

**Minutes - Executive Board CALLED Meeting
North Carolina Association of Agricultural Extension Secretaries**

**Edgecombe County Extension Center
Tarboro, NC**

May 20, 1994

The North Carolina Cooperative Extension Secretaries Association Executive Board met for a called meeting Friday, May 20, 1994 at the Edgecombe County Extension Center in Tarboro. President Karen Whitley called the meeting to order 10:15 a.m. Other Executive Board members present were Devona Beard, First Vice President; Arnette Parker, Second Vice President; Vickie Blackwelder, Secretary; Louvenia McIntosh, Advisor.

The main items of business were guidelines for selection of Federation Officer and a balanced budget.

The Federation includes Specialists, 4-H Agents Association, Agricultural Agents Association, Home Economics Agents Association, and Secretaries Association. The NCCESA Officer rotation schedule will be Treasurer, Secretary, President Elect, President, and Advisor. The President Elect moves up to the of of President and Advisor.

The following guidelines were recommended by the Executive Board to be presented at the state meeting for vote by the membership.

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 Bylaws.

Section 4.The Federation Officers shall be appointed by the NCCESA Executive Board and selected from a list of eligible members meeting the following qualifications:

1. Has served as an NCCESA Officer;
2. Has attended at least one Federation Forum (these qualifications will enable the Federation Officers to have a understanding of the purpose and objectives of the Federation);
3. This Officer shall be installed at the Federation Forum and t office January 1.

Section 5.The NCCESA shall pay dues as outlined by the Federation Constitution and Bylaws.

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 Chair 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 on 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 statement for reference.

Upon approval of these recommendations, a Handbook Committee will be appointed to make these revisions in the North Carolina Cooperative Extension Secretaries Association Handbook.

Karen will notify membership via e-mail and ask for their eligibility as a Federation Officer. Karen will also take care of inviting George Stancil, Federation President, to our 1994 State Meeting September 15 and 16 in Winston-Salem.

Partial List of Members Eligible for Federation Officer:

- Nancy Griffith
- Janice Dotson
- Karen Whitley
- Pat Sykes
- Gwen Roberts
- Vickie Blackwelder
- Louvenia McIntosh
- Devona Beard
- Sandy Kanupp
- Arnette Parker

The meeting was adjourned at 12:07 p.m. The Executive Board members and Edgecombe County secretaries, Addie Sugg and Gloria Morning, enjoyed a delicious lunch prepared by Karen Whitley.

Respectfully submitted by:

Vickie Blackwelder, Secretary
(Davie, Northwestern)