

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

**Holiday Inn**  
**Burlington, NC**

**September 15, 1989**

The sixteenth annual meeting of the N. C. Association of Agricultural Extension Secretaries was held September 15, 1989 at the Holiday Inn, Burlington, N. C. The meeting was hosted by the Northern Piedmont District secretaries.

The meeting convened at 9:30 a.m. with President Carol Ann Hardee presiding.

Betsy Crews, Northern Piedmont District President, introduced Dr. Ray P. Taylor, Pastor, Grove Park Baptist Church, Burlington, who gave our devotion based on Psalm 93.

Dr. Paul Dew, Asst. Director, County Operations, brought greetings to the group. He announced a Search Committee for a new director has been named. November 15 is deadline for applications. Dr. Dew stated extension is in transition - a changed organization. We need to remain open to opportunities.

Betsy Crews recognized guests. We had five retired secretaries attending and two secretaries from the South Carolina Association visiting.

Donna Fulp, NPD, introduced our speaker, Mrs. Jessie Rae Scott. Mrs. Scott is a Consultant in the Division of School-Community Relations in the State Department of Public Instruction. She talked about her life and her responsibilities in her present position. Her areas are in school volunteerism, business-education partnership, after school care and advisory councils. Education is most important thing state government can do for citizens.

Carol Hardee, President, officially declared the 16th annual meeting of NCAAES in session at this time. Nancy Stainback, State Secretary, called the roll by districts as follows:

- North Central – 23
- South Central – 35
- Northeastern – 10
- Southeastern – 23
- Northern Piedmont – 26
- Southwestern – 22
- Northwestern – 18
- Western – 13

Cynthia Potter made a motion to dispense with the reading of the 1988 minutes as they were sent to each county. Motion was seconded by Tina Groom and passed.

Ann Hall, State Treasurer, reported a paid membership for 1989 of 267. Ann gave the financial report for the year showing a balance brought forward for 1989 of \$2,403.20, total receipts of \$3,041.65, total disbursements of \$1,303.11; leaving a balance on hand September 13, 1989 of \$4,141.74.

COMMITTEE REPORTS:

- GOALS AND AIMS COMMITTEE:
  1. To encourage 100% participation in the State and District Assoc.
  2. Encourage secretaries to take advantage and enroll in training opportunities that become available in order that we may serve our clientele more effectively, efficiently, and in as professional a manner as possible.
  3. To request that the Administration provide In-Service Training Sessions for secretaries, as well as granting time to receive training during working hours.
  4. To consult with Administration to up-grade all secretarial salaries in accordance to classification by State Personnel Act.
  5. To have secretaries receive recognition for achievement.
  6. To build a good rapport among secretaries and agents for a stronger working relationship and a strong Extension program.

ACCOMPLISHMENTS: As members of the NCAAES, we must continue to encourage 100% participation. Presently, there is an average of 98%. Secretaries are taking advantage of training sessions at NCSU and technical schools. In addition, the Administration has just released information (e-mail) about available computer training. Dr. Paul Dew announced the possibility of merit raises this year - 4% across and 2% merit. Evaluation form used on campus will be the one used for all county secretaries. Earline Copeland, Chairman.

- PROFESSIONAL IMPROVEMENT: Most secretaries in all districts have had training on CIPS, WCR, E-Mail, and PC-Write. We have secretaries that are continuing their education pursuing degrees in Business Computer Programming. Some secretaries have attended a community college and have taken Word Perfect. Scholarships were awarded by the Northwestern District for six people to attend educational workshops. South Central District gives a \$200 scholarship each year to a person enrolled in secretarial courses. The following seminars have been attended by various secretaries: Secretarial Success, How to Get Things Done, Work with People and Manage Stress, Understanding Yourself and Others, How to Handle Difficult People, Dealing with Stress and Multiple Bosses, Women and Finances. Myra (Jill) Stanley, Chairman.
- MEMBERSHIP: The Southeastern, Northeastern, Northwestern, Southwestern and South Central Districts have 100% membership. The Western, Northern Piedmont and North Central Districts are very close to 100%. We had about 30 new secretaries to join the association this year. We have 4 brand new secretaries to Extension who have not had a chance to join the association yet.

A welcome letter and the pink pamphlet which was compiled by Nancy Payne and distributed at the state meeting last year was mailed to the new members along with a new association handbook. Also, a letter was sent to new Extension Secretaries to welcome them to the Extension Service and encourage them to join the association. The pink pamphlet and a handbook were also sent to them. Also, the South Central District decided to pay the first year's dues for new members and the first year following retirement for newly retired secretaries. The Northwestern District is already doing this. Denese Prevatte, Chairman.

- PUBLIC RELATIONS: Encouraged participation in our association and received information that several districts had 100% participation. All districts were contacted for information to be included in the annual newsletter this committee is responsible for compiling and mailing out. This newsletter was sent to all counties, to Administration, and to District Directors. Information received indicated that secretaries across the state received publicity in numerous ways. Included was their participation in events planned for the 75th Anniversary Celebration, awards received for their contributions both to their communities and to Extension, special write-ups in local news media, and mention of professional seminars and workshops attended. A news release was mailed out publicizing this State meeting and stating the objectives and purpose of our Association. A follow-up news release will be sent out after the conclusion of this meeting. This news release will also be sent to secretaries in all counties for use with their local news media if they so desire. Beverly Boyette, Chairman.

- **RULES & BYLAWS:** There have been no proposals for change submitted to the Rules & Bylaws Committee in the year 1989. A new North Carolina Association of Agricultural Extension Secretaries (NCAAES) Handbook has been printed and distributed to each member this year. The Handbook provides the opportunity for each member to be cognizant of the Rules & Bylaws. Lou Lakey, Chairman.
- **HOSPITALITY:** Everyone in NPD have been busy preparing for state meeting. Ernestine welcomed everyone and thanked Hospitality Committee for an excellent job. Lu Alatorri from Heart of Carolina, WTVD Television, could not be with us today but will work with us on later coverage of 75th Anniversary if we so desire. Ernestine Talley, Chairman. (No written report)

## SPECIAL COMMITTEES

- **SCRAPBOOK/REFLECTIONS:** The Scrapbook or Reflections as it is now called has been on display in the Hospitality Room and I hope you have all had an opportunity to look through it. I would like to thank those of you who have sent me pictures and materials for it and to encourage each of you to send me anything you would like to have included in it. Helen Miller, Chairman.
- **HONORARY MEMBERSHIP:** At Board of Directors meeting in May President Hardee asked Mary Ann Mauney to work on guidelines for honorary member. Mary Ann recommended a set of guidelines and prepared a sheet for everyone to put in their Handbook.
- **HERTER O'NEAL SCHOLARSHIP:** This year, following our rotation system, the award was give to Inga Marchan Miner, Gates County, Northeastern District. Miss Miner planned to attend Roanoke Chowan Community College in Ahoskie, however, two weeks prior to this meeting, we were informed that she had changed her mind and had enrolled in the Paul D. Camp Community College in Suffolk, Virginia.

It shall be noted, that at this time, after much discussion, we strongly discourage that this award go to a person planning to attend an out-of-state higher learning facility. The new application form makes note of the school the recipient plans to attend and this problem should not be a future consideration. We later found out Miss Miner had an accident on Labor Day and will be unable to attend school this fall. It was the decision of Board of Directors that this scholarship money be encumbered until January. In January the school will be sent a check if Miss Miner attends school then. If Miss Minor forfeits the scholarship, an alternate recipient will be considered.

Due to the antiquity and lack of completeness of the former application form for the Herter O'Neal Scholarship, and at the suggestion of our President, we formed a committee to revise it. After several drafts combining all the ideas of Betty Cox, Chowan; Tina Groom, Lenoir; Betty Penland, Macon; Karen Whitley, Edgecombe; and myself, we have come up with a new application form. It is printed on gray linen stock, two colors at a cost of \$129.15/per thousand. Southeastern District will be the first to use this new application. Nancy Sisk, Chairman. (Reported by: Janice Buchanan)

## DISTRICT PRESIDENTS' REPORTS

- **NORTH CENTRAL:** 37 out of 38 paid members. Our spring district meeting was held last Friday," May 5, 1989 at the Wake County Extension office. There were 34 members present and one retiree, Nell Boone. Dr. Hugh Liner, District Director and Victor Lynn, Wake County Director made remarks. Ms. Francine Liefer of "The Accessory Lady" presented a very interesting program on accessories. The membership voted during our business session to decline hosting the 1990 State meeting since we served as hostess in 1987. We felt that we needed a longer break because of financial support that would be needed. We will have an afghan to raffle off at the State meeting in Burlington for a money raising project. We had a flea market/yard sale during our break. Everyone brought items to sell. We raised \$117.25. Northampton County had our scholarship winner this year. We had a very unique situation this year concerning the "Secretary of the Year" Award. Two secretaries were honored. Marlen Struffe of Nash County and Karen

Whitley of Edgecombe County were both awarded "Secretary of the Year" plaques. This has never happened in the NCD before but the committee felt both applicants were deserving of this honor so they decided to award both.

- **NORTHEASTERN:** For the first time in a number of years, the Northeastern District Assoc. of AES is proud to announce that we have 100% paid members of County Extension Secretaries, with 27 secretaries representing 13 counties. The Spring meeting was hosted by Perquimans Co. Our program was presented by Rodney Sawyer, Currituck Co. CED, who discussed efficient Time Management and gave highlights of his recent trip to Costa Rica. We had 100% attendance with the exception of one secretary who had a baby that day. The Northeastern District had the honor of submitting applications for the Herter O'Neal Scholarship of \$350 to an aspiring secretary. These applications were forwarded to the State Second Vice President who selected Inga Minor as the recipient. Belinda Banks, our 2nd VP, presented this award to Inga at the school's awards program. The District Professional Improvement Committee is working with our District Director, Dr. Hobgood, to develop training plans for hands-on experience with the computer and additional word processing use. We were pleased to have Dr. Hobgood and his secretary, Kathy, with us for our spring meeting in Tyrrell County.
- **NORTHERN PIEDMONT:** This past year has been spent planning and implementing for these past two days. We hope you have enjoyed the fruits of our labor. It has been a great experience for us. We almost declined due to the fact that we were one of the new districts and 5 of our counties had assisted North Central year before last. We are glad that we decided to host this meeting. We could not be any more pleased with the way things have turned out. I asked the State Secretary to check the attendance record, and with the exception of the mandatory training sessions, this is the largest attendance in the history of our organization. We are delighted that you are here and we appreciate the cooperation and participation we received in the talent show. This was a lot of fun. Northern Piedmont meets twice a year. Our fall meeting was hosted by Caswell County and our spring meeting by Rockingham. We did take time this year to have an interesting program on "Body Language" and to enjoy a Spring fashion show. We are in the process of compiling a Pictorial Directory for our district. Each year we present a "Secretary of the Year" Award and we are pleased to announce that Helen Miller was the recipient.
- **NORTHWESTERN:** 100% membership with 32 active members, one associate and two honorary members. Our May 5 spring meeting on "How to Build Memory Skills" helped us get to know one another better and taught how-to-tips on improving our memories. The \$25 Bright Ideas Award was presented to Nancy Payne of Alexander County for her tip on keeping copies separated at the copier. We held a White Elephant Sale to help with the annual \$350 district scholarship fund for members. Seven scholarships have been awarded for seminars such as "How to Get Things Done, Work with People, and Manage Stress"; "How to Handle Difficult People"; and "Understanding Yourself and Others" sponsored by the Hickory Chapter of Professional Secretaries International. Our Rules and By-Laws Committee is in the process of choosing our District Director of the Year who will be recognized at our October 27 fall meeting. We'll be electing new officers and looking forward to another great year.
- **SOUTH CENTRAL:** The fall meeting was conducted in Brunswick County November 10, 1988. The program was on "Christmas Herbs...Legend and Lore" presented by Margaret Shelton, Shelton Herb Farm. After the program, officers were elected and installed. Columbus County secretaries served as hostesses for our spring meeting, April 21. Jacqueline D. Roseboro, HEEA, Columbus County, presented a program on scarves entitled "Tie One On". Our second White Elephant Sale was conducted by Joey Foryduval, a Tobacco Auctioneer. A total of \$367 was raised. This money will be used to help defray expenses for hosting our state meeting. We provide a \$200 scholarship each year to someone entering the secretarial profession. The scholarship is rotated within the district from county to county. This year, Laura L. Porter of Anson County received the scholarship. She plans to enter Anson Technical College this -fall. We have 100% membership with a total of 40 members. Several counties in our district have or are participating in computer courses which are funded through the state office. Our fall meeting will be hosted by Hoke County secretaries in October. Our hospitality committee is busy at work making plans for our state meeting for 1990.
- **SOUTHEASTERN:** Our fall meeting was held August 25, 1989 in Jacksonville, Onslow County. Program was presented by Donna Novinec on "Looking Professional for the Working Woman".

Thirty secretaries attended. We have 100% joined. New secretaries were recognized: Alice Hunt, Craven County; Linda Kuhn, Wayne; and Debby King, Onslow. New criteria drawn up by Professional Improvement Committee for scholarship, voted on and passed. New officers will be elected and installed in the future at the fall meeting. Revealed "Secret Pal" for past year and drew names again. Membership directories will be updated and distributed to each by President, Tina Groom. Second VP, Margaret Taylor resigned as officer due to health reasons. Kelley Jenkins was elected to fill unexpired term. Susan Boyette was elected as 2nd VP for upcoming year. New officers for 1989-90 will be: Betty Chandler, President; Kelley Jenkins, 1st VP; Susan Boyette, 2nd VP; Betty DeCamp, Secretary; Gloria Artis, Treasurer. Many secretaries in Southeastern District have attended workshops and taken courses and improved their communication skills this past year. Each secretary continues to improve in her own way, contributing her fair share to the Extension team. Scholarship presented to Betty Chandler, Beaufort County. No fund raiser, successful fund raiser last year and budget is sufficient. We've had a good year and enjoyed our time together. Spring meeting will be held in Pamlico County.

- WESTERN: The Western District spring meeting was held in Buncombe County on April 11, 1989. Mitch Owen, Extension Computer Training Specialist, NCSU, spoke about computers of the future. After lunch Betty Penland was awarded the "Secretary of the Year Award". As a fund raiser in 1989 the Western District sold raffle tickets for a week-end in Gatlinburg, Tennessee. A total of \$360 profit was made. A secretary from Henderson County won the \$50 at the drawing for all secretaries selling 15 or more tickets. The Western District provides a 4-H Scholarship to Camp each year for a 4-H member, the 1989 recipient was Jackson County (given on a rotation basis to counties with paid members of the Secretarial Association). The fall meeting was held on August 25 in Haywood County. New officers were elected and installed. The secretaries in Haywood prepared lunch for this meeting with proceeds going to help equip their new kitchen. The meeting was adjourned and we toured the Shelton House, a museum of North Carolina handcrafts.

#### OLD BUSINESS:

President Hardee reported the Handbooks were given to District Presidents at the Board of Directors meeting in May. There are more available, if you did not receive one.

Map Book of County Office Locations should be updated if your office has moved since book was compiled. If you have a new location, send a map to President Hardee by September 30. Your map should fit on one-half of 8 1/2x11" page. Check with Dr. Dew for additional copies of Map Book.

#### NEW BUSINESS:

President Hardee announced our 2nd Vice President, Nancy Sisk, has resigned as 2nd VP due to health. Nancy has worked hard on the Herter-O'Neal Scholarship application which looks very professional and we commend her on such a great job.

President Hardee asked for group's feelings on Dr. Well's being our next Director. Catherine Gilliam suggested we should wait to see who applies before we can support anyone. Ann Hall felt we do not have right to endorse anyone since a Search Committee has been formed.

Louvenia McIntosh made a motion we table this discussion until a later date, seconded by Mariah McPherson, voted and passed.

Edna Nell Boone's name was submitted to Board of Directors for honorary membership. The Board voted to bring Nell's name before the membership. Cleo Geer made a motion we make Edna Nell Boone an honorary member, seconded by Mary Crutchfield, voted on and passed.

The meeting recessed for lunch.

During the luncheon, Alice Petty, Orange County HEEA, gave a slide presentation on fashions and then demonstrated different ways to tie and wear scarves. The business session reconvened after Mrs. Petty's program.

President Hardee asked the group if we would like to do anything for Dr. Black's retirement. Mariah McPherson made a motion we appoint a committee to chair Dr. Black's retirement gift, seconded by Sandy Ballard. President Hardee appointed Janice Buchanan, incoming State President, to chair this committee. After discussion on what we should do, Betty Chandler made a motion that we set an amount of \$100 from NCAAES, seconded by Rose Cecil. Voted on with majority ruling --16 opposed. Ann Hall reported we have \$173 in our miscellaneous account/line item that can be used for this gift. Rose Cecil made a motion that we use \$100 from this miscellaneous line item for Dr. Black's gift, seconded by Tina Groom. Motion voted on and carried.

Ann Hall, Finance Committee Chairman, presented the proposed budget totaling \$2,425 for 1990. Nancy Payne made the motion to accept the proposed budget. This was seconded by Betty Penland, voted on and passed. The treasurer's books will be audited by Kenneth McCaskill and June Pell.

Wendy Workman, Chairman of the Nominating Committee, presented the following slate of officers for 1990: President, Janice Buchanan, Western District; 1st Vice President, Miranda Pope, Northwestern; 2nd Vice President, Nancy Griffin, Southwestern; Secretary, Rose Cecil, Southeastern; Treasurer, Karen Whitley, North Central. A motion was made to accept this slate of officers by Kelley Jenkins, Lenoir County, seconded by Terrie Blumatte. Motion carried.

Betty Cox, Advisor, installed the new officers. Betty challenged each member to work to strengthen our association -- with each one carrying her share of the load 1990 will be the best year yet for NCAAES.

A letter from Pearl Blount, South Central District President, was read extending an invitation from South Central to host the 17th annual state meeting. This meeting will be held Sept. 13-14, 1990, Fayetteville, NC.

#### ANNOUNCEMENTS:

Edith Herter gave the Association a notebook of our beginning. Helen Miller will keep this notebook with "Reflections."

Soybean Association gave us \$100 this year which went to host district. President Hardee sent a letter thanking them.

A "thank you" to Mary Ann Mauney and Nancy Sisk for serving on "Special" Committees that were appointed at Board of Directors meeting in May.

Recognized Sandra Smith, Rowan; Betty Cox, Chowan; Ruby West, Haywood; for being saluted in Extension News.

President Hardee extended appreciation to Cynthia Potter for serving as Parliamentarian. Then she turned the gavel over to Janice Buchanan and thanked each and everyone present for their support. President Hardee received a round of applause for a job well done.

Northern Piedmont District had a raffle drawing for a Wall Hanging and North Central District for a Crocheted Afghan. Carol Koontz, NPD, was in charge of door prizes.

The meeting adjourned.

Respectfully submitted,  
Nancy V. Stainback, Secretary