

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

**Jane S. McKimmon Center
Raleigh, NC
February 19, 1993 - 10 a.m.**

The North Carolina Cooperative Extension Secretaries Association Board of Directors met February 19, 1993 at 10:00 A.M. at the Jane S. McKimmon Center in Raleigh. President Louvenia McIntosh called the meeting to order and welcomed the group to the meeting.

Dr. James West, Asst. Director, County Operations brought greetings to the group and said that he feels good about the things going on with our association. We had an excellent state meeting and secretaries had input in its planning and were the key to its success. His philosophy is one of continuous improvement and involving people in the process and he does welcome our input and feedback. Dr. West expressed delight with the work collaboratively between campus and county secretaries and feels that this is improving overall operation and effectiveness as well as helping us to become a successful team. He said he is proud that we are part of the Federation - this is another example of each important entity in the organization working together and this will result in a broader vision and perspective of the organization. Dr. West emphasized the important role Extension Secretaries play as we are the first line contact to the public. He has received many favorable comments about the positive image we project. He closed by commending the Association for what it has done to improve leadership and professional competency for Extension Secretaries throughout the state.

Karen Whitley, 1st Vice-President, presented the thought for the day entitled, "Live Each Day to the Fullest."

Susan Boyette, Secretary, conducted roll call. The attendance recorded is as follows:

- Campus - 9
- North Central - 9
- Western - 3
- South Central - 5
- Northwestern - 7
- Northeastern - 5
- Southwestern - 7
- Southeastern - 5
- Northern Piedmont - 6
- TOTAL - 56

McIntosh said the minutes of the last meeting had been sent and asked if the group would like to have them read. Helen Miller moved that we dispense with the reading of the minutes, seconded by Cathy Harvey. Motion carried.

Gwyn Roberts, Treasurer distributed the Treasurer's Report before the meeting began. The report showed a balance of \$7,639.82. She confirmed that everyone had a copy and asked if there were any questions. A thank you note was received from the Louisiana Hurricane Relief for the contribution we sent. Since there were no questions McIntosh asked for a motion to accept the Treasurer's Report. Pat Brafford made this motion, seconded by Cathy Harvey. Motion carried.

McIntosh reported that the administration is getting the secretaries involved. She is serving on two committees and has been asked to serve on the Strategic Planning Committee.

District reports followed:

- **CAMPUS CHAPTER - PAT BRAFFORD** Campus chapter has grown to 42 members; approved, published and distributed by-laws; membership letters are sent to each new employee, response has been good; newsletter will be distributed and fundraising activities are being planned; set up scholarship fund; chapter meets every other month with professional improvement sessions planned for the months they do not meet beginning in March; Campus chapter active and growing.
- **WESTERN DISTRICT - BARBARA STONE** Has 28 members; meet in March and August of each year; have had fundraisers this year including a silent auction and doll sale; the 1992 Secretary of the Year award was presented to Isabelle Cable (Swain County) at spring meeting at the N. C. Arboretum; all secretaries and their directors had all-day educational program in the spring; Fall meeting was held in Cherokee County and was dedicated to planning the 1993 State meeting; Betty Penland retired at the end of January; Spring meeting will be held in Buncombe County with a luncheon at the Great Smokies Hilton, site of the 1993 State Meeting.
- **NORTHWESTERN DISTRICT - GAIL LAIL** 1992 Spring meeting hosted by Davie County featured program "A More Professional Look On The Job With Skin Care"; Ginger McGhee (Yadkin County) won 1992 Bright Idea Award; Secretary of the Year Award won by Kathy Miller (Alleghany County); Fall meeting hosted by Forsyth County included educational tours; Bob Edwards (Alleghany County) was named Director of the Year; Northwestern District working on 1994 State Meeting which they will host; Herter O'Neal Scholarship presented to Sebrina Hamm, a student at Northwest Ashe High School.
- **SOUTHWESTERN DISTRICT - CHRISTINE BARRIER** 100% paid membership with 35 members; Special Projects Committee has been busy with fundraising events, mainly to support the 1995 State Meeting hosting responsibilities; Awards and Recognition Committee is working on special presentation program for association's 20th anniversary, all past association presidents will be recognized; Herter O'Neal Scholarship will be awarded to someone in Southwestern District this year; Fall 1992 meeting in Gaston County featured a program in self defense; Spring 1993 meeting will be held in Iredell County in April.
- **NORTHERN PIEDMONT DISTRICT - GLORIA J. GREEN** Person County hosted the Fall 1992 meeting on October 30 with a halloween costume theme; professional development sessions included "Grammar and Punctuation Update" and "Certified Professional Secretaries"; 24 secretaries attended and one retired secretary; 28 paid members; Randolph County will host the Spring meeting in April and will award district scholarship, Secretary of the Year Award and installation of officers for the coming year will also be held.
- **NORTH CENTRAL DISTRICT - JACKIE ROUNDTREE** Has 100% membership; Fall 1992 meeting was held in Harnett County with 29 attending; planning meeting will be held March 26 in Nash County; Spring meeting will be held in Johnston County on May 7th.
- **SOUTH CENTRAL DISTRICT - MERRILYN BOWMAN** 100% paid membership; Spring meeting was held in Robeson County with 37 members attending, included a visit to Robeson County Planetarium and Science Center; Fall meeting was in Sampson County with 30 members present, programs featured "Personal Safety for Women" and "1992 Meter Holder Addressing Seminar", new officers were installed for two year term, scholarship awarded in Columbus County, Kathy Walters (Robeson County) received Secretary of the Year award; 1993 Spring meeting will be held in Scotland County April 2; Nora S. Smith (Richmond County) retired in October, 1992.
- **NORTHEASTERN DISTRICT - ROSANNA RHEA** Full membership of 27 secretaries; District meets in spring and fall each year; Fall meeting was hosted by Gates County, new officers were elected and installed, annual 4-H scholarship awarded; Spring meeting will be hosted by Hertford County in May.
- **SOUTHEASTERN DISTRICT - CATHY HARVEY** 100% membership consisting of 33 members; two secretaries retired in 1992; Spring meeting was held in Beaufort County on April 24th and Fall meeting was held in Carteret County on August 28th; scholarship program still in effect and has been utilized by each designated county since 1989.

Karen Whitley reported on the Executive Board Award which is presented annually to an outstanding association member based on participation, contributions, and cooperation with our association. Any member is eligible to nominate any other member. It should be someone that has been loyal to the association and shown outstanding dedication. Letters of nomination should be submitted to Karen Whitley by August 1, 1993.

Devona Beard, 2nd Vice President, presented the 1993 Herter O'Neal Scholarship Report. The committee has worked hard on updating the application and creating guidelines for the scholarship program. Copies of the guidelines have been placed in binders for use of the district and state chairpersons and two bankers boxes have been purchased for the district and state chairpersons to store all pertinent materials in. The 1993 scholarship will go to a student in the Southwestern District. New applications, letterhead and guidelines have been sent to the District Scholarship Chairperson, Carrie Guin (Mecklenburg County) and the top 5 finalists are due by April 10. The applications will be ranked in case alternates are needed.

At this time, McIntosh excused the Finance Committee to meet and work on the proposed 93-94 budget.

COMMITTEE REPORTS

- Standing committee reports were given and are on file in the Secretary's Notebook.

OLD BUSINESS

- McIntosh stated that she has received three nominations for Honorary membership: Nora Smith, Richmond County; Maxine Rutledge, Iredell County; and Betty Penland, Macon County. Devona Beard made a motion for the Board of Directors to accept these nominations. Karen Whitley seconded and the motion was passed.
- Karen Whitley reported on the recipient of the 1992 Herter O'Neal Scholarship. It was awarded to Sebrina Hamm from the Northwestern District. Sebrina was second in her graduating class and is attending Wilkes Community College.
- McIntosh gave a Federation update. The association was represented at the meeting in December. She and Karen Whitley also attended the Executive Board meeting January 29th. A survey will be done with the secretaries at A&T to determine interest in forming a campus association and joining the state association. A survey will also be done with all paraprofessionals that are not members of any association to determine their interest in forming their own association or joining an existing association. Also, the Federation will communicate concerns from the associations to administration. McIntosh and Whitley will attend another Executive Board meeting in September. We will have our first officer in the Federation next year and Nancy Griffin has been submitted for the office of Treasurer.
- Ruth Smith reported on the video for new secretaries during her committee report. The video which will provide orientation for new secretaries is being prepared and will be available some time after March.

NEW BUSINESS

- Barbara Stone, Western District President, issued an invitation to the 1993 State Meeting. The meeting will be held September 16 and 17 at the Great Smokies Hilton in Asheville. This year marks the 20th anniversary of the association and the Western District is proud to welcome everyone to this special meeting.
- Gail Lail, Northwestern District President, gave the invitation to the 1994 State Meeting which is planned for September 15-16, 1994. They would like to welcome everyone to Winston-Salem and have begun preparations for the meeting which will be held at the Stoffer.
- McIntosh announced that the 1994 Herter O'Neal Scholarship will go to the Northern Piedmont District.

- Gwyn Roberts reported on updated maps. She asked for any county that has not submitted their new map to send it in. She is working with specialist, Carolyn Dunn on this project. The goal is to have them ready to distribute at the state meeting. A campus map will be included, a map of A&T, and all 100 counties on a full page in a loose leaf binder. The specialists will provide a monetary amount for the binders. The total cost of the binders is not yet known. Following discussion about the books and possible cost Pat Brafford made a motion that the binders should be paid for by the specialists. This was seconded by Miranda Pope and the motion was passed.

Gwyn Roberts presented the 1993-94 proposed budget from the Finance Committee:

- Federation Dues - \$ 100.00
- Postage - \$ 100.00
- Host District Expenses - \$ 400.00
- Telephone - \$ 25.00
- Herter O'Neal Scholarship - \$ 350.00
- Travel & Subsistence - \$ 1,820.00
- Miscellaneous - \$ 500.00
- TOTAL - \$ 3,295.00

The Finance Committee recommended this proposed budget. Following a vote the proposed budget was accepted.

- McIntosh stated that each association in the Federation will extend an invitation to other associations to attend their annual meetings to get to know each other better. Another association president for instance, may want to attend and make brief remarks about their association and in turn we would be extended the same invitation to their meetings.
- McIntosh reminded everyone to note the important dates listed at the end of the agenda. She also thanked Nancy Griffin for serving as parliamentarian.

There was no other new business so McIntosh adjourned the meeting.

Respectfully submitted by:

Susan Boyette
Secretary (New Hanover, Southeastern)