

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

**Sheraton Hotel-Crabtree
Raleigh, NC**

September 29, 1992

The Board of Directors of the N. C. Cooperative Extension Secretaries met September 19, 1992 in room 305 at the Sheraton Hotel-Crabtree at 10:00 AM. The following persons were present: Sandra Ballard, Wendy Workman, Isabelle Cable, Karen Whitley, Devona Beard, Grace Haven, Christine Barrier, Helen Miller, Gail Lail, Miranda Pope, Barbara Stone, Susan Boyette, Faye Black, Mariah McPherson, Louvenia McIntosh, Merrilyn Bowman, Thetis Williams, Pat Sykes, Brenda Gooden, Nancy Payne and Nancy Griffin.

President Nancy Griffin called the meeting to order and stated that the purpose of our meeting today is to go over the agenda for the business meeting tomorrow and approve minutes from the Board of Directors meetings last September in Atlantic City and this past December and January.

Griffin stated that all present have received a copy of the minutes mentioned above and asked for a motion to dispense with the reading of the minutes. Devona Beard made a motion that we dispense with the reading of the minutes. The motion was seconded by Louvenia McIntosh, and the motion carried. Karen Whitley made a motion that we approve the minutes as printed, seconded by Mariah McPherson. This motion carried.

Devona Beard, Treasurer, presented the Treasurer's Report (attached). Total funds on hand were reported to be \$5,281.71, with a total of 301 members. Helen Miller made a motion that the Treasurer's Report be approved, seconded by Faye Black. The motion carried.

Griffin stated that our agenda today is much the same as our agenda for the business session tomorrow; we just want to do any fine tuning, answer any questions and make sure everyone understands their roles.

Griffin asked for names of any special guests that should be introduced during the business meeting.

A tribute to Edith Herter and Frances O'Neal will be handled by Miranda Pope. At our Board meeting in December we decided to have a flower arrangement with candles in their honor at our business session this year. The arrangement is white with two red roses representing these two former members.

Under old business, we will have a report on the campus chapter by Janice Buchanan, i.e., how this chapter came about.

There will be a report on the Federation. Griffin has received a letter from Dr. Judy Groff (attached to agenda for this meeting) stating that the Board of Directors of the N. C. Federation of Cooperative Extension Associations has voted unanimously to invite our Association to become a member of the Federation. Our first dues of \$100 per year will be due in late 1993 for 1994 (they are extending us a free year of membership). Griffin asked for the feelings of the Board of Directors on joining the Federation, and the feeling was very positive. Griffin stated that we will have to vote on joining during our regular business session. As President, one of Louvenia's first responsibilities will be to appoint ten of our members to attend the Federation Forum on December 4.

Karen Whitley will give a report on the Secretarial Handbook. They are beautiful! The video for new secretaries that Dr. Wells has been working on will be shown at the banquet tonight. They will be making some shots at our meetings to be included in and finish up the video. Griffin stated that she is very proud of the job that Karen, Miranda Pope and Mary Sue Wright-Baker have done on the handbook.

Griffin asked for any additional old business to be discussed. There was none. If you think of anything later, please let her know.

Under new business is the Louisiana Cooperative Extension Service Hurricane Relief Fund to help people on an in-need basis. Dr. Wells sent a letter to Griffin regarding this fund, and she assumes that all Associations received the same information. Nancy Payne stated that this is an opportunity to let people know that there is a Cooperative Extension Secretaries Association in North Carolina as well as to help. Mariah McPherson stated that this is also an opportunity to show that we are meeting to do something other than for our benefit. Following some further discussion, Griffin asked if the Board of Directors could come up with a figure for a monetary donation to recommend to the general membership. Helen Miller made a motion that we recommend to the general membership that we donate \$100.00 to the Louisiana Cooperative Extension Service Hurricane Relief Fund. The motion was seconded by Mariah McPherson, and the motion passed.

Louvenia McIntosh will present the Executive Board Award winner during our business session.

Karen Whitley will report on the Herter-O'Neal Scholarship.

Three members have been nominated by their districts for Honorary Membership. They are Alma Jean Clark, Rutherford County, Cleo Geer, Polk County and Betty Harrington, Iredell County. Wendy Workman made a motion that the Board of Director's recommend all three of these nominees for Honorary Membership in the NCCESA. The motion was seconded by Nancy Payne. The motion carried.

Next on the business session agenda will be committee reports in the following order:

Goals and Aims - Janet Vanjaarsveld
Hospitality - Betty Cox
Membership - Brenda Gooden
Professional Improvement - Isabelle Cable
Public Relations - Gwen Roberts
Reflections - Helen Miller
Rules & By-Laws - Mariah McPherson

Committee chairman should come to the microphone to give their reports and have a written copy ready for the secretary.

Louvenia McIntosh asked about the amount that can be spent on the Executive Board Award plaque. At present, there is no set amount. Following some discussion, it was agreed that the amount spent on the plaque would be left to the discretion of the current 1st Vice-President, but they should check with the Treasurer to make sure adequate funds are available.

Devona Beard presented the Finance Committee report (attached). She handed out a proposed budget, which is revised from the one approved in January. Beard stated that we need to add \$25.00 to the estimated income, for a total estimated income of \$3,275.00. There were no questions or discussion. Mariah McPherson made a motion that the Board of Directors approve the 92-93 budget to be presented to the membership, seconded by Barbara Stone. The motion passed.

Griffin reported that she had recently received a phone call from Tom Carter in the specialists association. He stated that the specialists use the book of maps we compiled several years ago extensively, but they feel it needs to be updated and offered to help us prepare an update. Griffin stated that since she felt this was a continuation of our project, she contacted Gwen Roberts who is now on campus and knew about this project about taking the leadership on the revision. Our Association will be working with the specialists on this project, and counties will be contacted about submitting updated maps. The new book will include extras such as the campus, Ricks Hall and the soil lab. It was suggested that we have a new cover, perhaps a loose leaf style. Also suggested were page numbers, dividers and one map per page.

Barbara Stone from the Western District will be doing the invitation to the 1993 state meeting. Dates of September 23 & 24 have been set.

Nancy Payne will give the Nominating Committee report, followed by the election of officers conducted by President Griffin. Dot Johnson from Lincoln County will install the new officers.

Griffin asked for any additional new business we should be aware of.

Griffin stated that she is going to appoint a Scholarship Study Committee. The application form itself needs to be reprinted to get our new name on it, and the entire process needs to be looked at due to some of the difficulties in the past. The following people will be asked to serve on the committee: Devona Beard, Peggy Shearin, Grace Haven, Karen Whitley, Lynn Lambert and Gwen Roberts. Some of these members have already agreed to serve.

Following the scholarship committee appointment will be short remarks from President Griffin. She took the opportunity at this time to express appreciation to each member of the Board of Directors for their assistance and support during the year.

Next on the agenda will be the presentation of the gavel to the new President.

The meeting will adjourn following the presentation of the plaque to the past President.

Griffin stated that she has a get well card for Dr. Paul Dew that she would like to pass around during our business session for everyone to sign. She will get the card to Sue Mills to send to Dr. Dew.

At the closing luncheon tomorrow, all the new state officers and current district presidents should sit at the head table. Griffin will be presiding, and all the raffle drawings will be held at that time. If your district is doing a raffle, please let her know.

Room 303 at the Sheraton is this year's hospitality room, and it will be open during all times we aren't at McKimmon Center.

Helen Miller stated that the scrapbooks are on display in the registration area at McKimmon Center. She will check with the McKimmon Center to see how long they can be displayed there and if they can be left overnight. Griffin suggested having them in our meeting room for the business session.

Thetis Williams expressed appreciation for Griffin's leadership and all that she has done.

The meeting adjourned at 10:30 AM.

Submitted by:

Sandra Ballard, Secretary
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