

*It's Right Here!*

*Huntsville / Madison County*

*The Rocket City!*

*Anticipated the Arrival of...*



**Celebrating 24 years of Service in Alabama**

**Extension Support Personnel Association  
(ESPA)**

**Professional Development Conference  
May 11–13, 2011**



**Innovative Sessions**  
Office Technology Trends  
Huntsville Historic Excursion  
**And More!**

**The Embassy Suites Hotel  
Huntsville, Alabama**

**Proud to Present**

**Mr. John F. Croyle**  
Founder and Executive Director of Big Oak  
Ranch, Inc. (Wednesday Evening Keynote Speaker)

**&**

**Mrs. Susan Parker, Ph.D., CEO**  
Parker Consulting, LLC  
(Thursday Evening Keynote Speaker)





### **Greeting to Everyone!**

Excitement is in the air as we approach our Annual Professional Development Conference, celebrating 24 years of service in Alabama. Our Association continually strives to promote excellent customer service, professionalism, and commitment to fostering positive relationships throughout ACES and to embrace networking opportunities with other community service agencies and organizations through out our communities.

We are looking forward to sharing new ideas, learning new office skills and techniques and enhancing our abilities through valuable learning opportunities which will be presented to us at our up-coming conference.

Get ready to be inspired, encouraged and motivated to be the best that you can be in achieving your professional goals and aspirations. We have a very dynamic line up of keynote speakers and workshop facilitators that promises to empower you with the confidence you need to move you to the next level of your destiny! So get ready...set...let's go!!! Huntsville, the Rocket City, eagerly awaits to welcome you with open arms and make you feel like you are right at home.



### **Leadership**

Don't tell people how to do things, tell them what to do and let them surprise you with the results.

*George S. Patton*



## Preview of the Conference Agenda!



### 2011 CONFERENCE AGENDA *Wednesday, May 11, 2011*

**11:00 Registration**

*(Registration table) Myrus Weaver & Gloria Powell*  
**Lunch should be eaten before arrival or visit Caffeina' Marketplace inside Hotel for lunch.**

**Vendors on Display by 11:00 a.m.**

**1:00 – 2:00 pm**

**Sharon Myers, Myers Technical Service, LLC**  
**Conflict Resolution – How to deal with Difficult People**  
*(Big Spring A Conference Room)*

**2:00-2:30 (break)**

*visit Caffeina's Marketplace inside Hotel for refreshments*

**2:30 – 3:30 p.m.**

**BREAK OUT SESSIONS**

**Retirement Preparation Up-Date**  
**Christina McClendon, Human Resources Manager**  
**Alabama Cooperative Extension System**  
***(Redstone Boardroom – Theatre Style (40 agr))***

**Financial Up-Date**  
**Stacey Bozeman, Financial Services Director**  
**Alabama Cooperative Extension System**  
**Director of Financial Services, AU**  
***(Madison Boardroom – Theatre Style (40 agr))***

**3:30 – 5:30 pm**

**(FREE TIME – HOTEL CHECK-IN)**

*(Suggestions: pool, work-out, Big Springs Park, The Huntsville Museum of Art, Spa (10% discount), shopping at Bridge street Mall, Madison Square Mall, Parkway Place Mall).*

**5:30 -6:00 pm**

**Manager's Reception** – *light appetizers and snacks during Embassy's evening manager's reception, located at the bar. Features a selection of appetizers, vegetables, and a full bar for your enjoyment.*

***Compliments of the Hotel***





# KEYNOTE SPEAKERS



**JOHN F. CROYLE**  
Founder and Executive Director  
of Big Oak Ranch, Inc.



Mrs. Susan Parker, Ph.D.  
CEO of  
Parker Consulting, LLC  
&  
former Alabama  
Public Service Commissioner

# Workshop Facilitators



Sharon A. Myers, President & CEO  
Myers Technical Services LLC



Geana W. Mitchell, Ed.D.  
Assistant Professor  
Alabama A&M University  
School of Business



Gwendolyn Moss Pope, Ed.S  
Lead instructor, Office Systems Technology  
J. F. Drake State Technical College



Walter Gibson Ballard, B.S., M.S., Psychology  
Manager/Therapist of Assertive Community Treatment Program (ACT).  
Mental Health Center of Madison County





We have so much more in store for you at our upcoming conference. But some things are better left for your imagination! So make plans to attend this conference! Our buffet and banquet even programs promises to be one that you will remember for years to come. Don't miss out on this wonderful learning and fun-filled event. Register soon!

*Brenda Potts, Marshall County*  
Program Chairperson



Imagine yourself in a place where everything you need is at your fingertips! An opportunity to increase your knowledge power, good food, wonderful fellowship, lots of shopping, and opportunities to experience pampering and relaxation moments!!! Well, this is what we have in store for you at our 24th Annual Session!

We have a very special treat for you on Burritt Mountain. Ms. Frances Akridge is a hobbyist beekeeper and is an active member of the Madison County Beekeepers Association.

Frances gladly accepted the invitation to participate in our convention, saying "The Administrative Assistants are so important as the first link between the community and the resources of the ACES!" She will offer us a way to learn more about beekeeping in Alabama by featuring the products of the beehive in low-cost, and time-tested methods for enhancing health and beauty. When you come down the mountain you will feel as sweet as pure honey!! There will also be vendors at our conference displaying items that will surely be unique, cost effective and pleasing to your taste. I am working hard to get our registration details finalized. On March 4th, lets all make plans to submit our registration application as quickly as possible! You won't want to miss out on this tremendous learning excursion. As always, you are welcome to bring a friend. Register soon!



*Debra Scruggs, Professional Improvement Chairperson*  
AAMU State Staff



# Fundraising



## Raising Dough for ESPA

By now I'm sure you have all received various emails from me regarding this year's fund-raising efforts. We have been trying several in order to make the most money for our conference in May. I know that several are trying all of them or just what is working best for your county. I appreciate everyone's hard working in raising "dough" for ESPA. Without you this conference could not happen!

Our next big thing is the auction! We love to try and out bid each other for that item that we just have to have! It's a great evening. Elaine already has an auctioneer lined up. Start looking for that special eye-catching item now. It's never too early! I'll be sending out auction tag items for you to take your own item as last year. It helped so much once everyone arrived at the conference. This year I'm going to email you the item # of your item so you can add that too. It will save even more time. Please bring your item (s) when you come and register for the conference. This will allow everything to be checked in early!

We are also doing a quilt raffle that the Madison Co Homemakers are doing for us. It should be ready soon where we can start selling raffle tickets. The drawing will be at the meeting in May. Look for more information as this become available with tickets pre-made and prices.

Again thanks for everything you're doing in order to raise "dough" for ESPA this year. This organization couldn't do it without you!

*Karen Bixler*  
*Fundraising Chair*



## Happy Retirement Susan!



Susan Stokes, Covington County, retired from Extension February 11, 2011. She held a lot of positions in ESPA over the years such as President, By-Laws Committee Chair, and so much more. She has relocated to Huntsville where her husband took a job. She has already informed

Elaine that she will help in anyway she can. It's great to see retired ESPA/Extension Personnel volunteer their time for our organization.

***Congratulations Susan on your well-deserved retirement. You deserve it!***

***See you in Huntsville in May!***





**Administrative Support Associate, Cleburne  
County Extension Office,  
Receives Superior Service Award**

Kathy Douglas, a nine-year veteran of the Cleburne County Extension Office, accepted this year's Administrative Support Superior Service Award, along with Lula Tyson of Montgomery County and Janet Ray of Crenshaw County. Each received their awards in Columbiana, Alabama, at the State 4-H Center on January 13 by Assistant Director-Family and Consumer Sciences, Dr. Evelyn F. Crayton.



Kathy Douglas, Cleburne County

One of the highlights of Ms. Douglas' award stated: 'Kathy uses creativity in designing and laying out "Extension Homes News," the Cleburne County newsletter, which has won a national communication award through NEAFCS. Shown here with Kathy are W. Gaines Smith, Executive Director, Alabama Cooperative Extension System, and Dr. Virginia Caples, 1890 Administrator from Alabama A&M University.



Janet Ray (middle) Crenshaw County

***Congratulations to Janet Ray  
from Crenshaw County  
2011 Recipient of the  
Superior Service Award for  
County Office Support***



**HAPPY, HAPPY BIRTHDAY!!!!**



**God has a special birthday planned just for you.  
It's full of rich blessings and happy times, too.  
May your cup be overflowing with the joy that God brings  
And spill out on others as your heart sings**

**Wishing You A Happy ESPA Birthday.....**

**January**

**Camellia Taylor 1/6  
Brenda Potts 1/17  
Nancy McCrary 1/24**

**February**

**Elaine King 2/11  
Cindy Makemson 2/24  
Lynda Montgomery 2/29**

**March**

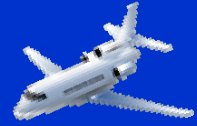
**Sallie Mason 3/8  
Jacqueline Duff 3/11  
Sharon Tate 3/21  
Nan Chambliss 3/22  
Deloris Windham 3/29**

**April**

**Amanda Foss 4/1  
Myra Gartman 4/4  
DeLaine Cooper 4/11  
Donna Mahrous 4/18  
Patricia Dixson 4/26  
Joanna Jetton 4/27  
Rita Meredith 4/27**

**May**

**Amy Hardin 5/6  
Angie Moore 5/6  
Susan Stokes 5/12  
Dolores Tiner 5/20  
Camellia Greene 5/21  
Jennifer Whitman 5/27  
Cheryl Stevens 5/28  
Elaine Densmore 5/29**



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>

**We're On The  
Web**

[www.aces.edu\espa](http://www.aces.edu\espa)

Alabama Cooperative Extension System  
Madison County Office  
819 Cook Avenue  
Huntsville, AL 35801

Phone: 256-532-1578  
Fax: 256-532-1581  
E-mail: [kingela@aces.edu](mailto:kingela@aces.edu)