

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

**Winston-Salem
December 1, 1994 - 8:10 p.m.**

President Devona Beard called the meeting to order at 8:10 p.m. Christine Barrier, Treasurer, made a motion that we dispense with the reading of minutes from the last meeting. She distributed the financial reports and added that we currently had 249 paid members and 11 unpaid members.

BENEVOLENCE - Discussion followed regarding benevolence matters. Debbie King, 2nd Vice President, made a motion that we bring before the Board of Directors the following as a standing policy: The Association will send \$50 to a charitable organization in remembrance of a member at their death. The motion was seconded by Karen Whitley, Advisor. If passed by the membership, it will be added to the handbook under District/Other Committees.

EXECUTIVE BOARD AWARD - Arnette Parker, 1st Vice President, announced that she will secure nominations from districts for the Executive Board Award. The Executive Board will then choose from the top three.

HERTER-O'NEAL SCHOLARSHIP - The 1994 winner was Melissa Hardy from Alamance County. The 1995 Herter-O'Neal scholarship forms will go out the North Central and Campus Chapter Presidents after the first of the year.

1995 HORN OF PLENTY - Devona informed the group of the next Horn of Plenty event to be held August 25 in Southern Pines. The Secretaries Association has been asked to provide the beverages (tea, lemonade, juices). She will ask all of the district and campus associations to secure these donations.

HANDBOOK - It was voted at the state meeting that the handbook would be updated and typed using the same format as the "Get Acquainted" booklet.

FEDERATION OFFICERS - The selection of Federation Officers was discussed. The matter will be turned over to the Rules and By-laws Committee for further discussion and clarification according to the vote at our annual meeting.

1996 MEETINGS - Devona had heard from all but one district association regarding the idea of holding separate meetings for training in Raleigh (spring) and the regular annual NCCESA meeting in the fall beginning in 1996. The majority of the membership preferred holding two meetings. She had also received good feedback regarding the 1994 State Meeting held in Winston-Salem.

1995 ELECTION OF OFFICERS - The 2nd Vice President is to come from the Campus Chapter. Cynthia Potter, Duplin County, is the Nominating Committee Chair.

AWARDS OF EXCELLENCE - Questions had been asked by both county and campus secretaries regarding the reason for two state awards being given in each category (Computer Utilization and Special Leadership). The officers felt that there should be one state winner in each category, with the campus chapter judged along with the state secretaries. It was suggested that Devona send a recommendation to Dr. James West, administrative liaison to the NCCESA, to change the policy and give only one award in each category.

Meeting adjourned 10:00 p.m.

Respectfully submitted,

Donna Warren
Secretary