

**Executive Board Meeting
February 25, 2010
Johnston County Extension Office**

Present: Pam Brylowe, President – Jones County; Debby King, Parliamentarian – Onslow County; Kay Morton, 1st VP – Lee County; Tracy E. Brown, Secretary – Campus; Carol Horne, Advisor – Rutherford County; Martha Smith, Membership Committee Chair - Wake County; Teresa Story, 2nd VP – Perquimans County.
Absent: Janice Dotson, Treasurer – Mills River; Sheila Ange, Webmaster

Call to Order / Welcome: Pamela Brylowe, President

Approval of Agenda: *Motion:* Teresa Story, Perquimans County
Seconded: Kay Morton, Lee County
Decision: Agenda for February 25, 2010, Executive Board Meeting was approved w/ the following change: correction to the “year” of agenda from 2009 to 2010. (Item 1)

Parliamentary Review: Debby King, Parliamentarian

Thought for the day: Kay Morton, Lee County - “You Know You’re in Extension When...” (Item 2)

Approval of Minutes: *Motion:* Martha Smith, Wake County
Seconded: Tracy E. Brown, Campus
Decision: Minutes for September 18, 2009, Executive Board Meeting were approved w/out any corrections. (Item 3)
Decision: Website – Annual State Meeting minutes posted to the NCCESA website must be marked as “APPROVED” or “NOT APPROVED” respective Board of Directors. The same applies to the Executive Board Meeting minutes.

Financial Report: *No motion needed.* On behalf of Janice Dotson, Treasurer, Carol Horne, Rutherford County, presented the financial report. Carol read an email Janice Dotson sent her regarding the checkbook register, as of February 23, 2010, and the Fiscal Year 2010-2011 Proposed Budget (handouts provided). If there were no objections, she is asking Carol to present it to the Board of Directors at tomorrow’s meeting. (Items 4 & 5, respective)
Decision: The Financial report was accepted, and the 2010/2011 Proposed Budget was approved with the following changes. (Item 6)

Discussion: Executive Board requested the following changes to the 2010/2011 Proposed Budget:

Under Revenue: Change “Members” from 230 to 215; changing the revenue total from \$7,350 to \$7,050. The theory is – we currently have 223 members and want to adjust the total to a more conservative number.

Under Expenditures: Change “Travel & Subsistence” from \$3,300 to \$3,000; change the expenditure total from \$7,350 to \$7,050. The incoming President will stay within this travel line item for 2010-2011.

Discussion: Pam provided an update on donation request letters that Janice had sent out, requesting donations needed to balance the 2010/2011 Proposed Budget. Requests were sent to the following organizations: NCCE Foundation (2 requests) - one for \$500, and the other in the amount of \$1,000; the Corn Growers’ Association of NC in the amount of \$1,500; and NC Association of County Agriculture Agents in the amount of \$1,000.

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Old Business:

Latino Initiative: Guest speaker tomorrow will be Jayne Cubilla, FCS Agent in Johnston County. Jayne has been working with Cintia Aguilar, N.C. Migrant Education Program Identification & Recruitment Coordinator, and Jayne will give a Latino Initiative presentation prior to the Board of Directors meeting.

Purpose of presentation is two-fold: **1)** Make our association members aware of the Latino Initiative program being developed by 4-H/FCS Department and, **2)** Cintia is interested in knowing if our association members have enough interest in taking a Spanish language course/training in order to enhance county Extension staffs' ability to reach out to and serve Latino clients in the counties.

TERSSA Update: Mary Baronet, President, emailed participating State Presidents asking if they would be willing to forward TERSSA information to their membership. By sending information through existing state organizations, TERSSA seems to be recognizing these groups and this chain of communication is a positive step in establishing a stronger relationship.

New Business:

Honorary Membership: Applicant: Patricia Richardson, Caldwell County – Martha Smith read her application.

Q. Do we need to take before the membership at the 2010 Annual Meeting?

A. No, per the Bylaws, this request only needs to be presented to the Board of Directors. If approved the applicants honorary status will be effective at the 2010 Annual Meeting.

Updating Bylaws: *No motion needed.* The Bylaws Committee (presented by Nancy Miller, Chair), would like to change the following bylaws language – from “calendar year” to “association year”. The reason is to change the time of the audit of the Treasurer’s books.

CORRECTIONS AFTER THE “OFFICIAL” MEETING (PAM):

Here is what the bylaw from Article IV, Section 5 of our Handbook:

Honorary membership ...Recommendation in writing shall be made to the Chair of the Membership Committee. The Chair of the membership Committee will present recommendation to the Board of Directors who, after two-thirds vote, shall recommend the candidate to the Association at an annual meeting. A majority vote of the members assembled shall be required to confer the honor. An Honorary Member shall pay no dues except where he/she is an Active or Associate Member.

Decision: Bylaws Committee recommendation was accepted as presented. *No motion needed.* There were no objections. Effective immediately - The auditing of the Treasure’s Books, will follow the Association’s year [October 1 – September 30], as opposed to the calendar year [January 1 – December 31].

CORRECTIONS AFTER THE “OFFICIAL” MEETING (PAM):

The following from our handbook: Article XVI - Amendments Section 1:

Amendments to these Bylaws may be made at any meeting of the general membership by a two-thirds majority vote of those present, after notification in writing to each member at least two weeks before the meeting at which the voting is to take place; or, if the emergency of the measure so dictates, by a two-thirds vote of written ballots returned.

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Treasurer's responsibilities to reflect future collection of TERSSA national dues – discussion:

Decision: Item was tabled until TERESSA can send out membership information regarding their SOP and bylaws.

Form a Special Committee to research creating a NCCE Foundation fund account:

No motion needed. Committee charge would be to research what types of NCCES Foundation funds are available, fund requirements, benefits and restrictions and report these finding and their recommendations to BOD and membership at 2010 state meeting. (Item 7)

Other / Announcements: No motion needed. Fran Little will present to the BOD a Staff Senate report.

Adjourn: Pamela Brylowe, President adjourned meeting at 6:00 p.m.