

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

**Guilford County Agricultural Center  
Greensboro, NC**

**April 20, 1990**

The Executive Board of the North Carolina Association of Agricultural Extension Secretaries met April 20, 1990, 10:30 a.m., Guilford County Agricultural Center, Greensboro, NC.

President Janice Buchanan called the meeting to order. Present were: Janice Buchanan, President; Miranda Pope, 1st Vice President; Karen Whitley, Treasurer; and Rose Cecil, Secretary.

Rose Cecil read minutes of the Executive Board Meeting held April 7, 1989 and the September 14 Board of Directors meeting in Burlington. The minutes were approved as read.

Karen Whitley gave a treasurer's report. A copy is attached. We have 254 paid members. Karen thinks there are two districts that are 100%. This amount does not include honorary or associate members.

Balance Brought Forward (September 19, 1989): \$3,716.52

RECEIPTS:

- Paid Membership Dues (244): \$2,440.00
- Interest Payments: \$125.60
- TOTAL RECEIPTS: \$2,565.60
- TOTAL RECEIPTS AND BALANCE BROUGHT FORWARD: \$6,282.12

DISBURSEMENTS:

- Janice Buchanan (Dr. Black's gift & supplies): 54.49
- Nancy Stainback (postage): 35.81
- Wendy Workman (postage): 8.75
- Paul D. Camp Community College (scholarship): 350.00
- Janice Buchanan (overnight expenses to attend Dr. Black's dinner): 85.17
- Janice Buchanan (expenses-postage, etc.): 56.75
- U. S. Post Office (stamps): 10.00
- Service Charges: 7.00
- TOTAL DISBURSEMENTS: \$607.97

BALANCE ON HAND (April 20, 1990): \$5,674.15

SAVINGS ACCOUNT BALANCE - \$30.76 (4/20/90)

Miranda Pope reported that she would be sending Executive Board Award application notices out by August 1. The 1990 Herter O'Neal Scholarship goes to the Southeastern District. There are seven applications. Janice told Nancy Griffin, 2nd Vice President, she could choose her own scholarship selection committee. Also, Nancy is to write a letter so that the county can award the scholarship to the winner during a school activity.

Helen Miller will continue to keep the scrapbook. Janice talked with Cathy Fields about the state meeting as Hospitality Committee Chairman. Received a letter from Betty Harrington. She will give a report in May. Most of the committees are doing as well as can be expected. All committee chairmen will give reports at the May meeting in Raleigh.

Janice said she had not received any nominations for honorary or associate membership as of today. Deadline for newsletter information is June 15 to Sandy Ballard.

Janice had talked with Hyler Scott of Paul D. Camp Community College in reference to Inga Miner and the 1989 Herter O'Neal Scholarship. Hyler said Inga was registered to begin school in January. In January, Inga called and said she did not have enough money to go to school. Ms. Scott said that the school would hold the money until May to see if Inga will register in May. The Board members present discussed the situation. The members present felt like we should request the money back if she does not register in May. A decision will be made after registration time in May.

The 1990 state meeting will be held in Fayetteville on September 13-14. Cathy Fields seems to be excited. There will be a \$15 registration fee this year. Her committee is working with merchants in the area to get discount tickets at the stores. Janice also stated that Cathy and her group are planning something different for this year. It sounds like we are going to have a great meeting.

Janice hopes to contact Lib Weaver to see if the retirees would like to have anything special during the state meeting. Janice has spoken to district presidents for names and addresses of retirees. Hope to begin having a good turnout in the future.

Janice called Dr. Dew yesterday but he was out reference to Secretary Awards. She wanted to know if the secretaries awards that were given last year will continue. It had been improved last year. Maybe we can talk about that in May. Any staff member can nominate a secretary for any award. We may need to look at the form and clarify that section. Hope to get back with Dr. Dew to see if there are going to be awards this year. This is the only administrative award we get. Maybe we can make some suggestions on how it can be related to staff.

Janice had talked with the Epsilon Sigma Phi Awards Chairman about giving secretaries awards. They voted it down. Some other states are doing this. It is nice to do tenure awards at the state meeting. It was decided that we would announce that these awards are presented at the state meeting in the newsletter. It may be an incentive for some to come to the meeting.

The 2nd Vice President for 1991 will come from the Northern Piedmont District. Talked with Anna Anderson last week. The Secretary and Treasurer can come from the Western, North Central, South Central, Southeastern, or Northeastern Districts. Anna will give a report at the May Meeting. Talked about doing a statewide eligibility form for officers. Rose Cecil pointed out that they had done one in the Southeastern District and will send Janice a copy of the form.

Janice and Martha Cochran will be attending the South Carolina meeting April 26-27. They have great support from their administration. They are really nice and treat us like royalty when we go. They get five days of leave for professional improvement.

Purchased a carving of two cardinals for Dr. Black's retirement gift. Janice presented them to him at his retirement dinner. She received a thank you note from him.

#### New Business

The 1991 Herter O'Neal Scholarship will go to the Western District. Hopefully Nancy will mention it at the May Planning Meeting.

After the Fall training sessions for computers, Mitch Owen wanted to know what he could do as far as training. We will invite him to attend the May Planning Meeting in Raleigh.

The 1991 state meeting is supposed to be in the Northeastern District. Janice talked with Arnett Parker and she indicated that they may not be able to have the meeting. It would fall to the Southeastern District if they decline. The 1992 meeting will be in Raleigh for training. It was suggested that Janice talk with Betty Chandler of the Southeastern District to see if they would consider trading years with the Northeastern District. The Southeastern District meets April 27 and can make a decision at that time.

Janice attended two of the three interviews for Director. Was pleased with both candidates. She got the chance to ask one question of each, Dr. Bowling and Dr. Phillips. Her question was something to the effect of how they felt about our association and what we could do for the organization. Dr. Bowling was from Colorado and gave the better, more sincere answer of the two. Dr. Phillips was from Pennsylvania. Janice sent a letter of evaluation of the candidates.

Some ideas for the association included joining the State Employees Association, The dues are \$2.50 per month.

Dr. Dew has asked the secretaries association to come up with a suggested dress code. The members present felt like it was not our place to come up with such a code and that it may cause some conflict between concerned parties. It was suggested and agreed upon that Janice would write a letter to Dr. Dew suggesting that he form a committee from all associations to work on this.

The members discussed making a request for another day for professional improvement. We will present to the group at the May Planning Meeting the suggestion of writing a letter to Dr. Dew to request another day.

Discussed the possibility of forming a secretaries association on campus. Janice will talk to Carol Ann Hardee, Advisor, about this and go from there. Several of the girls on campus have shown an interest in doing this.

Janice Buchanan, President, adjourned the meeting.

Respectfully submitted,  
Rose Cecil, Secretary