

Seasons Greetings



Holiday Stress Tips

1. Do what you can.
2. Set a budget.
3. Get creative.
4. Count your blessings.
5. Expect the time crunch, not perfection.
6. Beat the procrastination bug.
7. Beat the shopping rush.
8. Let go.
9. Create new traditions.
10. Eat, sleep, and be merry.
11. Be jolly.

Laugh, dance, sing, and play.



Your Ideas and Suggestions are valuable!

Please take the time to complete the survey concerning the purchase of ESPA T-Shirts or Blouses; and the survey concerning up-dating our current ESPA webpage.

Our goal is to increase our visibility and to provide more information concerning our association, to potential new members.



Greetings to everyone! Boy, this year is really going fast. It seems like only yesterday that we were at our last annual meeting, enjoying the fellowship and sharing thoughts and ideas to make our association move prosperously into our upcoming year. Well, the year has almost ended and we have survived the trials, tests, and transitions throughout our Extension workplace. It's time to relax,

recuperate and get ready to enjoy our wonderful Holiday Season! I know people react differently to the onset of the holiday season. For those of you who cringe at all the hoopla this time of year, I have a few suggestions. Simplify your holidays! You don't have to keep up with the neighbors and decorate your house to the extreme. Simple wreathes and net lights on the bushes can give a big bang for the buck. Parties don't have to include a formal dinner. Cookie exchanges are a SWEET way to get together and celebrate the season with good cheer. If you really hate to bake, try dipping Oreos, pretzels, or dried apricots in melted chocolate to have some "homemade" holiday treats.

Remember the "reason for the season" and GIVE BACK! Go through those closets and boxes and donate items to give others a festive holiday. However you choose to celebrate, I wish you many great times spent with family and friends.

Happy Holidays Everyone!



Fall Board Meeting Update

Our Fall Board Meeting was held via Scopia Desktop, October 27, 2010. Twenty-two of our twenty-six board members were in attendance. I am happy that each of you took the time out of your busy schedules to attend the meeting. All of the board member's reports have been posted to our ESPA Team site for your

review. In your spare time (LOL!), please review these reports, as they will give you an overview of our efforts thus far in planning for our fast approaching 2011 conference. Our Spring Board meeting will be held in March at the Alabama Power Company in Clanton, Alabama. More info about this meeting is forthcoming.



President's Corner

Extension Support
Personnel Association

November 1, 2010

Wrapping up the Year!

Everyone has worked so hard to move ESPA forward this year. The support that you have given me as I have strived to bring your ideas and suggestions to fruition, means more to me than words can describe. Reflecting back on my Presidential Goals, which were presented at our Annual Meeting last May, I am reminded that that I promised to promote teamwork, to seek professional opportunities for our membership, to foster new ideas and skills that will increase workplace visibility and professional value. I will continue to put my best foot forward to live up to these promises and I believe that our efforts thus far have proven to be fruitful. Many of you have stepped up to the plate and taken on responsibilities and duties that truly reflect teamwork and professionalism.

Most of all, my vision to lay a foundation for the establishment of our first ESPA Scholarship Fund is an effort that I hope each of you will seriously consider, and make this happen by your continuous support of our various fund-raising efforts that we are about to begin. The purpose of this scholarship fund is to provide financial assistance to an ESPA member or family member who desires to further their education at an institute of higher learning (college, university or vocational school). The scholarship will not be intended for members who attend special interest classes, leadership workshops or short term trainings. I believe that the awards which we already have in place benefit our members in this area. To receive our higher-learning scholarship, one will have to qualify based on the guidelines which will be established by our ESPA Scholarship Committee. I am happy to announce that Cynthia Makemson in Tuscaloosa County has agreed to head up a long-range planning committee in an effort to establish procedures and guidelines for our forth-coming scholarship fund! Meanwhile, we as a group can assist by supporting our fund-raising funds! The goal is to earmark our first \$250 of proceeds, for our scholarship fund account. If we all work together, we can make this happen! Cindy will also need committee members to assist her in formulating guidelines. If you are called upon to help, I hope that you will give her support in this great effort.

Our association is all about service; to our organization, our membership, and to the betterment of mankind. The establishment of a scholarship fund within our association will afford us the opportunity to provide valuable service to members and or family member of our association.

To date our only service project is the Ronald McDonald House Pop-Top collection. Let's continue to support this most valuable and much needed effort.

Special Thanks to All of You!

Our District Representatives have done a fantastic job by striving very hard to recruit new members and by assisting with special donations toward our upcoming conference. KUDOS to LaTanja Charley in Mobile County for being the first to submit to our Treasurer a \$50 donation from the Mobile County Farmers Federation, in support of our up-coming conference!

Thanks for your great efforts LaTanja!

Our Professional Development Chair - Debra Scruggs and our Program Committee Chair Brenda Potts continue to be a blessing to me as we work hand in hand to plan our up-coming conference. Our goal is to provide our membership the opportunity to experience an enlightening and educational experience that we can reflect upon in future years to come.

Thanks Ladies, your support is appreciated greatly!

And to all our Officers and Board Members, I am just elated to work with such an awesome line up of professionals! Your encouragement and support towards the betterment of ESPA is something that you can really be proud of. The professionalism that you display as you carry out your duties is surely seen by the entire membership and I just believe that "watching you" will inspire others to want to take an active role in leadership and be a part of such a winning team!

God bless each of you!

2 *Presidential Goals*
To continue to promote teamwork and networking within our Extension Support Personnel.

To strive to seek professional growth opportunities for our membership.

0 To lay a foundation for the establishment of an ESPA scholarship fund, to be utilized to assist ESPA members and or family member to pursue educational opportunities.

To Foster new ideas and skills that will increase workplace visibility and professional value.



1

"Great teamwork is the only way we create the breakthroughs that define our careers."



Continue to collect those pop tops in support of this valuable service project. Our first pop top turn in to Mitzi Moran will be during our Spring Board meeting in March!

Excellent

Service

Produces

Achievement!



Newsletter Up-date
Scheduled Workshops and Vendors

Workshops for Wednesday, May 11, 2011

1:00 - 2:00 p.m.

Effective Workplace Communication
facilitated by Dr. Geana Mitchell,
Assistant Professor, AAMU

2:00 - 3:00: p.m.

Sharpening Your Memory Skills & Improving Your
Concentration facilitated by
Mr. Walter Ballard, Huntsville/Madison County
Mental Health Center



Workshops for Thursday, May 12, 2011

9:00 - 12:00 p.m.

Workshop on Burritt Mountain "Sweet Spa Moments"
Health & Beauty Benefits of Honey facilitated by
Ms. Frances Akridge,
Madison County Bee Keepers Association

2:00 - 3:00 p.m.

Advanced Microsoft Word & PowerPoint facilitated by
Mrs. Gwendolyn Pope,
Instructor of Office Systems Technology
J. F. Drake State Technical College

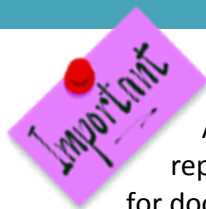
3:30 - 4:30 p.m. (break-out sessions)

Conflict Resolution—"How to Deal with Difficult
People?" facilitated by
Ms. Sharon A. Myers
President/CEO, Myers Technical Services
Retirement Preparation facilitated by
Mrs. Chris McClendon, Auburn University

3:00 p.m. Vendor Exhibits

Solicitation For Door Prizes and Gifts

As your professional development chairperson, I am encouraging all district representatives to get involved by assisting our president and myself with solicitation for door prizes/conference gifts. If you have not done so already, please begin formulating your list of potential donors. Format your listings in an Excel spreadsheet to include the organization name, address, telephone number, and contact person name. Also list the items that you have asked your donor to donate. Email the information to both Elaine and myself as we will be working together on getting letters out to these potential donors on your behalf. Please be aware should we get a positive response from one of your contacts, you will be notified and you will be responsible for going to the location that is donating, to pick up the item (s). These items should be brought to our spring board meeting in March. Thanks in advance for all that you do for ESPA.



Debra Scruggs

RAISING 'DOUGH' FOR ESPA

Where would ESPA be without money? No where! It takes money for our organization to run to its fullest potential so that we can reach the maximum benefit of our organization.



We will be working on several fund-raising endeavors' throughout this current ESPA year. It's up to the membership to help so that we can reach our full potential and be able to offer the best meeting we can! We can't do it without you!

Our projects for the year are as follows:

Selling lotion with *Solid Trunk Lotion*. We did this in 2009 but thought it was good to be repeating. Be looking for dates in when this will start.

Madison County Homemakers Club is making a quilt for ESPA for us to raffle off. Details are still being ironed out, so look for updates and pictures as the quilt progresses.

Auction is always a plus. We raised over \$1000.00 this past year in Cleburne County and I would love for us to raise \$2000.00. Start now in looking for that special Auction item. One that everyone will want and outbid anybody to get it!

So, begin now thinking how you can contribute to one of these fund-raisers and help our organization, ESPA, be the best it can be. Let's make this year the highest year-to-date in raising money for our organization. Remember, it takes all of us to make it work.

If you have any questions, concerns, or suggestions, please feel free to call me at 334-270-4133 or email at bixlekr@aces.edu.

HAPPY, HAPPY BIRTHDAY!!!!

September

Linda Dean 9/1
Debra Scruggs 9/5
Myrus Weaver 9/9
Mitzi Moran 9/16
Patti Golden 9/28

October

Annette Drummonds 10/1
Phyllis Booker -Chambers 10/5
Betty Witchard 10/5
Felissa Morgan 10/11
Jackie Collier 10/14

Sandra Steverson 10/14
Sheron Mitchell 10/15
Stacey Morton 10/15
Billie Hood 10/16
Kathleen Douglas 10/22
Janet Ray 10/24
Kathy Douglas 10/26
Donna Lofaso 10/26

November

Paula Mayo 11/1
Jan Jenkins 11/11
Sherry Kelley 11/19
Frona Bridgmon 11/29

December

Leisa Myles 12/1
Cathy Banning 12/2
Sheilia Dorriety 12/3
Lisa Powell 12/3
Ethel Stanley 12/12
Vanessa Pratcher 12/14
Helen Drake 12/19
Sharon Fox 12/19
LaTanga Charley 12/20
Susan Glover 12/23
Erica James 12/31





ESPA Spotlight



This month, the ESPA Profile Spotlight would like to introduce you to Sharon Kay Tate, Administrative Support Associate II, from Mobile County. Kay has worked for the Alabama Cooperative Extension System for 20 years. She has been married to her husband, Robert for 11 years and has a daughter, Kaitlyn; stepdaughter, Leslie and step son, Aaron. Her hobbies include horseback riding, traveling and home improvements.

When asked what she likes most about ACES or ESPA, her response was: ‘She enjoys her job in the Mobile office due to the extra effort employees make to work as a team. If anyone needs assistance in meeting a deadline, others are there to help. Mobile is a large county with quite a few community leaders that they all work with closely. ESPA affords the opportunity to get out of the office annually to see what the rest of the state has to offer. It is a great chance to meet face to face to put a face with a voice. Also, she enjoys learning new ideas or picking up tips to make her work a bit easier and to fellowship with other support personnel. *Congratulations to Kay!!!*

Auburn University Montgomery conducted its first leadership conference on Friday, October 29. The theme for this year’s conference was “Choose To Lead”. Sharon Fox, Washington County, attended this year’s conference. The conference focused on the topics of Leadership Philosophy, Leadership Skills, The Balancing Act and Diversity. Sharon attended two breakout sessions that were very informative.



The first session was entitled “Fulfilling the Dream” and it was conducted by Max Siegel. Max Siegel is the former president of Global Operations at Dale Earnhardt Inc., and made history as the highest-ranking African American executive in NASCAR. Sharon found it interesting that Mr. Siegel used his child hood rearing in a dysfunctional family as motivation to fulfill all his dreams to prevent him from repeating the cycle of his family. He provided a clear plan in prioritizing goals to reach personal and professional success.

The second session was entitled “Lead-Her-ship, Woman Navigating Toward Success” which was conducted by Traci Darrington, who is a top executive for a Fortune 500 company. She provided clear insight for women in leadership which included the how’s and why’s to anchor your success while preparing for your leadership journey. She discussed the skills and tools women need to weather the leadership “storms” or challenges ahead.



Second Annual Alabama Notary Conference

The second annual conference in Alabama, 2010 Notary Conference, was held in Montgomery, AL on October 21, 2010 at the Montgomery Performing Arts Center. Mickey & Mike Turner, owners of the Freedom Court Reporting, gave humorous but serious notary testimonials which provided insight to the importance of the position notaries hold. Judge Jean Brown stressed the importance of knowing the state notary laws and the effects of one error. The meeting was closed with Kathleen Butler from the American Society of Notaries giving tips on Best Practices/Making Ethical Choices.



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OBJECTIVES

- To foster and recognize exemplary professional work by Extension Support Staff.
- To promote cooperation and understanding among Extension Staff.
- To provide opportunities to promote professional improvement and exchange of ideas.
- To provide a mechanism for maintaining and improving relationships with other professional organizations.
- To perform any other service for the benefit of its members that may be mutually agreeable.

This organization will not establish policy nor will it serve as a substitute for the established procedure for resolving individual grievances.



Remember the organization is also on Facebook. Use the link below to view the page:

<http://www.facebook.com/home.php?#!/pages/ESPA/147823141903059>



You are invited to become a member of a nationwide organization of Extension and Research Support Staff. The Extension and Research Support Staff Association (TERSSA) will improve the lives and careers of members by providing one voice to improve the development of Extension and Research across Regions through professional recognition, networking with states, administration advocacy, and professional and personal improvement.

Participating states include Alabama, Arkansas, Kentucky, Louisiana, Mississippi, North Carolina, Ohio, South Carolina and West Virginia.

Any person currently employed by or retired from an extension and/or research institution shall be eligible for membership without regard to race, color, age, sex, religion, disability, or national origin.

Please complete the membership form by December 1st to be eligible. The form is located at http://www.ces.ncsu.edu/assn/sressa/Files/Membership_Dues_%20Form_FILLIN_10062010.pdf