

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

**Jane S. McKimmon Center
Raleigh, NC**

May 12, 1988

The Board of Directors of the North Carolina Association of Agricultural Extension Secretaries met at 10:00 a.m. on May 12, 1988, at the Jane S. McKimmon Center in Raleigh.

Betty Cox, State President, called the meeting to order, extended a hearty welcome and presided over the meeting. 39 members were present for the meeting.

Carol Hardee, 1st Vice President, gave the Thought for the Day entitled, "When You Think You Can."

The roll was called by Pearl Blount, secretary, with the following members present:

- Western – 6
- Northwestern – 3
- Southwestern – 2
- Northern Piedmont – 5
- North Central – 6
- South Central – 5
- Northeastern – 5
- Southeastern – 7

A motion was made, seconded and passed to dispense with the reading of the minutes of May 6, 1987 as each member had received a copy previously.

Marlene Strufe, Treasurer, gave the treasurer's report showing a balance on hand as of May 9, 1988 of \$3,253.02 and a savings account balance of \$26.87. She reported 240 paid members.

Dr. Paul Dew, Director of County Operations and Dr. Thomas Hobgood, Northeastern Extension Director, were introduced as our guest. Dr. Hobgood and Dr. Dew both made remarks. Dr. Dew talked about our state meeting to be held in Raleigh, N. C. September 29-30. Dr. Dew stated that a planning committee met in April and developed a program for the state secretaries meeting. A proposed program was passed out for viewing. Workshops topics and length of workshops were discussed. Two workshops will possibly be held. The decision of the workshops will be left up to Betty.

Dr. Dew also discussed the possibility of a question box being placed in a centrally located place. If anyone wanting specific questions addressed or had concerns, they could be placed in the box.

Rosalie Blowe, Trainee Consultant, Human Resources, of Greensboro, N. C. will conduct a workshop and will also be our luncheon speaker.

Margaret Reynolds is working on a speaker for our state meeting. She had written a letter to Jim Valvano; he declined due to an out-of-town engagement. Dr. Dew asked Margaret to share the letter with us she had written him.

Dr. Dew stated that on September 30, breakfast would be served to everyone and the rooms and meals will be paid for by the state. It should be announced that our association meeting will be open for anyone to attend.

At this time Dr. Dew addressed many questions including penalty mail, bulk rate mail, authorizations. Specifics included training for new agents including working with and utilizing a secretary and secretaries doing term papers for agents, amount of training agents receive on completing reports.

Dr. Dew stated that too many counties are calling state office asking them to attach TR-1 forms to agent's monthly reports when they do not receive them on time. If an agent has not received a TR-1, it will have to be added to the next month's report. He also stated that a list of equipment on state contract may be obtained from Janice Nixon's office and a price list from the Central Store.

The group addressed many other concerns to Dr. Dew including problems receiving publications, when area agent is working in your county but housed in another, who is responsible for paying postage, problem ordering envelopes and letterhead, secretaries having problems taking leave because agents not wanting to answer the phone and many more.

OLD BUSINESS:

Betty Cox discussed the 1988 National County Agents Association Meeting to be held in Charlotte in August. Our association has contributed \$1,000 toward this event. A letter was received from Bobby Peek stating the money would possibly be used to help defray expenses of a continental breakfast Monday morning, August 16. They would also like for between 4-6 secretaries to be present at breakfast. We will be given publicity.

Carol Hardee gave an update on our handbooks. Carol reported the handbooks will be ready for the state meeting in September. Corrections have been made and will be 5 1/2 x 8 1/2 in size and will be enough for everyone.

Mary Ann Mauney served as Parliamentarian for the meeting and was introduced.

Alma Jean Clark made a report on cost for printing association letterhead stationery. She reported the following:

- 1 ream of 500 sheets: \$49.50
- 2 reams: 59.95
- 2,500 sheets (\$49.95/thousand): \$23.00 approx. per ream
- 5,000 sheets (\$39.95/thousand): \$20.00 approx. per ream
- Plus UPS shipping charge
- These prices are from Liberty Press, Inc., Rutherfordton, NC.

Nancy Payne stated that when she was president Mariah McPherson had stationery printed in Hillsborough and she passed in on to the incoming president. If any county needs stationery, check with Mariah and let her know the amount needed. She will check on prices and also price of envelopes.

NEW BUSINESS:

Carol Hardee discussed the 1988 Executive Board Award. Carol needs to receive recommendations by August 1. The board will get together and make their decision. The award will be presented at the state meeting.

Janice Buchanan, 2nd Vice President, made a report on the 1988 scholarship. The scholarship will be in the amount of \$300 and a recipient from the South Central District will receive the scholarship. Deadline for applications is May 20.

The scholarship will be presented to someone entering into the secretarial field. Presentation will be made during awards day at that particular school.

Louvenia McIntosh, Chairman of State Public Relations Committee, reported on the state newsletter. Louvenia requested information for state newsletter be sent to her by July 1. She stated that if we wanted a newsletter, we would have to get information to her. She would appreciate any information you would like printed.

It was suggested that Carol Hardee's "Thought for the Day" be printed in the state newsletter.

Nancy Payne discussed nominations for Honorary/Association Membership. Honorary membership recommendations should be sent to Nancy by July 1. Nancy made the following report:

According to Article IV - membership, Section 5, Honorary Membership recommendations should be made in writing to the board of directors. The board, after two-thirds vote, shall recommend the candidate to the association at an annual meeting.

Association members are those who have retired and who still pay dues into the district and state association. We need the names and addresses of the honorary and association members in order to send them information about the association.

Also to let them know about the retired group called the "Alumni Group". They want to meet Thursday, September 22, 1988, in Moore County. Edith Herter was elected as President and Elizabeth Weaver as Secretary.

The next item for discussion was the 1988 State Meeting which was reported by Alma Jean Clark, Southwestern District President. The Hospitality Committee of the Southwestern District is composed of Betty Holmes, chairman; De Fisher, Betty Harrington, Sandra Smith, Cleo Geer and Margaret Reynolds are looking forward to hosting the State Meeting in Raleigh, September 29-30. The theme will be "Helping Make Pathways to a New Century". Dot Johnson from Lincoln County, has written a song, "I've Been Working For Extension" and has given us permission to use it at our state meeting. Plans are to have it printed in the program. The hospitality room will be held in the Mission Valley Hotel. The hospitality room will be open on Wednesday afternoon before the meeting begins on Thursday. A light breakfast will be served for the secretaries who have to come in on Wednesday due to the long distance they have to travel. Each district president is asked to poll their district and let the committee know by August 1, how many to expect for the breakfast. Many things have been planned to make this the best state meeting ever.

Betty Cox reported on the Distinguished Performance Award for SPA Personnel. Each county chairman should have received a nomination form. Nancy Payne and Cathy Fields both have been recipients. Nominations are due May 2 - June 15.

Report of the South Carolina Meeting was presented by Janice Buchanan. The meeting was attended by Janice and Sandy Ballard which was held April 28-29, 1988, in Clemson, South Carolina. Betty Cox was unable to attend due to illness in her family. They had 104 registered. They attended Thursday's session which included a seminar on Professional Business English by Dr. C. O. Caskey, retired English Professor from Clemson. The banquet speaker was Larry Abernathy, Mayor of Clemson. On Friday the group was to tour the campus of Clemson.

At last year's Executive Board meeting a discussion was held regarding the possibility of a plaque or a special award to be presented to Dr. Dew in appreciation for his support and the work he has done with our association. He has been very supportive of our association.

It was motioned and seconded that a plaque be presented to Dr. Dew this year at our State Meeting at the banquet. It was voted on and approved.

Janice Buchanan said that there are guidelines for Executive Board Award. Betty Cox said the board has the authority to decide what guidelines should be included. Betty said the guidelines should be listed in the state newsletter and names of previous recipients should be included. The guidelines were listed as follows: The award is presented annually to an outstanding association member and is based on participation, contribution and cooperation within the association.

Betty Cox said they had also talked about a Secretary of the Year Award within the association with Dr. Dew. A committee has been chosen and is working on this activity. May 10 was deadline for getting information back to Dr. Dew.

Cathy Fields made a motion that in addition to Executive Board Award, as a state association, select one secretary of the year, be submitted on a form prepared so it will be uniformed across the state. Mariah McPherson seconded the motion. There was much discussion after the motion.

Several districts are already presenting Secretary of the Year Awards. Nancy Payne said it was discussed in the Executive Board meeting and was decided not to pursue the matter at this time since state is working on doing something.

Cathy Fields shared criteria for South Central District's Secretary of the Year Award. Louvenia McIntosh made a motion that maybe we should wait a year before pursuing this award and see what Raleigh is going to do about it for the association. The motion was seconded by Helen Miller, voted and passed.

Debbie King made a motion that the criteria for Executive Board Award be placed in the handbook; seconded by Mary Gardner and passed.

Nancy Payne reported on Association Extensions. Nancy stated that she was asked to attend because at the time she was president and was on the program. She made the following report: Maryland - attended Secretarial/Clerical Conference at the University of Maryland in College Park October 13 & 14, 1987. The workshops were held in the following: 1) All You Ever Wanted to Know About Newsletters, News Released and Penalty Mail; 2) Are You Taking Advantage of Your Benefits and Opportunities as State Employees 3) How to Deal with Office Politic; 4) Stress: A Positive Force and 5) Your Right Hand Reference: Planning a Secretarial Notebook. Nancy's portion of the conference centered around "A Challenge To Grow". She challenged the Group to organize a professional secretaries' association. Epsilon Sigma Phi Secretarial Award was presented by the president of Epsilon Sigma Phi to a secretary for outstanding contributions to the Extension Service. Tenure Awards - recognized secretaries for the years of service.

Questions were taken from those attending the conference. After the meeting, over 30 secretaries signed up to receive more information.

Other states wishing to receive information were Tennessee, Virginia, Georgia and Kentucky. Kentucky is the latest state to request information on organizing. Have not heard from this state since sending them the material.

Marlene Strufe, Treasurer, met with the finance committee and proposed the following budget for October 1988-89:

- Postage: \$200.00
- Host District Expenses: \$300.00
- (speaker, entertainment, etc.)
- Telephone: 75.00
- Scholarship: 350.00
- Travel and subsistence for state officers to attend planning session and state meeting: \$1,000.00
- Miscellaneous: 300.00
- (check changes, service charges, film and film developing for public relations chairman, Executive Board Award plaque, printing of new handbook, printing of newsletter, etc.)
- TOTAL: 2,225.00

Marlene Strufe made a motion that the proposed budget for 1988-89 be accepted; seconded by Mariah McPherson and passed.

Betty thanked each committee member for accepting to serve. She has not heard from anyone not accepting the responsibility of chairing a committee. She is looking forward to working with everyone this year. If anyone is unable to chair a committee, please let her know.

District Reports:

- Western - Marilyn Hipps reported they provide a 4-H Scholarship to camp each year for a 4-H member. They have had fund raising events. The Fall meeting was held in Macon County and Sandra Ballard from Buncombe County received Executive Board Award and Annie Hall of Jackson County was named Secretary of the Year. They have 24 paid members, ten of these attended the State Meeting in September. They also have educational programs at their meetings.
- Northwestern - Miranda Pope reported a 100% membership with a total of 36 paid members. They provide a district Director of the Year Award and also a scholarship fund for district association members. At their spring meeting, Ginger McGhee received \$25 as winner of "Bright Ideas Award." They are selling china mugs at \$4 each as a means of raising funds and publicity. She thanked those that purchased cups from her today.
- Southwestern - Alma Jean Clark reported they held their spring meeting in Cleveland County with 30 members and seven honorary members present. Maxine Rutledge retired in February with 38 years of service and Betty Greene will retire June 30 with 34 years in Extension. Sandra Smith was recipient of the 1987 annual \$100.00 scholarship for self-improvement. Had a fund raising in the spring. Also have 100% membership.
- Northern Piedmont - Cynthia Potter presented the report and stated that they are proud of the success they have made in their newly organized district. Held a White Elephant sale in October and a committee is working on other fund raising deals for their fall meeting. They present Secretary of Year award and is also working on a photo project for all secretaries in the district.
- North Central - Ella Moore reported they held their spring meeting May 6, 1988, with 21 secretaries present. 100% dues paid in district. Anna Anderson was selected Secretary of the Year. She also thanked everyone for their cooperation in having one of the most successful meetings and thanked Northern Piedmont for their help.
- South Central - Catherine Fields reported 100% membership; 39 members and 3 retired secretaries. Fall meeting was in Cumberland County and spring in Anson County. Proud to receive state scholarship this year. Will produce two newsletters per year; summer and winter and will provide a \$200 scholarship this year. Hospitality committee will be working on special favors for State Meeting. Held first White Elephant Sale at spring meeting. Proud of the fact that members have been pulled from 3 other districts and are working together so compatibly and diligently for our newly organized district.
- Northeastern - Katherine Gillam reported they held their fall meeting in Ahoskie at O'Conner's Restaurant with Hertford County serving as host county. 21 members were present. The program was presented by a nurse on "The Healthy You." Officers were elected and the fiscal year was

changed to correspond with the State. Martin County secretaries hosted the spring meeting with 20 secretaries in attendance. The district presents a 4-H scholarship each year to a worthy 4-H'er to attend 4-H Camp.

- Southeastern - Rose Cecil reported they met in August in Duplin County and 29 members were present at the meeting. Officers were elected and installed and a family pig pickin¹ was held. The spring meeting was held in Greene County April 22. A directory will be done of each secretary in their district. They also had 100% membership.

Earl a Moore, Nominating Committee Chairman, stated she would like to receive a list of eligible secretaries for state office. She would like for each district president to send Louvenia McIntosh a list to be placed in the newsletter. Any person having served on district level is eligible for state office. An eligibility form will also be enclosed with the newsletter. The 1st vice president should come from the Northwestern District, the secretary and treasurer from any district.

Rose Cecil of Southeastern District has developed a form for each secretary to fill in regarding eligibility.

Betty said the way to be effective is to share ideas, speak what's on your mind. That's why we meet -- to share common problems. A lot of changes has taken place for secretaries throughout the state.

Margaret Reynolds said if it had not been for Edith and Frances we would not have an association. They both are now sick. Please send get well cards to them and also send one from the association. Randy has the address.

It was also decided that a pamphlet should be developed and distributed at the Ag. Agent's Association meeting. Nancy agreed to take care of this since she had already developed one.

Randy Pope stated that the state scholarship does have a name which is Herter-O'Neal and should be referred to as that and not just state scholarship.

The state meeting will be hosted by Northern Piedmont and North Central next year. If they feel they are unable to do so because of reorganization, they can decline but should do so in writing so it can go to the next district. South Central would be the next district in line.

Mary Gardener and others expressed concerns of the secretaries in their district regarding the \$1,000 contribution given the Ag's Association to help with their state meeting. Much discussion was held concerning this matter. Betty said the decision was made at the Executive Board in May of last year and it was voted on by everyone present.

A motion was made by Tina Croon to adjourn the meeting; seconded by Mariah McPatherson. The meeting was adjourned by the president.

Respectfully Submitted,

Pearl L. Blount, Secretary, NCAAES