

III. Herter-O'Neal Scholarship- Tracy Brown

**Herter – O'Neal Scholarship Report**

2012 State Meeting

Respectfully submitted by: Tracy E. Brown, 2<sup>nd</sup> VP, State

On February 14<sup>th</sup> a call was sent to 2<sup>nd</sup> VP in each district with a copy to their Professional Improvement chairs, to solicit applications for the 2012 Herter O'Neal Scholarship.

- The deadline set at the "District/Campus" level (local level), was March 15<sup>th</sup> to receive applications.
- The deadline set for the local 2<sup>nd</sup> VP; to forward their district's recommendation (scan document only) to the STATE 2<sup>nd</sup> VP (me), was April 2<sup>nd</sup>.

Because of the short deadline the 1st VP and I (2<sup>nd</sup> VP) evaluated the 5 packages submitted and selected the winner based on the matrix below.

**2012 Herter O'Neal Scholarship**

Ranking scale:			Low 1		Average 2		Above Average 3		Exceptional 4		Total	Adv		
Judges			Tracy	Elizabeth	Tracy	Elizabeth	Tracy	Elizabeth	Tracy	Elizabeth				
Nominee	County		(1) Degree Program in Which You Are Enrolled	Extracurricular activities in which you are involved	(3) Honors received	(4) Please write a brief summary (50 words or less)	attach two letters of reference (from other than							
Webb, Bretney	Yancey	WT	4	4	3	2	3	2	2	2	4	4	28	14.0
Whitmore, Mdison	Granville	NC	3	3	1	1	1	1	1	2	2	16	8.0	
Franklin, Caroline Bouley	Catawba	SC	3	4	2	3	2	3	2	3	3	27	13.5	
Stroud, Courtney Blair	Lenoir	SE	1	2	2	3	3	3	1	3	3	22	11.0	
Gatling, Bladen McCoy		NE	1	2	3	3	3	3	2	1	3	3	24	12.0

- (1) Degree Program in Which You Are Enrolled
- (2) Extracurricular activities in which you are involved
- (3) Honors received
- (4) Please write a brief summary (50 words or less) on why you would like to receive this scholarship
- (5) Please attach two letters of reference (from other than relatives) attesting to your character and worthiness

The winner was announced via email to each district's 2nd VP, with a copy to the Professional Improvement chairs, on April 9th. **And the winner of the 2012 Herter-O'Neal Scholarship was Bretney Webb, from Yancey County in the West District.**

Bretney says in her application, that she just returned to school after being laid-off from a job that she had for 18 years. She is very dedicated to earning a degree in Business Administration. Bretney was also on the President's List for the fall semester 2011, for a perfect GPA.

IV. Sue Mills Lighthouse Award-Teresa Story- Our winner was Myra Johnson, Moore County.

V. Horn of Plenty-Melanie Storey

### Horn of Plenty

The 2012 Horn of Plenty Event took place on Friday, August 17, 2012. This year's event was in Downtown Raleigh at the Museum of Natural Sciences. It turned out to be a great event. The format was very different from previous years, due to the layout of the Museum. Local food was served on several different floors. The NCCESA did not have the role of providing and serving beverages as in the past since University Catering took care of the food preparation, beverages, serving, and set-up and clean up. The NCCESA contributed \$125.00 to the event.

Cooperative Extension provided an on-going educational PowerPoint with photos from each county. Extension employees had the role of greeting and meeting county partners and disseminating educational information. There were youth involved in the event, helping people move to various levels of the building. Everyone assisted with some set-up and clean up at the event.

There were many positive comments from our stakeholders in the GREAT job we ALL are doing back in our counties.

VI. TERSSA-Christine Barrier

TERSSA (The Extension & Research Support Staff Association) membership presently stands at 128 members representing 9 states. North Carolina has 46 members.

President Karen Bixler is finalizing plans for the 2012 Annual Conference to be held October 31 – November 2 in Montgomery. Agenda and Registration Form has been sent to each state president to forward to their association members.

Debby King from Onslow County will be installed as TERSSA President for 2012-2013.

The 2013 Membership Drive started September 1 through December 31 and the form can be found on the TERSSA webpage.

Thank You for the opportunity to represent TERSSA.

Christine C. Barrier  
2011-2012 TERSSA Membership Secretary

Melanie Storey issued an additional challenge to the group to consider membership so that we could be the highest number of members and also the highest percentage of members. The South Central District currently has the highest number of members at 16. The Campus Chapter has the highest percentage of membership at 71%. She paraphrased Ralph Waldo Emerson, "Do not go where the path leads, but go where there is not a trail and create one."

**Old Business:**

- I. 501(c)3 Non-Profit Status Update: Teresa Story shared that Elizabeth Wilson was charged with moving on with this matter in the next business year. Elizabeth confirmed that she would be vigilant.

**New Business:**

- I. 2012-2013 Revised Budget Presented for reapproval  
 Motion to revise the Budget was proposed by Debbie Goforth.  
 Motion to accept was offered: Ivy Olson, Henderson County  
 Second: Chris Austin, Union County, the motion passed unanimously.

<b>NC Cooperative Extension Secretaries Association</b>	
<b>Fiscal Year 2012-2013</b>	
<b><u>REVISED PROPOSED BUDGET</u></b>	
Revised 9/12/2012	
<b>Revenue</b>	
205 Members x \$20	4,100.00
Corn Growers	250.00
NCCES Foundation	1,000.00
Ag Agents	1,000.00
<b>TOTAL REVENUE</b>	<b>\$6,350.00</b>
<b>Expenditures</b>	
*Executive Board Award	250.00
Secretary Awards of Excellence	500.00
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	2,750.00
Federation Dues	50.00
Board of Directors Meeting Refreshments	125.00
Benevolence	100.00
**Miscellaneous	200.00
<b>TOTAL EXPENDITURES</b>	<b>\$6,350.00</b>
*Includes monetary award & plaque.	
**Includes outgoing President's Plaque, Check Charges, Service Charges, Film & Developing, Printing, etc.	
<b>2011-2012 Finance Committee</b>	
Debbie Goforth, Chair - West	
Janice Dotson-West	
Tracy Brown - Campus	
Marie Bruff - NC	
Sherry Lynn - NE	
Rhonda Gaster -SC	
Dawn Coleman - SE	

- II. Bylaws – Proposed changes: Travel Reimbursement Guidelines: The R&B Committee, chaired by Latoya Lucy, drafted the proposed amendments to the By-laws and they have been posted to the web for review for a required six weeks prior to their approval.

<p>Article VII - State Executive Board</p> <p><b>Section 1:</b></p> <ul style="list-style-type: none"> <li>The Executive Board of this Association shall consist of the President, 1<sup>st</sup> Vice President, 2nd Vice President, Secretary, and Treasurer.</li> </ul> <p><b>Change to:</b> The Executive Board of this Association shall consist of the:</p> <ul style="list-style-type: none"> <li>President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer;</li> <li>The Parliamentarian shall serve as advisory member of the Executive Board without voting privileges.</li> <li>The retiring President shall serve as advisory member of the Executive Board without voting privileges.</li> <li>The Federation Officer shall be considered part of the NCCESA Executive Board with the same privileges and stipulations as the Advisor and Parliamentarian.</li> </ul> <p><b>Section 2:</b></p> <ul style="list-style-type: none"> <li>This Board shall meet as necessary to transact the business of this Association. Three members shall constitute a quorum.</li> </ul> <p><b>Section 3:</b></p> <ul style="list-style-type: none"> <li>The Executive Board shall be included in the composition of the Board of Directors.</li> </ul> <p><b>Section 4:</b></p> <ul style="list-style-type: none"> <li>The retiring President shall serve as advisory member of the Executive Board without vote for the succeeding year.</li> </ul> <p><b>Change to:</b> Remove current section 4 completely. It is incorporated into Section 1 above. A new section 4 shall be stated as:</p> <ul style="list-style-type: none"> <li>This association shall pay the Executive Board members', Advisor's, and Parliamentarian's travel expenses and up to per diem subsistence expenses with receipts for NCCESA meetings.</li> <li>In addition, the association shall pay the President's travel expenses and up to per diem subsistence expenses with receipts for association representation at required meetings.</li> <li>In addition, the association shall pay the Federation officer's travel expenses and up to per diem expenses with receipts for NCCESA and Federation meetings.</li> </ul> <p><b>Section 5:</b></p> <ul style="list-style-type: none"> <li>The elected Federation Officer shall be part of the Executive Board with the same privileges and stipulations as the Advisor.</li> </ul> <p><b>Change to:</b> Remove Section 5 completely. It is incorporated into Section 1 above.</p> <p>*****</p> <p>Article IX - Federation</p> <p><b>Section 1:</b></p> <ul style="list-style-type: none"> <li>NCCESA representatives on the Board of Directors of the NCFCEA, hereinafter known as Federation, shall be the NCCESA President and First Vice President.</li> </ul> <p><b>Section 2:</b></p> <ul style="list-style-type: none"> <li>The NCCESA delegation to the Federation Forum shall consist of the NCCESA Executive Board members, Federation Officer, and District Presidents from districts not represented otherwise in this delegation.</li> </ul> <p><b>Section 3:</b></p> <ul style="list-style-type: none"> <li>The NCCESA shall provide a Federation Officer according to rotation schedule outlined in Federation Constitution and By-Laws.</li> </ul> <p><b>Section 4:</b></p> <ul style="list-style-type: none"> <li>The NCCESA Federation Officer shall be nominated from a list of eligible members and selected by vote of the Board of Directors of NCCESA. NCCESA membership shall approve its Federation Officer by majority vote at the annual meeting. Eligible members must meet the following qualifications: <ul style="list-style-type: none"> <li>a. Has served as an NCCESA Officer (state or district)</li> <li>b. Has attended at least one Federation Forum (these qualifications will enable the Federation Officer to have an understanding of the purpose and objectives of the Federation).</li> </ul> </li> </ul> <p><b>Section 5:</b></p> <ul style="list-style-type: none"> <li>The Federation Officer shall be installed at the Federation Forum and take office January 1.</li> </ul> <p><b>Section 6:</b></p> <ul style="list-style-type: none"> <li>The Federation Officer shall be considered part of the NCCESA Executive Board with the same privileges and stipulations as the Advisor.</li> </ul> <p><b>Section 7:</b></p> <ul style="list-style-type: none"> <li>The NCCESA shall pay the Federation Officer's travel and subsistence expenses for Federation meetings.</li> </ul> <p><b>Change to:</b> Remove 6 and 7 as they are incorporated in Article VII Sections 1 &amp; 4.</p> <p><b>Section 8:</b></p> <ul style="list-style-type: none"> <li>The NCCESA shall pay dues as outlined by the Federation Constitution and By-laws.</li> </ul> <p><b>Change to:</b> Rename as the new Section 6. This Section 8 will be the new Section 6 under Article IX.</p>
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Motion to approve: Jane McDaniel, McDowell County  
Second: Sherry Lynn, Currituck County, the motion passed unanimously.

III. Name Change – Proposal: LaToya Lucy presented the Bylaws name change proposal as reflected by the choice of the Board of Directors - NCCEAPA. A long discussion was conducted about the value of updating the name to be more inclusive of Extension employees who prefer to not be called secretaries. Others made comment that it had sentimental value to them and that most of the titles in the County offices include the word 'secretary' in them. Teresa Story made mention that we have not changed our name in 21 years and that the title 'secretary' was outdated . The letter from Donna Tully was read (see BOD notes) with answers to her questions provided by the Executive Board. Hands were raised and the Majority voted to amend. 12 present dissented as not desiring the name changed. The question was asked as to when it would become effective and Suzanne Hugus responded that October 1<sup>st</sup> would be appropriate. No one made objection or additional comment."

September 10, 2012

Donna Tulley, NCCES, Clay County Center, 36 Davis Loop, Suite 1, Hayesville, NC 28904

Dear Executive Board,

I have given the proposed name change of the NCCESA a lot of thought. I have several questions about this change to which all members should ask and receive an answer.

- ◆ How many prospective members will this include? How many districts will be affected? **This amount is unknown, but on the two Campus' approximately 180 prospective members would be notified of the name change.**
- ◆ Exactly which positions within Extension are not currently covered by their own professional organization? Where are these staff members located? **Bookkeepers are included in the Secretary Association as well as Personnel Reps and Computer Techs, but none of them are compelled to join mostly citing the name as the reason.**
- ◆ Are they "Administrative Professionals" or "COSS"? By definition, all secretaries and program assistants in Extension are COSS. (Program assistants, associates and technicians already have an organization – NCAEPAAT.) **The Campus employees are not COSS (County Operations Support Staff). This is a term created for Extension employees in the counties.**
- ◆ If they are COSS, why do we not call our group "North Carolina Cooperative Extension Support Staff Association"? Would that not more accurately reflect who we are? **We voted on a name and over 90% preferred to be referred to as Administrative Professionals rather than Support Staff at our Board of Director's Meeting on February 24th.**
- ◆ Is the purpose of this name change a means to encourage others to attain the Certified Administrative Professional status or expand membership? **Our main objective was to encourage other potential members to participant and to update our name to be more inclusive. The term 'Secretary' is out of date and we would like to have a more 'Professional' title.**
- ◆ How will this affect the District Organizations? Name changes usually entail by-laws amendments, changes on the accounts each district and the state organization has with their financial institution, logo changes, etc. **A positive change that is desired by an overwhelming majority of the membership is worth the effort. Yes, we will need to adjust and amend, but that it called Progress.**
- ◆ Why would a by-law amendment not achieve the same result of allowing others to join without extensive additional changes? Our Association's name has changed three times in the past and yet the organization's purpose has not changed. Is it change just to change? **NO, believe me, it is not.** The current by-laws state:

#### Article IV - Membership

##### *Section 1:*

- The membership of the Association shall be composed of:
  - a. All office support staff working in county offices; and
  - b. Those on NC State campus, NCSU research station field locations, and NCA&TSU that support Cooperative Extension programs, regardless of the employee's source of salary funding.

##### *Section 3:*

- Active members shall be secretaries currently employed in any North Carolina Cooperative Extension Office who have paid annual dues into the District and State Associations. Active members shall be entitled to vote, hold office, and participate in discussions and activities of the Association.

Based on current by-laws we could achieve status for additional members by changing out the word "secretaries" to "support staff" under Section 3. **The problem is not with the By-Laws, it is specifically with the name itself. People, including myself, care to be thought of as Professionals. People that are definitely not secretaries do not want to be called secretaries. I am an Accounting Specialist. For example, Dogs are mammals, but although people are mammals as well and dogs are nice and great companions, they would not want to be called a dog. Would you?**

If all of these questions could be clarified for the full membership at the Business meeting, BEFORE the vote is taken, I think the organization, as a whole, will be able to make a better, informed decision.

I am not against change. As an educational institution, we are all about change! I just want to be sure we are making changes that will truly benefit the organization.

Sincerely, Donna Tulley, NCCESA West District President

IV. Honorary Member Nomination-Pam Brylowe presented the nomination of Ginger McGhee.

**Motion:** Vicki Pettit  
**2<sup>nd</sup>:** Melanie Storey All were in favor.

**Nominee’s Name:** Alice V. “Ginger” McGhee **County:** Yadkin

**Address:** 1016 Briarcliff Road, Yadkinville, NC 27055

**Years in Extension:** 29 **Years in NCCESA:** 29

**Retired from NCCES:** October 1, 2011

**Association Data**

**Offices Held:**

State Treasurer	District President
District Secretary	District 1 <sup>st</sup> Vice-President
District Treasurer	District 2 <sup>nd</sup> Vice-President

**Committees Served On (indicate chairman by\*):**

Ginger chaired and served on numerous standing committees over the past 29 years. She also chaired *two* very successful and demanding committees for the 2011 NCCESA Annual Meeting in Statesville: Finance (fund raising) and Hospitality (extremely well-received hospitality room!).

**Number of meetings attended:** Figuring at only 75% of the meeting opportunities available, I would estimate Ginger has attended over 100 state and/or district meetings.

**List any other contributions to and cooperative with the NCCESA:**

Ginger has been dedicated to the NCCESA for her entire Extension career. She has always participated at any level, and I’ve never known her to turn down a job! She has encouraged others to participate in the Association. While in the Northwest District, she was recognized by her peers with the Secretary of the Year Award and Several Bright Ideas Awards. In 2009, she was recognized by the West Central District as their first Secretary of the Year. She is highly regarded by her peers and former coworkers. She was and continues to be a great ambassador for Extension and the North Carolina Cooperative Extension Secretaries Association.

I believe that Ginger is most deserving of the Honorary Membership designation from the North Carolina Cooperative Extension Secretaries Association.

**Nominated by:** Sandra Kanupp **District:** North Central **County:** n/a

**Remarks:** Due to being “re-districted” several times, it was difficult to track all of Ginger’s committees.

V. Slate of Officers was presented by Susan Johnson:

Advisor-Teresa Story, President-Elizabeth Wilson, 1<sup>st</sup> Vice President-Tracy Brown,  
2<sup>nd</sup> Vice President-Jane McDaniel, Secretary-Julie Campbell, Treasurer-Martha Smith

**Motion to Accept:** Janice Dotson, West District  
**2<sup>nd</sup>:** Cheryl Mitchell, McDowell

Motion Passed unanimously.

VI. Federation: The nomination for the position of 2013 Federation President-Elect was presented – Cheryl Mitchell, McDowell County. Jane McDaniel made motion to accept and Kay Morton 2<sup>nd</sup>. All were in favor of Cheryl fulfilling this great leadership role!

**Other:**

I. Jane McDaniel, on behalf of the Reflection Committee:

**A.** Jane shared that we have some missing years of pictures (2003-04) and she wanted to know if anyone had any of them. She also made note that she has years of pictures (2008-11) with no dates or descriptions or names on them. She would like to try to identify these.

**B.** She also discussed how we had decided to digitize our photo albums. The committee had decided that it was of great value to still create an annual hard copy photo album for the sake of history preservation. The committee will work to get this more explicitly stated in the committee guidelines section of our State Handbook. There was no opposition or comment.

**C.** Last, she shared that she had the photo albums of the now dissolved Northwest District if anyone wanted to keep them or look at them. If no one wanted to keep them, she would archive them at NC State with our other State records.

II. Recognition of Awards – For the record Teresa Story announced the winners of our awards that were presented at the Banquet the prior evening:

Executive Board Award	-	Melanie Storey
Professional Improvement Scholarship	-	Suzanne Hugus
Sue Mills Lighthouse Award	-	Myra Johnson
Awards of Excellence - Campus	-	Suzanne Hugus
West	-	Debbie Goforth
North Central	-	Kathryn Hepler
South Central	-	Carol Capel
Northeast	-	Melanie Storey
Southeast	-	Nanette Rackley
2012 State Winner Awards of Excellence	-	Carol Capel

III. 2013 TERRSA Meeting: Christine Barrier

**The Extension & Research Support Staff Association**

**NCCESA Annual Conference**

Business Meeting  
Raleigh, NC  
September 14, 2012

Thank You for the opportunity to share highlights with you from *The Extension & Research Support Staff Association* and Association President Karen Bixler from Montgomery County, Montgomery, Alabama.

TERSSA (The Extension & Research Support Staff Association) membership presently stands at 128 members.

Membership to-date for the 9 states represented is as follows:

Alabama	10
Arkansas	4
Kentucky	20
Louisiana	4
Mississippi	38
North Carolina	46 (Susan Graham is the newest member)
Ohio	4
South Carolina	1
West Virginia	1

President Karen Bixler and the planning committee are finalizing plans for the 2012 Annual Conference to be held October 31 – November 2 in Montgomery. Agenda and registration form has been sent to each state association president for distribution to their members.

Board of Directors is meeting monthly to address last-minute details.

Proudly I share Debby King from Onslow County will be installed as TERSSA President for 2012-2013.

The 2013 Membership Drive started September 1 through December 31 and the form can be found on the TERSSA webpage. Each state president was asked to forward this information to their total association membership.

Inquiry was made about the cost of registration for the TERSSA meeting. Tracy Brown offered that the fee was \$55 and the form is posted on the website. They have not established next year's fee yet.

Next year the TERRSA meeting will be added to our annual meeting. At this point they are planning to add their Business Meeting on Wednesday before our meetings and then join the rest of our sessions. Christine encouraged us to all join their membership and participate to represent NC.

- IV. Invitation to 2013 NCCESA State Meeting was given by the South Central District Theme is Revving up for Success and shall be held at the Embassy Suites in Concord, NC, September 25-27, 2013.

- V. Installation of Officers for 2012-13 was conducted by Kay Morton with a Motor Speedway theme. The board members became members of the Pit Crew and the Finish Line is The State Meeting in Concord, NC.
- VI. Passing of the President's gavel.

**Announcements:**

- Caroline Bagley have been in Vance County for 40 years and is about to retire.
- Jane Tripp has tied 38 Linus Blankets.
- Please remember to fill out the pink evaluations forms.
- Centerpieces are for sale and were made by a friend of Sandra Stafford. Speak with her if you would like to purchase one of these.
- Pam Carrington-Jordan is selling Zumba T-shirts for \$10.

District raffles were conducted and a 'Thank You' was extended to the North Central District for hosting the meeting.

**Adjourn:**

12:35 PM

Motion: Dawn Cheek, Randolph County  
Seconded: Nancy Wilson, Granville County  
Decision: Motion carried

Respectfully submitted,



Suzanne M. Hugus, CAP  
2012 State Secretary