



NCCESA Board of Director's Meeting
September 13, 2012, 9:00 AM
Doubletree Hilton, Caucus Room, Raleigh, NC

Call to Order: Teresa Story, NCCESA State President, called the meeting to order and welcomed the Board Members at 9:05 AM

Approval of Agenda: Motion: Donna Tulley, Clay County
Seconded: Pam Brylowe, Jones County
Decision: Carried

North Carolina Cooperative Extension Secretaries Association
Board of Directors Meeting

September 13, 2012
9:00 am
Caucus Room (downstairs)
Raleigh, NC

AGENDA

Teresa Story, Presiding
Shelia Ange, Parliamentarian

Call to Order Teresa Story, President

Approval of Agenda

Thought for the Day

Elizabeth Wilson, 1st Vice President

Roll Call:

Campus
Northeast
North Central

Southeast
South Central
West

Parliamentary Review Shelia Ange, Parliamentarian

Approval of Minutes Suzanne Hugus, Secretary

Financial Report Debbie Goforth, Treasurer

Reports:

Campus	Anita Wright
Northeast	Melanie Storey
North Central	Pam Jordan-Carrington
Southeast	Elizabeth Wilson
South Central	Sharon Williams
West	Donna Tulley

Standing Committee Reports

Membership	Pam Brylowe
Public Relations	Jean Sigmon
Nominating Committee	Susan Johnson
Rules & Bylaws	LaToya Lucy
Finance Committee	Debbie Goforth
Reflections	Jane McDaniel
Professional Improvement	Andrea Brooks

Other Reports/Updates

Federation	Donna Holland, Federation Secretary
Executive Board Award	Elizabeth Wilson, 1 st Vice President
Herter-O'Neal Scholarship	Tracy Brown, 2 nd Vice President
Sue Mills Lighthouse Award	Teresa Story
Horn of Plenty	Melanie Storey, Northeast District President
TERSSA	Christine Barrier, TERSSA Membership Chairman

Old Business

New Business

2012-2013 Budget – approved 2/24/12 for general vote
 Bylaws – Proposed Changes LaToya Lucy
 By-Laws – Name Change LaToya Lucy
 Herter-O’Neal Scholarship Revision Tracy Brown
 Honorary Membership Nominations Pam Brylowe
 2012-2013 Slate of Officers Susan Johnson
 2013 Federation President-Elect Nomination
 2013 TERSSA meeting Teresa Story

Other

Awards – Presentations to be done at banquet on 9/13/2012
 Executive Board Award
 Professional Improvement Scholarship
 Secretary Awards of Excellence
 Sue Mills Lighthouse Award

Announcements

Adjourn

Thought for the day: Presented by Elizabeth Wilson, Author Unknown

Today is My Day

Today my thoughts are centered on expecting only the best and giving only the best.

Today my mind and heart are open to new opportunities and I make the most out of every situation.

Today I will smile and act enthusiastically in everything I do.

I will make every person I meet feel very important and I will show them that I care.

Today my confidence is high and I am willing to step out and take a chance.

I speak freely to all those I meet.

I know I have something valuable to contribute.

I expect results today and my time is well invested.

Today I am one step closer to achieving my goals and dreams.

I always keep my eyes focused on success and prosperity.

Today I will sow good seed so that I will reap my harvest of reward.

Today is my day!

Roll Call:

Campus	6	Southeast	5
Northeast	7	South Central	3
North Central	1	West	6

Total 28

Parliamentary Review: Shelia: We have a quorum.

Approval of Minutes: Minutes from Board Meeting held on February 24, 2012 were presented and reviewed for approval.
 Motion: Janice Dotson, NC District
 Seconded: Jean Sigmon, Northampton County
 Decision: Minutes for the 9/24/12 Board Meeting accepted.

Financial Report: The Financial Report was presented by Debbie Goforth.

NC Cooperative Extension Secretaries Association
Financial Report
Annual Business Meeting
September 14, 2012

CHECKING ACCOUNT

Beginning Balance from 9/26/2011 \$ 6,568.21

Revenue:

Membership Dues (2011-12)	\$4,120.00
Corn Growers Association (2011)	\$ 250.00
Bank Error in Deposit 12-14-11	\$ 960.00
NCCES Foundation	\$1,000.00
NCACAA	\$1,000.00
Interest Earned (from 10/24/11-8/21/12)	\$ 21.84

Total Revenue To Date \$7,351.84

Total Revenue **\$13,920.05**

Expenditures:

Check #788 – Mount Olive College (Professional Improvement, Mary Kim Davis)	\$ 300.00
Check #789 – Halifax Community College (Professional Improvement, Mary Ann Edwards)	\$ 200.00
Check #790 – Jane McDaniel (Federation Mtg.)	\$ 322.51
Check #791 – NCCES West District (Bank Error in Deposit 12-14-11)	\$ 960.00
Check #792 – NCACAA (Federation Dues)	\$ 50.00
Check #793 – Tracy Brown ('12 NCCESA Bd. Meeting)	\$ 91.02
Check #794 – Teresa Story ('12 NCCESA Bd. Meeting)	\$ 48.73
Check #795 – Elizabeth Wilson ('12 NCCESA Bd. Mtg. & refreshments)	\$ 283.92
Check #796 – Debbie Goforth ('12 NCCESA Bd. Meeting)	\$ 471.13
Check #797 – Shelia Ange (12 NCCESA Bd. Meeting)	\$ 9.60
Check #798 – Mayland Community College (Herter O-Neal Scholarship)	\$ 750.00
Check #799 – NCCESA-NC District (Host Donation)	\$1,000.00
Check #800 – NC State University (HOP)	\$ 125.00
Charge for Check Order	\$ 6.00
Service Fees (from 10/24/11-8/21/12)	\$ 13.47
Check #801 – Personal Touch Engraver Executive Award Plaque	\$ 21.00
Check #802 – Executive Board Award 2012	\$ 200.00

Check #803 – Award of Excellence W District	\$ 50.00
Check #804 – Award of Excellence Campus	\$ 50.00
Check #805 – Award of Excellence SC District	\$ 50.00
Check #806 – Award of Excellence SE District	\$ 50.00
Check #807 – Award of Excellence NE District	\$ 50.00
Check #808 – Award of Excellence NC District	\$ 50.00
Check #809 – State Award of Excellence	\$ 200.00

Total Expenditures To Date	<u>\$5,352.38</u>
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Total Expenditures	<u>\$5,352.38</u>
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Account Balance	<u>\$8,567.67</u>
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MONEY MARKET ACCOUNT

Beginning Balance		\$14,755.28
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Interest Earned (from 10/24/11-8/21/12)	\$ 125.68	
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Total Revenue to Date		<u>\$125.68</u>
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Federal Withholding to 3-21-12	\$ 10.31	
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Total Expenditures		<u>\$ 10.31</u>
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Account Balance		<u>\$14,870.65</u>
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SHARES ACCOUNT

Beginning Balance		\$ 59.44
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Interest Earned (from 10/24/11-8/21/12)	\$.50	
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Total Revenue to Date		<u>\$.50</u>
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District Reports:

Campus.....	Anita Wright.....	P 5
Northeast.....	Melanie Storey.....	P 6
North Central.....	Pam Jordan-Carrington.....	PP 7-8
Southeast.....	Elizabeth Wilson.....	P 9
South Central.....	Sharon Williams.....	PP 10-12
West.....	Donna Tulley.....	P 13

2011-12 NCCESA Campus Chapter Final Report

September 13, 2012

The Campus Chapter has 14 paid members and 1 active honorary member in our chapter. We welcomed one new member this year, Margaret Browne. She is employed by The Cooperative Extension Program at North Carolina A&T State University where she is an administrative support associate to the 4-H and FCS unit.

The 2011-12 association year was exciting and great for the Campus Chapter. On October 14, 2011 the Campus Chapter held its first business meeting at North Carolina A&T State University. After the business session, Ms. Chiquita McAllister presented on "Navigating Life's Obstacle Course: New Coping Skills for Difficult Times". This session focused on coping skills to use during challenging times, communication styles and self-confidence.

On December 2, 2011 the Campus Chapter met at the Alamance County Extension Center to conduct business and to enjoy our annual holiday luncheon together. Members played games, made Christmas ornaments and line-danced to a sweat!

Each year the Campus Chapter selects a community service project. For 2011, we adopted the Waccamaw Girls Home. The mission of this organization is to provide residential and foster care/adoption programs for neglected, abused, and hurting children that emphasize academic and Christian education to address their physical, emotional, social, and spiritual needs in a homelike, Christian setting.

The cottage director at the Girls Home told our chapter that they girls love to bake. Members were asked to bring baking items to the December 2nd meeting so we could create a baking basket for the girls. Chapter members brought various baking mixes, pans, and baking utensils. The items collected created a huge baking basket. The hearts of my fellow Campus Chapter members are enormous, indeed. There were so many items donated that the items exceeded the basket's capacity to hold them. In addition to the baking basket, we also gave each girl a manicure treatment set. Collectively, we packaged 20 gift bags with manicure items for each girl at the cottage. The cottage director picked up the items from Brickhaven in Raleigh and sent a thank you note to our chapter expressing her sincere appreciation for our gifts of love. In her note she said, our association helped send the spirit of Christmas to some kids who have experienced much less than most of us as children when it comes to this holiday and that she is continuously revitalized by the breadth of caring people across this state to the children they serve.

In 2012, the Campus Chapter celebrated its 20th year anniversary. To commemorate this achievement, we had an open-house and membership drive on February 14, 2012 on both campuses (North Carolina State University and North Carolina Agricultural and Technical State University). Carnations were given to the first 15 individuals to arrive who weren't members of our association. We also raffled a rose and gift card to one person at each university. The public relations committee designed a new brochure and invitations to support this effort. Invitations were sent to all persons eligible for membership to our association. Approximately 150 invitations were sent collectively. Both campuses were able to join each other's reception via teleconferencing. We used this time as an opportunity to recruit potential members to our association. Each member shared her personal experience and perspective of our association and what our association means to them. As president of this chapter, I was moved by the passion, commitment and dedication expressed by members.

On April 13, 2012 the Campus Chapter met at NC State University. After our business meeting, our very own Vicki Pettit discussed the process and benefits of obtaining certification as an administrative professional through the International Association of Administrative Professionals (IAAP). Ms. Pettit is a long-time member with this association as she is a Certified Administrative Professional. She shared her personal thoughts and experience with the program. She also gave members a sample test which gave everyone an idea of what to expect from a certification examination. She encouraged all members to consider becoming a certified administrative professional.

After Ms. Pettit's presentation, Andrea Brooks and Alice Pennix presented on Effective Communication. Both discussed a variety of communication styles and strategies. Ms. Pennix focused on verbal and good business communication. While Ms. Brooks' presentation focused on non-verbal communication and its importance.

The campus chapter has launched its first electronic newsletter entitled Campus Chapter Chatter.

On August 14, 2012 the Campus Chapter has its final meeting for this association year at the Orange County Extension Center. Because we were unable to have our annual June picnic, the Hospitality Committee incorporated a beach themed luncheon as a part of our business meeting. Officers for the 2012-13 association year were installed. They are as follows:

President---Susan Graham, 1st Vice President---Alice Pennix, 2nd Vice President---Suzanne Hugus
Secretary---Andrea Brooks, Treasurer---Tracy Brown, Advisor---Anita Wright

Another high-light for the Campus Chapter for this association year is that we have increased our membership to TERSSA. Of our 14 active members, 10 are members to TERSSA. This means 72% of our association is members of TERSSA.

This has truly been an awesome year for the campus chapter.

Respectfully Submitted,
Anita L. Wright
NCCESA Campus Chapter President

NE District Report

The Northeast District currently has 35 paid active members, 1 associate member, and 11 honorary members.

The Northeast District met on October 14 in Currituck County. We welcomed Robin Toppin, new secretary in Martin County. Dr. Travis Burke brought updates from Administration. Recognition was given to Teresa Story, outgoing NE District President and Melanie Storey, incoming NE District President. Committees were formed. New 'Let's Get Acquainted' booklets were distributed. Everyone was encouraged to join TERSSA and to date the NE District has 11 members. Our meeting registrations include non-perishable items to help support local food banks as part of our association's community service. We have started planning for the 2014 state meeting; locations were discussed. After lunch, the group toured Morris Farm Market in Currituck in connection with local foods. We sampled and purchased.

Our Spring meeting was held in Dare County on April 27 and we welcomed Wake, Warren and Franklin county secretaries. Our district treasurer received \$449.36 from their former district. Dr. Travis Burke visited with us, via Skype. Kyleen Burgess presented the new NCCES web site, highlighting changes and improvements. We recognized Becky Castello as Secretary of the Year with a plaque and a check for \$75.00. There was further discussion on 2014 State Meeting locations and the group agreed to get assistance from an event planner Tara Haynes, Manager of Helms Briscoe. Our professional development after lunch was a tour of Jennette's Pier. The tour consisted of the history of the pier, what makes it really unique and facts about our marine environment. It is the oldest fishing pier on the Outer Banks and the newest member of the Aquarium family. Recently renovated, it has three wind turbines, providing 80 percent of the pier's energy needs. They also use solar panels, geothermal heating and cooling, super-efficient usage of water and energy, and stormwater management practices. The NE District invites all of you check us out on our webpage and 'Like Us' on facebook at www.facebook.com/NCCESANED.

North Carolina Cooperative Extension Secretaries Association

The North Central District 2012 Annual Report

The North Central District's Fall Meeting was held on Friday, October 28, 2011 hosted by Franklin County. Highlights of our meeting include...

- 23 members were present including one new member and 4 retirees
- 2 guests were in attendance
- Jim Cowden, NCD DED, gave an Administrative update
- Our service project for this meeting was Safe Space, a program for battered women, domestic violence, and sexual assault victims. Lynn Rudolph, Executive Director, explained her program. They have a thrift shop, as well as a crisis shelter for 14 women and their children. They accept women from other counties as well. We collected and donated household goods which will go toward helping families set up housekeeping.
- Ann Burrows was recognized as the recipient of the Secretary of Excellence Award District winner as well as the recipient of the Secretary of Excellence Award State winner. This makes three years in a row that the State Secretary of Excellence Award has been awarded to a member of the North Central District.
- Lunch was sponsored by The Franklin County Farm Bureau. Franklin County ECA members and Advisory Committee prepared lunch.
- The membership discussed creating/having a Facebook page in addition to our webpage.
- As hosts of the 2012 NCCESA Annual Meeting & Banquet we discussed the particulars of the location of the meeting.
- A retired Stokes County secretary was nominated for a lifetime membership. We will work towards submission of the nomination.
- The NCD secretaries will serve beverages at the Horn of Plenty event August 17, 2012.
- Kim Johnson, Franklin County Extension Agent, Horticulture, led a pinecone wreath making session.

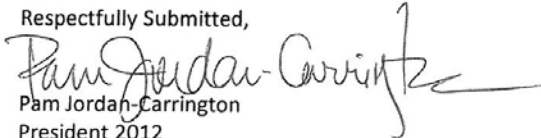
The North Central District's Spring Meeting was held on Friday, May 4, 2012 in Granville County. Guests attending were Jim Cowden, NCD, DED, Sheri Schwab, Director of County Operations, Vicky Merritt, District Administrator, Paul Westfall, Granville County CED, Mr. Hubert Gooch, Chairman of the Granville County Board of Commissioners and Kyleen Burgess, Area information Management Agent for Region 3. Mr. Westfall and Mr. Gooch extended a welcome from Granville County.

Highlights of our meeting includes...

- 33 members were in attendance including 2 members from the district change and 4 retirees.
- Martha Smith was presented with a gift as outgoing President, Sandy Kanupp was presented a gift as the NCD's new District Administrator, and Vicky Merritt as the outgoing NCD District Administrator.

- Jessica Harris, Extension Agent, and Charissa Puryear, Youth Programs Coordinator, both with Granville County 4-H led two "Magic Carpet" teambuilding activities. Participants were divided into groups and invited to step on to the "Magic Carpets" and work to turn the carpet over without using hands or stepping off the carpet. Next participants were to turn it back over without talking. Then a relay spelling race was held.
- Kyleen Burgess, Area Information Management Agent for Region 3, revealed the New Cooperative Extension website. She told us that we would be trained on blackboard collaborate instead of Elluminate. We were encouraged to "use the website" by posting news articles, event announcements, staff pictures, all forms and newsletters on the new site. We were also encouraged to stop being a secret and sell Cooperative Extension.
- Jim Cowden, NCD District Director, gave Administrative updates. He also welcomed those members new to the NCD. He appreciates all that we do. To honor those secretaries in the NCD Jim plans to create an endowment. He wants a program where you can get recognition-monetary and be taken out to a special place for dinner. Details are not worked out yet. The Endowment will be called "Bearhugs" and recipients will get a Boyd's bear.
- Lunch was served by Simply Delicious Catering.
- Sheri Schwab, Director of County Operations, also gave an Administrative Update.
- We welcomed Sue Hinmann, Area Congregations in Ministry representative regarding our service project. She described the details of the project, involving 6 churches, to provide for needy families in the area, and she thanked the secretaries for their donations of household items.
- We had a "Zumba break" workout between the new business and old business reports
- Continued discussions regarding the 2012 State Meeting & Banquet and a report from each "state meeting" committee chair was given.
- Horn of Plenty scheduled for August 17, 2012. Martha Smith is representing NCCESA on the planning board and will keep the District informed.
- Congratulations to Shawn Senter on his September 1 nuptials.
- Meeting adjourned.

Respectfully Submitted,


Pam Jordan-Carrington
President 2012
North Central District

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September 14, 2012

The Southeast District currently has 41 members and 10 Honorary members in our association.

The Southeast District met in Craven County for our spring meeting on April 20, 2012. The ladies from Craven, Carteret, and Pamlico counties hosted us. Our President, Elizabeth Wilson welcomed our new counties Bladen, Columbus, and Robeson Counties to our district.

Mr. Tom Glasgow, Craven County CED welcomed everyone to Craven County and expressed his appreciation towards us. Gina Britton, 1st Vice President gave our Thought for the Day on "Planting Seeds of Joy." Our Administrative updates were given by our District Administrative, Vicky Merritt.

We had 2 Professional Development programs that were given. Adrian Gaskins, Area Agent for Information Management gave a presentation on Google and Google Documents. He shared with us information on Extension Wiki, Google Apps, NC State GoLinks & QR Codes. Our afternoon Professional Development was about Retirement options. Steve Norris, Benefits Coordinator with Extension Personnel gave a presentation on Retirement Procedures. We also had a Prudential Representative that talked about NC 401 (k) Plan and the NC 457 Plan.

We talked about the changes in the Rules & By-laws on the State Level. We are already talking about plans for the 2015 State Meeting when we host. We are excited to announce that the TERSSA President Elect will be coming from the SE District. We had one secretary to retire this year and our President presented her a special gift to show how much we appreciate her.

The ladies gave out door prizes. Our next meeting will be held on August 3, 2012 in Duplin County.

Respectfully submitted,

Elizabeth Wilson

Elizabeth Wilson
SE District President



**NC Cooperative Extension Secretaries Association
South Central District
State Meeting Report**

**September 13-14, 2012
Raleigh, NC**

(May 4, 2012 Meeting)

The NC Cooperative Extension Secretaries Association, South Central District, which includes Alexander County, Anson County, Cabarrus County, Catawba county, Cumberland County, Gaston County, Harnett County, Hoke County, Iredell County, Lee County, Lincoln county, Mecklenburg county, Montgomery county, Moore county, Richmond County, Rowan county, Scotland county, Stanly county, Union county and our District Administrative Assistant, met on May 4th for our Spring meeting in Stanly County – Albermarle, NC.

The secretaries enjoyed a fun ice breaker game which included pairing up with another secretary whose county did not touch each other and share answers for the "Did You Know"? Then we shared with everyone the many answers we received about each other. This was so much fun and we in turn learned a lot of things about each other.

We were encouraged by our District Director, Clinton McRae, to attend a scheduled Conflict Management training scheduled to be held on May 8th in Union County. He then took questions from various secretaries on administrative issues such as "if there was a pay increase coming any time soon, if any changes had been made to the Secretaries position title.

Susan Graham, District Administrative Assistant and Clinton McRae recognized secretaries who had 5 or 10 years of service and presented each of them a gift of appreciation.

The guest speaker for the day was Christy Bogle, Executive director for United Way of Stanly County. She shared interesting life stories. Title presentation was "The Fortune of Misfortune" We all have a time that we could share with the others about someone who has touched our lives. There were not many dry eyes in the audience. It was a very special meeting.

We had a total of 78 blankets made for our Project Linus.

Secretaries enjoyed a wonderful lunch catered by Terry's Kitchen from Midland, NC.

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Entertainment was provided by Stanly County 4-H'er, Andrea Bragg. She played the piano as we enjoyed lunch. Becky Lewis, secretary in Cabarrus county entertained the group by having them try different laughing techniques as she told stories about her cat.

Afterward, our business session was called to order by the President, Sharon Williams, having a total in attendance of 32 secretaries. Minutes and treasurer's report was shared.

Committee reports were then shared.

Afterward the secretaries discussed the plans and preparations for the 2013 State Meeting, which will be hosted by the South Central District Secretaries Association.

After secretaries participated in half and half drawing, the meeting was adjourned

(August 24, 2012)

The South Central District Secretaries Association met again for their Spring meeting on August 24, 2012. The meeting was hosted by the Union County Extension secretaries. We were welcomed by Richard Melton, Union County County Extension Director.

The secretaries enjoyed a tour of the Certified Wildlife Habitat with Jeff Rieves, Union County Horticulture Agent. The tour was very interesting and exciting as we were able to see all kinds of flowers and plants.

The secretaries then enjoyed a Tablescapeing workshop by Master Gardener, Diane Garmon. They created and made their own table centerpiece. They then participated in a fun and exciting teambuilding exercise where some of the secretaries had the opportunity to "shake what they had in their trunks".

Lunch was absolutely delicious, catered by Hilltop Restaurant.

Afterward the business session was called to order by Sharon Williams. Minutes and Treasurers report was shared. Then the secretaries spent a working session time planning and putting touches on the preparation of the 2013 state meeting.

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New officers were installed for the SC District Secretaries Association and outgoing President, Sharon Williams, was presented a beautiful plaque of dedication and appreciation for service as President.

The Secretarial Gnome was presented to incoming President, Christine Barrier.

Meeting was adjourned.

Submitted by Sharon Williams
Hamett County



West District September 2012 State Meeting Report

Debbie Goforth and Cathy Brackins in Madison County hosted the West District spring meeting on April 27, 2012. Twenty-two members, three honorary members and one charter member were in attendance.

Cathy Brackins gave our thought for the day: "A Verbal Wound Is As Bad If Not Worse Than A Physical One".

Madison County CED, Ross Young, introduced our guest speaker, Gulnara Akbarova, Certified Image Consultant. The title of her presentation was "Reinvent Yourself".

Another special guest, honorary member and former West District President, Martha Cochran, gave a short history of the district secretary association. Additional guests were honorary members Sharon Carter and Dodee Dotson, and charter member Flo Wallin. All were presented flowers and certificates in appreciation for their contributions to the organization.

Our community service project was the Madison County Backpack Program. This program provides children with food items to take home when school is not in session or on weekends. Items are placed in backpacks at the end of the school day, before they leave, in hopes that they will not go hungry before returning to school. The program was instituted after a teacher realized that not all students' families had enough resources to feed everyone at home. Their hope is what they are able to provide will help alleviate hunger among children in their county.

In June, Ivy Olson, Henderson County, shared an update on Briana Gover, the Herter O'Neal Scholarship recipient. ^{Briana} She thanked us again for selecting her. She had a great first year and made the Dean's List with a 4.0 grade average. This year the West District had 12 applicants. Bretney Webb of Bakersville, NC was selected from the entries..
^{Herter O'Neal}

The West District currently has 32 paid members, and 14 honorary members.

Our Fall Meeting will be hosted by Polk County at Pearson Falls, on September 28th.

Respectfully submitted,
Donna Tulley
West District President

Standing Committee Reports

I. Membership-Pam Brylowe

NCCESA Membership Report September, 2012

	Southeast District	Northeast District	North Central District	Campus Chapter	West District	South Central District	Totals
Paid Active Members	41	35	44	15	32	39	206 Was 213
Honorary Members	10	11	0	15	12	5	53
Associate Members (Retired - pays dues)	0	1 1	0	0	0	0	1 1

Respectfully submitted,

2012 Membership Committee:

Pam Brylowe, Jones County -Southeast - Chair

Geri Bushel - Campus

Pana Jones, Durham County - North Central

Risha Foreman, Perquimans County - Northeast

Becky Lewis, Cabarrus County - South Central

Tami Hagie, Avery County - West

With much appreciation for assistance from Debbie Goforth, NCCESA Treasurer

II. Public Relations- Jean Sigmon

The Public Relations committees across the state have worked hard to promote Cooperative Extension this year. Just a couple of the things that have been done this year.

♦ A flyer for the 20th Anniversary of the Campus Chapter (enclosed).

♦ Pictures have been published, in local newspapers, when the Northeast District met.

I would like to thank my committee for the efforts they have made this year to marketing Extension. I challenge each of you to continue to market Extension.

Committee:

Susan Graham, Campus

Ann Burrow, NC

Kim Gibson, SC

Mary Wilson, SE

Cheryl Mitchell, West

Jean Sigmon, Chair, NE

III. Nominating Committee-Susan Johnson

**Nominating Committee Report
Board of Directors Meeting/Association Business Meeting
September 13 & 14, 2012
Raleigh, NC**

Applications were accepted beginning June 1, 2012 for persons interested in serving as an officer for the North Carolina Cooperative Extension Secretaries Association during 2012-2013. Emails were sent to each District President with guidelines and application information. Throughout the nomination process additional emails were sent to District Presidents and to the Nomination Committee encouraging the submission of nominations.

Elizabeth Wilson, 1st Vice-President, and Tracy Brown, 2nd Vice-President, consented to rotate to serve as President and 1st Vice-President, respectfully.

Nominations were accepted for the following open positions:

2nd Vice-President – Keeping in line with the rotation schedule, the West District was tasked with providing a candidate for this position

Secretary

Treasurer

The 2011-2012 Nomination committee would like to offer for consideration the following slate of officers to serve during 2012-2013.

President – Elizabeth Wilson- Johnston County - Southeast District

1st Vice-President – Tracy Brown - Campus

2nd Vice-President – Jane McDaniel – McDowell County – West District

Secretary – Julie Campbell – Alexander County – South Central District

Treasurer – Martha Smith – Wake County – Northeast District

Advisor – Teresa Story – Perquimans County – Northeast District

Our Association was also responsible for securing a person willing to serve as the President-Elect of the Federation. We would like to offer into nomination to serve in this position:

Cheryl Mitchell – McDowell County – West District

Thank you to each person that has agreed to serve. We are confident you will do an outstanding job!

Respectfully submitted,



Susan Johnson

Chair, Nominating Committee

Susan Johnson, Chair, Cumberland County - South Central

Vicky Merritt - Campus

Tonya Wingate, Caswell County – North Central

B. J. Okleshen, Gates County - Northeast

Debra West, Wayne County - Southeast

Vonda Vaughn, Mitchell County - West

IV. Rules & Bylaws-LaToya Lucy-

Rules and By-Laws Report State Chair, LaToya Lucy

This has certainly been an interesting and busy year for the Rules & By-Laws committee. For any of you wanting to know, yes it's a lot easier to handle being the district chair. I only had to make one decision and it was answered with a "yes". That's why I whole-heartedly agreed to take this position when Teresa asked me. We have proposed several changes concerning our association.

The first change the committee recommended was to change the name of our association from NCCESA to North Carolina Association of Cooperative Extension Administrative Professionals (NCACEAP). The purpose of this change is to allow any support personnel to feel welcome to join our association. Some thought that it was only for secretaries since it was contained in the name.

The second change recommended by the committee involves changes to the Executive Board. It will include the same people as before, with the addition of the Parliamentarian, retiring President, and Federation Officer serving as advisory members without voting privileges.

Thirdly, it is with recommendation from this committee that the 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. 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. 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.

This completes this year's activities of the Rules & By-Laws committee.

Respectfully Submitted,

LaToya Lucy
State Chair, Bladen County

V. Finance Committee-Debbie Goforth – Let my previous report stand.

VI. Reflections-Jane McDaniel

September 13, 2012

2012 NCCESA Reflection's Committee Report

The Reflections committee would like to share with the membership the status of The NCCESA Reflection's State scrapbook.

- The "Reflection's" scrapbooks has been scanned and placed on disk up to 2002.
- Hard copies or digital files have not been located for 2003-2004. The committee is still working on finding the location of these documents.
- Hard copies of the scrapbook from 2005-2007 are available, and will be scanned and placed on a digital file before the first of October 2012.
- From 2008 until 2011 there are disk that have photos from some district meetings and some of the state meetings. They are photos only, they are not dated, and do not have district descriptions or names. The disks are labeled "To be used in a slide show".
- The reflection committee has completed traditional scrapbook pages with descriptions of events, location, and names of photographed, available in hard copy and a digital format for the 2011-2012 year. The 2011-2012 "Reflections" is available on the web posted to the PB works NCCESA page. A link on the NCCESA webpage will be added.

The "Reflections" committee would like to make a recommendation to the membership: To change the "Reflection" committee guidelines from:

This committee will maintain a scrapbook to record the history of our association.

To:

This committee will maintain a traditional style scrapbook using digital format to record the history of our association.

This process will help to ensure that the history of the association is preserved.

Submitted: Jane McDaniel, Chair, McDowell County - West
Alice Pennix - Campus
Leah Hester, Person County - North Central
Becky Castello, Hertford County - Northeast
Pam Layfield, Anson County - South Central
Jennifer Stroud, Lenoir County – Southeast

VII. Professional Improvement-Andrea Brooks

Professional Improvement Report September 13, 2012

Campus: The campus chapter held a professional development session during the April meeting. Vicki Pettit discussed the process and benefits of obtaining certification as an administrative professional. Each member received a magazine and handout which provided useful information about the association. Vicki shared her personal thoughts about and experience with the program. She then gave members a sample test, which gave everyone an idea of what to expect from the certification exam.

Two of their members led the professional development portion of the meeting. Andrea Brooks and Alice Pennix talked about effective communication. Alice focused on verbal and good business communication and had the members participate in an exercise that allowed members to discuss the importance of good business communication. Andrea focused on nonverbal communication and its importance. She gave members a review quiz on material presented in her segment. In addition, everyone was able to share some of their personal experiences relative to communication as each point was discussed. There was a group activity planned, but due to time, Andrea opted to save it for the next meeting. Everyone thanked Andrea and Alice and shared that they enjoyed the session. In June, emails were sent urging members to apply for various scholarships and awards. The recipients will be announced at the banquet during NCCESA's state meeting in Raleigh, NC on September 13. In August, Andrea & Donna participated in a workshop entitled, "Daring to Have Real Conversations" led by Zemo Travathan.

North Central District: In regards to planning for the State meeting, Sandy has been actively planning and coordinating the workshops for the State Meeting in Raleigh on Sept. 13. Along with offering six professional development sessions, she has assembled a staff of hosts for each presenter and arranged bus transportation for one of the tours. On May 4 the Professional Improvement committee arranged for Kyleen Burgess, Area Agent in Information Management - Region 3 to introduce the new Extension Website and for Sheri Schwab, Director of County Operations to explain the University's status on SPA vs. COSS positions at the district Spring Meeting. In June Sandy worked with Andrea Brooks to make the Professional Improvement Scholarship application for our district available as an online form. In mid-summer, a district-wide invitation was sent via email to remind members about the "Hot Opportunities" and deadlines such as the Professional Improvement Scholarship application and Secretary of Excellence and other awards.

North East District: No report at this time.

South Central: The South Central District received 45 applications for the Herter-O'Neal Scholarship. It was a very hard decision because so many deserving people applied. Caroline Bailey Franklin of Catawba County received the majority vote from seven committee members, which consisted of the Professional Improvement and Scholarship Committees. Caroline will be submitted as one of the finalists to be considered for the 2012 state winner.

South East: No report at this time.

West: Since March, the West District Professional Improvement Committee has participated in the following activities:

- The West District Professional Improvement Committee met with the West District 2nd Vice President in March to select district finalist for the Herter-O'Neal Scholarship.
- Many of our members have participated in training on how to administer the new county websites.
- The district committee chair helped review applications for the 2012 Professional Improvement Scholarship and participated in a conference call to help select recipients.

Respectfully Submitted by:
Andrea Brooks

- Besides the reports of the Districts Andrea shared that the online Professional Improvement Scholarship application has been created and announced. It was utilized for this year's nominations.

Other Reports

I. Federation- Donna Holland

NC Federation of Cooperative Extension Associations

September 13-14, 2012

- The 2011 Federation Forum was held at the Earnest and Ruby McSwain Education & Ag. Center in Sanford, NC on December 9, 2011. Epsilon Sigma Phi was voted in to join the federation effective January 1, 2012, which added another diamond to the logo so there are now 7 diamonds instead of 6.
- The Extension Federation Officers & Directors met on-line, June 6, 2012 using Blackboard Collaborate. Administrative Updates were given by Dr. Joe Zublena in which he stated that he appreciates everyone stepping up to the leadership roles for the Federation. Members representing each association were encouraged to tell their co-workers to apply for the various awards and membership.
- The fall board meeting for the Federation is tentatively scheduled for ~~this month (September)~~ ^{October 15 or 16.}
- The 2012 Federation Forum will be held on Friday December 14, 2012, the location is to be announced.

2012 FEDERATION OFFICERS

- President, Eleanor Summers -NCEAFCS, Burke County (Family & Consumer Sciences)
- President Elect, Mitzi Downing -NCACES, Campus (Specialist)
- Secretary, Donna Holland -NCCESA, NC A&T (Secretaries)
- Treasurer, Linda Gore -NCAE4-HA, Moore County (4-H)
- Webmaster, Will Strader -NCACAA, Caswell County (Ag Agents)
- Past President, Becky Miller -NCAEPAAT, Onslow County (Program Assistants, Assoc & Tech)

Submitted by Donna Holland