

**Minutes - Board of Directors Meeting
North Carolina Association of Agricultural Extension Secretaries**

Jane S. McKimmon Center Raleigh, NC

May 6, 1987

The Board of Directors of the North Carolina Association of Agricultural Extension Secretaries met at 10 a.m. on May 6, 1987, at the Jane S. McKimmon Center in Raleigh.

State President, Nancy Payne, presided at the meeting with 39 members present. Dr. Paul Dew and Dr. Ed Yancey joined the meeting for a short time.

Betty Cox, 1st Vice President, gave the "Thought for the Day."

The roll was called by Nell Boone, Secretary, with the following members present:

- Western – 6
- Northwestern – 6
- Southwestern – 4
- Northern Piedmont – 4
- North Central – 6
- South Central – 4
- Northeastern – 3
- Southeastern – 6

A motion was made, seconded, and passed to dispense with the reading of the minutes of May 16, 1986 and January 14, 1987 as each member present had a copy.

Janice Buchanan gave the treasurer's report showing a balance on hand of \$3,242.54 as of May 5, 1987. She reported 236 paid members. Janice was required to open a \$25.00 savings account at the State Credit Union to use their services.

Nancy thanked each committee member for accepting to serve. Only three did not accept. Each State Committee Chairman was recognized. Also recognized were the District Presidents and the State Advisor, Sandy Ballard.

OLD BUSINESS

Sandy Ballard reported that the Map Project had been turned over to Dr. Dew on April 16, 1987. Dr. Dew was told we would like to have our logo on the cover. Dr. Dew stated that the map project was a super project. He has talked with David Jenkins who is looking into 2 options' (1) duplicate four per sheet and put one in each office at a cost of 50 cents and (2) check with the art department to get them to redraw and redo which would cost about \$2.00 per copy. They felt they would probably go with Number 1 option due to the cost factor. The cover sheet will acknowledge that the work was done by the North Carolina Association of Agricultural Extension Secretaries. Dr. Dew said that he felt the specialists would love us for this project, especially new specialists.

Nancy reported that the redistricting process had been completed and that we were the only Association to be completely redistricted.

NEW BUSINESS

Nancy discussed the Photo Project. Bernadette Watts> State Training Leader* had suggested this project. The bust photos would be given to Extension News. On January 14 it was decided to see if these could be taken by the State since we would be in Raleigh for the State Meeting. Nancy forwarded all information to Dr. Dew and asked him to address this. He reported that Tom Byrd felt that rather than do 280 bust photos they would make them as needed due to the cost factor.

Betty Cox; 1st Vice President; discussed the 1787 Executive Board Award. She stated that the information would be going out in the newsletter in the summer. She asked for input. The deadline for recommendations being sent to Betty is August 1.

Carol Hardee; 2nd Vice President, reported that the 1987 Scholarship winner was Julia Elizabeth Eaton; North Central District; Northampton County. She commended North Central District on their selection. Julia will be receiving \$300 and attending St. Augustine College in Raleigh.

In the absence of Loretta Jones, Chairman, State Public Relation Committee, Mary Ann Mauney, Alexander County, reported on the State Newsletter. She asked that information for the newsletter be sent to her by June 15. The newsletter will hopefully go out in July. The information from each District should include a list of those eligible for state office.

Loretta Jones is sending dates of our State Meeting to Extension News so it can be included in the News.

Nancy reminded each District President that if they had nominations for Honorary or Associate Membership into our Association to get them to her by August 1.

Betsy Crews; Chairman of the State Nominating Committee; discussed nominations for state officers. Requested that nominations be sent to her by August 14. She will be getting the forms to Nancy by June 15 and also in the State Newsletter. The 2nd Vice President will come from the Western District. The Secretary and Treasurer can come from any other Districts. Betsy suggested that since we have 2 new Districts that maybe one of these officers comes from one or the other of these 2 new Districts.

Nancy discussed changing the annual year to the fiscal year. The Executive Board had discussed this at their meeting in Fort Mill; South Carolina and recommends this because we install our officers in September and they do not take office until January. Mary Ann Mauney made the motion to recommend that our year be changed from January 1 through December 30 to October 1 through September 30. Seconded by Debbie King. After much discussion including the fact the Handbook would have to be changed; the motion passed. This will go before the general membership at our September meeting. The membership is to be notified of this in the State Newsletter.

Marlene Strufe, North Central District President, reported that everything is going along well and that the Northern Piedmont Counties that were in North Central before redistricting were assisting with these plans. The State Meeting will be September 17 and 18, 1987 at Sheraton Crabtree Inn in Raleigh. The room rate will be \$61.00 double occupancy on Thursday night only. Friday and Saturday nights will be \$45.00 single or \$48 double. Registration will start on Thursday from 2-4 p.m. with the Hospitality Room opening up at that time. The Social Hour will be from 5=30-7:00 p.m. followed immediately by dinner and entertainment. Friday the Hospitality Room will open at 7:30-8:30 a.m., followed by mini classes from 7:30-10:30 and 10:45-11:45 a.m. Will then check out of rooms-followed by lunch.

Southwestern District is next in order to host the State Meeting* but at their Spring meeting they discussed the 'possibility of forfeiting this year or getting someone to co-host. This is due to the fact that the National County Agents Association Meeting will be in Charlotte in August* 1988 and the National Homemaker Association Meeting will be in July. They felt that their source of funds would be depleted. Mariah McPhearson made the motion to discuss this. Motion was seconded. After much discussion this

was tabled until Nancy could talk to Dr. Dew to see if the state was planning some statewide training for secretaries in 1988. Dr. Dew said they would take a strong look at this. Dr. Dew will let Nancy know in about one month.

The next item for discussion was the 1988 National County Agents Association Meeting in Charlotte in August. Several years ago the South Carolina delegation was at the Asheville meeting and made mention of North Carolina and South Carolina co-sponsoring some event at the meeting. Nancy read a letter from Bobby Peak suggesting sponsorship of one of the breaks or partial sponsorship. Miranda Pope made a motion to give \$1*000 monetary contribution to help sponsor one of the breaks for the Agricultural Agents Association and to send a delegation. Mariah McPhearson seconded the motion. After much discussion* motion passed. The State will give \$400.00 from the treasury and each District will give \$75.00. It was suggested that we get this in soon so we can get our name in the program.

The Distinguished Performance Award for SPA Personnel was brought to the attention of the group. This was sent out on May 19 last year to the Chairmen from Dean Bateman. Cathy Fields was the Off Campus Secretarial/Clerical winner of \$250.00 last year. Applications due by August 1.

Dr. Dew told the group that the state will hopefully give a 3-5% raise. Nothing is final yet.

Dr. Dew reported that we have 15 counties that are sending their monies to Raleigh and payroll takes place in one check. When this happens all employees become State Employees as far as the retirement system which is better for us. It does not affect the salary in any way. This came about due to some of the county managers getting together and taking a look at Extension's payroll. They decided to try this. There was discussion on the state part and county part of salaries. Most salaries from counties will still be based on the recommendation of the commissioners. There is also a lock in salary in some counties where the county automatically agrees to pay their proportionate part of any raise given by the state.

Dr. Ed Yancey greeted the secretaries and stated that they talked about us in Raleigh. He stated that they appreciate secretaries and felt they were fortunate to have the secretaries they have. He said that the secretaries were fine co-workers individually and were professional in our own rights.

Nancy reported the total Executive Board* except Sandy Ballard? attended the South Carolina State Meeting. Carol Hardee's husband also went. They had a real good meeting. They have been organized 8 years and say they owe it to us. Some said they were looking forward to coming to Raleigh. Nancy will get the material to them when it is sent out by Marlene's group. Nancy stated that she was shocked to see the support the State Administration gave their secretaries. At the banquet on Thursday night the entire State Staff was there. There are 3 district and 46 counties in South Carolina. Dr. Max Lennon, President of Clemson University, spoke at the banquet.

Nancy asked the group to make the following changes in the State Committees: Page 9 - Professional Improvement - Change Deloris Fisher to Linda Greene, Union, SW. Page 7 - Rules and Bylaws -Change Cleo Greer to Janet Mabry, Stanley, SW. She has asked Dottie Via to investigate a letter from Cathy Reeves, but no changes are to be made at the present.

Helen Miller asked for pictures, news articles, etc. for the State Scrapbook.

The next item for discuss was a Secretary of the Year. The Executive Board has discussed a Secretary of the Year Award for our Association plus the Executive Board Award or just renaming the Executive Board Award. There was much discussion on this including each District having a Secretary of the Year and those names going to the State to enter the state competition, a recommendation from Sandy Ballard to call the award Distinguished Service Award and having a committee to set guidelines. Katherine Gilliam made a motion, seconded by Allene Cuthbertson, that we table this discussion to a later date and let Nancy contact Dr. Dew to see if they wanted to do something along this line.

Nancy reported that Carol Hardee, 2nd Vice President, has agreed to chair a committee to reprint new Handbooks. This will be done in her county at a nominal fee after changes have been made. Mariah McPhearson motioned that Carol chair this committee to reprint the Handbooks* seconded by Janice Buchanan. Motion passed.

Janice Buchanan, Treasurer, met with her committee and proposed the following budget for 1988:

- Postage: \$140.00
- Host District Expenses: \$300.00
- (speaker, entertainment, etc.)
- Telephone: \$75.00
- Scholarship: \$300.00
- Travel and subsistence for state officers to attend planning session and state meeting: \$1,000.00
- Miscellaneous: \$400.00

(check charges, service charge, film and film developing for public relations chairman, Executive Board Award plaque, printing of new handbook, printing of newsletter, etc.)

- Ag. Agents Meeting Sponsorship: \$400.00

TOTAL: \$2,615.00

Rose Cecil motioned that the proposed budget for 1988 be accepted, seconded by Rebecca Gray, passed.

District Reports:

- Western - Ann Hall reported Fall meeting in Jackson County and Spring meeting in Clay County. They have had fund raising events. Gave a 4-H Camp Scholarship. Three secretaries honored with gifts upon retirement. Gave a Secretary of the Year Award with Janice Buchanan being the first recipient.
- Northwestern - Dorothy Via reported they had held a white elephant sale. Ron Ell is spoke at the Fall meeting in Forsythe County. Spring meeting in Jones County. They have made a directory for their district which includes all secretaries, all committees, etc.
- Southwestern - Nancy Griffin reported Spring meeting in Stanley County with Dr. Betsy Meldau speaking on Taking Control of Your Workday. \$15D.OD scholarship will be presented at August Meeting. Far the third year they have 100% paid membership.
- North Central - Marlene Strufe reported. Met in May with 100% of the counties represented along with Durham, Orange, Chatham, Granville, and Person Counties. Entire meeting was composed of preparation for state meeting.
- South Central - Pearl Blount reported they had their first meeting in the new district in February in Bladen County with 37 out of a possible 38 present. Looking forward to a very successful year. Fall I meeting to be in Cumberland County.
- Northeastern - Katherine Gillam reported that they had their redistricting meeting in a called meeting in February. They gave a 4-H Scholarship.
- Southeastern - Carol Hardee reported they met in March for their re-organizational meeting.

ANNOUNCEMENTS:

Betty Cox requested copies of all district newsletters. Nancy also said she would like a copy of these.

Nancy stressed again the Dr. Dew would get back in touch regarding the 1988 state training and meeting.

Nancy reported that Katie Ethridge, 1st Vice President, had resigned to go into business with her husband. The 2nd Vice President moved up and Carol Hardee was appointed by the Board of Directors to fill the 2nd Vice President position.

Mary Ann Mauney served as Parliamentarian and was introduced. Nancy adjourned the meeting at approximately 2 p.m.

Respectfully submitted:

Nell B. Boone
Secretary, NCAAES