

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

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

September 30, 1992

President Nancy Griffin called the meeting to order at 10:00 AM. She expressed appreciation to Sue Mills, others from Ricks Hall and Betty Cox and her committee for the excellent meeting. She announced that a get well card for Dr. Paul Dew is circulating for everyone to sign. She also recognized Christine Barrier from Cabarrus County as the Parliamentarian for the meeting.

Sandra Ballard, Secretary, conducted the roll call. Attendance by districts was as follows:

- Campus – 24
- Northwestern – 28
- Southeastern – 31
- Northern Piedmont – 22
- South Central – 36
- Western – 26
- Northeastern – 27
- Southwestern – 31
- North Central – 29
- TOTAL: 254

President Griffin stated that everyone had received a copy of the minutes of the last meeting. Sandra Smith-Hopkins made a motion that we dispense with the reading of the minutes, seconded by Linda Payne. The motion passed.

President Griffin asked if there were any corrections to the minutes. Linda Payne made a motion that the minutes be approved as mailed, seconded by Janice Buchanan. The motion passed.

Devona Beard, Treasurer, presented the Treasurer's Report (attached). Copies of the report in detail have been distributed throughout the meeting room. She reported 301 members, a checking account balance of \$2,991.81, a savings account balance of \$35.31 and a money market account balance of \$2,254.59, for a total of \$5,281.71 on hand. President Griffin asked for any questions in regard to the Treasurer's Report or a motion that we accept the report as read. Betty Holmes made a motion that we accept the Treasurer's Report as read, seconded by Allene Cuthbertson. The motion passed.

President Griffin introduced the guests at our meeting. Retirees Lib Weaver, Nell Boone and Betty Harrington were present, and Weaver and Boone were also recognized as Honorary Members. Griffin also recognized Dot Johnson, who has been employed as an Extension Secretary for 50 years.

Miranda Pope gave a brief tribute to Frances O'Neal and Edith Herter, the founders of our Association, followed by a moment of silence in their memory. The flowers and candles at the podium today are in their honor.

OLD BUSINESS

Janice Buchanan gave a report of the Campus Chapter (attached), giving a brief history of how this group came into being and its current status.

President Griffin reported on the status of our Association's possible membership in the N. C. Federation of Cooperative Extension Associations (letter attached to agenda). We have been invited to join, and we need to vote on whether we will become a member of the Federation. Griffin asked for any questions or discussion. In response to the question "what is the Federation and where would we stand", Griffin read the mission statement of the Federation and stated that as she understands it, the Federation is a representation of all the Associations and would be one voice to Administration, rather than separate voices from the different Associations. It was clarified that the dues would be \$100 per year for the entire organization; our dues are waived for one year. Allene Cuthbertson made a motion that our Association join the Federation, seconded by Mariah McPherson. This motion passed. As new President, Louvenia McIntosh will be appointing ten people to attend a meeting of the Federation on December 4, 1992.

Karen Whitley reported on our new Secretarial Handbook. We have / enough for one per county and campus department. We just learned that this may be a problem for some campus departments, and we'll have to see about getting more printed. Whitley asked each county to pick up their handbook. She thanked the Goals and Aims and Professional Improvement Committees and the Edgecombe County staff for their help in getting these ready.

President Griffin asked for any additional old business; there was none.

NEW BUSINESS

President Griffin had one item to cover not listed on the agenda. She had received a CAROLINE message from Dr. Wells about a Louisiana Hurricane Relief Fund established by the Louisiana Cooperative Extension Service. This was discussed in yesterday's Board of Directors meeting, and the Board recommends that we send \$100 to this effort. The Board felt that this would give us good visibility, and we have the money to do it. Helen Miller made a motion that we send \$100 to the Louisiana Hurricane Relief Fund, seconded by Sheila Gilbert. The motion passed.

Louvenia McIntosh, 1st Vice-President, recognized Janice Buchanan from the Western District, the recipient of the 1992 Executive Board Award.

Whitley reported that the 1992 Herter-O'Neal Scholarship recipient is Sabrina Hamm from Ashe County, who was second in her high school class and is currently attending Wilkes Community College. Whitley read thank you notes from both Ms. Hamm and the financial aid counselor at Wilkes Community College. She thanked this year's Selection Committee for a job well done. She also asked districts to consider the scholarship fund when making donations for memorials. Griffin stated that next year the Herter-O'Neal Scholarship will rotate to the Southwestern District.

After discussion at their meeting yesterday, the Board of Directors recommends the following members for honorary membership: Alma Jean Clark, Rutherford County, Cleo Geer, Polk County and Betty Harrington, Iredell County. All three are charter members of the Association and have been active at district and state levels. Dorothy Johnson made a motion that these three members be accepted as Honorary Members. Sheila Gilbert seconded the motion. The motion passed. President Griffin presented Betty Harrington with an Honorary Membership plaque, and declared all three Honorary Members of the N. C. Cooperative Extension Secretaries Association. She asked secretaries from the appropriate counties to pick up the Honorary Membership plaques for Clark and Geer.

At this time, President Griffin called for committee reports:

Goals and Aims-Janet Vanjaarsveld-no report Hospitality-Betty Cox-report attached

Membership-Brenda Gooden-report attached

Professional Improvement-Issy Cable-report attached Public Relations-Gwyn Roberts-report attached
Reflections-Helen Miller-report attached

Rules and By-Laws-Mariah McPherson-report attached

Devona Beard, Treasurer, presented the Finance Committee report, and this committee proposed the following budget for 1993:

- Postage: \$100.00
- Host District Expenses: 400.00
- Telephone: 25.00
- Herter-O'Neal Scholarship*: 425.00
- Travel & Subsistence: 1,820.00
- Miscellaneous**: 500.00
- TOTAL: \$3,270.00

*received \$25 in memorial contributions

**includes outgoing president's plaque, check charges, service charges, film and developing, Executive Board Award plaque, printing newsletters, break at Board of Directors meeting, etc.

President Griffin stated that the Finance Committee recommends that the proposed budget be adopted. Sandra Smith-Hopkins made a motion that the proposed budget be adopted, seconded by Linda Payne. There was no discussion, and the motion passed.

President Griffin stated that she had received a call from Tom Carter, immediate past president of the specialists' association, regarding the county map book that our Association put together several years ago. Their association frequently utilizes the book and was interested in helping update it. Feeling that this would be a continuation of our project, Griffin called Gwyn Roberts who is on campus and knew about the project and asked her to work on it. Gwyn Roberts stated that she will be working with Joe Zublena, new president of the specialists' association, on this project. She has talked with Dr. West, and he has agreed to help financially with the printing of the book along with the specialists' association. The specialists have a few suggestions on this project: a computer program to go along with it, include travel time and estimated mileage from the University, along with an update of each map. At this point, this is in the planning stages, but it doesn't look like our Association will have to bear any expense. If anyone has any questions or suggestions, please give Roberts a call or send her a CAROLINE message (report attached).

Barbara Stone, Western District President, presented the invitation for the 1993 NCCESA state meeting, which will mark the 20th anniversary of our Association. Janice Buchanan presented a slide show of Western District attractions, inviting members to the 1993 state meeting September 23 & 24 at the Great Smokies Hilton in Asheville.

Nancy Payne, Chairman, State Nominating Committee, thanked this year's committee members and recommended the following slate of officers:

- President: Louvenia McIntosh, Chatham, NP
- 1st Vice President: Karen Whitley, Edgecombe, NC
- 2nd Vice President: Devona Beard, Bladen, SC
- Secretary: Susan Boyette, New Hanover, SE
- Treasurer: Gwyn Roberts, Campus Chapter, NCSU

- Advisor: Nancy Griffin, Union, SW

Betty Cox made a motion that the 92-93 slate of officers be elected as presented, seconded by Sandra Smith-Hopkins. There was no discussion, and the motion passed.

Dorothy Johnson installed the new officers.

President Griffin stated that she would like to take the liberty of appointing a Scholarship Study committee. As most members are aware, we have had some problems awarding the scholarship in the past. Griffin has discussed this with McIntosh, incoming president, and they agree that a committee needs to study the scholarship to see if any changes need to be made. We do know that the application form needs to be updated. Griffin has asked the following people to serve on this committee: Devona Beard, Chairman, Peggy Shearin, Grace Haven, Karen Whitley, Lynn Lambert and Gwyn Roberts. If any one in this group is unable to serve, please let McIntosh know as soon as possible. Most have already agreed to serve.

President Griffin asked for any additional new business.

At this time, Griffin expressed appreciation for the opportunity to serve as President of our Association and to all who assisted here. She then presented the gavel to the incoming president, Louvenia McIntosh.

McIntosh presented the Past President plaque to Nancy Griffin.

Griffin announced that when sending CAROLINE messages of interest to all Association members we should post it to our Association newsgroup. This allows access to each county as well as each campus department.

We will have several raffle drawings at the luncheon today -Western, Southwest and North Central districts.

At the head table for lunch today will be our new state officers and current district presidents.

Griffin asked for any other announcements. The meeting adjourned at 11:40 AM.

Submitted by:

SANDRA BALLARD Secretary
(Buncombe, Western)