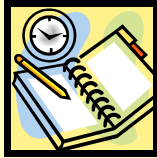


TAE4-HW Headlines

Volume 6:2

March, 2007

Tennessee Association of Extension 4-H Workers



Important Reminders

- **TAE4-HW State Conference**
Make your reservations today at the Music Road Hotel.
- **Message from McMillon**
Take time to check out the message from TAE4-HW president James McMillon.
- **Bits and Pieces**
Don't miss some great tips and ideas for staying organized!
- **New Feature - Spotlight on New TAE4-HW Members**
- **Send news for the next issue of Headlines by June 1, 2007.**

To submit articles for Headlines, send to Kathy Finley, Editor
Robertson County
514 Hill Street,
Springfield, TN 37172
615-384-7936, fax 615-382-2302
kbfinley@utk.edu

Come to Pigeon Forge in May to Make a Statement

by Amy Gallimore, TAE4-HW State Conference

The **2007 TAE4-HW Annual Conference** will be held May 2-4, 2007 in Pigeon Forge, Tennessee. The theme for this year's conference is "Make a Statement." The conference will be held at the Music Road Hotel and Convention Center. The attached document is the event registration form. The following information is a step-by-step guide to complete your registration process as well as the details regarding the upcoming conference program.

HOTEL LODGING AND REGISTRATION

Hotel lodging will be available through the Music Road Hotel and Convention Center. The hotel is located at 303 Henderson Chapel Road in Pigeon Forge. The phone number is 865.429.7744 or 1.866.429.8803. Please be sure to register under "UT Extension Association." You may also register online at www.musicroadinn.com by entering group code 6753-7472 at "Group Block" on the reservations screen. **It is each attendee's responsibility to make his or her reservation. The deadline for making hotel reservations is Friday, March 30, 2007.**

DRESS

Profession/business casual dress is preferred. Professional/business dress is suggested for the banquet. Please refrain from wearing shorts, torn or worn jeans, or other inappropriate or questionable attire.

CONFERENCE TOPICS AND EMPHASIS

The 2007 TAE4-HW Annual Conference will focus on personal and professional development topics such as time management, organization, physical health and personal finance management. More details regarding the program and conference will be available closer to time.

We look forward to seeing you on May 2, 2007. If you have any questions regarding the 2007 TAE4-HW Annual Conference, please contact Warren Gill at 615.832.8341.



Registration Information: *please print!*

First Last (County/Region)

Address City State Zip

Contact Information:

Work: _____

Email: _____

Fax: _____

First timer's Early Registration
 _____ X \$90 (postmarked by April 1) = _____ total

First timer's registration
 _____ X \$90 (postmarked after April 1) = _____ total

Regular Early Registration
 _____ X \$90 (postmarked by April 1) = _____ total

Late Registration
 _____ X \$70 (postmarked after April 1) = _____ total

Life Members Registration
 _____ X \$50 = _____ total

Additional Guest Information:

**Thursday and Friday breakfast are complimentary for total guest*

Thursday Lunch
 _____ X \$15 = _____ total
 Guest(s) name: _____

Thursday Banquet
 _____ X \$30 = _____ total
 Guest(s) name: _____

Friday Lunch
 _____ X \$15 = _____ total
 Guest(s) name: _____

Grand total enclosed for all activities = _____ **GRAND TOTAL**

Return with check payable to "TAS4HW"

Send to the attention of: Amy Gallimore . 2621 Morgan Hall . 205 Morgan Hall . Knoxville, TN . 37996-4501

Apply for TAE4-HW Scholarship

by Todd Wilson, Professional Development Chair

Each year, TAE4-HW awards two scholarships of \$250 to agents who are currently attending graduate school. To qualify, agents must be current TAE4-HW members, completed 6 credit hours of graduate work during the previous calendar year, and currently pursuing a graduate degree. I encourage anyone who is qualified to apply for the award. Attached, you will find a complete list of all the rules and a scholarship application. If you have any questions, feel free to contact me. **Applications are due back to me by April 1, 2007.**

Web-based Professional Development Opportunities

by Nancy Rucker, NAE4HA Board

With tight budgets and continual time constraints, most of us have many challenges finding Professional Development Opportunities that meet our needs as Youth Development professionals. These web sites provide resources, self-paced learning modules, or interactive tutorials that you can do at your convenience.

[Active Reviewing Cycle](#) - a British web-based tutorial on experiential learning techniques

[Child Development Resources on the Web](#) - Humboldt University library

[Theory Into Practice Database](#) - Explorations in Learning & Instruction

[Youth Work Links & Ideas](#) - British Resource and reference site

[University of Florida New Agent Modules](#) - Extension Administrative and orientation materials, suitable for all Extension Professionals

[Association for Supervision and Curriculum Development](#) - a variety of tutorials of interest to Extension and other professional educators

Message from the President

by James McMillon, TAE4-HW President

Greetings to all and I hope this message finds our members and co-workers in the field of Extension doing just fine. I wish to report on a few of things that have occurred since we last talked.

On a personal note, my son Kajler (pronounced Kyler), started to crawl and that has added a new dimension to parenting for Carla and I. As you know, we are both a little older and slower than the average parents. Sometimes wisdom is slightly overrated and it takes second seat to quickness.

Now onto TAE4-HW matters – **JCEP Conference**

Darrell Hale, President Elect, and I attended the 2007 Joint Council of Extension Professionals (JCEP) Conference held in Nashville, January 31 – February 2. This was the third or fourth year in a row for the conference to be held in Nashville. They are moving to a different location next year. JCEP's mission is to promote communication, cooperation and professionalism among all Extension Educators. They accomplish goals by addressing the following issues of:

- Marketing Extension
- Advocacy - for Extension and Extension professionals
- Professional Development and Capacity Building
- Fund Development
- Balancing Work, Family and Personal Time

The theme for the 2007 conference was “Internationalizing Extension Service”. And 2006 was the Year of Study Abroad. Tennessee was well represented in the conference leadership and on the program. We had opening remarks and an international programming report from our very own Dr. Shirley Hastings. She spoke of international efforts by agents in Middle Tennessee. Donna Downen and Judy Kovach also had key roles in the conference and they were all over it. My favorite part has always been the sharing of state reports. We get to see and hear what our neighbors in the South are doing as well as show and tell what we are doing. Tennessee is in good company and ahead of most. We are doing several things right.

State Council

As President of the 4-H Association, I have had the opportunity to assist with State Council and many of their meetings and late night activities – late night! We started planning in November for Congress and Round-up. We have met twice now, and I should not be, but I am just truly amazed at the talent of these young people and ability to plan such complex conferences. They are just chomping at the bits to run free. Under the special tutelage of one Amy Gallimore, 2007 Congress and Round-up are going to be the best ever. The energy when the group comes together is awesome and almost overwhelming. I didn't think I could survive on 3 hours of sleep anymore, but with this group you must. I will forever and always remember with fond Memories - chop! – chop! – chop!

State Association Meeting

Please answer the call, when asked to serve your association. If the time is not perfect, to run for an office, is it OK maybe? Perfect may never come. Even if you are not an officer, you can still have a large say-so by participating as a committee member. The following committees are the backbone of the TAE4-HW Association - keep us strong and add your input in Pigeon Forge as you "Make A Statement".

- Professional Development – Todd Wilson chair
- Recognition - Jamie Harris chair
- Policy & Resolutions - Staci Foy chair
- Diversity - Becky Carpenter chair
- Programs - Jennifer Balding chair
- Public Relations & Information - Karen Nelms chair
- Research & Evaluation – chair PENDING

I look forward to seeing many of you in May.

National Representation

Congratulations to our members representing us on the National levels. We are super proud of Nancy Rucker, serving as VP for Marketing and Outreach (4-H); Joseph Donaldson, serving as Research and Evaluation Committee Chair (4-H); Donna Bradley, serving as Jr. Director for the Southern Region (4-H); Amy Powell-Williams, serving as Southern Region Member Recognition Contact (4-H); Judy Kovach, serving at the national level in NAEFCS and Donna Downen, severing on the national level with ESP!
Lets all keep up the good work.

Look Who's Serving on the TAE4-HW Board

by James McMillon, TAE4-HW President

Take a moment to meet the 2007 TAE4-HW BOARD.

Executive Board

| | |
|----------------|----------------------------|
| James McMillon | - President |
| Darrell Hale | - President Elect |
| Martin Koon | - Vice President |
| Justin Crowe | - Secretary |
| Sierra Ham | - Treasurer |
| Melissa Henry | - Past President/Historian |

Western Region

| | |
|-----------------|--|
| Janet Newton | - Western Region Director Senior |
| Tracy Hagan | - Western Region Director Junior |
| Latisha Nettles | - Western Region Director Junior Elect |

Central Region

| | |
|-------------------|--|
| Kathryn Nicholson | - Central Region Director Senior |
| Nikki Akins | - Central Region Director Junior |
| Carol McDonald | - Central Region Director Junior Elect |

Eastern Region

| | |
|----------------|--|
| Lynn Pemberton | - Eastern Region Director Senior |
| Meagan Brown | - Eastern Region Director Junior |
| Tom Rison | - Eastern Region Director Junior Elect |

Specialist Region

| | |
|----------------|---|
| Warren Gill | - Specialist Region Director Senior |
| Amy Gallimore` | - Specialist Region Director Junior |
| PENDING | - Specialist Region Director Junior Elect |

Committee Chairs

| | |
|------------------|----------------------------------|
| Darrell Hale | - Membership |
| Melissa Henry | - Nominating |
| Martin Koon | - Audit |
| Todd Wilson | - Professional Development |
| Jamie Harris | - Recognition |
| Staci Foy | - Policy & Resolutions |
| Becky Carpenter | - Diversity |
| Jennifer Balding | - Programs |
| Karen Nelms | - Public Relations & Information |
| Donna Bradley | - DSA/Awards |
| PENDING | - Research & Evaluation |
| Kathy Finley | - Headlines Editor |

Bits and Pieces

For those who are not "gold" - here are some great tips for organizing...

☞ I have a computer file for each 4-H activity, and then Sub-folders for each year. I try to keep 3 years worth of material. This allows me to look back on what was done and also easier for me to find folders that need to be deleted. **Martin Koon, Central Region**

☞ Best organization tip I ever got was from *Steve Sutton* when I first started work. He suggested setting up a "tickler file" by month. Each month I drop in any handouts, communications, notes, or copies of letters I've sent out. Next year, when that month comes around I have a handy reference of what's coming up and what I'll need to do. **Vickie Clark, Sullivan County**

☞ 1) I do not arrange things in my files by alphabetical order. I file them by the month they need to be dealt with. For example, if I know All Stars Conference and Congress are both held in March, I'll file their information in the January area (to advertise) and in the February area (to meet the deadline). If I plan to begin camp planning in April, although camp is in June, I'll file that info in the April area.

2) I do the same thing in storage. I arrange everything by the month that the event will take place. If I know we are doing public speaking in January, I copy all of the score sheets and order all of the awards and store them in the January area. If I am offering an ag-awareness field trip in April, I will store the event things in that month's area.

3) In storing publications, such as projects manuals or portfolios, I categorize them by general area. All animal-related project info goes in one area, all food and nutrition in another, and so on.

This system may not work for everyone, but it has worked for me. I can find things easily (based on when the event is) and at the beginning of each month I know what I need to get accomplished :) **Lynne Middleton, Hamilton County**

☞ Being from the old school (before computers and the internet) I had a LOT of paper (craft ideas, patterns, etc.) What I have not thrown away, if possible I have scanned and stored on disc. Saves a lot of space. **Barbara Davenport, Rutherford County**

☞ Two ideas that can save time spent on returning calls.....

When I worked in the county, I had a "4-H Events and Activities" notebook. I had a dividers labeled with all the events and activities in alphabetical order. All information was kept in the notebook so if I was out of the office the secretary could look up the events and give information. I kept all information regarding the event,(transportation,participants, waiting list,) and any e-mails parents or Extension staff sent me regarding the event. If I needed information I knew where to look for the notebook but it stayed at the front desk with the secretary.

Eventually, she learned to copy e-mails and I just gave her updates. It really helps answer questions for parents and teachers in a timely manner and it saved time for me because when I came back to the office I did not spend a lot of time making phone calls.

Also, I had a list of "Due dates, " it just list when items are due in the office. If parents or 4-Her's called the secretary could just glance at the list (she kept it posted in her work area) and give an answer. *Carmen Burgos, State 4-H Staff*

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NAE4-HA News & Views Update and Request for Articles

by Greg Hickey, NAE4-HA News & Views Editor

News & Views will be going to a quarterly publication. The issues will have a theme. Submission deadlines will be the 15th of the month before the edition comes out.

- March 15th for April
- June 15th for July
- September 15th for October
- December 15th for January

The themes are: April; Grassroots Initiatives / Issue Based Programs, July; Mission Mandates, October; Partnerships, January; Afterschool.

General interest, NAE4-HA Committee, Taskforce or Notes from our Leadership articles are welcome anytime.

The submission dates and issue theme information will be updated on the web site soon. All other information is current i.e. how and where to submit articles. Questions? E-mail Greg Hickey at ghickey@uga.edu or call 912-437-6651.

(Thanks to Joseph Donaldson, Extension Specialist, for sharing this information - Editor)

Announcements and Reports

Step up in TAE4-HW and take a leadership position, by Melissa Henry, Past President, TAE4-HW

Do you want to become more active in TAE4-HW? Do you need a chance to enhance your leadership skills? Then why not run for a position on the TAE4-HW Board! This year we will be electing a Treasurer and Vice-President. You must have previously served on the TAE4-HW Officer Board to run for office. For more information please contact Melissa Henry, chair of the Nominating Committee. We look forward to having you as part of the TAE4-HW leadership team!

Report from the Central Region, by Nikki Akins, Cheatham County

Central Region had 71 TAE4-HW award entries and 4 specialty award entries. Johnny Barnes had the most entries with 15.

Start Making Plans to Attend the National Meeting in Atlanta, by Donna Bradley, Southern Region Director

The Georgia Association of Extension 4-H Agents will host the 2007 NAE4-HA meeting in Atlanta, Oct. 21-26, 2007. Check out the details at the website, <http://georgia4h.org/nae4ha2007/>.

Mark your calendars and make plans to attend. More information will be available at the TAE4-HW meeting in Pigeon Forge.

Spotlight on New TAE4-HW Members

Spotlight is a new feature for Headlines

In this issue the spotlight is on Denise Wright in Weakley County and Amy Willis in Rutherford County



Denise Wright was born and raised in Sidonia, TN on a dairy farm. Her parents are David & Susan Waterfield from Sidonia, TN. When she was just a little girl, they milked about eighty Holsteins. Denise's daily responsibilities were to get the cows up and into the barn for milking time and feed the baby calves. She also helped with the milking but not until she was older. Mr. Bob Williams, Area Specialist in Gibson County, asked she and her brother if they would like to show dairy cows in 4-H! Since that day, Denise has been active in 4-H and is now a 4-H agent in her home county! Her dream came true!! She has been with Extension for one year and three months. Denise is married to Kenneth Wright, an electrician and welder at Waymatic (a family owned business that builds concession trailers). The Wrights live in South Fulton, TN and have two border collies "Newt" and "Dakota". They also have a farm of our own. They have two horses, chickens, guineas and a huge garden!!

Amy Willis is a native of Hillsboro, TN. She is a former 4-H'er from Coffee County. Her main 4-H project was Food Nutrition. She is a 2005 graduate of UTK with a degree in Agriculture with a major in Agricultural Economics and Business. Amy has been an Extension Agent in Rutherford County since September 2006. Prior to becoming an Extension Agent, Amy was a Program Assistant with the State 4-H Office. Amy is responsible for 4-H teen programming in Rutherford County. Amy is one of Central Region's newest members of TAE4-HW.

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