

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

**Sheraton Crabtree**  
**Raleigh, NC**

**September 18, 1987**

The fourteenth annual meeting of the North Carolina Association of Agricultural Extension Secretaries (NCAAES) was held on September 18, 1987, at the Sheraton Crabtree in Raleigh, North Carolina.

The meeting convened at 9 a.m. with President Nancy Payne presiding.

Dr. Hugh Liner, North Central District Director, gave the welcome and made comments to the group. He stated that Dr. Dew misspelled "efficiency" the night before in his speech. He said there was a silent "H" in efficiency. The "H" stands for helper. Dr. Liner said all Extension secretaries do a good job of helping.

Betty Cox, 1st Vice President, gave the thought for the day - Pattern Your Life After Jesus - based on Paul's second letter to Timothy.

Betsy Crews, Chairman Program Committee, reported there would be four workshops as follows:

- "Update on Employee Retirement and Benefits" - Dr. Susan Lyday
- "How To Handle Difficult People" - Dr. Brenda Alien
- "Developing A Positive Attitude" - Ms. Maria Spaulding
- "Recipe For Healthy Living" - Dr. Nadine Tope Each secretary got the opportunity to attend two workshops.

Dr. Lyday and Dr. Alien were introduced by Nell B. Boone, Program Committee Member. Ms. Spaulding and Dr. Tope were introduced by Ernestine Talley, Program Committee Member. They were all presented a small gift as a token of our appreciation of their participation in these workshops.

Carolyn Bagley, Treasurer North Central District, gave the invocation. A delicious luncheon followed.

Dr. Paul Dew, Dr. Clyde Chesney, Dr. Tom Hobgood, and Dr. Everett Prorise, from the State Administration, were with us for our meeting.

Talmadge Baker, County Extension Director, and Jane R. Tomlinson, Associate Home Economics Extension Agent with the Expanded Food and Nutrition Program in the Western District, were also present.

The workshop speakers remaining were Dr. Lyday, Ms. Spaulding, and Dr. Tope.

The Alumni group will meet on Thursday, September 22, 1988, in Moore County. They want to get out a newsletter to all retirees and need information from each county that has retired secretaries. This information is to go to Elizabeth Weaver, 2736 East Broad Street, Statesville, North Carolina, 28677.

A get well card was passed around to be signed by all present to go to Frances O'Neal, the first president, of our Association, who is very ill. She is in a nursing home. This card was to be given to Miranda Pope, Catawba County.

President Nancy asked that the Wake County Extension Secretaries pass the word of appreciation and thanks from the Association on to Ervin Evans, Horticultural Agent in Wake County, for the beautiful floral arrangements.

Nancy Payne, President, official declared the fourteenth annual meeting of NCAAES in session at this time. She thanked everyone for their show of support by their attendance. She said you shouldn't attend a meeting without taking an active part. It is not how much time you have but how you use your time that counts. She then asked us to use our time wisely in this meeting.

Nell B. Boone, State Secretary, called the roll by districts. Present at the time of roll call were:

- North Central – 25
- Northeastern – 16
- Northern Piedmont – 18
- Northwestern – 12
- South Central – 27
- Southeastern – 15
- Southwestern – 9
- Western – 10
- TOTAL: 132

Louvenia McIntosh made the motion to dispense with the reading of the 1986 minutes as they had been sent to every county. This was seconded by Mary Crutchfield and passed.

Janice Buchanan, State Treasurer, reported a paid membership to date of 239 members. She gave the financial report (copy attached) for the year showing a balance brought forward from 1986 of \$993.09, total receipts of \$3,153.43, and total disbursements of \$2,303.79, leaving a balance on hand of \$1,842.73 as of September 16, 1987.

Mary Ann Mauney was introduced as Parliamentarian for the meeting.

#### OLD BUSINESS:

Sandy Ballard reported that the map project had been completed and was in each county office. The response has been very favorable.

There was no other old business.

#### NEW BUSINESS:

President Nancy expressed appreciation from the Board of Directors for support in re-districting.

Betty Cox, 1st Vice President, reported that Sandy Ballard, secretary in the Buncombe County office, was the winner of the Executive Board Award this year.

Carol Hardee, 2nd Vice President, reported that Julia Elizabeth Eaton, North Central District, Northampton County, was the 1987 Scholarship winner. Carol read a paragraph from a letter she received thanking the Association from St. Augustine College in Raleigh.

President Nancy reported that we did not have an application for honorary membership this year. She stated that any district could recommend someone for honorary membership or associate membership.

She further added that we need to keep good records of addresses, etc., especially of the associate members who pay GIJCS and also so the Alumni can get in touch with them and they can get their mail.

Sandy Ballard, Member Rules and Bylaws Committee, reported that when members received their minutes of this meeting there would be a ballot enclosed to vote on Article IX, Section 1 pertaining to meetings on page 8 in our Handbook. Right now it states that invitation to hold a State meeting shall be sent to the President at least 20 days prior to State meeting and shall rotate from District to District; however, it doesn't give an order in which to rotate so what is being proposed is to rotate from District to District in the order the Districts appear in the Personnel Directory. Send this ballot back in to Betty Cox.

Sandy then went on to say that we would vote today on changing the annual year to fiscal year. What this means is that when we elect officers in September rather than them waiting to January to take office they would take office on October 1 to September 30. Helen Miller made the motion that we change the annual year to a fiscal year as proposed. Seconded by Rose Cecil. Passed. (This proposal went out in the newsletter.)

Carol Hardee presented a proposal for reprinting the Handbook due to the new changes. This was discussed at the Executive Board meeting because if we made these proposed changes it would need updating and also we need to put in the two new districts. Carol was appointed by the Board back in May to chair a committee to reprint the Handbook and has been working on it since then. Her figure of less than \$35 for this was for this year. She stated that if the proposed changes did not get made this year she did not feel she could be held to this figure for next year. Elizabeth Lassiter made the motion to make the necessary changes. This was seconded by Mariah McPherson. During discussion it was stated that Robeson County could reprint the Handbook on an offset machine. After much discussion on cost, when to reprint, and size, etc., it was passed to reprint the Handbook as it is on 8 1/2 x 11 folded. Seven opposed this motion.

The 1988 National Association of County Agricultural Agents Meeting is to be held in Charlotte. The Board of Directors voted to give 31,000 to that meeting. At the 1985 State meeting in Asheville there was a discussion on this project and the North Carolina and South Carolina Associations proposed to help sponsor a tea for the agents' wives. When our Board got together they did not want to do that. They wanted to show their appreciation to the agricultural agents only since it would be the best possible exposure for our association. We corresponded with South Carolina trying to coordinate something with them. Finally our Board voted to go ahead with a monetary contribution. President Nancy had written Ed Nolley, National Chairman, and he referred her to Bobby Peak, Hospitality Chairman. He said it would be best to a contribution towards a break instead of trying to do something ourselves. Therefore, the Board worked out the partial sponsorship of a break. Also the Board requested that a delegation from our association be present at that break to get more exposure. The Board of Directors approved and voted on that proposal. The association would pay \$400 and each District would pay \$75. There was much discussion on cost of delegation, why it was not brought before the Association (Board of Directors empowered to conduct business), etc.

Talmadge Baker, Vice Chairman of National County Agents Association, expressed appreciation of our support and stated they looked forward to seeing us at Charlotte.

#### COMMITTEE REPORTS:

- Goals and Aims - Betty Penland. Chairman, reported that her committee recommended:
  - To encourage 100% participation in the State and District Associations.
  - To encourage more participation at annual State meetings.
  - To become more proficient in our secretarial field by taking advantage of classes and workshops. Also to request that Administration provide In-Service Training Sessions for secretaries.
  - To request secretaries receive recognition for achievements.

- To boost the enthusiasm and cooperation of all our members in the organization, and those who are not members of the association.
- To select new projects on the district and state level that will be beneficial to our organization and to others.
- To encourage secretaries to join the State Employees Association.
- To consult with Administration to up-grade all secretarial salaries in accordance to classification by State Personnel Act.
- To continue to work for professionalism among our members and set high standards for our accomplishments.
- To increase the visibility of our Association.
- Hospitality - Gwen Roberts, Chairman reported: Number of secretaries registered: 146
  - Number of retired secretaries registered: 6
  - Number of counties represented: 62MBR>
  - Number of guest: 22
  - Banquet: 4 District Secretaries
- Professional Improvement - Addie Suggs reported for Rose Lewis, Chairman, the following:
  1. Continue to encourage Administration to conduct secretaries' training sessions on state or district level each year.
  2. Request permission for time to take advantage of special courses offered at local community colleges or other institutions to improve our efficiency. These courses are not always available after working hours.
  3. Organize local county government secretaries similar to our Secretaries' Association.
  4. Participate in special training offered by some counties (such as computer training) for their employees.
  5. Plan educational programs on grooming, new equipment, office procedures, etc. on county or district level.
- Membership - Alene Cuberston, Chairman reported that this committee recommends that each district compile a directory of list of names, addresses, telephone number of each secretary in the district. That each secretary notify membership chairman when a new secretary is hired so a card can be sent welcoming her. That Membership Chairman send a letter to all non-members encouraging them to join the Associations and attend the meetings.
- Public Relations - No Report.
- Finance - Janice Buchanan, Chairman Finance Committee, presented the proposed budget totaling \$2,615 for 1988. Helen Miller made the motion to accept the proposed budget. This was seconded by Jean Bain and passed.

Each chairman of a committee and the members that served on the committees were thanked by President Nancy. This means a lot to the Association.

Nancy Griffin, President of Southwestern District, issued an invitation on behalf of her district and the State Administration for the 1988 meeting to be in Raleigh. This will be a joint state meeting and a training session. More definite plans will be available after January 1. A tentative date of September 12 and 13, 1988 has been set. If it cannot be in September, it will be in October.

President Nancy recognized the past presidents: Mariah McPherson, Betty Penland, Betsy Crews, Catherine Fields, Sandra Ballard and Cynthia Potter. (These were only the past' presidents present.)

President Nancy read a letter from Katie Ethridge who was 1st Vice President. Katie has resigned to go into business with her husband. The 2nd Vice President moved up (Betty Cox) and Carol Hardee was appointed by the Board of Directors to fill the 2nd Vice President's position.

Betsy Crews, Chairman of the 1987 Nominating Committee, presented the following slate of officers for 1988:

President - Betty Cox, NE  
1st Vice President - Carol Hardee, SE  
2nd Vice President - Janice Buchanan, W  
Secretary - Pearl Blount, SC  
Treasurer - Marlene Strufe, NC  
Advisor - Nancy Payne, W

A motion was made to accept this slate of officers by Mariah McPherson. Seconded by Helen Miller. Motion carried.

President Nancy turned her gavel over to Betty Cox with a good luck wish.

Sandra Ballard, Advisor, installed the new officers, using flaming candles as symbols.

#### OTHER NEW BUSINESS

It was asked if honorary or associate members could serve on committees. The Handbook says they can have all privileges except voting and holding office. The answer was yes they could.

Helen Miller was recognized for her outstanding job with the State Scrapbook. Helen reported that our State Scrapbook had been on display in the Hospitality Room. The scrapbook is a pictorial history of our association. She gave a special thanks to all the secretaries who sent her material and encouraged others to do so.

Lynette Prayer and Ami McKnight were present from the South Carolina Association and were introduced. Lynette stated they had enjoyed being with us for our meeting and invited us to attend their meeting the last week in April.

It was asked that if anyone got more than one program they return one to Betsy Crews as some counties did not get a program.

Nancy reported that on October 13 and 14 she would be representing our association at the Maryland meeting of secretaries. They are thinking of organizing.

The Executive Board Winner and newly installed officers were asked to stay after the meeting or pictures.

Ella D. Moore was in charge of awarding door prizes.

President Nancy adjourned the meeting at approximately 2:30 p.m.

Respectfully submitted:

Nell B. Boone  
Secretary, NCAAES