

**Minutes - 12th Annual Meeting
North Carolina Association of Agricultural Extension Secretaries**

**Ramada Inn
Asheville, NC
September 27, 1985 -- 9 a.m.**

The twelfth annual meeting of the North Carolina Association of Agricultural Extension Secretaries was held on September 27, 1985, at the Ramada Inn, West, Asheville, NC.

The meeting convened at 9:00 a.m. with Cleo Geer, Western District, welcoming the group and giving a "thought for the day." The theme of the meeting was "Not Just A Secretary." In keeping with this theme, Carol Mull, chairperson of Office Education, Asheville-Buncombe Technical College, conducted a workshop on how we can be better secretaries. Using the letters in An Ideal Secretary, she listed qualities that make an ideal secretary: accurate, alert; neat, nicely groomed; industrious, intelligent, interested in the job; dependable, diligent; efficient, exercises poise; ambitious, agreeable; loyal, logical, sincere, systematic; enthusiastic; cheerful, courteous, cooperative, confident; reliable, resourceful; eager to please, exercises good judgment; tactful, thorough, trustworthy, truthful; attentive, adaptable; responsible, refined; your attitude (thoughtfulness and helpfulness) toward others.

Mr. Marvin N. Lee, manager of mail classification, U. S. Postal Service, conducted a workshop on Penalty Mail, outlining the different kinds of mailing permits that are available and how the different classes of mail should be handled.

Mariah McPherson, president, presided over the business session. She talked briefly on the progress that has been made by the Association since its beginning. Among those accomplishments are: 1) increased number of secretaries being saluted in "We Salute"; 2) from no time allowed for professional improvement to 3 days (one day being granted just prior to this meeting); 3) jewelry award; 4) improved skills, attitudes, etc. She stressed that we are not just secretaries but mature adults. She also expressed gratitude for the work Dr. Dew has given the Association and the support he has shown. Mariah stated that because of a conflict in scheduling his vacation Dr. Dew would not be able to attend the meeting.

Myrtle Rountree moved that we dispense with reading the minutes since copies had been mailed out. Seconded by Sandra Smith. Carried.

Betty Cox, secretary, called the roll by districts as follows:

- North Central - 24
- Northeastern - 4
- Northwestern - 12
- Southeastern - 20
- Southwestern - 26
- Western - 28

Committee Reports were made as follows:

- Finance - Linda Creech gave the report of the finance committee (copy attached). She indicated that the committee felt it necessary to ask for a dues increase since costs have risen so much. Amount budgeted for postage has already been exceeded for the year and the amount was insufficient to reimburse officers for their expenses to state meetings.

- Membership - Linda Creech, treasurer, reported that we have 238 members now. Debbie King of Bladen County made a motion to increase dues from \$6 to \$10; seconded by Alma Jean Clark, Rutherford County. After some discussion, the motion carried.
- Hospitality - Betty Penland reported that everyone in the Western District had been hard at work preparing for the state meeting. She welcomed everyone to the District. President Marian thanked the hospitality committee for an excellent job.
- Professional Improvement - Louise Newsome urged members to continue to improve themselves professionally and as individuals.
- Public Relations - Nell Boone encouraged every county extension secretary to fulfill the eight functions of the Association Handbook. A state newsletter was sent out. She encouraged every county to write to Dr. Dew thanking the administration for granting an additional day for professional improvement.
- Rules & By-Laws - Margaret Reynolds reported that the proposed by-laws changes that had been mailed to all members carried (172 for; 2 against).
- Scrapbook - Helen Miller reported that the scrapbook had been on display throughout the meeting. She thanked everyone for sending information for the book and encouraged them to continue sending items to her.
- Handbook - President Marian reported that Linda McMullen had the Handbook ready to be printed and that she would do the printing for cost of paper. Covers for the handbook would be commercially printed as soon as a new logo is selected.

Nancy Payne, 2nd vice president, passed out copies of proposed logos and asked the group to indicate their preference. This selection would be completed following the meeting after votes were tabulated.

- Nominating - Allene Cuthbertson presented the following slate of officers for 1986:
 - President, Sandra Ballard, Buncombe County
 - 1st Vice President, Nancy Payne, Alexander County
 - 2nd Vice President - Katy Ethridge, Onslow County
 - Secretary - Helen Miller, Orange County
 - Treasurer - Elizabeth Lassiter, Caswell County

Betty Cox made the motion, seconded by Betty Holmes, to accept the slate of officers presented by the nominating committee. Carried.

Myrtle Rountree, Northeastern District President, issued an invitation to the group to meet in the Northeastern District in 1986. Tentative plans are for the meeting to be held at Nags Head.

A luncheon was held at 12:30 with Betty Penland, Western District, giving the invocation.

David Spain, regional manager of Natural Resources & Community Development, welcomed the group to Asheville and commented on the importance of secretaries to every organization.

Dr. R. C. Wells, associate director, brought greetings on behalf of Extension Administration. He stressed that administration supports the organization and what the secretaries do for the Extension Service. The past year was good with the General Assembly and credit can be given to the work at the county level for this. He offered a challenge to work smarter and not harder. He also asked secretaries to encourage agents to use technology (microcomputers) in working with clientele.

Dr. Wells talked about the important role secretaries play in public relations. He said that the impression that people have of Extension is formed to a large degree by their first contact and this, in most cases, is with the secretary answering the telephone or greeting clients when they come into the office. He said that supervisors too often take secretaries for granted and fail to say thank you, but they do appreciate us. He stressed that Extension is a big family and we must work together.

Doris Burgin, Western District Secretary, introduced Dr. Dottie Tatum as speaker for the day. Dr. Tatum is a member of the faculty at Western Carolina University. Dr. Tatum said that it is time for women to stand up and be noticed. She made suggestions for motivation of life. She compared ups and downs in life with yoyos and how we must work to make it better. She said we need to take a look at ourselves inside and out. If we cannot be happy with ourself, change. She stressed that the only time we have is now; make the best of it and not worry for the future.

Joy Marshall, advisor, installed the new officers, using fruit to represent "you shall know them by the fruits of their labor."

Following the inspirational installation, Mariah presented a gift to Joy for her work as advisor.

President Mariah thanked everyone for their participation in the meeting and reported that a camera and tape recorder were being purchased by the Association. The scrapbook chairman will be in charge of keeping the camera and the secretary will keep the recorder.

Following awarding of door prizes, the meeting was adjourned.

Respectfully submitted:

Betty J. Cox, Secretary
NCAAES - 1985