

I. Executive Board Award – Elizabeth Wilson

September 14, 2012

The NCCESA Executive Board Award is presented annually by the Executive Board to an outstanding association member. The award is based on: participation, contributions, cooperation with the association. Any NCCESA member is eligible to nominate any other member of the association. It is not limited to a person who has served as an officer at any level, but it should be someone who has exhibited outstanding loyalty and dedication to the association.

This year the NCCESA Executive Board committee received 3 nominations this year. Each nominee was very deserving of this award, but their can only be 1 winner.

At the NCCESA banquet, I presented the Executive Board Award to Melanie Storey from Hertford County. Melanie is in the Northeast District and is currently serving as her district president. Melanie has held numerous positions in this association on both the state and district levels. She was the NCCESA State President back in 2004. She has also served 2 terms on Staff Senate, and was a Federation Board Member. Besides being an active member in the association, Melanie has attended numerous workshops and trainings to enhance her professional development.

Melanie has won numerous awards within the association on both the district and state levels. Melanie is also a member of the TERSSA, which is our national association. She is not only dedicated, supportive, energetic, but she is passionate about Cooperative Extension and for our association. Melanie is always willing to help others and her enthusiasm for the association shows everytime you see her. She exhibits strong personal characteristics of dependability and honesty. She is always willing to go that extra mile to help you anyway possible.

Please join me, along with the NCCESA Executive Board to congratulate Mrs. Melanie Storey as being the 2012 NCCESA Executive Board winner.

Respectfully submitted,

*Elizabeth Wilson*

Elizabeth Wilson  
State 1<sup>st</sup> Vice President  
Johnston County

## II. 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					
Judges			Tracy	Elizabeth	Tracy	Elizabeth	Tracy	Elizabeth	Tracy	Elizabeth	Tracy	Elizabeth	Total	Adv
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)	(5) Please 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, Madison	Granville	NC		3	1	1	1	1	1	1	2	2	16	8.0
Franklin, Caroline Bouley	Catawba	SC	3	4	2	3	2	3	2	2	3	3	27	13.5
Stroud, Courtney Blair	Lenoir	SE	1	2	2	3	3	3	1	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.

III. Sue Mills Lighthouse Award-Teresa Story- Our winner will be announced at the banquet.

IV. 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.

V. 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



## Old Business:

- I. 501(c)3 Non-Profit Status Update: Teresa Story shared that we were holding off on taking action on this issue until we settle an issue we are currently addressing with changing our Association name. She was confident that Elizabeth Wilson would be able to move on the matter in the next business year.

## New Business:

- I. 2012-2013 Revised Budget Presented for reapproval  
Motion to present for approval at Business Session: Jane McDaniel  
Second: Melanie Story, the motion passed unanimously.

NC Cooperative Extension Secretaries Association	
Fiscal Year 2012-2013	
<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><u>2011-2012 Finance Committee</u></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.

Article VII - State Executive Board

Section 1:

- The Executive Board of this Association shall consist of the President, 1<sup>st</sup> Vice President, 2nd Vice President, Secretary, and Treasurer.

**Change to:** The Executive Board of this Association shall consist of the:

- President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer;
- The Parliamentarian shall serve as advisory member of the Executive Board without voting privileges.
- The retiring President shall serve as advisory member of the Executive Board without voting privileges.
- The Federation Officer shall be considered part of the NCCESA Executive Board with the same privileges and stipulations as the Advisor and Parliamentarian.

Section 2:

- This Board shall meet as necessary to transact the business of this Association. Three members shall constitute a quorum.

Section 3:

- The Executive Board shall be included in the composition of the Board of Directors.

Section 4:

- The retiring President shall serve as advisory member of the Executive Board without vote for the succeeding year.

**Change to:** Remove current section 4 completely. It is incorporated into Section 1 above. A new section 4 shall be stated as:

- 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.
- 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.

Section 5:

- The elected Federation Officer shall be part of the Executive Board with the same privileges and stipulations as the Advisor.

**Change to:** Remove Section 5 completely. It is incorporated into Section 1 above.

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Article IX - Federation

Section 1:

- NCCESA representatives on the Board of Directors of the NCFCEA, hereinafter known as Federation, shall be the NCCESA President and First Vice President.

Section 2:

- 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.

Section 3:

- The NCCESA shall provide a Federation Officer according to rotation schedule outlined in Federation Constitution and By-Laws.

Section 4:

- 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:
  - a. Has served as an NCCESA Officer (state or district)
  - 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).

Section 5:

- The Federation Officer shall be installed at the Federation Forum and take office January 1.

Section 6:

- The Federation Officer shall be considered part of the NCCESA Executive Board with the same privileges and stipulations as the Advisor.

Section 7:

- The NCCESA shall pay the Federation Officer's travel and subsistence expenses for Federation meetings.

**Change to:** Remove 6 and 7 as they are incorporated in Article VII Sections 1 & 4.

Section 8:

- The NCCESA shall pay dues as outlined by the Federation Constitution and By-laws.

**Change to:** Rename as the new Section 6. This Section 8 will be the new Section 6 under Article IX.

Motion to present for approval at Business Session: Donna Tulley  
Second: Pam Brylowe, the motion passed unanimously.

- III. Name Change – Proposal: A discussion about the proposal to change our name from NCCESA to 'North Carolina Cooperative Extension Administrative Professionals Association' was conducted. A letter which shared from Donna Tulley, Clay County, which had some questions about the matter. The letter was read and answers were provided which will be read if necessary at the Annual Session. It has been 21 years since we changed our name.

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 participate 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

Much discussion was had about different names. NCCEAAP is in line with other Associations in the Federation. But some expressed that they did not care to be like everyone else. NCCESSA including the word Support Staff was suggested as being appropriate. Others felt that was less professional than Administrative Professionals Association. Donna Tulley asked if the entire membership was polled about the change. Teresa Story replied that the majority vote was what was important. Andrea Brooks was concerned that we wanted to amend the recommendation. Shelia Ange and Teresa Story conferred with Robert's Rules that the revision would not cause a delay. The recommendation was thus slightly revised to reflect that NCCEAPA was desired over NCCEAAP. The recommendation will come as a proposal from the Rules & Bylaws committee. We are recommending NCCEAPA which is what we voted on at the Board Meeting that was held in February.

Motion was made to present the recommendation at the Business Session by as amended by Donna Tulley.

2<sup>nd</sup> was offered by Jean Sigmon

Discussion followed about redesigning our logo and also changing our bank accounts. Teresa will notify each Treasurer if the recommendation is passed.

- IV. Herter-O'Neal Scholarship: A proposed change to the guidelines to the Scholarship was put up on the website for consideration. The purpose of it is to provide two scholarships annually instead of one. This would reduce the current scholarship to \$500 which would increase the scholarship's annual allocation to \$1000. The extra \$250 would need to be picked up by the association. We will vote on moving this proposal forward at the Board of Director's meeting. This year's winner is Bretney Webb from Yancey County in the West District.

### **2012 Herter – O'Neal Recommendation**

Presented by:

Tracy **Brown**, 2<sup>nd</sup> VP, State; Margaret **Green**, 2<sup>nd</sup> VP, NC; Chris **Austin**, 2<sup>nd</sup> VP, SC; Edna **Williams**, 2<sup>nd</sup> VP, NE; LaToya **Lucy**, 2<sup>nd</sup> VP, SE; Cathy **Brackins**, 2<sup>nd</sup> VP, WT and Alice **Pennix**, 2<sup>nd</sup> VP, Campus

#### **CURRENTLY READS:**

· **This scholarship is offered to anyone pursuing a college degree (Associates and/or Bachelors) in business or a business related field of study.**

- All eligible applications will be considered regardless of race, sex, religion, veteran's status or age.
- Applicants must be a legal resident of North Carolina.
- The privacy of applicants will be protected.

· **Scholarship amount: \$750**

· Funds are paid directly to the school and not to the individual.

· Effective 2008 – scholarship is open statewide

#### **RECOMMENDATION:**

· **Up to two (2) scholarships will be awarded per year, to students pursuing a college degree (Associates and/or Bachelors) in business or a business related field of study.**

· **(NEW BULLET) Both scholarships cannot be awarded in the same district.**

· **Scholarship amount: \$500 per scholarship**

#### **OR**

· **Up to two (2) scholarships will be awarded per year, to students pursuing a college degree (Associates and/or Bachelors) in business or a business related field of study.**

· **(NEW BULLET) Both scholarships cannot be awarded in the same district.**

· **Scholarship amount: \$750 per scholarship**

In order for the recommendation to take effect for the 2013 scholarship, the Herter-O'Neal budget line item on the state budget will need to increase by \$250 **or** by \$750, to accommodate the second award winner.

Tracy Brown explained the intent of the recommendation to provide for two scholarships because we had a lot of nominations. Jane McDaniel expressed that many years we do not have any nominations. The question was asked how do we come up with the extra budget. Teresa Story stated that we could raise dues, take the funds from our Money Market or try to recruit more membership. A vote was taken and unanimously opposed. The matter will be dropped for the time being and will not be brought forward.

V. Honorary Member Nomination-Pam Brylowe- All 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.



- VI. 2013 TERRSA Meeting: Teresa mentioned that Christine Barrier will have a discussion at our Annual Business Session.
- VII. Slate of Officers were presented.

**Other:**

- I. Awards - Presentation will be done as usual at the banquet on 9/13/12.

**Adjourn:**

11:35 AM

Motion: Jane McDaniel

Seconded: Pam Brylowe

Decision: Motion carried

Respectfully submitted,



Suzanne M. Hugus, CAP  
2012 State Secretary