

North Carolina Cooperative Extension Secretaries Association
Executive Board Meeting
February 25, 2009
4:00 p.m.
Johnston County Extension Center

AGENDA

Pamela Brylowe, Presiding
Debby King, Parliamentarian

- | | |
|---|--|
| Call to Order/Welcome | Pamela Brylowe, President, NCCESA |
| Approval of Agenda | |
| Parliamentary Review | Debby King, Parliamentarian |
| Thought for the Day | Kay Morton, 1 st Vice President |
| Approval of Minutes
<i>September 18, 2009</i> | Tracy Brown, Secretary |
| Financial Report | Janice Dobson, Treasurer |
| Old Business | |
| I. Latino Initiative - assessment of interest for NCCESA Spanish class | |
| II. TERSSA Update | |
| New Business | |
| I. Honorary Membership | Martha Smith, Membership Committee Chair |
| II. Updating Bylaws: | |
| 1. Change Bylaws from "calendar year" to "association year" for audit of Treasurer's books. | Nancy Miller, Bylaws Committee Chair |
| 2. Treasurer's responsibilities to reflect future collection of TERSSA national dues - discussion | |
| III. Form a Special Committee to research creating a NCCE Foundation fund. | |
| Other/Announcements | |
| Staff Senate report will be given @ BOD meeting by Fran Little | |
| Adjourn | |

You Know You're in Extension When . . .

- . . .you walk into a restaurant and want to know how long the food has been out on a buffet.**
- . . .you have heard numerous times, "You probably don't know the answer to this, but I will ask you anyway."**
- . . .you can throw together a display in 15 minutes flat and make it look like you planned it.**
- . . .the subject of "castration" neither intrigues, embarrasses, nor alarms you.**
- . . .you are expected to know the directions to even the most remote parts of your county.**
- . . .you carry a daily planner, a monthly planner, a yearly planner, plus several electronic devices.**
- . . .a lady calls about a snake coming out of her drain and asks you to identify it over the phone.**
- . . .the caller asks, "My cow died. Can I eat it?"**
- . . . you get everything organized, only to find out everything is changing again.**

NC Cooperative Extension Secretaries Association
Executive Board Meeting

September 18, 2009

10:00 a.m.

NC A&T State University, Coltrane Hall
Second Floor, Room 215

AGENDA

Carol Horne, Presiding
Denise Brown, Parliamentarian

Call to Order/ Welcome	Carol Horne, President NCCESA
Approval of Agenda	
Parliamentary Review	Denise Brown, Parliamentarian
Approval of Minutes <i>May 12, 2009</i>	Shelia Ange, Secretary
Financial Report	Donna Stewart, Treasurer
Old Business	
New Business NCCESA – Spanish Language Course	
Other	
Announcements	
Adjourn	

Please remain in room for the Past President's moment.

NORTH CAROLINA COOPERATIVE EXTENSION SECRETARIES ASSOCIATION
EXECUTIVE BOARD MEETING
COLTRANE HALL – NC A&T STATE UNIVERSITY
GREENSBORO, NORTH CAROLINA

September 18, 2009

President Carol Horne called to order the North Carolina Cooperative Extension Secretaries Association Executive Board meeting at 10:00 a.m., Friday, September 18, 2009. A motion was made by Christine Barrier and seconded by Pam Brylowe to approve the agenda. Motion carried.

Those present were: President Carol Horne, 1st Vice President Pam Brylowe, 2nd Vice President Kay Morton, Secretary Shelia Ange, Treasurer Donna Stewart, 2008 Federation President Christine Barrier, and Parliamentarian Denise Brown.

Denise declared a quorum present.

Secretary Shelia Ange presented the minutes of the September 17, 2008 Executive Board meeting as posted to the website. Pam Brylowe seconded motion to accept minutes as posted. Motion carried.

Treasurer Donna Stewart presented the treasurer's report with a beginning checking account balance of \$3,438.67. Revenue reported was \$10,241.04 for total revenue of \$13,679.71. Total expenditures reported were \$9,142.31 for a total checking account balance of \$4,537.40. Money market account balance is \$14,300.50; and share account balance of \$57.69 for total available funds of \$18,895.59. The treasurer's report was accepted as presented.

Donna presented the proposed budget. The Professional Improvement Committee will be proposing to add a monetary award in the Secretaries Award of Excellence. If this addition is approved, Donna will propose to move the additional \$150 from Travel to the Awards line item. Donna motioned that the proposed budget be presented to membership as is unless the Professional Improvement change passes. Motion carried.

No old business was discussed.

New Business: NCCESA Spanish Language Course – Carol was advised by Lanny Hass that the NCCESA should address a Spanish Language Course on our own with POD supporting it vocally and through LMS. Pam Brylowe take lead on this after October 1 and will keep Lanny in the loop.

No other new business was discussed.

Other Business: The next Federation Board Meeting will be October 6, 2009 via Elluminate at 9 a.m. The 2009 Federation Forum will be held Friday, December 11 at 9:30 a.m. in Raleigh. The location will be announced later. The ten NCCESA attendees will be the 2009 and 2010 NCCESA officers district presidents of districts not represented by the 2009 & 2010 NCCESA officers.

Kay made a motion to adjourn. Donna seconded. Motion carried. Carol adjourned the meeting.

Respectfully submitted,

Shelia S. Ange, NCCESA Secretary, 2009

**NC Cooperative Extension Secretaries Association
Financial Report
Board of Directors' Meeting
September 18, 2009**

CHECKING ACCOUNT

Beginning Balance	\$ 3,438.67	
Revenue:		
Membership Dues (2009)	\$ 6,365.00	
Corn Growers' Association (2009)	\$ 250.00	
SRERSSA Support	\$ 3,000.00	
Interest Earned (through 6/8/09)	\$ 46.29	
Scholarship Refund	<u>\$ 579.75</u>	
Total Revenue to Date		<u>\$10,241.04</u>
 Total Revenue		 \$13,679.71
Expenditures:		
Check #651 - Melissa Lynch, SRERSSA Scholarship	\$ 425.00	
Check #652 - County of Rutherford, Carol Horne, SRERSSA	\$ 425.00	
Check #653 - Reatha Hoffman, SRERSSA Scholarship	\$ 425.00	
Check #654 - Donna Holland, SRERSSA Scholarship	\$ 425.00	
Check #655 - Debbie Goforth, SRERSSA Scholarship	\$ 425.00	
Check #656 - Melanie Storey, SRERSSA Scholarship	\$ 425.00	
Check #657 - Ruth Ann Pope, SRERSSA Scholarship	\$ 425.00	
Check #658 - Carol Horne, Fed. Board of Directors Meeting	\$ 204.19	
Check #659 - Christine Barrier, HOP Planning Meeting	\$ 314.62	
Check #660 - Geiger, Table Runner (<u>NCCESA</u>)	\$ 281.81	
Check #691 - NCFCEAA Dues (<u>Federation</u>)	\$ 50.00	
Check #692 - North Central - Dues Overpayment	\$ 1365.00	
Check #693 - Carol Horne, <u>NC FCS</u> Foundation Board Meeting	\$ 63.25	
Check #694 - Southeast District - Dues Overpayment	\$ 40.00	
Check #695 - Denise Brown - Board of Directors Meeting	\$ 77.00	
Check #696 - Carol Horne - Board of Directors Meeting	\$ 88.00	
Check #697 - Carol Horne - Board of Directors Meeting	\$ 88.00	
Check #698 - Denise Brown - Board of Directors Meeting	\$ 77.00	
Check #699 - Carole Horne - Foundation Meeting	\$ 352.04	
Check #700 - Carole Horne - West District Meeting	\$ 68.75	
Check #701 - VOID	\$ 0.00	
Check #702 - NY University - Herter O'Neal Scholarship	\$ 750.00	
Check #703 - NCCESA Campus Chapter - Host District	\$ 1500.00	
Check #704 - Janice Dotson - Horn of Plenty	\$ 66.93	
Check #705 - Bradley's Trophies - Engrave Gavel	\$ 10.00	
Check #706 - Secretary of Excellence Award	\$ 200.00	
Check #707 - VOID	\$ 0.00	
Check #708 - Professional Improvement	\$ 200.00	
Check #709 - Executive Board Award	\$ 200.00	

Check #710 – VOID	\$ 0.00	
Check #711 – County of Rutherford – Horn of Plenty	\$ 64.05	
Check #712 – Vassey & Hemphill Jewelers – Pres. Plaque	\$ 91.67	
Print Checks & Service Fees (through 6/8/09)	<u>\$ 15.00</u>	
Total Expenditures to Date		<u>\$ 9,142.31</u>

Account Balance **\$ 4,537.40**

MONEY MARKET ACCOUNT

Beginning Balance		\$13,983.94
Interest Earned		<u>316.56</u>

Account Balance **\$ 14,300.50**

SHARE ACCOUNT

Beginning Balance	\$ 56.80
Interest Earned	<u>.89</u>

Account Balance **\$ 57.69**

TOTAL AVAILABLE FUNDS **\$ 18,895.59**

NC Cooperative Extension Secretaries Association
Fiscal Year 2009-2010
Proposed Budget

Revenue

248 Members x \$20	4,960.00
Corn Growers	250.00
NCCES Foundation	1,500.00
Ag Agents	1,000.00
TOTAL REVENUE	\$7,710.00

Expenditures

*Executive Board Award	250.00
Awards of Excellence (2)	550.00
Host District Professional Improvement	1,500.00
Professional Improvement Scholarship	500.00
Herter O'Neal Scholarship	750.00
Horn of Plenty	175.00
Travel & Subsistence	3,350.00
**Miscellaneous	475.00
Benevolence	160.00
TOTAL EXPENDITURES	\$7,710.00

*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.

2008-2009 Finance Committee

Donna Stewart, Chairman - Campus Chapter
 Belinda Belch - Bertie County - Northeast
 Carmen Boswell - Randolph County - North Central
 Patty Cain - New Hanover County - Southeast
 Christine Barrier - Cabarrus County - South Central
 Deanna Jordan - Buncombe County - West
 Nancy Miller - Catawba County - West Central

Item# 4

**NC Cooperative Extension Secretaries Association
Financial Report
Board of Directors' Meeting
February 26, 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	
Interest Earned (from 9/14/09-1/26/10)	\$ <u>19.81</u>	
Total Revenue To Date		<u>\$4,749.81</u>

Total Revenue \$ 9,287.21

Expenditures:

Check #713 – Pam Brylowe (2009 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	
Service Fees (from 9/14/09-1/26/10)	\$ <u>5.00</u>	
Total Expenditures To Date		<u>\$ 773.23</u>

Total Expenditures \$ 773.23

Account Balance **\$ 8,513.98**

MONEY MARKET ACCOUNT

Beginning Balance \$14,300.50

Interest Earned \$ 133.03

Account Balance **\$14,433.53**

SHARE ACCOUNT

Beginning Balance \$ 57.69

Interest Earned \$.46

Account Balance **\$ 58.15**

TOTAL AVAILABLE FUNDS **\$23,005.66**

NC Cooperative Extension Secretaries Association
Fiscal Year 2010-2011
Proposed Budget

Revenue

230 Members x \$20	4,600.00
Corn Growers	250.00
NCCES Foundation	1,500.00
Ag Agents	1,000.00
TOTAL REVENUE	\$7,350.00

Expenditures

*Executive Board Award	250.00
Awards of Excellence (2)	550.00
Host District Professional Improvement	1,500.00
Professional Improvement Scholarship	500.00
Herter O'Neal Scholarship	750.00
Horn of Plenty	125.00
Travel & Subsistence	3,300.00
**Miscellaneous	250.00
Benevolence	125.00
TOTAL EXPENDITURES	\$7,350.00

*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

NC Cooperative Extension Secretaries Association

Fiscal Year 2010-2011

REVISED Proposed BudgetRevenue

215 Members x \$20	4,300.00
Corn Growers	250.00
NCCES Foundation	1,500.00
Ag Agents	1,000.00
TOTAL REVENUE	\$7,050.00

Expenditures

*Executive Board Award	250.00
Awards of Excellence (2)	550.00
Host District Professional Improvement	1,500.00
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	\$7,050.00

*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

New Business

III. Form a Special Committee

An idea that potentially could benefit our association dawned on me while attending the FCS Foundation Retreat. While talking with Sharon Rowland, Executive Director of Development for Cooperative Extension Service, I learned there are various types of funds available within the NC Cooperative Extension Service Foundation and I wondered what if our association establishes a fund within the NCCES Foundation. Many possibilities of how we could structure the fund came to me.

I would like to form a special committee to research our options.

I emailed Janice Dotson, our state association Treasurer, to ask her opinion. Her reply was positive and she indicated her willingness to serve on the committee. Other members willing to help are Elizabeth Wilson, Chair of Professional Improvement Committee, Kay Morton, 1st VP, and myself. This committee will research what types of NC Cooperative Extension Service Foundation funds are available, fund requirements, benefits and restrictions and then report their findings and their recommendations to our Board of Directors and members at our state meeting this September. If you're interested in being a part of this effort, please let Janice Dotson or me know.

Nancy