

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

**Adams Mark
Winston-Salem, NC
September 15, 1994 -- 12 noon**

President, Karen Whitley called the meeting to order at 12:00 noon. Vickie Blackwelder, Secretary, called the roll. Those present were Karen Whitley, President; Devona Beard, First Vice President; Arnette Parker, Second Vice President; Vickie Blackwelder, Secretary, Pat Sykes, Treasurer; and District Presidents-Sharon Ross, Western; Denise Brown, Northwestern; Kathy McAteer, Southwestern; Brenda Conway, Northern Piedmont; Carolyn Bagley, North Central, Merrilyn Bowman, South Central; and Debby King, Southeastern.

Devona Beard made motion, seconded by Sharon Ross that we accept the minutes of the December 9, 1993 and May 20, 1994 Executive Board meetings. With the correction to be made to December 9 minutes as Executive Board Meeting and not Board of Directors Meeting, the motion carried.

Pat Sykes, Treasurer, presented the Treasurer's Report. The report showed a checking account balance of \$2,585.03, receipts of \$3,128.43, and 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 balance is \$2,421.65. The total balance of all funds is \$5,942.40.

President Whitley reviewed the agenda for the business session. Marlene Strufe will be our Parliamentarian. President Whitley asked that district presidents give the number present for each district during the roll call.

Sandy Kanupp will give the report on the Horn of Plenty. Sandy will also be giving the Membership Report in place of Faith Tritle. The Rules and By-Laws changes will be discussed.

The 1994 Federation Forum will be held December 2 in Winston-Salem at the Piedmont Club in the Wachovia Building. The Executive Board will attend this Forum as well as Nancy Griffin, Federation Treasurer. Other NCCESA members attending will be Denise Brown, Northwestern District President; Brenda Conway, Northern Piedmont District President; and Sandy Kanupp, Western District President.

Our Handbook will be outdated once the Rules and By-Laws changes are made. A new committee will need to be appointed for this task.

A topic for discussion at the Board of Directors Meeting in February will be separating our state meeting from our training sessions held in Raleigh.

The meeting was adjourned at 12:30 p.m.

Submitted by:

Vickie H. Blackwelder
Secretary