

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

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

**January 24, 1992**

The North Carolina Cooperative Extension Secretaries Association Board of Directors met January 24, 1992 at 10:00 AM at the Jane S. McKimmon Center in Raleigh. President Nancy Griffin called the meeting to order and welcomed the group the meeting, with a special welcome to the Campus Chapter representatives.

Dr. Richard Phillips, Associate Director, North Carolina Cooperative Extension Service, and our acting advisor, extended greetings and congratulations to the group for taking the initiative and using the foresight to recognize ourselves as a profession and come together and dedicate a little of our lives to the improvement of our profession; they encourage and support this effort. They are looking forward to our meeting in September when some in-service training is planned, because both he and Dr. Wells are very supportive of all of the professional staff participating in continuing education and in-service training. Dr. Phillips further stated that Administration does recognize the secretaries as professional members of the Extension Service staff, and they do appreciate the fact that we are dedicating part of our lives to improving our profession, which, in turn, helps the organization. Dr. Phillips then responded to questions from the group on various topics — new procedure for reporting annual and sick leave and submitting time and travel reports and changes in the Extension Personnel Directory.

Griffin stated that Dr. Wells sends his greetings. He was unable to come today, since we had to change our meeting date and had a previous commitment.

Louvenia McIntosh, 1st Vice-President, gave the thought for the day.

Griffin thanked Sue Mills for making arrangements for the meeting room and refreshments.

Griffin recognized Christine Barrier as our Parliamentarian today.

Sandy Ballard, Secretary, conducted the roll call by districts with the following results:

- Campus Chapter – 13
- Western – 3
- Northwestern – 8
- Southwestern – 7
- Northern Piedmont – 6
- North Central – 8
- South Central – 7
- Northeastern – 3
- Southeastern – 5
- TOTAL – 58

Ballard stated that she had the minutes from the last meeting and that these minutes had been mailed. Helen Miller moved that we dispense with the reading of these minutes; Janice Buchanan seconded. President Griffin declared that we dispense with the reading of the minutes.

Helen Miller made a motion that the minutes be approved as mailed. The motion was seconded by Mariah McPherson. The motion carried.

Devona Beard, Treasurer, presented the Treasurer's Report (copies distributed prior to the meeting). She commended district treasurers for getting dues to her on time. The report showed a balance of \$6,178.78. There being no discussion of the report, Griffin declared that it be filed for audit.

At this point, Griffin excused the Finance Committee to meet to compile a proposed 92-93 budget for our Association and report back toward the end of the meeting.

District reports followed:

- CAMPUS CHAPTER - DONNA WARREN Organizational meeting on November 8 with 44 people present; first meeting on December 12 with 33 people present-officers were elected and installed and committee chairpersons and members were appointed; currently 35 paid members.
- WESTERN DISTRICT - BARBARA STONE - 25 paid members; next meeting is scheduled for March 17 at the North Carolina Arboretum-the 1992 Secretary of the Year Award will be presented; making plans for the 1993 state meeting.
- NORTHWESTERN DISTRICT - GAIL LAIL 100% membership (except for one person who is retiring); selling sweatshirts as a fund raiser; "Bright Idea" award presented to a secretary in the district; Secretary of the Year Award with a \$100 cash award; Director of the Year Award; this district will receive the Herter-O'Neal Scholarship this year.
- SOUTHWESTERN DISTRICT - WENDY WORKMAN Has met in Stanly and Rutherford Counties, with their district director as speaker; voted to have counties rotate hosting meetings in alphabetical order; two members, Betty Harrington and Frances Johnson, have announced their retirement; voted to present a Secretary of the Year Award; spring meeting will be held in Cleveland County.
- NORTHERN PIEDMONT DISTRICT - PATSY SYKES - Had Dr. Clyde Chesney at their fall meeting in Oxford along with Johnsie Cunningham, County Director in Granville County, with a program on "The Ideal Silhouette"; this district gave Dr. Dew a \$100 check for his retirement.
- NORTH CENTRAL DISTRICT - FAYE BLACK - Toured several historic homes in Halifax County at their spring meeting; presented a Secretary of the Year Award and decided to hold a quilt raffle as a fund raiser at the state meeting; the raffle earned over \$200.
- SOUTH CENTRAL DISTRICT - THETIS WILLIAMS - Voted for officers to serve a term of two consecutive years; 100% paid membership; program on "The Secretary as a Professional" at their spring meeting; decided to present a "Secretary or Woman of the Year Award"; donated \$200 to the South Central District Agricultural Agents Association; they give a \$200 scholarship.
- NORTHEASTERN DISTRICT - LINDA MCMULLEN - Reported 100% membership; program at their spring meeting on "Conflict Management"; awarded a 4-H camp scholarship; presented a plaque to a retired secretary at the fall meeting; made tentative plans for the co-hosting the 1992 state meeting with Administration; has one secretary planning retirement.
- SOUTHEASTERN DISTRICT - SUSAN BOYETTE - Planned and hosted the 1991 state meeting at Atlantic Beach; awarded their rotating scholarship to Carteret County; had one secretary to retire; 100% membership and one associate member; the district scholarship has been approved for another year.

Griffin asked district presidents to send her dates of spring meetings. She would like to attend if at all possible.

Louvenia McIntosh reported that the 1992 Executive Board Award will be presented by the Executive Board to an outstanding Association member based on: participation, contributions and cooperation. Any member is eligible to nominate any other member, and it is not limited to a person who has served as an officer at any level; however, it should be someone who has exhibited outstanding loyalty and dedication to the Association. Nominations are due to McIntosh by August 1, 1992.

Karen Whitley, 2nd Vice-President, stated that the 1992 Herter-O'Neal Scholarship will go to the Northwestern District. The scholarship committee in that district has been working on this, with applications due back to Lynn Lambert by March 13. The top three applications will be sent to Whitley; they will select a first, second and third place winner so there will be an alternate if we need to have one.

COMMITTEE REPORTS - Standing committee reports were given and on file in the 1991-92 Secretary's Notebook.

Griffin reported that we do have some additional Honorary Members - Betty Dail, NE; Reba Hodges, NW; Cleo Grose, W; Pauline Houston, W; Frances Cobb, NE; Laura Pratt, SW; Miriam Jones, NE; Phyllis Haywood, NC; and Nell Boone, NC. These will be listed in the state newsletter.

Griffin stated that she thought that we were all aware that we have lost Frances O'Neal and Edith Herter, for whom our scholarship is named. Both of these ladies were instrumental in the organization of our Association.

#### OLD BUSINESS

Janice Buchanan gave an update on the campus organization. The organizational meeting was held on November 8, with 44 people present. Dr. Wells started the meeting with very favorable and positive comments. Information was shared with the group on how our organization was formed and how it functioned. A nominating committee was formed to present a slate of officers at the next meeting. The second meeting was held on December 12 with 33 people present. The slate of officers recommended by the nominating committee was elected, and Buchanan installed the officers. Committee chairpersons were appointed, and members signed up to serve on specific committees. Brief committee meetings were held. Great interest and enthusiasm has been shown by the Campus Chapter, and this group will be an asset to our organization!

Griffin stated that at this time the Southwestern District has submitted the following names for Honorary membership: Alma Jean Clark, Rutherford County; Cleo Geer, Polk County and Betty Harrington, Iredell County. She further stated that the procedure for this is for it to be submitted by the district to be passed by a 2/3 vote of the Board of Directors and passed by a majority vote of the annual meeting.

McIntosh reported that the only applicant for the 1992 Herter-O'Neal Scholarship was a very deserving young lady. It was awarded to Melissa Matthews from Swain County in the Western District. She is enrolled at Tri-County Tech.

Miranda Pope reported that our updated Association handbooks are ready and can be picked up at this meeting today. She noted that the revision date is on the front.

Whitley reported on the secretarial handbook for new secretaries, a project of the 1991 Goals and Aims Committee and the 1991 Professional Improvement Committee. It has been updated and a copy presented to Dr. Wells; he has approved it and doesn't see a need for any changes. Griffin will be meeting with Dr. Wells next week to go over several items and will discuss this handbook with him. He is in the process of having a video made for new secretaries, and we will probably be able to update members at the state meeting and let you know where we are going with the handbook. We would like Administration to print this for us if possible. Griffin stated that what she and Dr. Wells will be discussing is how this handbook and the video can work together or if we just need one and come up with the best solution. There is a feeling that something is needed for new secretaries, since no training like the agents have is provided.

Griffin stated that she would like for members to be aware that she needs the names of retirees since October 1, 1991 sent to her via e-mail or in writing.

Griffin stated that she would like for members to be aware of the awards that are available to us: the Directors Awards of Excellence in Leadership Skills and Computer Utilization and the Distinguished Performance Award; most districts have a Secretary of the Year Award. She encouraged members to make sure someone is nominated for these awards and see that the information on these awards is not just pushed aside when it comes in!

Miranda Pope commented that the past presidents were very appreciative of the plaques that they received at the 1991 state meeting.

Griffin reported briefly on some opportunities she has had as President that are a little out of the ordinary: (1) campus organization is off and running with excellent leadership; (2) she and nine other members of our Association attended the Federation meeting in September. At this point, we have not been asked to join, but when we attended this meeting we participated in a procedure to come up with a mission, vision and goals for the Federation. Griffin has been told that the NCCESA was not voted in at the January 14 Federation board meeting. The possibility of our Association being asked to join is under study by a committee. Possibly we will know something by our state meeting; (3) she thanked the group for being cooperative in changing the date of this meeting. When Dr. Wells asked her to be a part of the process in selecting the new Assistant Director, County Operations, she felt that the Association would want her to do so; therefore, it was necessary to change the date of this meeting. Thus far she has participated in two interviews.

## NEW BUSINESS

Linda McMullen stated that since they had not been able to meet with Dr. Phillips, she does not have any concrete plans in regard to the Northeastern District hosting the 1992 state meeting along with Administration. She stated that Administration usually asks us for recommendations for workshops, so please respond to any requests on this item. Griffin stated that she has sent a letter for Dr. Phillips suggesting a meeting with state officers and representatives from the Northeast District and decide who will be responsible for what. Anyone who has suggestions for workshops should give them to McMullen or Griffin today.

Barbara Stone reported that the Western District is anxious to host the '93 state meeting and has already formed committees to work on this event. Louvenia McIntosh noted that the '93 meeting will be the 20th anniversary of our Association.

Griffin announced that the 1993 Herter-O'Neal Scholarship will go to the Southwestern District.

There was some further discussion regarding the Federation and its purpose. Griffin stated that it is an organization where all the professional organizations come together as one voice to administration with concerns. Our participation or non-participation in the Federation is an item for discussion for our annual meeting. Griffin reviewed the mission of the Federation, and stated that one of the goals is "to promote Extension as a total effort of Extension professionals". Part of the vision statement is that "the Federation is committed to and supportive of professional development of all Extension workers".

Devona Beard presented the budget proposed by the Finance committee, which takes into consideration a reduction in postage ie to the use of CAROLINE and the possibility of the Association being asked to join the Federation. Following some discussion, the original proposal was changed, and the following budget was presented for approval:

- Postage: \$100.00
- Host District Expenses: 400.00
- Telephone: 25.00
- Herter-O'Neal Scholarship: 350.00
- Travel & Subsistence: 1,700.00

- Miscellaneous: 400.00
- TOTAL: \$2975.00

Our income from dues is approximately \$2920, the Southwestern District contributes an extra \$75 for the scholarship and the Campus Chapter membership dues could also increase income. If we are asked to join the Federation, the Finance Committee recommends that each district be asked to contribute \$15 towards the dues (\$15 per district would actually give us a little more than necessary to pay the Federation dues).

Mariah McPherson made a motion that we accept this budget. Allene Cuthbertson seconded the motion. Following a vote with no opposition, Griffin stated that the budget for 1992-93 carried.

There was no other new business.

Griffin urged everyone to read the announcements on the last page of the agenda.

Anyone interested in attending the South Carolina Association's state meeting should let Griffin know, and she will forward the information when she receives it. It is scheduled this year for Spartanburg, S. C. This trip would be "on your own".

Griffin declared the meeting dismissed.

Submitted by:

Sandra Ballard, Secretary  
(Buncombe, Western)