

Minutes - 18th Annual Meeting
North Carolina Association of Agricultural Extension Secretaries

Sheraton Atlantic Beach Resort
Atlantic Beach, NC
September 20, 1991 - 9:30 a.m.

The eighteenth annual meeting of the North Carolina Association of Agricultural Extension Secretaries was hosted by the Southeastern District at the Sheraton Atlantic Beach Resort in Atlantic Beach, N. C., September 20, 1991.

The meeting convened at 9:30 AM with President Miranda Pope presiding. Dr. Everette Prorise, Southeastern District Director, welcomed the group and Lillie Walker, Secretary, Craven County, gave the devotion.

Dr. Paul Dew, Assistant Director, County Operations, addressed the group. President Pope thanked Dr. Dew and Administration for granting the fourth day of professional leave. Since Dr. Dew is retiring October 31, Public Relations Chairman Nancy Payne presented him with an appreciatory gift (scroll saw) from the Association.

Dr. William Fleming, Personnel Development Specialist, was introduced and Kelley Jenkins, Southeastern District President, recognized guests. Four secretaries from the South Carolina Association of Cooperative Extension Secretaries were present.

Carol Ann Hardee, Pitt County Extension Secretary, introduced Carol Ann Tucker, Director, Regional Training Center, ECU, who gave a wonderful motivational presentation.

President Pope convened the business session and recognized Nancy Miller as Parliamentarian.

The roll was called by Secretary Barbara Stone. The roll by districts is as follows:

- Western District - 10
- North Central - 29
- Northeastern - 11
- Northern Piedmont - 14
- Northwestern - 10
- South Central - 28
- Southeastern - 33
- Southwestern - 16

The minutes of September 14, 1990, were electronically mailed. President Pope asked for any corrections or additions. An addition was requested by the South Central District to have it recorded in the minutes that they had hosted the 1990 Annual Meeting. The addition will be made as: "The 1990 17th annual meeting of the North Carolina Association of Agricultural Extension Secretaries was hosted by the South Central District." With no further additions or corrections, the minutes stand approved.

President Pope called on Kathy Walters to present the Treasurer's Report. The total funds on hand as of September 18, 1991 were \$5,314.32. A copy of the report was given to members at the meeting.

OLD BUSINESS

- The 1990 Herter-O'Neal Scholarship recipient from the Southeastern District was Tarcher Fuller of Fender County. President Pope emphasized that when it comes each district's turn for the scholarship, the county secretaries need to look carefully at applicants' letters of reference and check with guidance counselors to see if students are really intent on going to school.
- Janice Buchanan, Advisor, reported on the recent news from Dr. Wells that approval was given to proceed with the formation of an on-campus group. (Copy of report is attached.)

President Pope commented that the Board of Directors discussed how to handle this organization and they think the best way is to treat the campus association like a district with it being in the rotation between the Southeastern and Western Districts. There is one exception and that is for the rotation of the Herter-O'Neal Scholarship; they felt it unfair that the North Central District receive it twice during a cycle. Therefore, the Board of Directors recommended that the North Central District and Campus Association work together on this the year it would normally rotate to the North Central District.

Mary Ann Mauney moved that the Association accept the recommendations of the Board of Directors to have the campus association be treated as a district and work with the North Central District when the Herter-O'Neal Scholarship rotates to that district. The motion carried unanimously.

NEW BUSINESS

- Nancy Griffin, 1st Vice-President, announced that the 1991 Executive Board Award winner was Nancy Payne.
- Louvenia McIntosh, 2nd Vice-President, announced that the 1991 Herter-O'Neal Scholarship was awarded to Melissa Matthews, Swain County, Western District. She is enrolled at Southwestern Community College. *(Copy of report is attached.) Louvenia also announced that the 1992 scholarship will go to the Northwestern District. The Southwestern District had nominated Margaret Reynolds, retired Gaston County Extension Secretary, for honorary membership to the Board of Directors. The Board approved and recommended Margaret to the general membership. Nancy Payne moved that the Association accept the recommendation of the Board of Directors to accept Margaret Reynolds for honorary membership. The motion carried.

COMMITTEE REPORTS

- Goals and Aims Committee. Karen Whitley, Chairman, encouraged all members in several areas. She also noted accomplishments. Karen mentioned that a draft of the secretarial handbook will be passed on to the incoming president. *(Copy of report is attached.) President Pope added that Dr. Wells plans to develop a videotape for orientation of new secretaries. A copy of the handbook will be given to Dr. Wells so Administration can see what the secretaries feel is important.
- Hospitality Committee. Beth Roberts, Chairman, noted several districts that had been working on hospitality projects. *(Copy of report is attached.)
- Professional Improvement Committee. MarySue Wright-Baker, Chairman, stated that this committee was responsible for seeking out and keeping the Association advised of the opportunities for professional improvement. *(Copy of report is attached.)

She also recognized the following people for their accomplishments:

- 1991 Award of Excellence Winners (Computer Utilization)
 - Martha Cochran, District Office, Western District
 - Beverly Imes, Iredell County, Southwestern District
 - Helen Miller, Orange County, Northern Piedmont District
 - Anne Summerlin, Franklin County, North Central District
 - Nora Smith, Richmond County, South Central District

- Betty Cox, Chowan County, Northeastern District
 - Pam Alien, Beaufort County, Southeastern District
 - Lisa Byrd (District and State winner), Forsyth County, Northwestern District
 - 1991 Award of Excellence (Special Leadership)
 - Gail Saye, Buncombe County, Western District
 - Beverly Imes, Iredell County, Southwestern District
 - Ann Dalton, Rockingham County, Northern Piedmont District
 - Karen Whitley, Edgecombe County, North Central District
 - Pearl Blount, Anson County, South Central District
 - Betty Cox, Chowan County, Northeastern District
 - Cathy Harvey, Onslow County, Southeastern District
 - Denise Brown (District and State winner), Surry County, Northwestern District
- Membership Committee. Gwyn Roberts, Chairman, reported that there was 100 percent membership in all but two districts with 267 active members and 9 honorary members for a total of 276 Association members. *(Copy of report is attached.) President Pope added that everyone should be aware that dues should be paid by October 1 to district treasurers. District treasurers should have district dues in to the state treasurer by November 1.

Door prizes were given out. President Pope recessed for lunch and the group reconvened at 1:30 pm.

- Public Relations Committee. Nancy Payne, Chairman, reported several accomplishments. *(Copy of report is attached.)
- "Reflections". Helen Miller encouraged representation from each county and district. *(Copy of report is attached.)
- Rules and Bylaws Committee. Nora Smith, Chairman, reported that the committee made seven proposals which were electronically mailed on August 9. *(Copy of report is attached.) Proposals are:
 1. Propose that on Page 1 "The North Carolina Association of Agricultural Extension Secretaries. . ." be changed to "The North Carolina Cooperative Extension Secretaries Association. . ." and the word "Agricultural" be updated throughout the Handbook to "Cooperative."
 2. Propose that on Page 6, Article IV, Section 5 end with: "Guidelines: Recommendation for members and nonmembers shall be made in writing to the Board of Directors using the following guidelines: 1. Cooperation; 2. Participation; 3. Contributions; 4. Leadership; and 5. Approval by district members."
 3. Propose that on Page 11, Article X, Section 3: "January 1" be changed to "October 1" to coincide with the beginning of our associational year.
 4. Propose that on Page 16 "Scrapbook Committee" be changed to "Reflections."
 5. Propose that on Page 17, "NAME - Shall be known as North Carolina Association of Agricultural Extension Secretaries preceded by District name (Ex. Western District NCAAAES)." be changed to "Shall be known as North Carolina Cooperative Extension Secretaries Association followed by District name (Ex. NCCESA-Western District or NCCESA-WD)."
 6. Propose that on Page 18 "Scholarship Fund" (in two places) and "Association Scholarship" in second paragraph be changed to "Herter-O'Neal Scholarship."
 7. Propose that on Page 9, Article VI - Elections, Section 7: "No officer may hold two positions concurrently in NCAAAES" to be clarified to read "No officer may hold two positions concurrently in NCCESA at the state level."

Debbie King moved that the Association accept the recommendations by the Rules and Bylaws Committee to adopt these amendments to the NCAAES Constitution and Bylaws as presented. The motion carried.

- Finance Committee. Kathy Walters, Chairman, presented the Finance Committee's report. A copy was given to all members. *(Copy of report is attached.) Mariah McPherson moved that the Association adopt the Finance Committee's proposed budget. The motion carried.
- Linda McMullen, President, Northeastern District, extended the invitation to the 1992 state meeting. They will co-host the event with State Administration in conjunction with an in-service training session in Raleigh, September 29 and 30, 1992. The 1993 meeting will be in the Western District with rotation returning back to normal.
- Nominating Committee. Sandra Smith-Hopkins, Chairman, presented her committee's report. They recommended the 1992 slate of officers to be:
 - President - Nancy Griffin, Southwestern District
 - 1st Vice-President - Louvenia McIntosh, Northern Piedmont District
 - 2nd Vice-President - Karen Whitley, North Central District
 - Secretary - Sandra Ballard, Western District
 - Treasurer - Devona Beard, South Central District

Linda McMullen moved that the Association accept the 1992 slate of officers as presented. The motion carried.

Janice Buchanan, Advisor, performed the installation ceremony. New officers will begin their duties October 1.

OTHER NEW BUSINESS

- President Pope stated that the Southwestern District had proposed that our Association endorse the suggestion that annual and sick leave balances be printed on our check stubs. She informed the group that in checking with Dr. Dew that the budget office has not made a final decision on this. President Pope then asked for this recommendation to be put in the form of a motion from the floor. There was no motion from the floor.
- President Pope informed the group that the North Carolina Federation of Cooperative Associations' President, Linda Aycok, had contacted our Association to participate in a Federation Forum on December 12 and 13. This Forum will provide opportunities for leaders of the four professional associations to share ideas, common concerns and issues plus provide time to discuss pertinent items with Extension Administration. This information has been referred to our incoming president.
- She also reported that Dr. Wells asked our Association for input regarding the attributes, qualities, and requirements we felt important for the Assistant Director for County Operations' position.
- President Pope passed on the leadership of the Association to Nancy Griffin with the presentation of the gavel. Nancy Griffin, 1992 President, presented Miranda Pope with a plaque as she ends her term as 1991 President of the NCCESA.
- President Pope thanked her committee chairmen, district presidents and fellow state officers for their support and assistance throughout the year.

She adjourned the meeting of the North Carolina Cooperative Extension Secretaries Association at approximately 3:00 PM.

* Copies are only attached to District President's hard copy.