

Minutes - Annual Meeting
North Carolina Cooperative Extension Secretaries Association

Great Smokies Hilton
Asheville, NC

September 17, 1993

President Louvenia McIntosh called the meeting to order at 10:30 AM.

Sandra Ballard, who has agreed to serve as Secretary for this meeting, conducted the roll call as follows:

- Southeastern – 18
- South Central – 27
- Northern Piedmont – 18
- Northwestern – 18
- Northeastern – 8
- North Central – 18
- Southwestern – 20
- Western – 22
- Campus – 17

The total number of members present was 166.

President McIntosh stated that since everyone had received the minutes of last year's meeting via e-mail she would like to entertain a motion that we dispense with the reading of the minutes. Sandra Smith-Hopkins made a motion that we dispense with the reading of the minutes, seconded by Mariah McPherson. Following a vote, McIntosh declared the minutes approved.

Gwyn Roberts, Treasurer, presented the Treasurer's Report. Detailed reports had been distributed throughout the room. The report showed a checking account balance forward of \$2642.35, receipts of \$3365.23, disbursements of \$1528.39, for a balance of \$4479.19. The savings account has a balance of \$37.03, and the money market account balance is \$2339.99. The total balance of all funds is \$6856.21. Roberts noted that the \$100.00 annual contribution from the N. C. Soybean Association appears twice on this report due to the time this contribution was received last year, for a total of \$200. This is an annual contribution of \$100.00. This report doesn't include expenses for this meeting for executive board members. A question from the floor regarding the expenditures from "miscellaneous" was deferred until the new budget is discussed. It was noted that the dates shown on the list of receipts should be 10/1/92-9/14/93 rather than 10/1/93-9/14/94. McIntosh stated that our treasurer's report stands as information and no vote would be taken until we vote on next year's budget.

McIntosh stated that she had heard from both Dr. Paul Dew, our former Advisor, and Dr. Clyde Chesney, stating that they would not be able to attend our meeting. She also recognized her mother, Delores Barber, and Anna Markowicz, an exchange student from Poland. She asked any other guests to please stand.

McIntosh asked all retirees to stand and be recognized.

Karen Whitley, 1st Vice-President, gave a brief report on the Federation. Robert Lopp will be at our luncheon today to provide further information. Whitley read the Federation Mission Statement. On December 10 the NCCESA will be taking ten delegates to a forum in Raleigh. If anyone has any

concerns, ideas or questions they would like to have discussed at the Federation Forum, please e-mail them to Whitley; she will get them to the proper person.

Roberts reported on the update on the book of maps that we are working on with the specialists' association. Some of the maps that have been submitted are not acceptable, and Carolyn Dunn will contact these counties and others that have not responded. The specialists wanted to include written directions as well. The specialist association has agreed to buy loose leaf notebooks, and Dr. West has agreed for the printing to be done in Ag Communications. Our logo will appear on the front cover along with the one for the specialists' association. There is a possibility that it will be ready by annual conference. The new book will include A&T, the Faculty Club, Camp Dogwood and the NCSU campus. It was suggested that the soil sample lab and 4-H camps be included. If you have additional suggestions, contact Roberts.

Under other old business, McIntosh stated that she had received a request from a member regarding the status of the video for new secretaries. However, since that time, the videos have been sent out to the counties. If there is an office that has not received this video, please contact Dr. Wells' office. There should be one in every county. There is some question on whether there is a copy available to the campus group. Also, Dr. Wells has indicated that he would like to have some feedback on the video.

There was no other old business.

Whitley recognized Miranda Pope from Catawba County as the 1993 Executive Board Award recipient.

McIntosh asked all those who received awards last night at the banquet for Computer Utilization, Special Leadership and tenure to please stand and be recognized.

McIntosh stated that our Association had received a letter of thanks from the Louisiana Hurricane Relief Fund, along with the other professional associations, for our contribution.

Devona Beard, 2nd Vice-President, reported that the Scholarship Study Committee has updated the application. To standardize the handling of the scholarship, they have also created a guideline manual, including sample letters and news releases to be used by the chairman of the current scholarship committee. She thanked the members of her committee for their input. A packet of this information has been prepared for each county.

Beard stated that the recipient of the 1993 Herter-O'Neal Scholarship is Jennifer Detaranto (copy of Scholarship Committee Report attached). We have not received anything saying that she is actually enrolled. If it is found that she has not enrolled, the scholarship will go to the next person.

The following names have been submitted in nomination for honorary membership:

Nora Smith - Richmond County
Maxine Rutledge - Iredell County
Betty Penland - Macon County
Louise Newsome - Martin County
Frances Johnson - Chatham County

Linda Payne made a motion that we accept these members for honorary membership. It was seconded by Sharon Ross. The motion passed.

At this time we paused for a moment of silent prayer for Sheila Gilbert, secretary from Polk County who passed away recently. Christine Barrier reported that the trust fund for Sheila's son, Adam, had a balance of a little over \$2000.00 in August.

COMMITTEE REPORTS - Committee reports given are attached to the original copy of these minutes. The reports were presented as follows:

Goals & Aims - Ruth Smith, Chairman - no report

Hospitality - Issy Cable, Chairman - report attached

Membership - Martha Cochran, Chairman - report attached

Professional Improvement - Marlene Strufe, Chairman - report attached

Public Relations - Debbie Hibbard, Chairman - no report

Reflections - Helen Miller, Chairman - report attached

Rules & By-Laws - Miranda Pope, Chairman - report attached

At this time McIntosh encouraged all members to accept committee appointments and chairmanships when asked.

Roberts presented the proposed budget for 1993-94 as follows (copies have been distributed):

- Postage: \$ 100.00
- Host District Expenses: 400.00
- Telephone: 25.00
- Herter-O'Neal Scholarship*: 350.00
- Travel & Subsistence: 1820.00
- Federation Dues: 100.00
- Miscellaneous**: 500.00
- TOTAL: \$3295.00

*Herter-O'Neal Scholarship: no additional contributions have been made as of 9/15/93.

**Includes: outgoing president's plaque, check charges, service charges, film and developing, Executive Board Award plaque, printing newsletter, break at Board of Director's meeting, etc.

Roberts noted that we need a new camera (which can be taken out of miscellaneous) and that to date no additional contributions have been made to the Herter-O'Neal Scholarship Fund. There was some discussion of the possibility that money be included in the budget for benevolence items. McIntosh stated that this was discussed in the Executive Board meeting yesterday, and benevolence may become the responsibility of one of our standing committees. Whitley will be addressing this during her term as President, perhaps appointing someone to develop some guidelines. Helen Miller made a motion that we accept the 1993-94 budget as presented, seconded by Anne Summerlin. The motion passed.

Miranda Pope made a motion that the NCCESA make a \$100 contribution to the Adam Gilbert Trust Fund. The motion was seconded by Gail Lail and passed.

Roberts made a motion that Helen Miller be authorized to purchase a new camera, seconded by Ethel Robinson. The motion passed.

Denise Brown issued an invitation to the 1994 NCCESA State Meeting, September 15 & 16, in Winston-Salem, Northwestern District.

Falisa Carter, Nominating Committee Chairman, presented the following slate of officers for nomination:

President - Karen Whitley (Edgecombe, NC)
1st Vice-President - Devona Beard (Bladen, SC)
2nd Vice-President - Arnette Parker (Tyrrell, NE)
Secretary - Vickie Blackwelder (Davie, NW)
Treasurer - Pat Sykes (Durham, NP)
Advisory - Louvenia McIntosh (Chatham, NP)

McIntosh asked for any nominations from the floor; there were none. Betty Cox made a motion that we accept this slate of officers by acclamation. The motion was seconded by Linda Payne. The motion passed.

Nancy Griffin, 1993 Advisor, installed the 1994 officers.

McIntosh presented the gavel to Whitley.

Whitley presented McIntosh the Past President's Plaque.

McIntosh reminded everyone to pick up scholarship information packets.

Janice Dotson gave the instructions for lunch. Raffle drawings will be done during lunch.

The meeting adjourned at 11:40 AM.

Submitted by:

Sandra Ballard, Acting Secretary
(Buncombe County, W)