

Tips offered to office professional

1. Use the time before the meeting is called to order to determine whether or not a quorum is present. Use your attendance list to mark the members present as they enter the meeting room.
2. Check with the chairman regarding any last minute information. Request that the chairman instruct any speakers who are presenting reports, statements, resolutions or long written motions to provide you with a copy before the meeting or immediately following the presentation.
3. When the meeting is called to order, note the time, presence of a quorum, those present and absent and opening remarks by the presiding officer.
4. Place your chair near the presiding officer so you are in a position to hear well. In a small meeting, you should sit at the meeting table next to the chairman.
5. Agree with the presiding officer on a set of signals that will let him know if you did not hear a motion. Upon receiving your signal, the chairman can interrupt the speaker and ask that the statement or motion be repeated.
6. If you are unable to get the chairman's attention, mark the place in your notes with a paper clip or red pencil and consult with the chairman later to remedy the situation.

7. The agenda is a plan of action. The background and purpose of an agenda item may be described briefly by the chairman or a member of invited guests during discussion. This information should be recorded.
8. Good notes focus on main items of business. A summary of all

discussions and a listing of highlights which resulted in action will go far in recording the accomplishments of a meeting body.

9. Note each item of business as it comes up, with its main points, reason for presentation, and purpose to be accomplished. Include main points of discussion, debate

and disposition of action items. Note the name of any speaker who proposes an action, plan or makes an important statement on an issue. All points of order, appeals, amendments and unusual items of business should be recorded.

10. In a formal meeting, the secretary stands to read the minutes.

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Hints for effective stepparenting

For today's stepparents, greater in numbers now than ever before, the "happy ever after" image is a strong one, but perhaps not very accurate.

Stepfamilies need a more realistic vision of what life is like for blended families. Although some stepfamilies have few adjustment problems, most can benefit from learning about typical problems.

First, new family relationships of respect and acceptance usually take time to develop, often as much as two years. Be patient and allow plenty of time for family members to work through their differences.

Tips for the stepparent:

- *Seek support from your spouse, friends, minister and other stepparents.
- *Be there for your stepchildren,

but allow them time to learn to trust and respect you. At first, strive to be a friend rather than a substitute parent. To begin with, let most discipline be handled by the biological parent.

- *Respect the strong bond that exists between the children and both biological parents. Allow them plenty of time together and avoid interfering where issues are not your concern.
- The biological parent in a blended family can help too.**
 - *Include your new spouse in your existing family unit, but let relationships between the stepparent and children develop at their own pace.
 - *Be supportive, ready to listen and discuss difficulties.
 - *Encourage a cooperative spirit

between your spouse and the children's other biological parent.

Suggestions for both parents.

- *Explore your parenting styles and take classes together to develop problem-solving and discipline skills.
- *Work out ways for your stepfamily to communicate; bulletin boards, complaint and compliment jars, regularly planned activities and family meetings.
- *Talk about feelings. Airing them aloud diminishes their power.

A key point to remember is that it's easy to get caught up in making life better for the children at the expense of the relationship between the parents. Keeping the parental relationship a priority is very important. When parents are happy, children feel more secure.

Facts show farmer contributions

- An American farmer provides food and fiber for 114 people—including 92 in the U.S. and 22 overseas. That figure is up from 73 in 1970 and 46 in 1960.
- A farmer spends \$484 to produce the food for one person annually.
- Farmers get 25 cents of the consumers' food dollar spent for food raised on U.S. farms, down from 32 cents 20 years ago.
- Americans annually consume an average of 77 pounds of beef per

person, 63 pounds of chicken, 84 pounds of potatoes, 31 pounds of fresh apples and oranges, 26 gallons of milk and about 1,000 pounds of other foods.

- Agriculture is much more than food; it includes cotton, wool, forest products, tobacco and greenhouse products. For example, about one-fourth of prescription drugs contain an agriculture product. As a second example, people spend \$6 billion a year on cat and dog food.

Weight watching hints

When stress begins to pile up during the day, take 15 minutes out to sit by yourself and relax or do some exercise. (You can't afford not to!)

There's nothing like tension to send one on a binge to the refriger-

ator or cookie jar!

Serve lots of fresh raw vegetables as snacks and try them with this low-calorie, low-fat dip suggested by the American Heart Association.

2 Tbsp. skim milk
1 Tbsp. lemon juice
1 cup low-fat cottage cheese
¼ cup chopped onion.

Place all ingredients in blender and process until creamy. Makes one cup with 10 calories per tablespoon.

Range resource meeting March 17

The third session of the series on range resource and livestock management will be held Friday, March 17, 1989 from 1 to 4 p.m. at the Senior Citizen's Center.

Included will be presentations on grazing management of the Crooked River National Grasslands by Byron Cheney of the Forest Service and riparian management and recovery by Wayne Elmore of the BLM.

Photography weekend

All Oregon 4-H members, leaders and parents are invited to attend the 4-H Photography Weekend April 22 and 23 at the Oregon 4-H Center in Salem.

Cost of the session of \$40 for Friday and Saturday or \$30 for Saturday only.

Applications are due April 1. Contact the Warm Springs Extension Office for registration and further information.

Buying generic drugs may save money

Prescription drugs

Your pharmacist could help you lower the cost of purchasing prescription drugs. Oregon has a drug product selection law that permits pharmacists (with your permission) to select a less costly, yet effective, generic drug instead of a brand name product when filling your prescription.

The purpose of this law is to give you the opportunity to save money on prescription drugs. Here's how it works. Instead of a prescribed brand name drug, your pharmacist can select a less expensive generic equivalent. If your doctor writes

on the prescription form that a specific brand name drug is necessary, however, the prescription must be filled exactly as written. Talk to your doctor and explain that you want the most effective drug at the best price. With his or her permission, your pharmacist can often provide a generic drug at a lower cost.

Generic drugs have the same active ingredients and do the same job as brand name drugs. One difference between them is in the name; another, usually, is in the price. About half the drugs on the market are available generically,

offering you the possibility of substantial savings.

Over the counter drugs

Some drugs/medicines are purchased over-the-counter, that is, no prescription is required. This may include headache remedies, cold remedies, etc. These are usually available under several manufacturer's brand names. Compare prices and ingredients to see if there is a difference.

Properly use and store medicines.

Keep all drugs and medicines out of the reach of children. Always read the labels on medicine containers. Follow directions for storage and use.

Choose good nutrition for today and tomorrow

Who determines what you eat? Is it your mother, husband, children or whoever does the food preparation in your house? Regardless of who does the cooking and shopping we, as individuals, are responsible for our own nutrition.

Do you eat everything that is put before you? Do you eat two servings of dessert and skip the vegetable? Are you too busy to eat regular meals and just fill up on high fat, high sugar snacks? No matter what someone else offers, each person chooses what and how much to eat.

Parents need to teach children how to make good food choices at a very early age. The best way to teach this lesson is by example.

The next best way is to be sure that food selection does not become

a power struggle. When food becomes a battleground both sides lose. The good teaching strategy is to involve children in selecting and preparing food.

What is cholesterol?

Cholesterol is a fat-like substance found in the body. Your body needs small amounts of cholesterol to make hormones, nerve cells, vitamin D, and other things you need to stay healthy. Your body makes its own cholesterol from foods. If you eat too many food high in cholesterol, you may end up with more cholesterol than you need.

Studies of people who have died of heart disease show that many of them had one thing in common—too much cholesterol in their blood.

March is National Nutrition Month, the 15th annual celebration of healthy eating. This year's theme is "Choose good nutrition—today and tomorrow." Remember, it's never too late to begin!

People with cholesterol levels of 250 mg/dl or more are twice as likely to get heart disease as those with levels under 250 mg/dl.

It is important to know your blood cholesterol level, especially if you are over age 35. If you don't know, ask your doctor to check. This can be done with a simple blood test.

The risks. Too much cholesterol in the blood can build up in the lining of the arteries. This makes it hard for the blood to flow as it should. Over time, the artery may narrow, or close off completely, causing a heart attack or stroke.

You may be at risk for high blood cholesterol levels if you:

- * Have a family history of heart disease or stroke.
- * Eat a lot of fatty foods.
- * Exercise too little.

What you can do

To lower the level of cholesterol in your blood, try the following:

1. Eat fewer foods high in fat and cholesterol.
 - * Cut down on fatty meats such as ground beef, corned beef, bacon, ribs, sausage and lunch meats. Buy lean cuts of meat and cut off any fat you can see.
 - * Eat fewer organ meats (liver, brains) and shellfish (shrimp or lobster).
 - * Eat no more than three eggs a week.
 - * Drink skim or low-fat milk instead of whole milk.
 - * Cut down on cheese or use low-fat cheese instead.
2. Eat more low-fat, high fiber foods.
 - * Add more fruits, vegetables and grain products to your diet.
 - * Eat more fish, chicken, turkey and lean beef. Cut the skin off before eating.
3. Use less fat in cooking and food preparation.
 - * Use vegetable oils and soft margarine instead of butter.
 - * Do not fry foods. Instead bake, broil, boil, roast or stew.
4. Exercise more.
 - * Take every chance at home or work to get more exercise. Walk instead of driving. Take the stairs, not the elevator.
 - * Start a regular program of aerobic exercise such as walking, swimming, bike riding or running.

Do it today. If you don't know your blood cholesterol level, see your health care provider. Include a low fat food in your next meal.

Say yes to less...sugar, salt, fat

Americans consumed an average 150 pounds of sugar in 1988. Thus, about one-fourth of the total calories in their diet came from added sugars. Nutritionists are concerned about high intakes of sugar-rich foods because they:

1. Supply lots of calories, but very few, if any, other nutrients;
2. Often displace nutritious foods in the diet;
3. Are clearly a very important "risk factor" for tooth decay.

To reduce sugar intake:

1. Check the ingredient label for sweeteners and sugars in foods. Sugar is not the only word to look for on labels. Watch for such words as sucrose, glucose, fructose, corn syrups, corn sweeteners and invert sugar. Remember that ingredients are listed on the label in the order of predominance, with the ingredients used in largest amounts listed first.
2. Substitute orange and grapefruit juices or plain water for regu-

lar soft drinks, punches, fruit drinks and aides which contain considerable amounts of sugar. For example, a 12-ounce cola drink contains over nine teaspoons of sugar.

3. Go easy on candy, pies, cakes, pastries and cookies. Save them for "special" occasions or share a serving with someone else.
4. Select canned fruit canned in water, juice or light syrup instead of heavy syrup.
5. Many cereals are pre-sweetened. Check the label. Buy unsweetened kinds so you can control the amount of sugar added.
6. Experiment with reducing sugar in your favorite recipes. In some recipes you can reduce as much as one-third of the sugar with little change in the final product.
7. Remember, how often you eat sugary foods is as important as how much—if you wish to reduce tooth decay.

Added sugar in processed foods

Food	Serving Size	Tsp. sugar per serving	Calories
Coke	12 oz.	9 1/5	144
Hi-C Orange (Welches)	6 oz.	4 4/5	92
Sprite (Coca Cola)	12 oz.	9	143
General Mills Cheerios	1 1/2 C.	1/5	110
General Mills Lucky Charms	1 C.	2 1/4	110
Kellogg's Corn Flakes	1 C.	3 1/2	110
Quaker 100% Natural Cereal	1/2 C.	1 1/2	140
Catsup	1 Tbsp.	3/5	16
Yogurt, low-fat, fruit	8 oz.	7 1/2	231
Vanilla ice cream	1/2 C.	3	135
SPAM	3 oz.	4/5	264
Canned pears, heavy syrup	1/2 C.	3	97
Jell-O, cherry	1/2 C.	4 1/2	80



Hamburger recipe

Russian Hamburgers

6 onion or hamburger buns, split and toasted

In a large bowl, combine meat, eggs, parsley, dill, salt, pepper and tabasco. In a small skillet, in oil, saute potatoes and onion a few minutes until almost tender. Add to meat mixture, mixing well. Form into six patties. Refrigerate until ready to cook. To serve, broil or barbecue patties to desired doneness. Serve on toasted buns, topped with your favorite condiments. Makes six servings.

1 lb. lean ground beef, or turkey
2 eggs, lightly beaten
1 tablespoon chopped parsley
1 teaspoon dill weed
1/2 teaspoon salt
3/4 teaspoon pepper
3 drops tabasco
1 tablespoon salad oil
2 medium potatoes, shredded
1 small onion, thinly sliced

Microwave cooking must be thorough

Microwave cooking of meat and poultry must be thorough to ensure that bacteria, such as Salmonella, are killed.

The unevenness of microwave cooking produces cold spots in meat and poultry that could be havens for bacteria.

An oven cooking bag will ensure the most even heating in a microwave. Check manufacturer's instructions for time, power level and other considerations. Pay special attention to the number of minutes that food should stand after microwaving to complete the cooking process.

When cooking poultry, cut into a piece to check doneness. If the flesh is pink or if blood is visible next to the bone, return it to the oven for more cooking.

Cook poultry stuffing separately from the bird. The moistness of stuffing combined with the potential for uneven cooking could be a risky food safety situation.

Pork also needs thorough cooking. You can cook pork in the microwave, but do it with care. To ensure a moist atmosphere for conducting heat, use an oven cooking bag for large pork cuts.

When cooking porkchops cover the dish tightly. To avoid uncooked cold spots in the meat, give the dish a half-turn at least twice during the cooking.

The pink color of raw pork will disappear when pork is done. Use an oven thermometer to check for doneness. The thickest part of the pork cut should reach a temperature of 170 degrees F. Check the manufacturer's directions for the length of standing time required to complete the cooking process.

Keep food safety in mind when you microwave meat in a casserole, too. It's best to use a round container for even cooking. Also, stir foods to heat evenly or rotate the dish a half turn several times during cooking.

How to say "NO"

Are you too busy doing "stuff" to make progress on your important goals? Why? Maybe you need to get better at saying No.

Say "No" to:

- *Thoughtless inappropriate requests
- *Violations of your own values
- *Doing what others should do for themselves
- *Requests that conflict with your priorities
- *Requests that don't meet the "Is this the BEST use of my time?" test
- *Practices, substances or products that will harm you and your health

The first few words may be the hardest:

- *I'm flattered you asked, however...
- *Right now my priorities are...
- *My schedule won't permit it
- *I've already taken my turn doing...
- *I can't give it the attention it deserves
- *I'm not really interested in doing that, however I would be interested in...
- *I know it is important to you, however...
- *Thanks, but no

Remember, though, don't get so good at saying "No" that you miss out on opportunities to work on important projects, accept important leadership roles and build warm supportive relationships.