

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

**Ramada Inn-Blue Ridge
Raleigh, NC
December 9, 1993 -- 9 p.m.**

President, Karen Whitley called the meeting to order at 9:00 p.m. Those present were Karen Whitley, President, Devona Beard; 1st Vice President; Arnette Parker, 2nd Vice President; Pat Sykes, Treasurer; Vickie Blackwelder, Secretary; and Louvenia McIntosh, Advisor.

President Whitley entertained a motion that we dispense with the reading of the minutes from the 20th Annual Meeting. Devona Beard made the motion to dispense with the reading of the minutes, seconded by Pat Sykes. Motion carried.

Pat Sykes, Treasurer, presented the Treasurer's Report. Copies of the report were distributed to members of the Executive Board. The report showed a checking account balance of \$2585.03, receipts of \$2796.95, disbursements of \$230.84, for a balance of \$5151.14. The savings account has a balance of \$37.35 and the money market balance is \$2360.14. The total balance of all funds is \$7,548.63.

We have 282 paid members and 5 honorary members making a total of 287 members.

President Whitley stated we need a type of Benevolence Committee and guidelines set up. We also need a committee to update the Secretarial Handbook. Committee assignments are not a part of rules and by-laws and the president can set up committees as necessary. After discussion, it was decided the Membership Committee would take care of Benevolence and come up with guidelines to have ready for presentation and vote at our February Board of Directors meeting. Secretary Handbook updates will be done by the Professional Improvement Committee. Karen will get in touch with these committee chairs. Karen will also forward to Membership Committee Chair the consensus of the Executive Board not to send flowers to secretaries or families, but send cards. Karen will also ask that Benevolence Guidelines be sent to Executive Board members via e-mail.

Devona Beard, 1st Vice President, is in charge of the Executive Board Award. She should have all information and nominations in by August 1.

The 1993 Herter-O'Neal Scholarship recipient is enrolled at Pfeiffer College. The recipient of the 1994 Herter-O'Neal Scholarship will come from the Northern Piedmont District. All nominations should be returned to Arnette Parker, 2nd Vice President, by April 10. Packets with information the Herter-O'Neal Scholarship were distributed at the state meeting.

Dot Kennihan, Wake County, was presented for Honorary membership in our association. The Board of Directors voted to recommend her for Honorary Membership to the Association at the State meeting in September. Nomination forms for Honorary Membership into NCCESA were distributed.

Karen reported on update of the book of maps that Gwyn Roberts was working on. This project is still at the same place it was in September; not sure when it will be completed. There are 4 counties that have not sent in a map.

All feedback from the 1993 state meeting was good. The meeting and tours were all good.

Nominations for 2nd Vice President will come from the Southeast District in 1994 and from on Campus in 1995.

Karen printed a ream of Association letterhead on their new Risograph. A supply of letterhead will be distributed to district presidents and to the Scholarship Committee. We will not have envelopes printed for the Association.

President Whitley presented a letter she received from Alvin Stanford, County Extension Director in Cabarrus County, regarding Regional Advisory Leadership meetings requesting participation and support in the meetings. Karen will ask other Associations what they are doing and send the Executive Board message of their intent.

The members of NCCESA will be attending the Federation Meeting December 10. The Federation has an emblem representing 4 associations. The old emblem will be used this year, but corrected next year to reflect representation from the 5 associations. Pat Sykes will take care of sending in our 1994 Association dues of \$100.

The meeting adjourned at 10:23 p.m.

Submitted by:

Vickie H. Blackwelder, Secretary Davie County, NW