

**Minutes - 13th Annual Meeting
North Carolina Association of Agricultural Extension Secretaries**

**Ramada Inn
Nags Head, NC
September 19, 1986 - 8:15 a.m.**

The thirteenth annual meeting of the North Carolina Association of Agricultural Extension Secretaries (NCAAES) was held on September 19, 1986, at the Ramada Inn in Nags Head, NC.

The meeting convened at 8:15 a.m. with President Sandra Ballard presiding. Following the welcome by Sandy, Katie Ethridge, 2nd Vice President, gave the thought for the day entitled "Be Still and Know That I Am God."

Carol Hardee, Northeastern District 1st Vice President, introduced Dr. Jerry Owens, President of Rockingham Community College, and Ms. Joan Citty, Chairwoman of the Business Technologies Department at Rockingham Community College. Dr. Owens and Ms. Citty conducted workshops on "Characteristics of a Winning Image" and "Effect of Communications and Attitude on a Winning Image."

In their presentation, they talked about the positive and negative factors that contribute to a winning image. Other comments were: You never have a second chance to make a good impression - first impressions are lasting impressions. Indifference is like a hard slap on the face. "Surface Language" is a pattern of immediate impressions conveyed by appearance. What you wear immediately establishes your creditability and likeability. How you feel about your personal appearance has a direct bearing on how you project yourself to others. Don't worry about others getting their act together - just worry about your own.

They said there are four basic skills in communication: Listening (45%) which covers body language (facial) and voice, Reading (16%), Writing (9%), and Speaking (30%). We spend 80% of our time communicating. There are three modes: symbolic (signs), non-verbal and verbal. To "SOFTEN" non-verbal (body language) communication, he listed the following: S - space, smile; O - open posture (no crossed arms); F - leaning forward; T - touch; E - eye contact (critical); and N - nodding. They also stressed listening for main points.

During the luncheon, a fashion show was presented by The Galleon Esplanade of Nags Head, with several of the association members serving as models.

Sandra Ballard, President, presided over the business session. She recognized Ami McKnight, Past President of the South Carolina Association, who expressed gratitude to the North Carolina Association for helping them to get organized. She said they consider themselves "little sisters" to us. She also said their 1987 state meeting will be held near Charlotte.

A motion was made to dispense with the reading of the minutes of the 1985 meeting since copies were mailed out. Motion was seconded and passed.

Helen Miller, State Secretary, called the roll by districts as follows:

- North Central - 26
- Northeastern - 27
- Northwestern - 8
- Southeastern - 31
- Southwestern - 18

- Western - 8
- Total - 118

Elizabeth Lassiter, State Treasurer, reported a total paid membership to date of 244. She gave the financial report (copy attached) for the year showing a balance brought forward from 1985 of \$1,592.45, total receipts of \$1,680.00 and total disbursements \$1,566.09, leaving a balance on hand of \$1,706.36 as of September 19.

OLD BUSINESS

- Margaret Reynolds, Southwestern District, reported the Herter-O'Neal Scholarship of \$300 was presented to Ms. Connie Hill of Richmond County and will be used to further her education at Richmond Technical College.
- The new Handbooks were distributed to district presidents at the State Planning Meeting in May. Anyone who did not receive a copy was asked to get in touch with Linda McMullen in Camden County. President Sandy expressed her appreciation to Linda and thanked her for the work she put into this project.
- Marian McPherson reported on the tape recorder and camera. Helen Miller, the Secretary, now has the tape recorder. It was used during the Planning Meeting in May and is being used today. It will be passed on to the new secretary each year. The camera has also been purchased and will be helpful in supplying pictures of all events to be included in the scrapbook. The camera will be given to the publicity chairman each year.
- President Sandy reported on the scrapbook and expressed appreciation to Helen Miller for putting the scrapbook together and keeping it current. Helen has agreed to keep it for another year so anyone with pictures of district meetings and events, news clippings, etc. was asked to send them to her.

NEW BUSINESS

Committee chairmen were given the option of turning in a written report or giving it orally. Committee reports are as follows:

- **GOALS AND AIMS** - Bea Clayton, Chairman.
 1. To have 100 percent participation in membership.
 2. Continue to increase the visibility of the Association by continuing to work together to strengthen the District and State meetings.
 3. To have secretaries realize that professional improvement involves personal commitment.
 4. Encourage secretaries to become aware of the opportunities to promote personal development by attending workshops, seminars, technical schools, and use of reference materials available.
 5. To have secretaries receive recognition for achievements.
 6. To build a good rapport among secretaries and agents for a stronger working relationship and a stronger Extension program.
 7. To be aware of the role a secretary plays in the total Extension Program. A professional secretary is constantly aware of her representation of her vocation and of the effect of her actions both in and out of the office.
- **HOSPITALITY** - Katherine Gilliam, Chairman, reported the State Hospitality Committee did not have a formal meeting this year but members were contacted by letter prior to the state meeting. The Committee requests that Association members notify a member of the Hospitality Committee if any person of the counties or state staff should be remembered in a special way.
- **RULES AND BY-LAWS** - Miranda Pope reporting for Cleo Geer, Chairman. No proposed changes in the rules and by-laws have been received; therefore, the committee has nothing to report. Special thanks to all who so diligently worked on our new Handbook.

- MEMBERSHIP - Tammy Smith reporting for Jettie Mae Lucas, Chairman. We had 229 paid members as of May when membership dues were paid. At present, we have 245. This includes Jan White, NCSU secretary. The Southwestern District has 100% membership. We need to continue to encourage new secretaries and non-members to join the NCAA'ES by inviting them to attend meetings and exhibiting a professional image at all times.
- PUBLIC RELATIONS - Janice Buchanan, Chairman, reports several important items occurred this year. The most important she felt was having our newsletter printed professionally in our association colors. This committee hopes this will continue. A camera was purchased by the Association for use at meetings, along with a recorder/ transcriber. Jimmy Tart, Ag. Communications, NCSU, was contacted and asked to have someone make pictures for "Extension News" and also for the local papers of newly elected officers and Executive Board Award winner. A letter was sent to Joan Gosper, Editor of "Extension News" concerning our state meeting. However, this has not as yet been in "Extension News."
- PROFESSIONAL IMPROVEMENT - Catherine Fields, Chairman.
 1. Strive toward adding one or two more days to our Professional Improvement Leadership Leave Days.
 2. Encourage Administration to have secretary training in Raleigh with varied workshops each year.
 3. Promote secretaries organization within districts - thereby - achieving 100% participation in state which would show administration in Raleigh that we do indeed consider ourselves a professional organization with professional improvement as one of our top goals.
 4. Exchange professional improvement ideas between districts and counties through meetings, correspondence, or newsletters.
 5. Ask administration to permit secretaries opportunities for various courses, similar to way agents earn degrees, or update their area of emphasis knowledge.
 6. Provide members with information on taking certified secretary's exam, as was done in Northeast District.
 7. If time and funds not available for secretaries' training in Raleigh each year, at least have needed update on a District level.

Nancy Payne, 1st Vice President, reported Lucy Davis, retired secretary from Franklin County, has been nominated for Associate Member. Since she will be paying dues, a vote was not needed. There were no nominations for Honorary Member this year.

It was announced that the 1987 Scholarship will go to the North Central District.

President Sandy Ballard reported on the SPA Distinguished Performance Award. There Were 38 nominations this year. They only give one off-campus award and it was won by Catherine Fields of Bladen County.

Elizabeth Lassiter, Treasurer and Finance Committee Chairman, submitted the proposed budget totaling \$2,015.00 for 1987. A motion was made by Katharine Gilliam to accept the budget as proposed. Motion was seconded and carried.

Marlene Strufe, North Central District 1st Vice President, issued an invitation for the 1987 meeting to be held in Raleigh at the Sheraton Crabtree Inn on September 17-18.

President Sandy reported Dr. Dew felt there was a need for a book of maps showing the location of all county offices. A copy will be in every office on the state and county level, will have our name on it, and will be a way of showing that we are doing something productive. It is hoped the project will be completed by January 1. Dr. Dew has indicated that the printing will be done in Raleigh at no cost to us. All maps are to be sent to Sandy by mid or late October. Each map will be reduced to one-half sheet and it will be printed front and back.

After reminding everyone that no two officers on the state level shall be elected from the same district, Patricia Burch, Chairman of the Nominating Committee, presented the following slate of officers for 1987:

- President - Nancy Payne (Southwestern)
- 1st Vice President - Katie Ethridge (Southeastern)
- 2nd Vice President - Betty Cox (Northeastern)
- Secretary - Nell Boone (North Central)
- Treasurer - Janice Buchanan (Western)

A motion was made by Pam Ginn and seconded by Margaret Reynolds to accept the slate of officers as presented by the Nominating Committee. Motion carried.

The president reminded everyone to send their 1987 dues to Janice Buchanan, State Treasurer for 1987.

Lib Weaver, retired secretary, reported at least six retirees are attending the meeting and had a "get together" at breakfast this morning. They now call themselves "The Alumni" and they issued an invitation for anyone retiring to join them. She reported on the legislative bill that was passed deleting coverage for hospital insurance on spouses of deceased retirees. She said a newsletter from the N. C. Retired Governmental Employee's Association has urged all retirees to contact their legislators and express their concern about this loss.

Marian McPherson, Advisor, installed the new officers, using bells as symbols. The district presidents-elect were also included in the installation service and each was presented with a bell.

Following the awarding of door prizes, the meeting adjourned.

Helen Miller, Secretary
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