



NCCESA Board of Director's Meeting  
February 24, 2012, 9:00 AM  
Johnston County Extension Center, Smithfield, NC

**Welcome:** The Membership was treated to a splendid spread of breakfast items and beverages arranged by Elizabeth Wilson of the Johnston County Center. Teresa Story welcomed the membership at 9:05 AM and greetings and logistics were offered by Bryant Spivey, the center's Extension Director.

An Administrative Update, **Item #1**, was read to the Membership from Sheri Schwab, NCCES Director of County Operations. Highlights of the update were: (1) professional headshots would be taken at District Extension Conferences to put on directories and websites, and (2) the Conferences will include interactive sessions in the afternoons.

A preview of the new Extension website was given by Adrian Gaskins, the Southeast District Information Management Specialist. This preview included:

- A comical photo review of Adrian's career.
- The addition of scrolling articles. Five featured articles will be changed periodically.
- A YouTube video link to the Extension YouTube Channel. The link overlays the website to minimize being distracted by other content.
- A new center column that contains news articles. These articles will be drawn from County websites. These are drawn by subject lines from County pages.
- A link at the bottom left to Twitter feeds. Only one can be included at a time.
- A "Give Now" button.
- An "Ask the Expert" link that also overlays. This link even has an "Upload document" capability for inquirers to upload photos of their issue.
- Each counties webpage will be similar and every county will be asked to submit a picture to be added as their webpage "banner". These web pages will be editable.
- The entire system is being changed to software called "WordPress".
- Under the YouTube link will be an events calendar which is actually a Google calendar. When a county puts an item on the general public event calendar it will be utilized and drawn in by this Google calendar.
- The Contact Us link has a map link that even has a satellite view. Staff are listed at the bottom of the contacts page.
- The County Seal is on the bottom left corner.
- County sites can be switched to Spanish.
- Additional pages can be appended to the website.
- Roll out is Spring 2012.
- Disclaimer: What we have previewed here is totally subject to change.

**Call to Order:** Teresa Story, President, called the meeting to order at 9:46AM.

**Approval of Agenda:** Motion: Janice Dotson, West District  
**Item #2** 2<sup>nd</sup>: Andrea Harrington, West District  
Decision: The motion carried.

**Thought for the day:** Presented by Elizabeth Wilson, "Teamwork", **Item #3**.

**Roll Call:** Campus - 5 South Central - 5  
Northeast - 5 West - 7  
North Central - 3 Southeast - 5

Total of 30 Members present.

**Parliamentary:** Shelia Ange reported that there is a quorum.

**Approval of Minutes:** Motion: Pam Brylowe, West District  
2<sup>nd</sup>: Jane McDaniel, West District  
Decision: Minutes for the September 22, 2011 Board of Director's Meeting minutes were accepted.

**Financial Report:** Presented by Debbie Goforth, Treasurer, **Item #4** The proposed Budget will be approved later in the meeting. Explanation was provided about a bank error that needed correction in the report when the bank deposited a check to the wrong account.

**District Reports:** Campus **Item #5** South Central **Item #9**  
Northeast **Item #6** West **Item #10**  
North Central **Item #7** West Central **Item #11**  
Southeast **Item #8**

**Standing Committee Reports:** Teresa Story expressed her gratitude to State Committee Chairs for their willingness to service.

**Membership:** Pam Brylowe **Item #12**

**Public Relations:** Jean Sigmon **Item #13**

**Nominating:** Susan Johnson **Item #14**

**Rules & Bylaws:** LaToya Lucy **Item #15**

**Finance:** Debbie Goforth **Item #16**

**Reflections:** Jane McDaniel reported that a request has been made to last year's chair to provide records and materials but it has not occurred yet.

**Professional Improvement:** Andrea Brooks **Item #17**

**Other Reports/Update:**

**Federation:** Donna Holland, Federation Secretary **Item #18**

**Executive Board Award:** Elizabeth Wilson, 1<sup>st</sup> Vice President, reported that the Executive Board Award form can be found online and is due by August 1<sup>st</sup>. Any member is eligible for this award. It is awarded annually to an outstanding member and comes with a monetary award of \$200. **Item #22**

**Herter-O'Neal Scholarship:** Tracy Brown, 2<sup>nd</sup> Vice President, reported that this scholarship is due to the District by March 15<sup>th</sup>, and due to the State by April 2<sup>nd</sup>. Guidelines, a brochure and sample nominations are all available on the website.

**Sue Mills Lighthouse Award:** Teresa Story, President, reported that this award is due to the District Association presidents by August 1<sup>st</sup> at 5pm. All nominees must be paid members and nominations must be supported with a nomination narrative. This award is given annually to a member who demonstrates loyalty and enthusiasm for the Association and a zest for life such as exhibited by Sue Mills.

**Horn of Plenty:** Melanie Story, NE District President. **Item #19** Since the Horn of Plenty event will be very different than in the past, this may require more help. The Campus Chapter offered to provide assistance if there is a need for additional volunteers. They are more than willing as they usually are not ever a host district for this event.

**TERSSA Update:** Christine Barrier, TERRSA Membership Chair, reported that we need to exhibit our showmanship. TERRSA has a membership of 108 and North Carolina makes up 30 of these members. Leslie Brown from Rutherford County is our latest member. This Association is supported by Extension Administration and our own Debbie King was elected Vice President. North Carolina will be hosting the 2013 meeting. **Item #20**

### **Old Business:**

- I. 501 (c)3 Exemption Status – Teresa Story presented the letter from Kay Morton regarding what she has been able to find out so far about this matter. **Item #21** A long discussion followed regarding what was discussed at the Executive Board meeting about creating an adhoc committee to dive into this topic and having a conversation with NCSU tax expert Guido van der Hoeven. We hope to gather all the information to make informed decisions on the way we set ourselves up and utilize our funds. Each district was notified that they need to set up their own Federal Tax ID#. Hopefully we can get some guidelines written down to assist the Finance Committees of each Chapter. When a District gets a Federal Tax ID# they will not need to provide anyone's social security numbers for bank accounts. Establishing this status should protect us and keep us from having to pay taxes on any of the funds we generate. Teresa will contact Mr. Van der Hoeven and give us a report.
- II. 2012 NCCESA State Meeting Update – Pam Jordan-Carrington reported that the NC District is excited and anxious at the same time to host the Annual State Meeting at the Doubletree on Hillsborough Street over September 12-14, 2012. Rooms are reserved for \$85.90 a night and planning committees are in place. Registration will be set between \$40-50 and invitations sent by the middle June. We are planning to focus on ergonomics, healthy lifestyles, nutrition and being active. Tours will be provided to Cameron Village, Pullen Park, and NC State. We will conduct a Zoomba Class after the banquet. A comment was offered by Tracy Brown to be sure if you want Administration to be on your agenda to send them an invitation as soon as possible for them to put it on their calendars.

### **New Business:**

- I. 2012-13 Proposed Budget was presented by Debbie Goforth, **Item #16**. She mentioned that membership was reduced by \$100 because of five less members.  
Motion: Donna Tulley, West District with correction to year.  
2<sup>nd</sup>: Jane McDaniel, West District with correction.  
Decision: Carried as amended.

**Other Business:**

- I. Anita Wright proposed a name change to eliminate the word “secretary” from our Association title as this name seems to inhibit many members from joining our group. “Many prospective members did not attend the Campus Chapter’s Membership Drive-Open House because they stated that they were not “secretaries”. The word “secretary” is limiting and not used in this day and age and should be replaced with something more inclusive such as “Administrative Professional”. Our bylaws state that the association is open to all support staff that perform Extension work regardless of funding source.” Janice Dotson mentioned that “Support Staff Association” might be more appropriate. Christine Barrier stated that “secretary” is a dinosaur term. Teresa Story feels that “Administrative Professionals Association” is a more modern, professional term. Jane McDaniel added that most of our titles are Administrative Secretaries. Suzanne Hugus suggested that we take an informal poll to determine our overall consensus and then request the Bylaws Committee to draft a recommendation to present at the State Meeting. Jane looked up on the internet what the difference between “Administrative Professional” and “Support Staff” was and the website she found stated that “Administrative Professional” is the professional name of support staff of an organization. A poll was conducted and the results were:
  - Those in favor of NCCE Administrative Professionals Association (NCCEAPA) 20
  - Those in favor of NCCE Support Staff Association (NCESSA) 4
  - Those in favor of leaving our Association as is: (NCCESA) 3
 As a result of the brief poll, LaToya Lucy, State Bylaws Committee Chair, was asked to charge the Bylaws Committee to draft a recommendation for a name change to present at the 2012 State Business Meeting at least two weeks prior to the meeting.
- II. Bylaws Update regarding Article 7: Teresa Story presented the matter that was discussed at the Executive Board meeting about Article 7 of the Bylaws needing more detailed clarification. The Bylaws do not explain clearly who comprises the Executive Board and who is entitled to reimbursement for their travel. Guidelines should be detailed to include every member that is requested to attend the meeting including the Advisor and the Federation Representative. The Parliamentarian should also be included. The Bylaws Committee was charged to draft some recommended Guidelines that would be as detailed as to not leave any question as to who should be reimbursed for their travel and any limits or restrictions to their travel such as if they are to receive current per diem rates, or restricted to a certain meal limit or lodging limit such as double occupancy. The overall sense of the Executive Board was that per diem could be used as a maximum but that parties should still be required to provide receipts. Teresa mentioned that this should not impact the budget very much and that the President and Treasurer have the right to adjust the budget if they need to. The Bylaws Committee should take into consideration that those who travel farther will of course need a higher reimbursement limit for mileage.

**Announcements:** Elizabeth Wilson extended thanks to all the members for coming and encouraged us all to go shopping!

**Adjourn:** 12:05 PM  
 Motion: Jane McDaniel, West District  
 2<sup>nd</sup>: Pam Brylowe, Southeast District  
 Decision: Carried.

Respectfully submitted,

Suzanne M. Hugus, CAP  
2012 State Secretary