North Carolina Cooperative Extension Secretaries Association Executive Board Meeting February 23, 2012 4:00 p.m. Johnston County Extension Center

AGENDA

Teresa Story, Presiding Shelia Ange, Parliamentarian

Call to Order/Welcome Teresa Story, President, NCCESA

Approval of Agenda

Thought for the Day Elizabeth Wilson, 1st Vice President

Roll Call

Parliamentary Review Shelia Ange, Parliamentarian

Approval of Minutes Suzanne Hugus, Secretary

Financial Report Debbie Goforth, Treasurer

Old Business

501(c)(3) Update Kay Morton, Advisor

Other

New Business

Travel Reimbursement Teresa Story
Executive Board Award Teresa Story
2013 TERSSA Meeting Teresa Story

Other

Other/Announcements

Adjourn



Suzanne Hugus <smtal@ncsu.edu>

To: Elizabeth Wilson <elizabeth_wilson@ncsu.edu>

Wed, Mar 14, 2012 at 5:18 PM

Elizabeth, Could you send me the Thought of the Day you shared at our Secretaries meetings? I'd like to include it in the Minutes which I will get to eventually! Hope you are enjoying our early Spring!

Suzanne M. Hugus, CAP NC State University CALS Business Center Campus Box 7644 Raleigh, NC 27695 919-513-3957 FAX 919-515-3074

Mary Wilson <elizabeth_wilson@ncsu.edu>
To: Suzanne Hugus <smtal@ncsu.edu>

Fri, Mar 16, 2012 at 3:56 PM

Hey Suzanne,

My Thought of the Day was about Teamwork.

"Teamwork is the ability to work together towards a common vision. The ability to direct individual accomplishment towards organizational objectives. It is the fuel that allows common people to attain uncommon results." Author Unknown

I also mention

Together

Everyone

Achieves

More

While

Others

Receives

Knowledge

If you need anything else, please let me know.

Thanks,

Elizabeth

[Quoted text hidden]

...

Mary E. Wilson

Extension Secretary

NC State University, College of Agriculture & Life Sciences

NC Cooperative Extension Service, Johnston County Center

2736 NC 210 Hwy.

Smithfield, NC 27577

NC Cooperative Extension Secretaries Association Financial Report Board of Directors' Meeting February 23, 2012

CHECKING ACCOUNT

Beginning Balance from 9/26/2011			\$ 6,568.21
Revenue:			
Membership Dues (2011-12) Corn Growers Association (2011) Bank Error in Deposit 12-14-11 Interest Earned (from 10/24/11-1/25/12)	\$4,100.00 \$ 250.00 \$ 960.00 \$ 7.46		
Total Revenue To Date		\$ <u>5,317.46</u>	
Total Revenue			\$11,885.67
Expenditures:			
Check #788 – Mount Olive College (Professional Improvement,	\$ 300.00		
Mary Kim Davis) Check #789 – Halifax Community College (Professional Improvement,	\$ 200.00		
Mary Ann Edwards) Check #790 – Jane McDaniel (Federation Mtg. Check #791 – NCCES West District	\$ 960.00		
(Bank Error in Deposit 12-14-11) Check #792 – NCACAA (Federation Dues) Service Fees (from 10/24/11-1/25/12) Total Expenditures To Date	\$ 50.00 \$ 4.60	\$1,837.11	
Total Expenditures			\$1,837.11
Account Balance			<u>\$10,048.56</u>
MONEY MARKET ACCOUNT			
Beginning Balance Interest Earned (from 10/24/11-1/25/12) Total Revenue to Date	\$ 48.97	\$ 48.97	\$14,755.28
Account Balance			<u>\$14,804.25</u>
SHARES ACCOUNT			
Beginning Balance Interest Earned (from 10/24/11-1/25/12) Total Revenue to Date	\$.20	\$.20	\$ 59.44 \$ 59.64

NC Cooperative Extension Secretarie	s Association
Fiscal Year 2012-2013	
PROPOSED BUDGET	
Revenue	
ACCOME	
205 Members x \$20	4,100.00
Corn Growers	250.00
NCCES Foundation	1,000.00
Ag Agents	1,000.00
TOTAL REVENUE	\$6,350.00
Expenditures	
*Executive Board Award	250.00
Awards of Excellence	550.00
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	2,825.00
Federation Dues	50.00
**Miscellaneous	200.00
Benevolence	100.00
TOTAL EXPENDITURES	\$6,350.00
*Includes monetary award & plaque.	
**Includes outgoing President's Plaque, Check Charges, Service Developing, Printing, Expenses incurred for Board of Director's 2011-2012 Finance Committee	Meeting, etc.
Dalkis Coffeel Chica Wast	
Debbie Goforth, Chair - West Janice Dotson-West	
Tracy Brown - Campus	
Marie Bruff - NC	
Sherry Lynn - NE	
Rhonda Gaster -SC	
Dawn Coleman - SE	
BOD approved at 2-24-12 meeting	

NCCESA Executive Board Meeting February 23, 2012 NCCE-Johnston County Center

NCCESA 501(c)(3) Status

Nothing has been done concerning the 501(c)(3) status since our last meeting in September of 2011. The IRS filing fee is still currently \$400 if our gross receipts do not exceed \$10,000 or less over a four year period and \$850 if our gross receipts are greater than \$10,000 over a four year period annually. I have the following suggestions for NCCESA to proceed with obtaining a 501(c)(3) status:

- Create a "Tax Exempt" or "501(c)(3)" Committee
- Find out if there is anyone in our Association comfortable with dealing with IRS forms, etc. and see if they will chair this committee and/or find out if there is anyone in our Association that has a friend or relative that is an accountant and see if they would be willing to help us with this process. (If anyone steps up, see if they would be willing to chair this committee as that would be the easiest way to handle things). Another possibility is to have the treasurer chair this committee.
- If no one knows of anyone to help, see if the Association is willing to pay an accountant to do this for us.
- Approval to use funds for the application fee will be needed no matter what the outcome of these suggestions are.

My accountant source is not going to be of much help anymore and I feel that this is way over my head on my own.

Kay Morton

NCCESA Advisor 2011-2012

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