



September, 2008  
Volume 4, Issue 9

Member of Ohio Chamber of  
Commerce & U.S. Chamber of  
Commerce

## Chamber Events

- 9/13** Eaton-Preble County  
Chamber Golf  
Tournament  
Hueston Woods Golf  
Course – 8:30 a.m.
- 9/17** Preble County  
Safety Council  
2008-2009 New Year  
12:00 Noon  
Preble County YMCA
- 9/18** General Meeting &  
Luncheon  
11:30 a.m. – 1:00 p.m.  
Eaton Country Club  
100 Morton Rd., Eaton

**Eaton-Preble County  
Chamber of Commerce**  
Eaton National Bank Building  
110 West Main St.  
P.O. Box 303  
Eaton, Ohio 45320  
Phone: (937) 456-4949  
<http://www.preblecountyohio.com/>

# Chamber News

*Serving the business community of the Eaton-Preble County Area*

## Eaton-Preble County Chamber of Commerce General Meeting & Luncheon

September 18, 2008  
11:30 a.m. – 1:00 p.m.  
Eaton Country Club

### “OHIO BUSINESS WEEK”

Speakers: Heather Burnett  
Nick Jackson  
Tyler Stevens

Reservations by **September 12<sup>th</sup>** - Please call: 937-456-4949!  
Cost is \$10, payable at the door

## President's Message

*Dear Chamber Investor,*

Keith McFarland, author of *The Breakthrough Company*, says that companies that achieve breakthrough performance don't batten down the hatches during tough times—they look for the opportunities that tough times inevitably bring. If you didn't go crazy and load up on debt during the good times, you may be in a position to really take advantage of the current downturn. Here are three ways to capitalize.

**Get rid of the deadwood.** During good times, it's easy for companies to accumulate people whose performance is less than stellar. When the market turns downward, leaders have the opportunity to prune away the deadwood in their organizations in a way that makes them more efficient, and that positions them to hire the best and the brightest in the industry when business picks back up.

**Focus your resources.** A downturn gives leaders the opportunity to look closely at the return that current projects and activities are really bringing to the company, and to discard those that offer the least in terms of short-term company health and long-term competitiveness.

**Go shopping.** During an economic downturn, a lot of things go on sale. You can often get exceptional deals on real estate, facilities and equipment, business services and even people. If your competitors haven't prepared for the downturn as well as you have, their employees may be more likely to jump ship, and you could be in a position of picking up some great people, if you are ready to move while things are still uncertain.

Bottom line? You have two choices during tough economic times: either hunker down like everybody else or clear out the deadwood on your team, refocus your business tightly around the fundamental drivers of success, and, if you've got the cash, go shopping.

Joanne Beineke, Chairperson, Eaton-Preble County Chamber Board of Directors

**Board of Directors**

**Joanne Beineke**, *Chairperson*  
Bullen Ultrasonics, Inc.  
472-2115

**Charles Pennington**  
787-4535

**Bob Stonecash**  
Mayor City of Eaton  
456-5130

**Larry Englert**, *Treasurer*  
Englert & Pollock, C.P.A.  
456-4393

**Brad Neavin**  
Eaton Community Schools  
456-1107

**Ron Gard**  
Girton-Schmidt-Boucher  
Funeral Home 456-3333

**Howard Carter**  
Carter Cleaning Enterprises, LLC  
533-1732000

**Kathy Posey**  
The Greenbriar Nursing Center  
456-9525

**Kathy Schulz**  
Rohm and Haas Chemicals, LLC  
839-1307

**Josh Maggard**  
Wal-Mart Supercenter  
456-1777

**Ray Potter**  
SCORE  
456-1241

**Michelle Buckley**  
The Classic Touch Fine  
Photography  
472-0001

**Matt Appenzeller**,  
839-4476  
*Membership Services  
Director*

**Virginia Lindsey**, *Secretary*  
456-4949

# Effective Meetings

Meeting management tends to be a set of skills often overlooked by leaders and managers. Unfortunately, poor meeting management skills can have a negative impact on the successful outcome of a project. Effective meeting principles are not just for business meetings, they are just as important for community and service organization meetings, non-profit organization meetings and government agency meetings. Meetings are very expensive activities when you consider the cost of the participant’s time for the meeting and how much can or cannot get done in them.

## Common Complaints About Meetings

- My presence is not needed
- No advanced notice, could not prepare
- Too long
- Leader had pre-determined solution
- Room too hot or cold
- Side conversations going on
- Too many people
- Purpose not clear
- Too much on agenda
- No visuals
- Not prepared
- Trivial matters discussed, irrelevant digressions
- No priority regarding how to spend time
- No tangible outcome
- Too many visuals
- No time for brainstorming
- Too many meetings

Meeting management should be a purposeful and disciplined activity. The process used in a meeting depends on the kind of meeting you plan to have, e.g., staff meeting, planning meeting, problem solving meeting, etc. However, there are certain basics that are common to various types of meetings.

## Before The Meeting

1. Define the purpose of the meeting: information sharing, decision making, problem solving, information seeking, planning, social, etc.

2. From the purpose – identify the key participants. Invite only those who have a need to be there and who can contribute.

3. Develop an agenda in cooperation with key participants and state the purpose of the meeting on the agenda.

4. Distribute the agenda and circulate background material, lengthy documents or articles at least 24 hours prior to the meeting so members will be prepared and feel involved and up-to-date.

5. Choose an appropriate meeting time – a start time and an end time.

6. Determine the appropriate room arrangement – can everyone see the presentation materials? can the participants see each other to stimulate interaction?

7. Choose a location suitable to your group's size. Small rooms with too many people get stuffy and create tension. A larger room is more comfortable and encourages individual expression.

8. Use visual aids for interest (e.g., posters, diagrams, etc.). Post a large agenda up front to which members can refer.

9. Vary meeting places if possible to accommodate different members. Be sure everyone knows where and when the next meeting will be held.

10. Consider any other logistics – coffee, food, rest rooms, breaks, etc.

## During The Meeting

1. Greet members and make them feel welcome, even late members when appropriate.

2. Start on time. End on time.

3. Review the purpose of the meeting, the agenda and set priorities for the meeting.

4. Choose someone to take the minutes for the meeting.

5. Stick to the agenda.

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6. Encourage group discussion to get all points of view and ideas. You will have better quality decisions as well as highly motivated members; they will feel that attending meetings is worth their while.

7. Encourage feedback. Ideas, activities and commitment to the organization improve when members see their impact on the decision making process.

8. Keep conversation focused on the topic. Feel free to ask for only constructive and non- repetitive comments. Tactfully end discussions when they are getting nowhere or becoming destructive or unproductive.

9. Keep minutes of the meeting for future reference in case a question or problem arises.

10. As a leader, be a role model by listening, clarifying, showing interest, appreciation and confidence in members. Admit mistakes.

11. Summarize agreements reached and evaluate meeting. Did we meet our objectives? Were we efficient with our time and resources? Were the participants satisfied with the results?

12. Set a date, time and place for the next meeting.

**After The Meeting**

1. Write up and distribute minutes within 3 or 4 days. Quick action reinforces importance of meeting and reduces errors of memory.

2. Discuss any problems during the meeting with other officers; come up with ways improvements can be made.

3. Follow-up on delegation decisions. See that all members understand and carry-out their responsibilities.

4. Give recognition and appreciation to excellent and timely progress.

5. Put unfinished business on the agenda for the next meeting.

6. Conduct a periodic evaluation of the meetings. Note any areas that can be analyzed and improved for more

productive meetings. See a sample meeting evaluation.

And remember, effective meetings will keep them coming back and enthusiastic about the project!

**Safety Council Update**

By **Kathy Schulz**

For the August training topic, Rick Spence, the Loss Prevention Manager from Eaton Medical Transport, shared information on their Drive Cam program. The system includes cameras mounted in their ambulances which will begin recording under certain triggers, such as a hard stop. The system has been used to coach and train their drivers to prevent accidents as well as fight false allegations from other vehicles involved in an accident.

The team also viewed a video, "Driven to Distraction" which reminded us of all the distractions we face in our everyday driving. Things like cell phones, blackberries, loud music, eating, trying to locate something in our purse or briefcase, etc., can take our focus off the road and cause us to make a mistake leading to an accident, or prevent us from responding quickly to someone else's mistake. All who were present at the meeting left more focused on driving safely!

In addition to the four mentioned last month, we have two more new members to the Safety Council- TeamOne Contract Services LLC and Reid Hospital. We are looking forward to a great program.

Wednesday September 17<sup>th</sup> is the next monthly program. We will have a speaker from Working Partners who will discuss the importance of a drug free workplace.

**Madcap Puppet Theatre's exclusive showing of "Once Upon a Clock"**

September 16, 6:30pm  
Eaton Middle School Auditorium



Support your public library and treat your staff and family. Tickets sales benefit the Preble County District Library's Annual Fall Campaign and Friends of the Eaton Library.

General seating \$5.00. Tickets may be purchased beginning at 5:30pm at the Eaton Middle School Auditorium or pre-sale at any PCDL Branch, Girton-Schmidt-Boucher Funeral Home, or Michael Murphy Insurance. This show is recommended for ages 3 and up.

For more information contact Teresa Deaton 456-4331.

Madcaps Theatre Company  
<http://www.madcappuppets.com/aboutus.htm>

Sponsored by Eaton Friends President Ron Gard of Girton-Schmidt-Boucher Funeral Home, Michael Murphy Insurance Agency, and Westfield Insurance Company.

# The Public Is Invited to Attend a "Patriot Day Remembrance Ceremony"

Thursday, September 11, 2008 at 7:00 p.m.

At Robert L. Crooks Funeral Center @ Preble Memory Gardens

- What? **A Tribute Service to honor the victim's and heroes of 9/11/2001.**
- Why? More than 3000 innocent men, women and children were killed making 9/11 the deadliest day in American history, costing more lives than the attack on Pearl Harbor. Some 400 of those who died were Emergency First Responders—members of the New York City Police and Fire Departments, Port Authority Police, EMS workers, Court Officers and other emergency personnel. They did not die in vain. Their courage, selflessness and professionalism saved more than 25,000 lives that day, making it the most successful rescue operation in our Nation's history. They gave their lives in defense of our freedom.
- What? **A Tribute Service to Thank the Emergency First Responders (EMS, FIRE, POLICE, EMA) of Preble County.**
- Why? Emergency First Responders are always "on duty". When they leave home, they never know what their day will bring, what dangers they will face or whether death will

come to them that day. As they provide their respective emergency response services, often endangering their own lives to do so, their thoughts are focused solely on the individuals they are serving. Their actions are real life examples of love for humanity, for their communities and for the families they serve. They deserve our thanks, our respect and our support.

What? **A Tribute Service to foster a spirit of patriotism and gratitude.**

Why? We and all Americans are truly a "blessed people". But, WE ARE SPOILED! Often we live as though we "deserve" the peace, prosperity, freedoms and protection services we enjoy. All of us need to do an about face. It is our civic duty (and privilege) to love America. It is our civic duty (and privilege) to defend America. It is our civic duty (and privilege) to express our gratitude to our public servants and to the Armed Forces of America.

**Embrace America and attend the Patriot's Day Remembrance Ceremony at 7 PM on Thursday, September 11, 2008 at Preble Memory Gardens.**

**The service will be indoors in the Robert L. Crooks Funeral Center.**

Music provided by the Eaton Area Community Choir and the Eaton High School Steele Drum Band. Refreshments will be served.

All Preble County Emergency First Responders (EMS, Fire, Police, EMA), their families and friends are invited to attend the Patriot's Day Remembrance Ceremony at 7 p.m., Thursday, September 11, 2008 at the Robert L. Crooks Funeral Center at Preble Memory Gardens.

## Chiefs/ Department Heads:

Please provide pictures of your Department for a Video Tribute to the Emergency First Responders of Preble County. Please bring photos that we will scan, or email your pictures to [pmgcem@aol.com](mailto:pmgcem@aol.com). Deadline for photos is September 8, 2008. **Thank You!**



## Health Spot.... Sponsored by The Greenbriar

### Are You Your Kids' Drug Dealer?

*In fact, teen abuse of drugs like marijuana is falling, according to the study **Monitoring the Future**. Such great news, however, comes with a sobering reality: teen abuse of prescription and over-the-counter-drugs is rising – rapidly. This month we'll discuss the basics on the topic; next month we'll focus on how to prevent this phenomenon.*

We are a generation that has more access to and more familiarity with prescription drugs than ever before. A major reason teens are abusing these drugs is because they think they are safer than illicit street drugs like marijuana or cocaine. But, in the wrong hands, taken in the wrong way, or at the wrong dose, prescription drugs can be just as dangerous as street drugs.

#### Some warning signs of teen prescription drug abuse include:

- Extreme emotional/behavioral changes
- Lying or hiding
- Sudden friendship changes
- Sudden appetite changes

- Loss of interest in hobbies/activities

**Which prescription drugs have been taken advantage of? Popular prescription and over-the-counter medicines commonly abused by teens include:**

**Depressants.** These substances can reduce pain and anxiety. They produce feelings of well-being and lower inhibitions. Some examples include:

- Barbiturates: Amytal, Nembutal, Seconal, Phenobarbital
- Benzodiazepines: Ativan, Halcion, Librium, Valium, Xanax
- Flunitrazepan: Rohypnol

**Opioids and morphine based painkillers.** These medications reduce pain, can promote euphoria, and cause drowsiness. They include:

- Codeine: Empirin with Codeine, Fiorinal with Codeine, Robitussin A-C, Tylenol with Codeine
- Fentanyl: Actiq, Duragesic, Sublimaze
- Morphine: Roxanol, Duramorph
- Other opioid pain relievers: Tylox, OxyContin, Percodan, Percocet, Demerol, Meperidine Hydrochloride, Dilaudid, Vicodin, Lortab, Lorcet, Darvon, Darvocet

**Stimulants.** Stimulants can increase feelings of exhilaration, energy and mental alertness. They include:

- Amphetamines: Biphphetamine, Dexadrine
- Methamphetamines: Desoxyn
- Methylphenidate: Ritalin

These facts prove that the liquor cabinet isn't the only cabinet you should check. Every day, 2,500 kids abuse a prescription or over-the-counter drug for the first time. However, there is good news. As a parent, you can influence your teen's decision not to use drugs. The majority of teens still report that their parents – not their peers or the media – have the biggest influence on

their decision to stay drug-free. Studies show that teens who learn about the dangers of prescription drugs from their parents are 50% less likely to abuse them. Next time we'll talk about the three steps you can take to protect your kids. Monitor, Secure and Dispose.

## Reid Hospital is offering flu shots

Reid Hospital is offering flue shots to employers at a rate of \$18 per dose. We will begin offering these in October but are working on scheduling companies now.

Please contact Amy L. Farmer via email: [amy.farmer@reidhospital.org](mailto:amy.farmer@reidhospital.org) or by phone at 765-983-3495 if you are interested in scheduling flu shots for your employees.

## “Welcome” New Member To The Chamber!

**Caring Hearts Home Health Care**  
Caring Hearts Home Health Care is a Home Health Care Service and the person to contact is:  
Peggy Hudgel  
120 W. Israel Street, Eaton, Ohio  
Phone: 937-533-2599  
Fax: 937-533-2600  
Website: [www.caringheartshomehealthcare.com](http://www.caringheartshomehealthcare.com)

For information on this service, please contact Peggy Hudgel.

**Preble County  
Consumer Fair**

**Saturday, October 4th**

**10:00 a.m. – 3:00 p.m.**

**First Church of God**

**601 E. Lexington Rd., Eaton**

*“Save Money! Save Gas! Buy Local!”*

**Space is limited to 50 BOOTHS!**

*We still have room for more Booths, so get your application in soon!*

**Sponsored by the:Eaton-Preble  
County Chamber of Commerce**

**For information call: The  
Chamber office 937-456-4949  
or contact any of the  
Committee members:**

**Charlie Pennington, Butch  
Brown, Beth Jerdon, Kent  
Garber, Howard Carter, &  
Dan Appenzeller!**

**EATON-PREBLECOUNTY  
CHAMBER OF COMMERCE  
AMBASSADORS**

**Abigail Noland**  
Preble County Library  
937-456-4250

**Carolyn Ulrich**  
Ulrich Company  
937-787-4264

**KarenKay Williams**  
5 Points Wireless  
937-456-7320

**Bob Barnes**  
Barnes Funeral Homes, Inc.  
937-456-1111



# GENERAL MEETING

SEPTEMBER 18, 2008  
11:30 A.M. - 1:00 P.M.

EATON COUNTRY CLUB  
100 MORTON RD.  
EATON, OHIO



**OHIO BUSINESS WEEK  
SPEAKERS**  
Heather Burnett  
Nick Jackson  
Tyler Stevens

**Reservations by  
September 12th  
Call 456-4949**

**Pay \$10 at the Door!**

**Eaton-Preble County  
Chamber of Commerce**  
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Phone: (937) 456-4949  
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**Mission Statement:**

"Promoting free enterprise and advancing the  
business community of Preble County"

