

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

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

May 11, 1989

The Board of Directors of the N. C. Association of Agricultural Extension Secretaries met May 11, 1989, 10:00 a.m., Jane S. McKimmon Center, Raleigh.

Carol Ann Hardee, State President, called the meeting to order and presided over the meeting. She introduced Dr. Dew who made a few remarks to the group. In reference to the budget, he stated that there will probably be merit raises this year - 4% across and 2% merit. It has not gone to the legislative floor yet and we will not know until July if it passes. Evaluation forms will be changed for next year (1990). Evaluation form used on campus will be the one used for next year for all county secretaries in order to be eligible for merit. The present form will be used for this year. Basic change is category as to what your job is, and at the end are four categories: 1. exceeds expectations, 2. meets expectations, 3. & 4. negative. Anyone in first two will get merit, everybody. Also, changes in steps of pay scale are being discussed. Dr. Dew thanked everyone for what they do throughout the year - he knows we are all aware of the image we need to create and the role we play in doing that and being profitable and its because of everyone working together as a team. He also thanked us for the award we gave him last year and the surprise we pulled on him - it's hanging behind his desk.

Janice Buchanan, 1st Vice President, brought us thought for the day taken from a collection of writings by Douglas Richards. "You're a Winner" was the title of her selection.

The role was called by Nancy Stainback, Secretary, with the following members present:

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

A motion was made by Helen Miller that we dispense with reading of the minutes of May 12, 1988, seconded by Denise Prevatte and passed. Each county received a copy to share with all secretaries. There was one correction in the minutes. Under new business: the last sentence in first item in reference to Executive Board Award should be deleted. The Executive Board Award does have guidelines and any NCAAES member is eligible to be nominated. Betty Harrington made motion to correct May 8, 1988 Board of Directors minutes, seconded by Betty Penland and passed.

Ann Hall, Treasurer, gave the treasurer's report which showed a balance on hand as of May 11, 1989 of \$4,925.21. At this time the Finance Committee was dismissed to meet with Ann to prepare the 1989-90 proposed budget.

COMMITTEE REPORTS: See attached.

FINANCE COMMITTEE - Ann Hall

Ann Hall and the Finance Committee recommended that an additional \$100 be appropriated to host district, Northern Piedmont, for our 1989 annual state meeting. This would make a total of \$400 (\$300 from 88-89 budget and \$100 appropriated by 88-89 Finance Committee). Betty Penland made a motion that we accept this appropriation of an additional \$100.00 to Northern Piedmont, seconded by Janice Buchanan, voted on and passed. The Proposed 89-90 Budget includes:

- Postage: \$ 200
- Host District Expenses: 400
- Telephone: 75
- Herter O'Neal Scholarship: 350
- Travel and Subsistence: 1,000
- Miscellaneous*: 400
- TOTAL: \$2,425

*Includes: check charges, service charges, film and developing, Executive Board Award plaque, printing newsletters, 75th Anniversary, etc.

Ethel Roberson made motion that we accept the proposed 89-90 budget, seconded by Beverly Boyette, voted and passed.

GOALS AND AIMS COMMITTEE - Earline Copeland

1. To encourage 100% participation in the State and District Associations.
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 achievements.
6. To build a good rapport among secretaries and agents for a stronger working relationship and a strong Extension program.

HOSPITALITY COMMITTEE - Ernestine R. Talley

The Northern Piedmont Hospitality Committee is making a sincere effort to create and fashion interesting table settings and speakers platform for the upcoming state meeting. We hope this endeavor will attract visiting secretaries and others who will join us. We will follow basic principles by keeping in mind the power of color, the season and the limited money supply.

Meeting tables and speakers platform will carry a decor of balloons made up by our state office with a caption: "The 75th Anniversary of the North Carolina Agricultural Extension Service." Balloons will cost around \$22.50 per bulk bag. The order has already been placed. We will also use flowers and other ornaments that will lend an element of lovely surprise to each of you. We do hope that many of our flowers will be gratis.

Surprise! Surprise! Lu Alatorri from Heart of Carolina, WTVD Television, has been contacted for coverage for our State meeting for us to appear on the television "Good Morning Show." All secretaries will be asked to address "Heart of Carolina" with the 75th Anniversary celebration of the North Carolina Agricultural Extension Service.

NOMINATING COMMITTEE - Wendy Workman

The Nominating Committee will have a new slate of officers for 1990 nominated to be presented at our State meeting this fall.

In the next few days a list of all eligible members for State office should be received and then will be published in our newsletter. A nominating form will also appear.

Our "Handbook" states that "President and First and Second Vice Presidents shall rotate from district to district." With this order of rotation our new president will come from the Western District, the First Vice President from the Northwestern District and the Second Vice President will come from the Southwestern District.

During the Southwestern District spring meeting, the secretaries nominated Nancy Griffin (Union County) for Second Vice President. She graciously accepted. However, someone from outside the SWD may nominate a person, and of course, she will be considered.

The "Handbook" also states: "No two officers shall be elected from the same district." Last year two persons from the same district were nominated and elected to office. This was due to lack of nominations. Hopefully, this year more nominations will be received. The Treasurer and Secretary will come from one of the remaining five districts: Northern Piedmont, North Central, South Central, Northeastern or Southeastern.

It is suggested we have campaigning from those running for office, with handouts, buttons, etc. This is a great idea, but we need candidates.

If we have a problem of nominating two officers prior to our presenting the nominations and voting, our president feels we "should open the floor up for nominations in order to try as a last resort to comply with the Constitution and Bylaws." We agree.

PROFESSIONAL IMPROVEMENT -Myra Jill Stanley

Our objective is to make Extension secretaries aware of the CPS (Certified Professional Secretary) rating. To attain the CPS rating a secretary must meet certain education and work experience requirements, and pass a two-day examination.

The CPS Examination covers six parts: behavioral science in business, business law, economics and management, accounting, office administration and communication, and office technology. We would like to encourage each secretary to seriously consider making this her goal, We feel that this rating will improve our professional status in each secretary's area of job responsibility. We encourage Extension secretaries to attend all professional secretary seminars that are made available in their area.

PUBLIC RELATIONS COMMITTEE - Beverly Boyette

Members of the Public Relations Committee were contacted to get input as to what the various districts and counties were going to do for our 75th Anniversary celebration and the part the secretaries would play in these activities. All counties were contacted for input for the State Newsletter. I have been very pleased with the response I have gotten so far and hope to receive much more in the very near future.

The focus of my report today will be on our 75th Anniversary Celebration; it is not possible to list all the counties who responded here so I will touch on just a few:

- Yadkin County secretaries planted a tree which was dedicated by Governor Martin and they will be planting flowers of the season in a planter at their office entrance.
- Secretaries in Randolph County helped with their Open House which included local radio broadcasting from the office and a write-up in the Sunday paper.
- Caswell County secretaries helped plan their celebration which included displays, a banner, newspaper and radio coverage, and the planting of a tree.
- Wayne County secretaries decorated for their Open House and provided the refreshments which included a cake with the 75th Logo. They planted flowers around the office flagpole and will continue to do this on a yearly basis as part of the on-going celebration.
- Chatham County secretaries helped plan and participated in three different events which included: (1) an exhibit at a local shopping center May 6 which included demonstrations, a plant clinic, petting zoo, Extension Homemaker bake sale, displays, etc.; (2) an Open House held May 8 which included a cake cutting, demonstrations and displays; and (3) a pig picking, remarks on the 75th Anniversary, and bicentennial farm recognition held on May 13.
- The secretaries in Davidson County participated in the Open House held at their office with 400 guests invited, two reporters from the local paper in attendance, and a cake with the 75th Logo on it.

RULES AND BY-LAWS – Lou Lakey

At the present time, we have not received any proposed changes in the Rules and By-Laws.

SPECIAL COMMITTEES:

SCRAPBOOK - Helen Miller - I would like to encourage each secretary to send me any news clippings and snapshots to be included in the scrapbook. I especially want to thank those who have sent material. The scrapbook is on display today on the side table at the front of the room. If you have time, please glance through it.

SCHOLARSHIP - Nancy Sisk - Nancy Sisk, 2nd VP, reported we had three applications for the Herter O'Neal Scholarship. Inga Mangum, Gates County, Northeastern District, was the recipient.

President Hardee discussed with the group that we should have a more professional looking application and include the name of the scholarship, letter head and additional information. Mary Ann Mauney made a motion that changes be made, seconded by Tina Groom. Betty Cox moved that motion on the floor be tabled and a committee be appointed to work on revisions, seconded by Mary Ann Mauney. Committee appointed: Nancy Sisk, Chairman, Betty Cox, Tina Groom, Betty Penland, Karen Whitley. The scholarship goes to the Southeastern District in 1990.

EXECUTIVE BOARD AWARD - Janice Buchanan - This is the 13th year our Association has presented this prestigious award. The award is presented annually by the Executive Board to an outstanding association member. Any NCAAES member is eligible to nominate any other member of the association. It is not limited to persons who have served as an officer at any level, but it should be someone who has exhibited outstanding loyalty and dedication to our association. The award is based on the following: (1) participation; (2) contributions; (3) cooperation with the association.

If you have a worthy nominee, please write a letter stating why you think your nominee should receive the award, including supporting background information, and mail to Janice Buchanan, Western District office in Fletcher. Address is listed at the beginning of the Western District in State Personnel Directory. The deadline for nominations is August 1, 1989.

OLD BUSINESS:

- Camera: Helen Miller has NCAAES camera and it will be kept by scrapbook person.

- New Handbooks distributed for all members. President Hardee did not get the 8 1/2 x 11 handbooks ready but hopes to get ready by September for each county office. Each county will be responsible for a notebook.
- Distributed letterhead to each district.
- Betsy Crews made motion that there be a Secretary of the Year Award by Administration, seconded by Beverly Boyette. The award was discussed at great length. Awards given by Administration for computer arid newsletter in 1988 will not continue but Administration will consider an on going award. Administration will not give an overall award. Betsy Crews' motion was amended that there be an on going award based on overall performance and contribution to total Extension program. If such award is not presented, we should pursue other possibilities. Seconded by Ramona Sessoms, voted on and carried. Carol Hardee will write a letter to Dr. Dew.
- TENURE AWARDS - Betty Chandler made motion that certificates for tenure be given out on a yearly basis at our annual State meeting banquet, seconded by Thetis Williams, voted on and carried. If a secretary is funded totally by county and she does not receive a letter from Dr. Dew asking for her selection of jewelry, she should write to remind him of her tenure. This award is given every five years.
- Dr. Dew would like our Map Book to be updated. President Hardee will write all counties asking for a map if your office has moved since Map Book was compiled. Please make co-workers aware of this book.
- No one from State attended South Carolina meeting.
- Handbooks distributed to District Presidents for all members.
- Extension secretaries owe Carol Hardee a great debt of gratitude for our new handbook—printing, etc.

NEW BUSINESS:

- 75th Anniversary theme is being carried out totally at our state meeting.
- It, was suggested that our scrapbook be referred to as "Reflections". Betsy Crews recommended that our scrapbook be changed to "Reflections", seconded by Janice Buchanan, voted on and carried. Betty Cox recommended it be recorded how much we appreciate what Helen Miller has done in keeping our reflections for us to review. It is not an easy job and we thank Helen very much for her efforts and time.
- President Hardee read a letter from North Central District, NCAAES, submitting the name of Edna Nell Boone for Honorary Membership in NCAAES. Karen Whitley made a motion that we recommend Edna Nell Boone for Honorary Member at our Annual State Meeting in September, seconded by Helen Miller. After much discussion it was voted that Edna Nell Boone be presented in September to membership and. voted on for Honorary Member. Discussion: A clarification between Honorary and Associate Member was asked to be explained. It is included on Page 6 of the Handbook. There are no set guidelines. Janice Buchanan asked if we should form a committee to make up guidelines for Honorary and Associate Members to make it clearer as to the requirements. Ann Hall made motion that we form a committee to set up guidelines for Honorary and Associate Members and be included in Handbook, seconded by Nancy Sisk. Discussion: Board of Directors cannot change Rules and By Laws in Handbook but a committee can set up guidelines and present to full membership at Annual State Meeting and voted on. We need to have two sets of guidelines, one for a member and one for a non-member. This motion that a committee be formed was voted on and carried. Committee will be appointed by President Hardee and will bring their recommendations to members in September.

DISTRICT PRESIDENTS' REPORTS

- North Central
 1. 37 out of 38 paid members.
 2. 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 Lyrin, 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.

3. We had a very unique situation this year concerning the "Secretary of the Year" Award. Two secretaries were honored. Marlene 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.
- Northeast District
The Northeast District Association of Agricultural Extension Secretaries 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 County. Our program was presented by Rodney Sawyer, County Extension Director in Currituck County, 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 the next day.

The Northeast District had the honor of submitting applications for the State Scholarship of \$350 to an aspiring secretary. These applications were forwarded to the State Second Vice President for determination of the winner.

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.

The fall meeting will be held in Tyrell County.

- Northern Piedmont
State meeting - September 14 and 15, Holiday Inn, Burlington, NC in the heart of the Outlet Shopping Mall. September 14 - registration from 1-4 pm; Check-in time 2:00 pm; September 15 check-out time 12:00 noon. The Hospitality Room will open at this time: 9/14 - 1-4 pm. Registration fee of \$20.00. Room rate: \$35 Single/Double.

This year we are going to break tradition in two areas.

1. Our membership voted to have no alcoholic beverages at any event during the State meeting.
2. We also voted to do away with the Social Hour before the banquet. We will have a banquet on Thursday evening at 7:00. Also, on Thursday evening we will have a talent show. We are asking for two talent acts from each District.

September 15 - meeting will begin at 9:30 - speaker will be Jessie Rae Scott, wife of former Governor Bob Scott.

Secretary of the Year Award - Helen Miller.

- Northwestern District
The Northwestern District's fall meeting was held October 28 in Yadkin County with President Carol Hardee as special guest. Final guidelines for awarding educational scholarships to district

members were approved. Four members have taken advantage of this opportunity by attending seminars on communication and time and stress management.

The Director of the Year was awarded to Tom Andrews, Caldwell County Extension Director. Mary Ann Mauney was recognized as the District and State recipient of the Award of Excellence for newsletter and as Alexander County Secretary of the Year. Miranda Pope was recognized as the district recipient of the Award of Excellence for the acquisition of computer skills and technology. Nancy Sisk represents our district as 2nd Vice President of the NCAAES.

Our Association voted to submit a proposal to our district director for a district-wide computer training for secretaries to utilize the allocated \$1,000 for computer training. Our district director later advised us that such a training could not be possible. Several members have taken classes on DOS, Spreadsheet, and WordPerfect through local community colleges.

The Northwestern District is proud to announce 100% membership with 33 active members, 1 associate member and 2 honorary members.

Our spring meeting was held May 5 in Alexander County. We had an outstanding program, "How to Increase Your Memory Skills," which gave members an opportunity to get to know one another better.

We celebrated Extension's 75th Anniversary with red and white balloons and gave ourselves a standing ovation for being an important part of the Extension team. Nancy Payne received the Bright Ideas Award for her time-saving suggestion. The meeting ended with a white elephant sale to help offset the expense of our scholarships.

- South Central District

We had our fall meeting in Brunswick County November 10, 1988. Our program was on "Christmas Herbs...Legend and Lore" by Margaret Sheltori, Shelton Herb Farm. We also had election and installation of officers.

Columbus County secretaries served as hostesses for our spring meeting April 21. Our program, "Tie One On" scarves was presented by Jacqueline D. Roseboro, Home Economics Ext. Agt., Columbus County.

We had our 2nd annual White Elephant Sale - Joey Foryduval, Tobacco Auctioneer, presided over the sale. We realized a total of \$367. The money will be used for our scholarship fund and to help defray other expenses. This year our scholarship of \$200 will be given to someone from Arisen County who plans to enter the secretarial profession. We follow a rotation, in our district. We also have 100% membership - 39.

- Southeastern District

Our spring meeting was held March 31 in Wilmington. The theme was "Professional Development with a Coastal Touch." Dr. James Van gave a motivational speech on "Yours for the Asking." We also toured Dorothy's Ruffled Originals.

Dean Benson, Duplin County, gave out our District Membership Directories. We have 100% participation - 34 members. We had snapshots taken, of each member present by New Hanover Agent, David Barkley.

New officers to be installed this fall: President, Betty Chandler, Beaufort County; 1st Vice President, Margaret Taylor, Carteret County; 2nd Vice President, Kelley Jenkins, Lenoir County; Secretary, Betty DeCamp, Pamlico County; Treasurer, Gloria Artis, Greene County.

Six counties in our district participated in computer courses through funds available through District office.

- Southwestern District
 1. Served as co-hostess with Administration for State Secretaries Training last September in Raleigh.
 2. Held annual spring meeting on April 19 in Iredell County with representation from all 12 counties in district. Attendance was 28 secretaries and 3 retirees. Our guest speaker was Angle Travis Roberts, Iredell Clerk of Superior Court. Mrs. Roberts is the first female clerk for Iredell and follows in the footsteps of the past clerk who served 50 years. She told about the five sections of the clerk's office and gave a human interest story about each section. Since our meeting was held during Iredell's Annual Carolina dogwood Festival, we had Miss Statesville/Dogwood Queen to entertain for us. We nominated Nancy Griffin, Union County, to run as 2nd Vice President for our State Association. We conducted a White Elephant Sale and collected \$118.75 for our scholarship fund. Elizabeth Weaver gave a report of the Retiree's Group and their fall meeting last September. She encourages all counties to keep in touch with their retired secretaries and send her names and addresses when a county has a secretary to retire. They are planning a breakfast meeting in September during our Annual State Meeting.
 3. Our president, Margaret Reynolds, said to tell everyone "hello". She is sick and unable to be with us today but has us in her thoughts.
 4. Jettee Mae Lucas, retired Cleveland County Secretary, passed away.
- Western District
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 Secretaries Assoc.).

As a fund raiser in 1989 the Western District sold raffle tickets for a weekend in Gatlinburg, TN. A total of \$360 profit was made. A drawing for \$50 cash was held for all those selling 15 or more raffle tickets. Betty Jo Causey, Henderson County, was the winner.

At the fall meeting, after the business session, Chris Stinson entertained us with his guitar playing and sang several songs. Chris is a 4-H'er and was a senior at Madison High. He was selected to perform at the County Agents National Meeting in August. After the entertainment a White Elephant Auction was conducted, \$117.75 was made.

At the spring meeting held in Buncombe County on April 11, 1989, Mitch Owen, Extension Computer Training Specialist, NCSU, Raleigh spoke about computers.

Betty Penland was awarded the "Secretary of the Year Award."

We are looking forward to a busy summer and the fall meeting to be held in the new facilities in Haywood County.

REMINDERS FROM THE PRESIDENT:

1. List of eligible members for State offices due May 15 to Wendy Workman.
2. News for newsletter to Beverly Boyette.
3. Executive Board Award recommendations due August 1 to Janice Buchanan.
4. District Presidents, please remember your retirees.
5. Congratulations to Betty Cox - recognized in Extension News "We Salute".

There being no more business the meeting was adjourned

Respectfully submitted.

Nancy V. Stainback, Secretary