



**North Carolina Cooperative Extension Secretaries Association
Executive Board Meeting**

September 21, 2011
4:00 pm
Ramada Inn, Statesville, NC

AGENDA

Kay Morton, Presiding
Christine Barrier, Acting Parliamentarian

- Call to Order Kay Morton, President
- Approval of Agenda
- Roll Call Donna Tulley, Secretary
- Parliamentary Review Christine Barrier, Acting Parliamentarian
- Thought for the Day Teresa Story, 1st Vice President
- Approval of Minutes Donna Tulley, Secretary
February 24, 2011
- Financial Report..... Cheryl Mitchell, Treasurer
- Old Business
 - 501(c)(3) Tax Exempt Status - Update Kay Morton
 - Archiving NCCESA Records - Update Kay Morton
 - Bylaws - Proposed Changes (Posted on the web, vote will be taken at Business Meeting)
- New Business
 - Honorary Membership Nominations Pam Brylowe
 - Minute Template..... Donna Tulley
 - Awards – Presentations to be done at banquet on 9/22/11
 - Executive Board Award
 - Professional Improvement scholarship
 - Secretary Awards of Excellence
 - Sue Mills Lighthouse Award
 - 2011-2012 Slate of Officers
 - 2012 Federation Secretary (Nominations for and election of)
- Other
 - TERSSA
 - Memorial
- Announcements
- Adjourn

NCCESA
Executive Board Meeting Minutes
McSwain Extension Education and Agriculture Center
Lee County
February 24, 2011

Kay Morton called the meeting to order at 4:10 pm and asked Pam Brylowe to take the minutes for Donna Tulley who was on her way but stuck in traffic.

Present: Kay Morton, President; Teresa Story, 1st Vice President; Elizabeth Wilson, 2nd Vice President, Cheryl Mitchell, Treasurer; Susan Johnson, Parliamentarian; Jane McDaniel, Federation Treasurer; Pam Brylowe, Advisor.

The agenda was reviewed by the members. Elizabeth Wilson moved to accept the agenda. Teresa Story seconded. Agenda was approved.

Susan Johnson explained that Robert's Rules of Order applied and that a quorum was present.

Teresa Story gave the Thought for the Day, "It Can Be Done."

Elizabeth moved that the minutes from the September 15, 2010 Executive Board Meeting held in Mills River, NC not be read. Seconded by Teresa. They were reviewed. Cheryl Mitchell moved to accept the minutes with the following correction: Under Approval of Minutes - Decision: change "was" to "were."

Cheryl presented the Financial Report. It will be filed for audit.

Old Business

1.) Pam gave an update on the Latino Initiative by sharing part of an email she had received from Cintia Aguilar on October 11, 2010. Cintia wrote, "I don't have any update about the Spanish course for secretaries. As mentioned before, we need to 're-activate' this initiative. I'll let you know and Kay know as soon as I hear any news."

"In regard to other initiatives for Extension staff to learn Spanish, per Dr. Zublena memo sent on August 18, NCCE is offering the option for staff to receive credit for taking undergraduate Spanish courses (in the past this option was offered only for graduate courses). Also, for those in the NC District, the District Latino Task Force is offering a Spanish class via Elluminate. For further info about this option contact Paul Westfall at Paul_Westfall@ncsu.edu or Carolyn Langley at Carolyn_Langley@ncsu.edu."

2.) NCCESA 501(c)(3) Tax Status - Kay reported that we are not a tax exempt organization. She will talk with a local accountant, after tax season, to find out what options we have. Jane suggested that Kay ask what dollar amount in our accounts should be our goal. Kay said to please send her any questions or suggestions before she meets with the accountant.

New Business

- 1.) Honorary Membership - An application has been submitted for Nancy Miller. The Executive Board approved the application and it will be presented at the Board of Directors meeting tomorrow.
- 2.) Proposed Budget - Cheryl presented a proposed budget for 2011-2012. After review and discussion Teresa moved to accept it. Elizabeth seconded the motion. The proposed budget was approved as presented.
- 3.) Federation Goal - Kay stated that the Federation Board of Directors meeting will be held on March 25, 2011 at Brickhaven. Each association has been asked to bring a goal to the meeting. Elizabeth suggested that this issue be discussed by the Board of Directors.
- 4.) Archiving of NCCESA records - After discussion about the Secretary and Treasurer records being placed in each successive officer's care over the years, a great deal of material has accumulated. Kay contacted the NCSU Archives and they are willing to archive our association's records. The Executive Board decided that the Secretary and Treasurer should hold onto records for the five most recent years. The Secretary and Treasurer should turn over the oldest year's records to the association President during the state association's spring Executive Board meeting while keeping the latest five years of records. The association President should be responsible for getting the records to NCSU Archives for storage at the end of the spring state association board meetings. If the Board

of Directors agrees tomorrow, Kay will ask the by-laws committee to work on changing the Officers duties in the by-laws and presenting the by-laws changes at the annual business meeting for vote. This was moved by Cheryl and seconded by Elizabeth. Motion passed.

- 5.) TERSSA Dues - Kay gave a brief history on the formation of this national association. After discussion about including TERSSA dues with NCCESA dues, the Executive Board members decided not to pursue this item.

Other

Benevolence - Three \$25.00 memorial donations have been made from the state association's Benevolence Fund so far this year. Memorials should be sent to the family's choice, if requested.

No announcements.

Elizabeth moved to adjourn. Seconded by Teresa. Kay adjourned the meeting at 7:00 pm.

Respectfully submitted,

Pam Brylowe, acting Secretary for Donna Tulley

Approved September 21, 2011

NC Cooperative Extension Secretaries Association
Financial Report
Executive Board Meeting
September 21, 2011

CHECKING ACCOUNT

Beginning Balance from 9/27/2010 **\$ 6,080.04**

Revenue:

Membership Dues (2010-11)	\$4,380.00
Corn Growers Association (2010)	\$ 250.00
NCCES Foundation	\$1,000.00
NCACAA	\$1,000.00
Interest Earned (from 10/25/10-8/23/11)	<u>\$ 20.50</u>

Total Revenue to Date \$6,650.50

Total Revenue **\$12,730.54**

Expenditures:

Check #750 – Leukemia & Lymphoma Society (Bea Clayton memorial)	\$ 25.00
Check #751 – Jane McDaniel (Federation mtg)	\$ 365.64
Check #752 – NCCESA-SE Dist (overpaid)	\$ 20.00
Check #753 – NCCES Foundation (Donna Stewart memorial)	\$ 25.00
Check #754 – Sandra's Bakery(refreshment for '11 NCCESA Bd mtg)	\$ 19.99
Check #755 – Donna Tulley ('11 NCCESA Bd Mtg)	\$ 99.25
Check #756 – Teresa Story ('11 NCCESA Bd Mtg)	\$ 228.36
Check #757 – Elizabeth Wilson ('11 NCCESA Bd Mtg)	\$ 94.81
Check #758 – Jane McDaniel ('11 NCCESA Bd Mtg)	\$ 323.49
Check #759 – Cheryl Mitchell ('11 NCCESA Bd Mtg)	\$ 28.63
Check #760 – Friends of the Library (Arnette C Parker memorial)	\$ 25.00
Check #761 – NCCESA-West Central District (Host district for '11 State Mtg)	\$1,000.00
Check #762 – American Cancer Society (Brenda Gardner memorial)	\$ 25.00
Check #763 – Jane McDaniel (Spring BOD Federation mtg)	\$ 305.72
Check #764 – Kay Morton (refreshments for NCCESA BOD mtg)	\$ 87.05
Check #765 – NCSU - Horn of Plenty 2011	\$ 100.00
Check #766 – Columbus County Hospice (Ann Pridgen memorial)	\$ 25.00

Check #767 – Blue Ridge Community College (Herter-O’Neal Scholarship- Tara Gover)	\$ 750.00		
Check # 768 – NCSU- Horn of Plenty 2011	\$ 25.00		
Check #769 – Carolina Trophy Engraving (Executive Bd Awd plaque)	\$ 21.30		
Check #770 – Award of Excellence W District	\$ 50.00		
Check #771 – Award of Excellence WC Dist	\$ 50.00		
Check #772 – Award of Excellence-SC Dist	\$ 50.00		
Check #773 – Award of Excellence-SE Dist	\$ 50.00		
Check #774 – Award of Excellence – NE Dist	\$ 50.00		
Check # 775 – Award of Excellence- NC Dist And State winner	\$ 250.00		
Check # 776 – Executive Board Award 2011	\$ 200.00		
Check # 777 – Executive Board Award 2010 Kay Morton	\$ 200.00		
Service Fees & Federal back-up withholding (from 10/25/10-8/23/11)	\$ <u>13.82</u>		
Total Expenditures To Date		\$4,508.06	
Total Expenditures			\$4,508.06

Account Balance \$8,222.48

MONEY MARKET ACCOUNT

Beginning Balance			\$14,576.39
Interest Earned (from 10/25/10-8/23/11)	\$ 165.15		
Total Revenue to Date		\$ <u>165.15</u>	
Account Balance			<u>\$14,741.54</u>

SHARES ACCOUNT

Beginning Balance			\$ 58.72
Interest Earned (from 10/25/10-8/23/11)	\$.66		
Total Revenue to Date		\$.66	<u>\$ 59.38</u>



NCCESA (Name of) Meeting
(DATE)

(Location of Meeting)

Welcome:

Call to Order: (Name), (Office title) – NCCESA at (time)

Approval of Agenda: Motion: (Name and county or district)
 Secinded: (Name and county or district)
 Decision: (Approved or not and Item #)

Thought for the day: Presented by (Name and summary)

Roll Call: Campus - (number) South Central - (number)
 Northeast - (number) West - (number)
 North Central - (number) West Central - (number)
 Southeast - (number)

Parliamentary: There (is, is not) a quorum.

Approval of Minutes: Motion: (Name and county or district)
 Secinded: (Name and county or district)
 Decision: Minutes for the (date of meeting)
 (Name of meeting) Meeting minutes were accepted with
 the following changes:
 1.
 2.

Financial Report: Presented by (Name and county or district; accepted (or not)
 as presented (Item #)

District Reports: Campus (Item #) South Central (Item #)
 Northeast (Item #) West (Item #)
 North Central (Item #) West Central (Item #)
 Southeast (Item #)

Standing Committee Reports: **Membership** (presented by {Name}, Item #)
Public Relations (Name, Item # or “no report”)
Nominating Committee (Name; (Number) confirmed
 nomination(s) for Office(s), Item #)
Rules & Bylaws (Name, Item # or “no report”)
Finance Committee (Name, Item #)

Reflections (Name, Item # or "no report")
Professional Improvement (Name and Item #)

Other Reports/Update: **Federation** (Name, Item #)
Executive Board Award (Name, Item #)
Herter-O'Neal Scholarship (Name, Item #)
Sue Mills Lighthouse Award (Name, Item #)
Horn of Plenty (Name, Item #)
TERSSA Update (Name, Item #)

Old Business:

- I. (Description and Item #, if appropriate)
- II.

New Business:

- I. (Description and Item # if appropriate)
- II. (Item # if appropriate)
- III. (Description)
 - a. (Description)
 - b. (Description)
- IV. Description

Other Business:

- I.
- II.

Adjourn:

(Time)
Motion: (Name, county or district)
Seconded: (Name, county or district)
Decision: Motion is accepted

Respectfully submitted,

Name, county or district