

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

**Guilford County Agricultural Center
Greensboro, NC**

April 7, 1989

The Executive Board of the N. C. Association of Agricultural Extension Secretaries met April 7, 1989, 11:00 a.m., Guilford County Agricultural Center, Greensboro.

Carol Hardee, President, called the meeting to order. Present were Betty Cox, Past President; Janice Buchanan, 1st Vice President; Nancy Sisk, 2nd Vice President; Nancy Stainback, Secretary; Ann Hall, Treasurer. There were no minutes of the last Executive Board meeting because the secretary was unable to attend.

Nancy Sisk reported that she revised the Scholarship Application Form and the information has gone out with a deadline of April 22 for applications. North Eastern District is the recipient of the scholarship this year.

Ann Hall gave the treasurer's report showing a balance as of March 31, 1989 of \$3,806.47. She reported 208 paid members with two districts 100% paid membership. Ann revised the Travel/Reimbursement Form with a line item for "other" and line for "check number".

Carol talked with each one of our Committee Chairmen and had a good response from each one. Helen Miller agreed to continue keeping the scrapbook. All Committee Chairmen are doing a real good job and Carol has asked them to be prepared to report at the Board of Directors meeting May 11, 1989 goals for coming year. At the state meeting Carol has requested that they give a report on accomplishments.

OLD BUSINESS

A rough copy of the HANDBOOK was give to all present to critique. Carol had made changes which were necessary because of re-districting.

Betty Cox suggested pages be numbered and a table of contents be included. The size will be changed to 8 1/2 x 11, put in a notebook and a copy placed in each county office. When changes are made only the page with changes will be reprinted to insert in notebook. Article 10: Date for dues changed to be paid by District Treasurer to State Treasurer by or before November 1 to correspond with our change to fiscal year. Section 3: Date changed to October 1 instead of January 1.

Honorary membership recommendations should be sent to Carol in writing by April 15 to be reviewed by Board of Directors at May meeting. Executive Committee should review to see that everything is in order before turning over to Membership Committee.

Beverly Boyette, Southeastern District, will edit the newsletter. It's important that a lot information be sent to Beverly for this newsletter.

Northern Piedmont is hosting our annual state meeting in Burlington. Betsy Crews talked with Carol and they're making plans and are real excited.

Retirees should have a reserved table at state meeting. They named their group NCAAES Alumni. Their District President should help with names and addresses of members.

Tenure Awards were discussed. Recipients should be recognized with more dignity and at an appropriate time. They should also be recognized at state meeting by District Director.

Discussed Secretary Awards. We appreciate what Administration did with Computer Utilization and Newsletter but that was not exactly what we had in mind. Secretary of Year Award on district and state level was suggested. Carol will contact Dr. Dew and ask him to talk with the Awards Committee on May 11 before Board meeting.

Wendy Workman questioned Carol as to why we have two officers from the same district because Article VI so states "no two officers shall come from the same district". There were no nominations from all districts and you have to go with the nominations submitted.

According to Handbook, South Western District should submit nominations for 2nd Vice President for 1990. Wendy should be reminded to stress to Board of Directors that no two officers should come from same district and encourage districts to send in nominations.

Janice Buchanan will contact Nancy Payne to go with her to the South Carolina annual meeting. If Nancy cannot go, Janice will not go.

There should be a correction made in Board of Directors minutes of May 12, 1988. Under New Business - Executive Board Award - the sentence "It doesn't have guidelines because it is for executive board members only" should be deleted. Motion should be made at May 12, 1989 meeting for correction to be made.

Carol was concerned about what is give to young lady that receives scholarship award. She suggested that a letter be written by the 2nd Vice President to give to recipient of scholarship. A check is sent to Registrar of school.

NEW BUSINESS

Betsy Crews asked that the "Scrapbook" be changed to "Reflections". This was approved.

The 75th Anniversary of Extension was discussed and it was decided that secretaries should do something special. Beverly Boyette, Public Relations Chairman, is asking her committee for ideas. Let Beverly know your ideas. We need to let Administration know we're working on this - it helps us to have a better image. All other groups are recognized at McKimmon Center and maybe secretaries can have something there. Something that's needed and could be used on a day to day basis.

There being no further business, Janice Buchanan made a motion that we adjourn, seconded by Ann Hall. The meeting was adjourned by the President.

Respectfully submitted,

Nancy Stainback, Secretary
NCAAES, 1989