

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

**Ricks Hall
Raleigh, NC**

December 12, 1991

The Executive Board of the North Carolina Cooperative Extension Secretaries Association met on December 12 in Room 308 of Ricks Hall at North Carolina State University following the campus chapter meeting. The following persons were present: Nancy Griffin, President; Louvenia McIntosh, 1st Vice-President; Karen Whitley, 2nd Vice-President; Sandy Ballard, Secretary; Devona Beard, Treasurer; Miranda Pope, Advisor; Janice Buchanan, Liaison to the campus chapter; Nancy Payne, State Nominating Committee Chairman; Faye Black, North Central District President; Pat Sykes, Northern Piedmont District President. Payne, Black, Sykes and Buchanan were in attendance due to the fact that they were in Raleigh to represent the North Carolina Cooperative Extension Secretaries Association at the Federation Forum on December 12 and 13, 1991.

No minutes were read.

There was some discussion regarding the name of the Association and the fact that some of the campus chapter members are not secretaries and what positions on campus were eligible for membership. While some persons are not secretaries, they are also not specialists. Buchanan stated that Dr. Paul Dew and Dr. R. C. Wells had posed this same question to her during the organizational stages of the campus chapter, and she responded that she felt that anyone who had secretarial duties - no matter what their title - should be given the opportunity to join. Some of the campus persons present at today's meeting had posed this question to some state officers. It was the general consensus of the group that it should be up to the individual whether or not they would join. While we are not in a position to make a decision on this, we felt the Executive Board should agree on a position on this matter.

Devona Beard presented the Treasurer's Report, reporting a balance of \$6402.50. All but two districts have 100% membership.

There was some discussion regarding state committee membership. Griffin has been trying to get members to serve on these committees and asked for suggestions on slots she had been unable to fill. She hopes to complete this list over the holidays.

Louvenia McIntosh reported that the Executive Board Award information will go into the state newsletter. Nominations are due to her by July 15.

Karen Whitley reported that the 1992 Herter-O'Neal Scholarship will go to the Northwest District. The Northwest District does have the applications, and they are due to her by April 15. In response to a question posed by Miranda Pope, it was stated that the handbook does not specify that the scholarship go to a high school senior. There was some discussion in regard to how to get more applications for the scholarship.

Buchanan stated that there was nothing further to report on the campus chapter. It was clarified that the campus chapter operates as a separate district as far as district and state meetings. They will come after the Southeast District in the rotation system. Currently, the only time they are considered to be a part of the North Central District is in the scholarship rotation. There were some mixed feelings regarding the campus chapter not having an opportunity to have the scholarship on its own, especially since we've had a problem awarding the scholarship the past few years. The decision not to award the scholarship to the

campus chapter separately was made at the last Executive Board meeting, and the campus chapter was not included in that decision. The North Central District and the Campus Chapter would not be getting the scholarship in back-to-back years. There was some discussion regarding this. It was pointed out that if the campus chapter was to pay dues they should be treated equally. There was some discussion regarding a new system for awarding the scholarship, i.e., doing away with the rotation and opening the applications on a statewide basis, letting each district submit two applications. Griffin asked the Board members to be thinking further about this subject and suggested that it be a topic for the Board of Directors meeting in January.

Griffin stated that she has received two nominations for Honorary Membership thus far -Alma Jean Clark from Rutherford County and Cleo Geer from Polk County. Nominations for Honorary Membership are due by January 10.

The deadline for the state newsletter is June 1, 1992. At this point, we don't know who will be doing the newsletter as this committee isn't finalized.

The 1992 state meeting will be September 29 and 30 in Raleigh. Nancy thinks we will be staying at Mission Valley.

Nancy Payne, Chairman of the Nominating Committee, reported that for 1993 Louvenia McIntosh would be President and Karen Whitley will be 1st Vice-President. The 2nd Vice-President will come from the South Central District, and the Secretary-Treasurer can come from the Western, Northwestern, Southwestern, Northeastern, Southeastern or Campus Chapter. She needs the eligibility list from each district by May 1. Nomination deadline is July 31.

In regard to the secretarial handbook, Whitley reported that she needs input on where to go from here. There are some changes/corrections that need to be made, and she discussed some of these. It will be costly to print, and she suggested the possibility of getting a corrected copy to Dr. Wells and seeing if it could be printed in Raleigh. Griffin stated that she talked with Dr. Wells' office last week, and he is still working on a video for new secretaries. He would very much like to see the handbook, and we'll just see where it goes from there. Whitley will send a revised/corrected copy to Dot Kennihan. Griffin stated that she feels the handbook is excellent and would be valuable to have in every office.

Miranda Pope shared thank you notes from presidents who received the plaques at the 1991 state meeting, Dr. Dew for his retirement gifts and Edith Herter's family.

Griffin stated that we need to be thinking about our state training meeting. They would like to know what type of meeting we want and what workshops we want. Suggested topics were: Marketing Extension, New Letter Styles, Putting Newsletters Together and Computers. Some topics that were not wanted were stress and time management and fashion/how to dress. Griffin asked those present to be thinking about topics for workshops e-mail them to here before the Board of Directors meeting.

There was some discussion regarding our participation in the Federation Forum. The Herter-O'Neal Scholarship will go to the Southwestern District in 1993.

The 1993 state meeting will be hosted by the Western District. This will be the 20th anniversary of the Association.

Griffin reported that the retirees have asked that we find them something to do at the state meetings - be thinking about it and let her know.

There was some discussion regarding a remembrance for Edith Herter and Frances O'Neal. It was agreed that we would have two candles burning and a flower arrangement at the awards banquet during the 1992 state meeting in honor of these founders of our Association, along with a moment of silence.

The meeting adjourned.

Submitted by: Sandra Ballard, Secretary-Treasurer