

Executive Board Meeting

September 15, 2010 - 4:30 p.m.

AGENDA

Pamela Brylowe, Presiding
Debby King, Parliamentarian

- | | |
|---|--|
| Call to Order/Welcome | Pamela Brylowe, President |
| Approval of Agenda | |
| Roll Call | Tracy Brown, Secretary |
| Parliamentary Review | Debby King, Parliamentarian |
| Thought for the Day | Kay Morton, 1 st Vice President |
| Approval of Minutes
<i>February 25, 2010</i> | Tracy Brown, Secretary |
| Financial Report | Janice Dotson, Treasurer |
| Old Business | |
| I. Latino Initiative - assessment of interest for NCCESA Spanish class | |
| II. Special Fund Committee - update | |
| III. TERSSA Update | |
| IV. Bylaws - proposed changes: | (Nancy Miller, Bylaws Committee Chair) |
| 1) from "calendar year" to "association year" for audit of Treasurer's books | |
| 2) remove "Service" from Handbook - Standing Committees and | |
| Guidelines for Committees – Public Relations – first line | |
| V. <u>36th Annual Business Meeting Minutes</u> needs approval by both Boards (previously approved as | |
| "Annual State Meeting minutes") | |
| New Business | |
| I. Honorary Memberships | (Martha Smith, Membership Committee Chair) |
| Application - Patricia Richardson (approved at Feb. mtgs.) | |
| New applications | |
| II. Awards – presentations will be done Thursday evening | |
| 1. Executive Board Award | |
| 2. Professional Improvement Scholarship | |
| 3. Secretary Awards of Excellence | |
| 4. Sue Mills Lighthouse "Spirit of Light" Award | |
| III. (Nominations for & election of) Federation Treasurer | |
| IV. 2010-2011 Slate of Officers | |
| V. Benevolence Contribution | |
| Other/Announcements | |
| Adjourn | |

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NC Cooperative Extension Secretaries Association	
Fiscal Year 2010-2011	
<u>REVISED Proposed Budget</u>	
Revenue	
215 Members x \$20	4,300.00
Corn Growers	250.00
NCCES Foundation	1,000.00
Ag Agents	1,000.00
TOTAL REVENUE	\$6,550.00
Expenditures	
*Executive Board Award	250.00
Awards of Excellence	550.00
Host District Professional Improvement	1,000.00
Professional Improvement Scholarship	500.00
Herter O'Neal Scholarship	750.00
Horn of Plenty	125.00
Travel & Subsistence	3,000.00
**Miscellaneous	250.00
Benevolence	125.00
TOTAL EXPENDITURES	\$6,550.00
*Includes monetary award & plaque.	
**Includes outgoing President's Plaque, Check Charges, Service Charges, Film & Developing, Printing, Expenses incurred for Board of Director's Meeting, etc.	
2009-2010 Finance Committee	
Janice Dotson, Chair - West District Office	
Donna Stewart - Campus Chapter	
Carmen Boswell - Randolph - NC	
Carol Haywood - Pitt - NE	
Denese Prevatte - Robeson - SC	
Patty Cain - New Hanover - SE	
Dawn Snyder - Burke - WC	
Revised 2/26/10 - BOD Approved	
Revised 4/30/10 - Due to reduced support from NCCES Foundation of \$500	

less \$500

**NC Cooperative Extension Secretaries Association
Financial Report
Executive Board Meeting
September 15, 2010**

CHECKING ACCOUNT

Beginning Balance from 9/18/09 **\$ 4,537.40**

Revenue:

Membership Dues (2009)	\$4,480.00	
Corn Growers Association (2009)	\$ 250.00	
Membership Dues (2009)	\$ 40.00	
NCCESA Foundation	\$1,000.00	
NCACAA	\$1,000.00	
NCCESA Foundation	\$ 500.00	
NCCES Administration (reimbursement For BOD Meeting Refreshments February 2010)	\$ 125.00	
Membership Dues (2009)	\$ 20.00	
Interest Earned (from 9/14/09-1/26/10)	\$ 45.87	
Total Revenue To Date		<u>\$7,460.87</u>

Total Revenue **\$ 11,998.27**

Expenditures:

Check #713 – Pam Brylowe ('09 State Mtg.)	\$ 304.69
Check #714 – Atlantic Designs (Plaque)	\$ 51.68
Check #715 – Denise Brown ('09 State Mtg.)	\$ 93.50
Check #716 – Kay Morton ('09 State Mtg.)	\$ 67.65
Check #717 – Christine Barrier ('09 State Mtg.)	\$ 90.75
Check #718 – NCFCEA (2010 Dues)	\$ 50.00
Check #719 – NCSU (Tracy Brown attend EFNEP Hunger Forum rep. NCCESA)	\$ 35.00
Check #720 - Pam Brylowe (attend FCS Foundation Bd. Retreat)	\$ 74.96
Check #721 – Elizabeth Wilson (Winter BOD Mtg. Refreshments)	\$ 156.47
Check #722 – C.E.S. Rutherford Co. Carol Horne ('10 NCCESA Bd. Mtg.)	\$ 45.63
Check #723 – Teresa Story ('10 NCCESA Bd. Mtg.)	\$ 71.88
Check #724 – Tracy Brown ('10 NCCESA Bd. Mtg.)	\$ 68.00
Check #725 – Pam Brylowe ('10 NCCESA Bd. Mtg.)	\$ 81.57
Check #726 – Kay Morton ('10 NCCESA Bd. Mtg.)	\$ 106.94
Check #727 – East Carolina University (Herter O'Neal Scholarship)	\$ 750.00
Check #728 – NCSU – Horn of Plenty	\$ 100.00
Check #729 – The Jockey Club of NC (Tea Bags for Horn of Plenty)	\$ 51.74
Check #730 – Bladen Co. 4-H (Memorial – Lula Shipman)	\$ 25.00
Check #731 – NCCESA – West District (Host District for '10 State Mtg.)	\$1,500.00

OVER

Check #732 – Sarah Roberson (Sugar for Horn of Plenty)	\$ 11.78	
Check #733 – Carolina Trophy Engraving (Exec. Board Award Plaque)	\$ 21.50	
Check #734 – Award of Excellence Recipient	\$ 50.00	
Check #735 – Award of Excellence Recipient	\$ 50.00	
Check #736 – Award of Excellence Recipient	\$ 50.00	
Check #737 – Award of Excellence Recipient	\$ 50.00	
Check #738 – Award of Excellence Recipient	\$ 50.00	
Check #739 – Award of Excellence Recipient	\$ 50.00	
Check #740 – Award of Excellence Recipient (State Recipient)	\$ 200.00	
Check #741 – NCFCEA Dues (For 2011)	\$ 50.00	
Service Fees (from 9/14/09-8/23/10)	\$ 12.00	
Total Expenditures To Date		<u>\$4,320.74</u>

Total Expenditures	\$4,320.74
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Account Balance	<u>\$ 7,677.53</u>
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MONEY MARKET ACCOUNT

Beginning Balance	\$14,300.50
Interest Earned	<u>\$ 258.43</u>

Account Balance	<u>\$14,558.93</u>
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SHARE ACCOUNT

Beginning Balance	\$ 57.69
Interest Earned	<u>\$.96</u>

Account Balance	<u>\$ 58.65</u>
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TOTAL AVAILABLE FUNDS	<u>\$22,295.11</u>
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RESTRICTED FUND AGREEMENT BETWEEN
NORTH CAROLINA COOPERATIVE EXTENSION SECRETARIES ASSOCIATION
AND THE
NORTH CAROLINA COOPERATIVE EXTENSION SERVICE FOUNDATION, AN ENTITY
OF
THE NORTH CAROLINA AGRICULTURAL FOUNDATION, INC
SUE MILLS "SPIRIT OF LIGHT" AWARD

Sue Austin Mills began her career at NC State University with Extension Forest Resources as a Typist III in 1973. In 1980, she moved to the Department of Extension Sociology and Anthropology, where she was a Secretary IV for three years. From 1983 until her retirement, Sue served as the Administrative Assistant for County Operations of The North Carolina Cooperative Extension Service. Sue was an outgoing person and never met a stranger. She loved NC State, Cooperative Extension, and the people that we serve across the state. She was an integral and valuable part of County Operations and its mission to support our County Extension Centers statewide. Sue possessed great organizational skills and believed in the abilities of her co-workers across the state. She was known for her "take charge" ability and if she didn't know an answer, she knew who did. The beach was her favorite place to visit and she enjoyed her vacation home along the Pamlico River. She loved to collect lighthouses, and they were a prominent theme in her home, and at her retirement celebration. Sue served in a number positions within the NCCESA. She received the award for Excellence from NC State University in 1999 and the NCCESA Executive Board Award in 1994. In 1993 she was also recognized in "We Salute". Sue's untimely death in 2001 created a void for those that knew her that will never be filled. It is the desire of her family and the NCCESA membership that this award keep her memory and her spirit with us always and that it serve as an inspiration to the members of NCCESA.

The award is funded through an initial gift of \$2561.00 made possible from memorial gifts given in memory of Sue A. Mills at her untimely death. Her family, knowing of her love for NCCESA, designated that North Carolina Cooperative Extension Secretaries should be the recipient of these gifts.

The North Carolina Cooperative Extension Secretaries Association hereby establishes a Restricted Fund account in the North Carolina Cooperative Extension Foundation within the North Carolina Agricultural Foundation, Inc. to be known as the **SUE MILLS "SPIRIT OF LIGHT" AWARD**. This account shall be maintained by the North Carolina Cooperative Extension Foundation an entity within the North Carolina Agricultural Foundation, (recipient) and shall be administered according to the following provisions:

1. This account shall be designated as the **SUE MILLS "SPIRIT OF LIGHT" AWARD**.
2. The **SUE MILLS "SPIRIT OF LIGHT" AWARD** will be awarded annually by the North Carolina Cooperative Extension Secretaries Association (NCCESA) in accordance with the guidelines set by the Sue Mills Award Committee.
3. Fund allocations from the Restricted Fund will be utilized to fund the Sue Mills "Spirit of Light" Award annually until funds are exhausted
4. The North Carolina Cooperative Extension Foundation shall accept contributions at any time to support the Sue Mills "Spirit of Light" Award, but such additional contributions shall be subject to the terms of this agreement.
5. If, in the future, the Donors, if available, and the Recipient, determine that it would be in the best interest of the North Carolina Cooperative Extension Secretaries Association to amend this agreement, they may do so by mutual consent. If the North Carolina Cooperative Extension Secretaries Association is no longer in existence or is otherwise unavailable and the North Carolina Cooperative Extension Service Foundation should determine that it would be in its best interest to amend this agreement, then the Recipient may make such amendment(s) as are necessary to assure that the use of the **SUE MILLS "SPIRIT OF LIGHT" AWARD RESTRICTED FUND** is both legal and appropriate. In all cases, the Recipient will manage the funds as originally intended by the family.
6. For investment purposes, the assets of this FUND may be commingled with other investment assets of the North Carolina Cooperative Extension Service Foundation within the North Carolina Agriculture Foundation, but this FUND shall always be entered on the Foundation's records as the **SUE MILLS "SPIRIT OF LIGHT" AWARD RESTRICTED FUND**.
7. The North Carolina Cooperative Extension Service Foundation agrees to provide guidance to the North Carolina Cooperative Extension Secretaries Association in conjunction with the family of Sue Mills to add to the assets of the **SUE MILLS "SPIRIT OF LIGHT" AWARD RESTRICTED FUND**.

8. In the event the North Carolina Cooperative Extension Service Foundation within the North Carolina Agricultural Foundation, Inc. ceases to be an organization described in each of Section 170 (b)(1)(A) and Section 170(c) of the Internal Revenue Code, the assets of this FUND shall be turned over to North Carolina State University, as designated in the Foundations Articles of Incorporation, and will be subject to the terms of this FUND.

The remainder of this page left intentionally blank.

Signed on this _____ day of September, 2010

DONORS

Janet Mabry, Original Chair, Sue Mills "Spirit of Light" Award Committee

Pamela Brylowe, President, North Carolina Cooperative Extension Secretaries Association

NC COOPERATIVE EXTENSION SERVICE FOUNDATION

Stan Biconish, President, North Carolina Cooperative Extension Service Foundation Board of Directors

Ms. Sharon R. Rowland, Executive Director, NC Cooperative Extension Service Foundation

Mr. Keith Oakley, President, NC Agricultural Foundation, Inc.

COLLEGE OF AGRICULTURE AND LIFE SCIENCES: NCSU

Dr. Joe Zublena, Interim Director, NC Cooperative Extension and Director of County Operations

Dr. Johnny Wynne, Dean, College of Agriculture and Life Sciences, NC State University

SEAL

*As a member, colleague and/or friend of the
North Carolina Cooperative Extension Secretaries Association and in
memory of Mrs. Sue Austin Mills, beloved Administrative Assistant,
I/we accept the invitation to continue the recognition program in the association in
Sue's memory by making a gift to the
Sue Mills Lighthouse "Spirit of Light" Awards Fund*



Gift Form

___ \$25 ___ \$50 ___ \$75 ___ \$100 ___ \$250 ___ \$500 ___ \$1,000 ___ \$2,500 \$ ___ (other)

☐ A check for the total amount of \$ ___ is enclosed.

☐ I would like to charge my entire gift amount:

Visa ___ MasterCard ___ Discover ___ American Express ___

Name on Card _____ Expiration Date _____

Card Number _____

Signature _____ Date _____

☐ A check for \$ ___, as my first payment is enclosed. A balance of \$ ___ remains on my pledge and will be paid in equal annual installments over the next ___ (choose 1-5) years.

☐ Please send me a NC State University Faculty and Staff Form. Each month for the next ___ (choose 1-5) years, \$ ___ (\$10.00 minimum), will be deducted from my checking account.

☐ Please send me a Bank Draft Authorization Form. Each month for the next ___ (choose 1-5) years, \$ ___ (\$10.00 minimum), will be deducted from my checking account.

Please call me during (circle one) day / evening.

Name _____
(please print)

Home Address _____

Company Name _____
(Some companies will match their employee's gifts!)

Daytime Phone (____) _____ - _____ Evening Phone (____) _____ - _____

Fax Number (____) _____ - _____

Email or Web Address _____

CONTRIBUTIONS ARE TAX DEDUCTIBLE

Please make checks payable to the NC Cooperative Extension Service Foundation: tax ID #56-6049304
(You will receive an official receipt for your contribution and a pledge reminder if you choose that option.)
Send to: NC Cooperative Extension Service Foundation, NCSU Box 7645, Raleigh, NC 27695-7645. If you have
any questions, please call Sharon Runion Rowland, NCCESF Executive Director at (919) 515-9267,

or email at: sharon_rowland@ncsu.edu

Thank You!

**North Carolina Cooperative Extension Service Foundation, an entity of the
 North Carolina Agricultural Foundation, Inc.**

Pledge Intent

In consideration of my/our interest in supporting the mission of North Carolina Cooperative Extension,
 I/we wish to make a gift as outlined below:

\$ _____ total pledge to be designated as follows:

_____ I/we would like to designate this pledge to be used as follows (please provide specific name
 of endowment, restricted fund or enhancement fund:

SUE MILLS LIGHTHOUSE "SPIRIT OF LIGHT" AWARD FUND

I/we would like to designate this pledge _____ in memory of, _____ in honor of:

My/our gift commitment will be fulfilled in the following manner:

Total pledge of \$ _____ to be paid over _____ years (not to exceed five) as follows:

First pledge payment of \$ _____ to be made on or about _____ (date).

Remaining pledge payments to be made on the following schedule:

_____ quarterly, beginning on _____ (date).

_____ semi-annually, beginning on _____ (date).

_____ annually, beginning on _____ (date).

_____ other _____

A pledge reminder letter will be sent to you prior to each pledge payment date.

_____ **My company/spouse's company will match my personal gift.**

Company Name: _____

_____ **For gift recognition purposes, please list my/our name as indicated below:**

_____ **I/we wish to remain anonymous.**

Print Name _____ Signature: _____ Date: _____

Print Name _____ Signature: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

You will receive receipts for the tax deductible portion of your payment with each contribution.

*Please return this form to: Sue Mills Lighthouse "Spirit of Light" Award, NCCES Foundation, Box
 7645, NC State, Raleigh, NC 27695*