtyard by Marriott Hotel in Springfield.

### Roll Call:

Officers	President	Gus Guzman	Present
	Pres. Elect	Carolyn Bannister	Present
	First VP	Joan McNary	Present
	Immediate PP	George Faithful	Present
	Pres. PP Club	Jerry Raffenaud	Present
	Treasurer	Nancy Dais	Present
	Assistant Treasurer	Greg Kambitsch	Present
	Secretary	Jo Anne Firestone	Present
Area Reps	Area I	Debbie Kleckner	Present
	Area II	Vickie Cook	Present
	Area III	Agnes Kimbrough	Present
	Area IV	Pam Carmin	Present
	Area V	Mary Ellen Miller	Excused
	Area VI	Jodi O'Connell	Excused
	Area VII	James Dillion	Excused
	District 7 Director	Jerry Raffenaud	Present

There were enough voting members for a quorum.

Committees	Ways & Means	Beth Brannigan	Present
		Phil Hayes	Excused
		Vickie Cook	Present
	Chapter Achievement	Arlene Keethler	Excused
		Phil Hayes	Excused
	Retirees	John Savage	Excused
	Veterans	John Savage	Excused
	Resolutions	Joan McNary	Present
	Constitution By Laws	Vacant	
	Services to Disabilities	Corkey Swain	Present
	E.R. Herring	Jerry Raffenaud	Present
	Education	Jenni Litten	Excused
	Media Newsletter	Mary Kay Krisman	Excused

**Secretary's Report:** Minutes of the Spring Conference Board & Business Meetings were distributed by Jo Anne and reviewed by all present. Harley made a motion to accept the Spring Conference Business Meeting minutes as written, Jerry seconded and the motion passed.

**Treasurer's Report:** Nancy distributed detailed reports showing the ending balance as of September 21, 2006 for the IAWP Ohio Chapter Accounts.

IAWP Checking Account - \$81.18

Mamie Hankerson Library - \$756.98  
Roy Murgage Spring Institute - \$5,840.23  
Women's Division - \$22.73  
Money Market Account - \$51,287.30

Harley moved to accept the Treasurer's report, Helen Carter seconded the motion and the motion was passed.

Gus stated that the board had discussed the previous business meeting, and requested that members follow proper procedure during the meeting. We follow Robert's Rules of Order, basic parliamentary procedure. He also mentioned that we have a business casual dress code at conferences, and should conduct ourselves professionally.

**President's Report:** Gus Guzman submitted/reviewed his report:

Many things have taken place since the torch was passed on to me from George. I would like to say that without the assistance of George, Greg, Jerry, Joan, Jo Anne, Nancy, Mary Kay, Roxann, in fact the whole board and area reps I would be lost. I am grateful for the support and guidance that each and every one of you has given me. I am proud to be a part of this organization and hopefully I have contributed something to give to each and every member.

This year has been one of many personal problems as many of you have experience as well; the old saying that diversity makes us stronger, that's pushing it. Lori, Trisha and myself attended the International IAWP Conference in Louisville, Kentucky and it was fantastic. Ohio had a large contingency and also main presentations at the conference, we were everywhere, sharing in the training as well as assisting the training. I was very proud as how our group presented themselves at the conference at the highest professional level.

We gathered some very important information that has allowed us to come back and put into play within our own state/local chapters. We received 4 awards in recognition of our efforts in working as a team and recognized by the International Board. Our own Corkey Swain, was elected to the International Board, with Jerry as our 7th District Rep, George was on the awards committee, as Greg assisted with the program, so again we had representation at the highest level.

I have been working with Joan, to gather ideas on how to increase our membership. We had a brainstorming focus group that met in Columbus, to discuss how to put this plan in action. From the focus group a lot of ideas were discussed and followed up. Through phone calls and GroupWise we were able to communicate and share ideas with each other. We have been able to recruit new members and still trying to address how to reach those members that need their membership increased. Joan has a lot of good ideas and enthusiasm and is the right person at the right time for us. Her committee is working on passing out power bars on behalf of IAWP at each of the All Staff meetings in the state.

With George's help we have been able to get articles publish in the News Today. Greg and Mary Kay have formed an alliance together to get the Cardinal News Letter out in a timely manner to our membership. The Web Page is coming along nicely with new information being added to it as it is made available.

I am representing IAWP, at each meeting at local county, district and state level to share the ideals of IAWP and to encourage membership. At each opportunity that presents itself we try to share this information; this year as we do every year we will have a table at the Veterans

Conference to see if can sign up new members and maybe encourage old members to come back. IAWP will assist in the hospitality room for the conference.

I have met with Neil Yutkin, who is in the process of getting information to host the Fall Conference in Youngstown, Ohio at the Holiday Inn Metro-Plex; more information will be forthcoming of this event.

We hosted the 7th Annual Mark Haustovich Golf Outing, at Mahoning Country Club, on July 14th, with 54 golfers present and an additional 50 picnickers attending. Good food, prizes and surprises were had by all, sponsored by IAWP. We have also had and raised funds for the Scleroderma Foundation raising \$350, for the Relay For Life we raised \$1,823, we sponsored the Bring Your Kids To Work, Celebrate Us, raised funds for our fellow workers that were struck with some unforeseen illnesses as well as supporting our office in retirement parties for our staff.

As we have done in the past, IAWP Youngstown will be hosting the 15th Laying of The Roses, on Nov.5th, with our guest speaker Joe Andry. Also we will be working with the Toys For Tots, Christmas drive and assisting our reservist with donations, through fundraisers.

In all as I stated at the beginning this has been a very trying and busy year, thank you for your support and encouragement.

**President Elect's Report:** Carolyn Bannister submitted & reviewed the following report.

Saturday June 17<sup>th</sup>, 2006, I attended the five-hour President Elect training session in Louisville, Kentucky. This training was very helpful for me. It gave me insight on what is expected from me as the Chapter President Elect.

The 93<sup>rd</sup> IAWP International Educational Conference was held June 18<sup>th</sup> through 22<sup>nd</sup> in Louisville Kentucky, which I attended. I was amazed how different other states and countries dealt with unemployment and unemployment issues; it was a learning experience for me.

There was a June budget meeting held and I participated in the auditing of our accounts and setting up the 2006-2007 budget.

As a Springfield Fall Conference committee member, I attended several planning meetings in Springfield.

There are a lot of things I'm working on. At the moment, I am soliciting award nominations for deserving individuals and groups to be submitted to the International Committee for chapter awards. Winners will be awarded at the 94<sup>th</sup> Annual IAWP Educational Conference in Boise, Idaho next June. Award nominations are due to me by December 15<sup>th</sup>, 2006, so that the Ohio Board can judge (and that is only if we have multiple nominations for one category before the award nomination is sent into International). The deadline to submit a nomination is March 1<sup>st</sup>, 2007 (in that the nomination must be *postmarked* by that date). As always, I am continuously promoting membership in the IAWP.

I'm truly looking forward to a wonderful and productive year working with this chapter.

Ohio received several awards at International, and the certificates were shown to the members present. Ohio took second place, also received awards for Increase in Overall Membership, Membership Retention, and a Certificate of Participation.

**1<sup>st</sup> Vice President's Report:** Joan submitted & reviewed her report:

A membership committee has been created, consisting of Gus Guzman, George Faithful, Jerry Raffenaud, Carolyn Bannister, Larry Less, Greg Kambitsch, Chad Moore, Vickie Cook, Tom Buescher, and myself. Gina Mee facilitated our first meeting, and Terry Janke was there representing Jason Hoak, who was called away to another meeting. We discussed: target audience, marketing strategies, speaker quality, breakout sessions, and attracting diversity (out side local ops, OS partners, etc.). We were on track to meet monthly in Columbus, however, we were told after our first meeting that we were not allowed to do that on State time. We continue to connect by e-mail and phone calls, which obviously has presented a tremendous challenge.

In collaboration with the Health and Wellness Committee, IAWP "calling cards" (which include the membership chair's name and phone number and online application information) attached to granola bars, will be distributed at upcoming ODJFS All Staff meetings. Huge thanks to Vickie Cook for creating, printing, and "hole punching" all the cards, and to those who spent hours in the hospitality room Wednesday night. I never want to see another granola bar or piece of curling ribbon again!

We disbursed International pamphlets at the August One Stop D-2 meeting.

I e-mailed area rep/subchapter presidents and asked them to poll their membership: "Why don't members attend?" I emailed my subchapter; some responses were the focus on the "party", "paid days off", lack of affordability, and that sessions catered to One Stop staff.

Once again, we are focusing on people who think they are members but have not updated their payroll deductions from \$2 to \$2.50 per pay, an increase in dues affirmed 2 years ago. At least three mailings have been sent out to them.

We are asking all members to invite at least one person to join IAWP, and sponsored a contest for those who have done so this year.

The Cardinal is "hot off the presses" again, and our Ohio website has been updated.

A "What's in it for Me?" power point has been created. The committee is discussing new literature, and redefining / recreating our conferences.

I attended the International '06 Conference Workshop that addressed membership and included other Chapters' best practices, and hope to be able to adopt some of these, as well as instituting our own best practices.

Springfield welcomed new members and first timers by offering a registration discount.

Officers agreed our increased membership goal should be set at 100; we are currently at 229 members.

My personal goal as Membership Chair is for our Ohio Chapter to earn the International Chapter Achievement Award.

**Immediate Past President's Report:** George Faithful distributed & reviewed his report.

As the previous awards chair, I was pleased that our nomination for the Youngstown subchapter and partners won second place at the IAWP International level. Keep up the good work Youngstown!!

Since our last meeting I have assisted the fall conference committee in preparing for this event. I worked in the capacity of coordinating with Ohio University for the CEU certificates and handled some registration problems with the Union Trust. The Union Trust would not

send out prepay checks for the fall conference and wanted to pay using a credit card. I explained that we were not capable of processing credit cards. Later conversations with the Union Trust disclosed that they do not plan on having check writing for the future conferences and that this should not be an issue.

I have canvassed active members to prepare for the spring elections. I will work on an officer and area representative slate.

I continue to provide articles for the IAWP Countdown highlighting marketing and motivational subjects.

The fall Ohio Chapter conference will be held in Youngstown, OH at the Holiday Inn North Metroplex Center. Neil Yutkin is local arrangement chair for this event. The spring conference will be held in Columbus and I will be the local arrangement chair for this season.

**Past Presidents' Club Report:** Jerry introduced the past presidents that were in attendance and explained that they give ideas to the Board. He stated that there has not been a meeting since 9-22-05. There was a meeting scheduled for 7:30 am on Sept 29, 2006 to discuss how they can be more involved as past leaders of this organization, but the meeting had to be cancelled.

**Hall of Fame Report:** Jerry explained that outstanding members could be nominated for and elected into the Hall of Fame. He recognized the Hall of Fame members present and mentioned that George is the newest member. Jerry reported that nomination forms will be sent for posting and submission for the period of 10-2-06 through 10-30-06.

**Area I Report:** Debbie Kleckner reported that they donated money for the Susan Kohlman NW Ohio Race for the Cure. Debbie participated by walking as always.

**Area II Report:** Vickie Cook submitted/reviewed her report:

- Several attended IAWP 93<sup>rd</sup> International Conference
- Promoted IAWP in processing centers, call center and One Stops
- Recruited new members
- Annual meeting for Northeast Ohio sub-chapter will be in October

**Area III Report:** Agnes Kimbrough submitted /reviewed her report:

I am the Area 3 Representative for the northeastern corner of the state of Ohio. This area includes Mahoning, Columbiana, Trumbull, Portage and Ashtabula counties. My responsibilities include working with the offices to promote and support local area charities and non-profit agencies.

Youngstown Sub-Chapter IAWP, Youngstown Processing Center, Investigations, Review Commission, Tax Commission and local One Stops (Staff), held fundraisers and donated \$350 to the Scleroderma Foundation. Staff also participated in the 4K Fun-Walk that was held on Saturday, June 3, 2006. Scleroderma is a chronic, often progressive autoimmune disease – like rheumatoid arthritis, lupus and multiple sclerosis – in which the body's immune system attacks its own tissues.

The Staff also sponsored numerous activities to raise funds for Relay for the American Cancer Society Hispanic/Campbell Relay for Life. The event was held on June 23 & 24, 2006 at Roosevelt Park in Campbell, Ohio. Staff participated in the 24-hour walk for life and presented the Cancer Society with a check for \$1,823.

The committee for the Seventh Annual Mark Haustovich Memorial Golf Outing, hosted by the Youngstown Sub-Chapter of IAWP, extends their appreciation for a banner turnout of members and friends.

Five members of the Youngstown Sub-Chapter, Gladys Burnett, Carrie Coughlin, Gus Guzman, Agnes Kimbrough and Mary Kay Krisman attended the International IAWP conference in Louisville, Kentucky. The conference was held June 19 thru 23, 2006.

The Staff won 2nd place for Group Merit Award, we were very proud to accept the award.

You are cordially invited to attend the 2007 Fall Conference in the great City of Youngstown, Ohio.

Agnes also added that our Chapter President, Gus, participated in the laying of roses for the Veterans Weekend.

**Area IV Report:** Pam Carmin stated they were very busy working on this Conference and recruiting new members.

**Area V Report:** Mary Ellen Miller is excused, Jerry submitted and reviewed her report:

Central Ohio hosted the Spring Conference, which was a great success. We are forming a committee to determine if the Spring Conference has to be held in Columbus each year. We had a meeting of the officers to wrap up the spring conference finances, discuss membership and to start planning the 2007 Spring Conference.

The sub-chapter is planning their Holiday Party on December 2<sup>nd</sup> at Buca de Pepo's.

We visited the University Plaza Hotel to discuss the spring conference. We are hoping this will be the site of the 2007 conference on April 19<sup>th</sup> and 20<sup>th</sup>.

Registrations	+\$3821.00
Hotel	-\$1746.94
Speaker	-\$250.00
CEU's	-\$216.00
Door Prizes	-\$120.00
Reimbursement for returned check	-\$55.00
Planning, meeting, wrap-up session, postage, misc. expenses	-\$90.73
Profit	\$1342.33
Split with State Chapter	\$671.16

**Area VI Report:** Jodi O'Connell-excused

**Area VII Report:** Jim Dillion is excused & submitted his report by email.

After returning, from a great Spring Conference, I received an email from Gus Guzman, it was a forwarded email sent by Joan McNary, referencing the Spring Conference, and asking the question, why IAWP members didn't attend, the conference and asking for suggestions. As Area 7 Representative, I was asked to forward the email, to members in Area 7.

I received one response, from the sent email, but it was an important response. It was from Sharon Goosey, her email identified the fact that we have ODJFS co-workers, who is not aware, of release time, to attend IAWP conferences. I responded to her email (copying Gus Guzman) and apologized, because her husband didn't have knowledge of release time for

conference attendance. I explained that I only forward information to Area 7 members and encourage all members to share with co-workers.

I try to encourage all members, and potential members, to attend the conferences if at all possible. Since I work in a One Stop, my co-workers are other than ODJFS employees, so I shared the Fall conference agenda, with them, but so far I have had some who would like to attend, but unable too for different reasons.

I continue to forward all IAWP information that I receive, to Area 7 members, and most recently I have shared the IAWP Workforce News with One Stop partners, as well.

**District 7 Report:** Jerry Raffenaud stated he is still learning his new responsibilities and had nothing to report.

**Ways & Means Committee Report:** Beth Brannigan submitted/reviewed her report.

The Ways & Means Committee would like to say a very big thank you to the members and guests of the 2006 IAWP Fall Conference held in Springfield. We held 2 50/50 Raffles in which we raised \$218.

**Chapter Achievement Committee:** Arlene Keethler stated that she needs copies of any recognition received by subchapters.

**Retirees Committee:** Phil Hayes-excused

**Veterans Committee:** John Savage-excused

**Resolutions Committee:** Joan submitted and read the following resolution:

- I. Whereas, the annual Fall Conference with "Building Partnerships That Shine" as a theme has been a success, Therefore, be it resolved the Ohio Chapter IAWP offers  
a  
vote of thanks to the committee for its achievement. Individual committee members are: Roxann Beers, Pam Carmin, Karen Webb, Carolyn Bannister, Beth Brannigan, Pam Murnahan-Ruff, Greg Kambitsch, JK Lourens, and Maria Goeser.
- II. Whereas, the annual Fall Conference with "Building Partnerships That Shine" as a theme has been a success, Therefore, be it resolved the Ohio Chapter IAWP offers a vote of thanks to Colleen Ryan, Director of Catering at the Courtyard by Marriott, as well as all other hotel staff, for their professional dedication.
- III. Whereas, President Gus Guzman and his fellow officers have worked to make this an organization of which employees should be proud to be a member, Therefore, be it resolved a vote of appreciation be given for their efforts.
- IV. Whereas, Director Barbara Riley, has generously given her time to IAWP, and has offered all members paid administrative leave to attend this conference, Therefore, be it resolved that a vote of thanks be offered for her support.
- V. Whereas, the speakers have given of their time and knowledge to this program, Therefore, be it resolved that a vote of thanks be given to each for his or her participation.

Mr. President, I move these resolutions be adopted and made a permanent record of this organization this date, September 29, 2006.

Respectfully submitted,

Joan McNary, Resolutions Chairperson

Corkey seconded the motion and the resolutions were adopted.

**Constitution By Laws Committee:** Position vacant.

**Services to Disabilities Committee:** Corkey Swain submitted/reviewed her report, which is titled Specialized Customer Services Report.

- Submitted articles to Ohio Cardinal Newsletter.
- Contacted Program Chairs to solicit speakers on disabilities issues.
- Contacted hotel to assure building is handicap accessible.
- Promoted IAWP with article in local newspaper & ODJFS Today News.
- Attended International Conference.

Attached to her report were copies of articles from News Today and the Gallion Inquirer. At the 93<sup>rd</sup> International Conference in Louisville, KY, Corkey was elected by the board of directors to the position of trustee (a 3 year term). Corkey is responsible for governing of the foundation's leadership structure. One of the foundation's goals is to assist in improving service-delivery performance and promote professional standards for associates of workforce programs globally.

**ER Herring Report:** Jerry explained that the ER Herring Grant Foundation was established by ER Herring, and is money that was left for education. Members can get reimbursed for books when they go to school. He submitted & reviewed the following report:

Balances as of:

Primary Account: \$13,133.29 (3-31-05)

Checking           \$ 1,565.60 (4-28-06)

Audit was conducted on the checking account and was not completed on the primary account, as not all records were available.

The following were paid:

Mary Kay Krisman   Youngstown \$130.13 (05 Grant)

Sueann M Dean      Youngstown \$ 30.00 (03 Grant)

No grants were received at this time.

**Education:** Jenni Litten-excused

**Media Newsletter:** Mary Kay Krisman is excused, Greg reported that he mailed it & Mary Kay put it together. We will save money if members elect to receive the newsletter by email. The website is up and running. Greg requested articles & events to add to the calendar. The deadline for articles is 10/6/06.

**Old business:** Last year the board made a commitment & gave \$6,500.00 for the hurricane victims.

**New Business:** There was no new business to discuss. Gladys, Karen, Barry & Lori helped until 12:30 AM wrapping granola bars for membership; they were asked to stand & be recognized for their contribution. Gladys also stated that Linda & Kenny, 1<sup>st</sup> time attendees also helped. Joan thanked all of them for their help.

There being no other business, Gina Mee made a motion to adjourn, Harley seconded the motion, and the meeting was adjourned at 3:25 PM.

Respectfully submitted:

Jo Anne Firestone, Ohio Chapter Secretary