

NCCEA
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 NCCEA 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