

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

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

February 22, 1991

The first meeting of the 1991 Board of Directors was held in Jane S. McKimmon Center in Raleigh, North Carolina. President Miranda Pope called the meeting to order at 10:00 a.m. She thanked everyone for attending.

President Pope greeted Dr. Paul Dew and Dr. R. C. Wells. She thanked them personally on behalf of the North Carolina Association of Agricultural Extension Secretaries for the added day of Professional Improvement.

President Pope called on Dr. Dew for his comments. He indicated that the secretaries would be coming to Raleigh in 1992. He appreciated what we are doing in the counties and to keep up the good work.

President Pope called on Dr. Wells for his comments. He expressed appreciation from Administration for the work we do. He thanked us for asking for the fourth day of Professional Improvement, stating that, "It indicates to Administration the commitment you have to the organization." He also wanted to know if we liked the new Unix system (for those who now have it). He said it was Administration's commitment to us to make our jobs a little easier. He also informed us of the proposed name change for the Extension Service to North Carolina Cooperative Extension Service. He feels very positive about this new name change as it represents who we are and what we do. It projects a very positive attitude and approach in the way we cooperate with our clientele, Extension, state, county, and Federal governments, and other agencies that want to work with us. He thanked us for being front line people and what we do for Extension.

President Pope called on Nancy Griffin, NCAAES First Vice President, to give the Thought for the Day.

Roll call was taken by Barbara Stone, NCAAES Secretary. District attendance was as follows:

- Western – 3
- Northwestern – 6
- Southwestern – 5
- Northern Piedmont – 9
- North Central – 8
- South Central – 7
- Northeastern – 2
- Southeastern – 6

President Pope called for the approval of the Board of Directors' minutes dated September 13, 1990, as mailed. Sandra Smith-Hopkins made the motion; seconded by Ethel Robinson. The motion carried.

Kathy Walters, NCAAES Treasurer, presented the treasurer's report (copy attached). She also introduced a new form (copy attached), for District Treasurers, to be returned to the State Treasurer, with dues, by November 1 each year. The balances on hand as of February 22, 1991 were: Checking Account - \$4,399.23, Savings Account - \$32.37, and Money Market Account -\$2,069.73. We have 219 paid members (three paid the morning of February 22, 1991).

President Pope excused the Finance Committee. She also recognized Nancy Miller as Parliamentarian.

District President reports (copies attached) were as follows: Western -Martha Cochran for Isabelle Cable, Northwestern - Mary Ann Mauney, Southwestern - Allene Cuthbertson, Northern Piedmont - Ethel Robinson, North Central - Susan Braine, South Central - Thetis Williams, Northeastern - Linda McMullen, and Southeastern - Kelley Jenkins. President Pope thanked all district presidents for the good job they are doing.

Nancy Griffin gave a report on the Executive Board Award. Nominations are due to her by August 1.

Louvenia McIntosh, NCAAES Second Vice President, gave a report on the 1991 Herter-O'Neal Scholarship. The 1991 scholarship has been awarded to the Western District. Nominations were due to Sandra Ballard, Chairperson of the Scholarship Committee in the Western District, by February 16. Louvenia's committee will be picking a first, second, and third choice from the recommendations.

Committee reports (copies attached) were given as follows: Goals and Aims - Karen Whitley, Hospitality - Beth Roberts, Professional Improvement - MarySue Wright-Baker, Nominating - Sandra Smith-Hopkins, Membership - Gwyn Roberts, Rules & By-Laws - Nora Smith (no report), Public Relations - Nancy Payne, and "Reflections" - Helen Miller.

Janice Buchanan, NCAAES Advisor, gave an update on the possible formation of an on-campus association. Janice asked Dr. Wells earlier if there had been any progress made in this area. He indicated that he had run into a "snag".

President Pope reported that the Southwestern District has recommended Margaret Reynolds, retired secretary from Gaston County, for Honorary Membership because of her tremendous contributions to our Association, both at the district and state level. President Pope asked for a motion that the Board of Directors recommend Margaret Reynolds to the membership at the September meeting to be an Honorary Member. Helen Miller made the motion, Nancy Payne seconded. The motion carried with an unanimous vote.

Comments on the 1990 Herter-O'Neal Scholarship were made by President Pope. The first nominee did not enroll, so the school sent back the money. We then contacted the second choice and she did not enroll. The third choice, Tarcher Maria Fuller of Pender County, was granted the scholarship and is enrolled at Shaw University. President Pope asked that the scholarship committee look more closely at things besides income. We want someone who is really interested in going to school.

President Pope then had discussion on two items: (1) Membership - In 1987 we voted to start our Association year in October instead of waiting until January. Some districts still have the January date in mind and are really behind in getting committees selected. District presidents need to get with their members and have their officers and committees in place by October 1. (2) One district has not paid dues and in another district there are several secretaries who do not pay dues but participate in the district and state meetings. Some suggestions from open floor discussion were made as follows: (A) Have a higher registration fee for non-members when attending Association functions. (B) Membership cards to show at district and state functions. (C) State Membership chairperson to send uniform letter to non-members. (D) Have someone write Administration to clarify "Policy on Time for Professional Improvement Meetings" from the Administrative Handbook. (E) Ask district treasurers to send list of all paid members to state president and state treasurer along with list of non-members. (F) Different kind of name tags at meeting registration. (G) Allow a grace period for new members. President Pope turned the responsibility of this issue to the State Membership Committee. The Registration Committee for the State Meeting will work with the State Membership Committee to resolve this situation. President Pope asked for a motion that this be turned over to the State Membership Committee. The motion was made by Mary Ann Mauney, seconded by Karen Whitley. The motion carried. President Pope made a final comment about this issue; if it is not resolved by the September meeting we can bring it up again.

President Pope encouraged all of us not to say "Retired Secretaries" but to use Associate Members. Keep them informed of all meetings, dues, and send them newsletters.

Awards available to secretaries are: Director's Award of Excellence in Computer Utilization, District Secretary of the Year Award, and SPA Distinguished Performance Award. Remind your director of these awards.

In new business, President Pope announced that the 1992 State Meeting will be held in Raleigh. Dr. Dew gave her two dates to choose from, September 22 and 23 and the preferred, September 29 and 30. President Pope asked for a motion that our Association accept September 29 and 30 as the dates for the 1992 State Meeting. The motion was made by Kelley Jenkins and seconded by Helen Miller. The motion carried.

The 1992 Herter O'Neal Scholarship will go to the Northwestern District.

President Pope reported that the Executive Board had received a suggestion that plaques be awarded to our past state presidents and a plaque be presented to future outgoing presidents as a token of appreciation. The cost of plaques for past presidents would be a one time cost of approximately \$350. A motion to do this was made by Sandra Smith-Hopkins and seconded by Louvenia McIntosh. The motion carried with two (2) in opposition.

Ideas presented by President Pope were: (1) Secretarial Handbook - a recommendation for a motion was placed on the floor by President Pope to have the Professional Improvement and Goals & Aims Committees construct a Secretarial Handbook. The motion was made by Mary Ann Mauney, seconded by Ethel Robinson. The motion carried. (2) Orientation for new secretaries -President Pope indicated that maybe there would be no need since we would have a Secretarial Handbook. (3) Secretarial Photos - this item was tabled for lack of interest.

Kathy Walters presented the proposed 1991-92 Budget (copy attached). A total budget of \$2,675.00 was proposed; an increase in postage from \$200 to \$275, a decrease in telephone from \$75 to \$50, with all other items remaining the same. President Pope asked for a motion that we recommend this proposed budget to the membership at our September meeting. Nancy Payne made the motion, seconded by Janice Buchanan. The motion carried.

In other new business, an issue was brought up concerning persons holding district and state offices at the same time. President Pope suggested that the Nominating Committee be aware of this and the Rules and By-Laws Committee should clarify.

Helen Miller made a suggestion that copies of all reports be included with the minutes when distributed.

The meeting was adjourned.

Respectfully submitted,
Barbara A. Stone, NCAAES Secretary