



## NCCESA State Executive Board Meeting

September 12, 2012, 4:00 PM

Doubletree Hilton, Harvest Grille Private Dining room, Raleigh, NC

**Call to Order:** Teresa Story, NCCESA State President, called the meeting to order and welcomed the Board Members at 4:03 PM

**Approval of Agenda:** Motion: Kay Morton, Lee County  
 Seconded: Elizabeth Wilson, Johnston County  
 Decision: Carried

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

September 12, 2012

4:00 pm

Harvest Grille Private Dining room

Raleigh, NC

#### AGENDA

Teresa Story, Presiding  
 Shelia Ange, Parliamentarian

Call to Order .....	Teresa Story, President
Approval of Agenda	
Roll Call .....	Suzanne Hugus, Secretary
Parliamentary Review .....	Shelia Ange, Parliamentarian
Thought for the Day .....	Elizabeth Wilson, 1 <sup>st</sup> Vice President
Approval of Minutes.....	Suzanne Hugus, Secretary
Financial Report .....	Debbie Goforth, Treasurer
Old Business	
501(c)(3) Tax Exempt Status - Update.....	Teresa Story
New Business	
By-laws - Proposed Changes (Posted on the web, vote will be taken at Business Meeting)	
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	
2012-2013 Slate of Officers	
2013 Federation President-Elect (Nominations for and election of)	
2013 TERSSA Meeting	
Herter-O'Neal Scholarship	
Other	
Announcements	
Adjourn	

**Roll Call:** Teresa Story, President  
Shelia Ange, Parliamentarian & Webmaster  
Elizabeth Wilson, 1<sup>st</sup> Vice  
Tracy Brown, 2<sup>nd</sup> Vice  
Suzanne Hugus, Secretary  
Debbie Goforth, Treasurer  
Donna Holland, Federation Representative  
Kay Morton, Advisor

**Parliamentary Review:** Shelia: There is a quorum.

**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!*

**Approval of Minutes:** Minutes from Executive Board Meeting held on February 23, 2012 were presented and reviewed for approval.

Motion: Tracy Brown, Campus

Seconded: Debbie Goforth, Madison County

Decision: Minutes for the 9/23/12 Executive Board Meeting were 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)	<u>\$ 21.84</u>

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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Minimum discussion was had about the report mostly clarifying parliamentary procedure regarding when this report is presented or when the budget and revised budget are presented and how they need to be voted on.

#### **Old Business:**

- I. 501(c)3 Non-Profit Status Update: Teresa Story reported that so far nothing has happened with regard to our applying for Non-Profit status with the IRS. We were encouraged by Guido van der Hoeven, an NCSU tax expert, to move forward with this matter. She apologized for not being able to do much about this matter this year, but mentioned that we were holding off on taking this action until we settle an issue we are currently addressing with changing our name. She was confident that Elizabeth Wilson would be able to move on the matter in the next business year. Elizabeth confirmed sentiment.

#### **New Business:**

- I. By-laws – Proposed changes: Travel Reimbursement Guidelines update: Teresa presented the concern that the Bylaws do not specify exactly who is allowed to be reimbursed for travel to attend Board Meetings. The Rules & By-laws Committee, chaired by Latoya Lucy, Bladen County, 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.



- II. 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

The recommendation will come as a proposal from the Rules & Bylaws committee. We are recommending NCCEAPA and not NCCESA or NCCEAAP as that is what we voted on at the Board Meeting that was held in February.

- III. Awards – Presentation will be done as usual at the banquet on 9/13/12, Jim Cowden will preside at the North Central District Director. Elizabeth mentioned that she does not like the change they have made regarding the tenure awards being at the Extension Annual Conference as this year's conference will only include EPA and not us. Tracy mentioned that this decision was not one that we get to make as the tenure awards are from Administration. Award winners were announced and we were sworn to secrecy.

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

- IV. Slate of Officers –The nominating committee recommends the following slate for 2012-13:

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

We are also asked to present a nomination for the 2013 President-Elect for Federation and the nominating committee has recruited Cheryl Mitchell from McDowell to accept the position.

- V. 2013 TERRSA Meeting: Teresa mentioned that Christine Barrier will have a discussion at our Annual Business Session regarding the fact that the 2013 NCCESA State Meeting will be in the South Central District and that TERRSA has requested to add their annual meeting to this meeting. They would like to add a TERRSA Business Meeting to the beginning our State Meeting. They will piggyback onto our professional development portion and attend our Banquet. They will also be invited to our Business Session but will not be extended any voting rights. They are estimating an additional 50 people onto our meeting. Teresa related that they are having an issue with determining who their charter members are. Some people were complaining about the matter. Her sentiment was that this matter is not related to us and should not be addressed in any of our meetings.
- VI. 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.

### **Other Business:**

- I. Although our budget for this year was already approved, Debbie Goforth has a budget revision that we will present at the Board of Director's Meeting for approval to send forward to the Business Session. The revision reduced the Travel & Subsistence line from \$2,825 to \$2,750 to cover the additional expense of Board of Director Meeting refreshments in the amount of \$125 and also to reduce for Awards of Excellence expense since we reduced to five districts instead of six.
- II. No benevolence was expended this year. That is a blessing.

### **Adjourn:**

5:38 PM

Motion: Elizabeth Wilson

Seconded: Debbie Goforth

Decision: Motion carried

Respectfully submitted,

Suzanne M. Hugus, CAP  
2012 State Secretary