

**Minutes - 21st Annual Meeting
North Carolina Cooperative Extension Secretaries Association**

**Adam's Mark / M.C. Benton Convention Center
Winston-Salem, NC
September 16, 1994 -- 9 a.m.**

President Karen Whitley welcomed everyone at 9 AM.

Dr. James West, Assistant Director, County Operations, extended greetings and comments. He feels we are the greatest group of secretaries in the world. He commended officers and the Northwestern District for a good meeting as well as everyone for the active part we have in our Association. He felt the theme "The Difference You Make" was right on target. He was pleased with the support we give the organization and especially of the Western District and the support they gave with the recent Horn of Plenty. Our genuine devotion and commitment makes us stand out as an organization. Our work is more than just a job. Dr. West left us with these challenges: to take time to celebrate successes and to acknowledge progress, enjoy the journey, and to take time to stop and celebrate small wins and victories. Dr West perceives us to be the "Wind Beneath The Wings" of this organization.

Mary Ann Mauney introduced our morning speaker, Mr. Charles Ewart from the Catawba County Chamber of Commerce, who gave us an inspiring and entertaining talk regarding "The Difference We Make."

President Whitley stopped proceedings at 10:05 AM for a break so that everyone could check out of their rooms.

President Karen Whitley called the business session to order at 11:00 AM.

President Whitley recognized and thanked Marlene Strufe for serving as Parliamentarian. Whitley told the membership that Louvenia McIntosh was not able to be with us because of her parent's illness, she had broken her toe, and is planning a wedding in December.

Vickie Blackwelder, Secretary, conducted the roll call as follows:

- Western - 9
- Northwestern - 25
- Southwestern - 18
- Northern Piedmont - 19
- North Central - 32
- South Central - 25
- Northeastern - 14
- Southeastern - 20
- Campus - 16
- The total number of members present was 178.

President Whitley stated that everyone should have received the minutes of the 1993 State Meeting and she would like to entertain a motion to dispense with the reading of the minutes. Sandra Smith-Hopkins made a motion that we dispense with the reading of the minutes, seconded by Nancy Griffin. Motion carried; Whitley declared the minutes approved.

Pat Sykes, Treasurer, presented the Treasurer's Report. Copies of the report were distributed. The report showed a checking account balance forward of \$2,585.03, receipts of \$3,128.43, disbursements of \$2,231.04, for a balance of \$3,482.42. The savings account has a balance of \$38.33 and the money market account balance is \$2,421.65. The total balance of" all funds is \$5,942.40. President Whitley reminded District Treasurers dues should be paid by October 1 and are due to the State Treasurer by November 1.

Under Old Business

- Nancy Griffin, Federation Treasurer, gave a report on the Federation. The Federation Board met in January, February, and September and will meet again in December at the Federation Forum. Nancy thanked the membership for allowing her to serve on Federation Board as Treasurer.
- Gwyn Roberts gave an update on the Book of Maps. This project is still not ready. It has been turned over to Ag Communications. Carolyn Dunn is working with Ag Communications on this.
- There was no other Old Business.

Devona Beard, First Vice President, announced the Executive Board Award. Sue Mills was the 1994 recipient of this award. This award was presented to Sue during the Awards Banquet last evening.

Whitley recognized all recipients of Computer Utilization, Special Leadership, and Tenure Awards.

Arnette Parker, Second Vice President, stated the recipient of the 1994 Herter-O'Neal Scholarship is Melissa Hardin from Alamance County, Northern Piedmont District. The 1995 recipient will be shared by the North Central District and the Campus Chapter.

The following names have been submitted in nomination for honorary membership: Dot Kennihan, Campus Chapter; Betty Holmes, Rowan County-Southwestern District; and Jean Johnson, Iredell County-Southwestern District. Nancy Griffin made a motion that we accept these members for honorary membership, seconded by Sandra Smith-Hopkins. The motion passed. Whitley presented these three ladies with certificates of honorary membership. Whitley also presented last years five honorary members with certificates of honorary membership. They were presented this year due to oversight last year.

Sandy Kanupp gave a report on the August 26, 1994 Horn of Plenty held at Deerpark Inn in Asheville, North Carolina. This was the first year we had the opportunity to participate as an Association. Four districts participated-Western, Northwestern, North Central, f and South Central. Our Association worked with the other Associations and Administration on this. Sandy asked that we consider putting money in the 1996 budget so our Association could contribute to the 1996 Horn of Plenty. Think about this and bring your feelings to the Board of Directors meeting in February.

COMMITTEE REPORTS - Committee Reports were presented as follows (original reports are attached to the original minutes):

- Goals & Aims - Sherry Bunting, Chair - report presented by Karen Whitley. Our goals and aims are:
 1. Encourage 100% membership in our Association statewide. All efforts were made to do this.
 2. Encourage our membership to participate in district and state meetings. All efforts were made to do this.
 3. Build a good rapport among secretaries throughout the Association for a stronger working relationship and a stronger Extension program. This is very strong throughout the organization.
 4. Would like to see the secretary's booklet updated entitled, "Let's Get Acquainted". (This is a good way to help us "get to know" other secretaries not only in our district but

statewide.) Please note: This was done in May 1992 by the Public Relations Committee. This is being done by another committee.

5. Emphasize and maintain professional training for secretaries. It is important for secretaries to keep up-to-date on office skills and new technology. Secretaries should be encouraged to attend workshops and seminars. Continue to encourage secretaries to seek training in their counties.
6. Encourage secretaries to act and dress as the professionals they are. This is being done.

Other committee members: Ann Hall, W; Becky Ritch, NW; Donna Fulp, NP; Jean Sigraon, NC; Jetty Gore, SC; Ruth Smith, NE; Carol Haywood, SE; and Joan Little, Campus.

- Hospitality - Vickie Blackwelder, Chair
 - The Hospitality Committee would like to thank the Northwestern District for all their hard work to make the 1994 NCCESA State Meeting an enjoyable one. We have 189 members registered for this meeting with 215 attending the banquet last night and 197 for lunch today. A hospitality room was provided yesterday from 10:30 AM - until 5:00 PM and again this morning from 7:00 to 8:00. I would like to thank all who helped with preparation for this meeting and all who attended. I especially want to thank all who helped with Hospitality. Enjoy the remainder of your stay in Winston-Salem.
- Professional Improvement - Regina Opharrow, Chair
 - Represents all districts. Keep up with seminars and workshops. Few changes in secretaries notebook. Use scholarships if available. Share course knowledge with others. Handouts distributed on notebook updates/changes (copy attached to original minutes).
- Membership - Faith Tritle, Chair - report given by Sandy Kanupp
 - We have 287 members this year.
- Rules & By-Laws - Pat Brafford, Chair - report given by Lois. Proposed changes to By-Laws:
 - ARTICLE IX - FEDERATION
 - Section 1: NCCESA representatives to the Federation Board of Directors shall be President and First Vice President.
 - Section 2: Delegates attending Federation Forum shall consist of NCCESA Executive Board members (6) and four District Presidents; priority given to Districts not represented by Executive Board members.
 - Section 3: The NCCESA shall provide a Federation Officer according to rotation schedule outlined in Federation Constitution and By-Laws.
 - Section 4: The Federation Officer shall be appointed by the Federation Delegates and selected from a list of eligible members meeting the following qualifications:
 - a. Has served as an NCCESA Officer (State of District)
 - b. Has attended at least one Federation Forum (these qualifications will enable the Federation Officers to have an understanding of the purpose and objectives of the Federation)
 - c. This Officer shall be installed at the Federation Forum and take office January 1.
 - Section 5: The NCCESA shall pay dues as outlined by the Federation Constitution and By-Laws.
 - ARTICLE V - OFFICERS AND THEIR DUTIES
 - Section 6: The Treasurer shall be responsible for receiving the funds of the Association and shall disburse them in accordance with the adopted budget. In cases of emergency and funds need to be transferred between accounts, the Treasurer is authorized to do so upon approval of the President. The Treasurer shall serve as Finance Committee Chairman and Advisor to said committee the following year. The accounts of the Treasurer shall be audited at the close of the calendar year by a committee of Audit, such committee to be appointed by the President.
 - ARTICLE XV - FINANCE

- Finance: This committee is responsible for drawing up a balanced state budget and presenting said budget to the Board of Directors for approval. This committee will have access to the previous year's financial statements for reference.

Whitley entertained a motion to accept ARTICLE IX - Sections 1-6 - FEDERATION. Devona Beard made a motion to accept these changes as proposed, seconded by Vickie Blackwelder.

Many feel all districts would not be represented by these changes. After much discussion, Beard withdrew her motion to vote and accept changes regarding Federation and to give this back to the Rules and By-Laws Committee to do further study and brainstorming on Federation.

Helen Miller made motion, seconded by Nancy Griffin to accept ARTICLE V - OFFICERS AND THEIR DUTIES, Section 6 as proposed. The motion carried.

Sandra Smith Hopkins made motion, seconded by Mariah McPherson to accept ARTICLE XV - FINANCE as proposed. The motion passed.

- Public Relations - Addie Sugg, Chair
 - The Public Relations Committee would like to thank each of you for your help in putting together the State Newsletter. The newsletter was sent by e-news the first of July, 1994. The decision to send it by e-news was voted on at the Board Meeting that was held at McKimmon Center in February. Sending the newsletter by e-news cuts down considerably on postage and this way each member can have their own copy. The only hinderance is graphics cannot be included. If there is anyone here who did not receive a copy, please let me know and I will e-mail you a copy.
 - The second major project for the Public Relations Committee was updating the "Let's Get Acquainted" Book. The project originally was done by Gwyn Roberts, Campus Chapter. Gwyn had done the hard work, which made updating much easier. I had planned to have it ready to send before our State Meeting. Since there is a good possibility that e-news will be shutdown for the whole week of September 19, I will wait until the week of the 26th to send it. Also, those who have not sent in their corrections may do so next week. I plan to send the book on e-news. It will probably be easier for members to save it into a WordPerfect file before printing. That way it can be formatted the way you want it.
- "Reflections" - Helen Miller, Chair
 - "Reflections" has been on display in the Hospitality Room during our meeting and I hope each of you has had an opportunity to look through them. I would appreciate any comments or suggestions you have for ways for improvement.

Thanks to each of you who sent news clippings and pictures to be included in the books. We need to show what our members are doing throughout the state and the recognition and honors they've received. This projects a more representative picture of our organization and in order to make "Reflections" a true history of our Association, we need to have every county and district and the campus members represented.

I want to thank you for allowing me the opportunity of working on "Reflections" again this year. It's been fun and I've enjoyed doing it.

- Finance - Pat Sykes, Chair. Sykes presented the proposed budget for 1994-1995 as follows (copies were distributed):
 - Postage: \$50.00
 - Host District Expenses: 500.00

- Telephone: 25.00
- Herter-O'Neal Scholarship: 350.00
- Travel and Subsistence: 2,100.00
- Federation Dues: 100.00
- Miscellaneous*: 350.00
- TOTAL: \$3,475.00

*Includes outgoing President's plaque, check charges, service charges, film developing, Executive Board Award plaque, printing newsletters, break at Board of Directors Meeting, etc.

Kathy McAteer made a motion that we accept the 1994-1995 budget as presented, seconded by Allene Cuthbertson. The motion passed.

- Nominating Committee - Pearl Blount - Chair
We received five applications for nominees for state office. The Nominating Committee would like to present the following slate of officers for approval for 1994-1995 year:
 - President - Devona Beard (Bladen, South Central)
 - First Vice President - Arnette Parker (Tyrrell, Northeastern)
 - Second Vice President - Debbie King (Onslow, Southeastern)
 - Secretary - Donna Warren (Campus Chapter)
 - Treasurer Christine Barrier (Cabarrus, Southwestern)
 - Advisor Karen Whitley (Edgecomb, North Central)

Whitley asked for any nominations from the floor; there were none. Allene Cuthbertson made a motion that we accept this slate of officers, seconded by Sandra Smith-Hopkins. The motion passed.

Denise Brown, Northwestern District President, presented Devona Beard with a corsage and balloon from the South Central District on being installed as 1995 President.

Nancy Griffin installed the 1995 officers. Nancy mentioned that Karen Whitley will be serving as Federation Secretary next year representing our Association on the Federation Board.

Kathy McAteer, Southwestern District President, issued an invitation to the 1995 NCCESA State Meeting in Charlotte in the Southwestern District, by showing a video of Charlotte.

Whitley stopped the business session for lunch in the Forsyth "allroom at 12:08 PM.

The business session resumed at 1:20 PM in the Forsyth Ballroom of the Adam's Mark.

Whitley recognized new secretaries attending their first state meeting. She then thanked Denise Brown and the Northwestern District for a fabulous state meeting. The Northwestern District secretaries were asked to stand. Whitley thanked the membership for allowing her to be state president this past year. Karen Whitley thanked Addie Sugg and Gloria Morning, Edgecomb Extension Secretaries, for all the support they have given her during her term as State President.

Whitley presented Devona Beard, newly elected President, with the gavel.

Devona Beard thanked the South Central District for their confidence in her nomination as state president and then presented Karen Whitley with the Past President's Plaque.

There was no other business.

Whitley turned the meeting over to Denise Brown, Northwestern District President.

Denise Brown gave instructions for raffles and door prizes. Brown also recognized the Northwestern District Executive Board.

Brown adjourned the meeting at 1:33 PM.

Submitted by:

Vickie H. Blackwelder, 1994 Secretary
(Davie County, NW District)