

**Minutes - Executive Board Meeting
North Carolina Cooperative Extension Secretaries Association**

**Sheraton - Crabtree Valley
Raleigh, NC
December 3, 1992 - 8:30 p.m.**

The Executive Board of the N. C. Cooperative Extension Secretaries met December 3, 1992 at the Sheraton-Crabtree Valley hotel at 8:30 p.m. The following were present: Louvenia McIntosh, Karen Whitley, Devona Beard, Nancy Griffin, Gwyn Roberts and Susan Boyette.

President Louvenia McIntosh called the meeting to order.

The minutes of September 29, 1992 were sent earlier on e-mail. Karen Whitley moved to dispense with the reading of the minutes, Nancy Griffin seconded. The minutes were approved as submitted.

Gwyn Roberts presented the treasurer's report. Gwyn also noted difficulty in check order with the credit union.

McIntosh reviewed the committee appointments which have been sent out on e-mail.

McIntosh discussed Executive Board Award procedures. The form will be included in the newsletter.

Devona Beard reported on the Scholarship Study Committee. The applications are being reprinted. Copies will be sent to committee members for their input. Also - possible change in guidelines to include persons entering or already enrolled in secretarial profession.

Nancy Griffin discussed Associate/Honorary Members and stated that nominations were due two weeks before the Board of Directors meeting.

Newsletter deadline discussed - June 1, 1993 will be the deadline to get information submitted.

Gwyn Roberts gave a Map Update. The specialists are putting funds towards project, asked to put in locations of stations they can get gas at. Gwyn said the format will be loose leaf notebook in alphabetical order including campus map and A&T, one map per page with written instructions (DO NOT COPY ROAD MAP). The Association may need to put funds in also. Discussed ideas for cover. Suggestion: include Soil Sample Lab and Faculty Club. Try to distribute at State Meeting.

Feedback from the 1992 State Meeting was discussed. Comments included: more time needed for workshops, some workshops were disappointing. McIntosh also reported that she wrote Dr. West to ask for secretaries to receive In-Service training similar to agents (like one subject all day). Nancy Griffin has also talked t ~)Dr. West about County Directors attending at the same time. Some Directors feel the money would be better spent to have more training for secretaries.

The dates for the 1993 State Meeting have been changed to September 16-17, 1993. It will be held at the Great Smokies Hilton in Asheville, N.C.

McIntosh wants to encourage more members to apply for awards that are available.

McIntosh reported that the new 2nd Vice President will come from the Northeastern District. This will be in the newsletter.

Special Dates: February 19, 1993 - Board of Directors Meeting McKimmon Center, Raleigh, N.C.

Meeting adjourned.

Submitted by:

Susan Boyette, Secretary
SE, New Hanover