

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

**Jane S. McKimmon Center
Raleigh, NC**

February 18, 1994

The North Carolina Cooperative Extension Secretaries Association Board of Directors met February 18, 1994 at 10:00 A.M. at the Jane S. McKimmon Center in Raleigh. President Karen Whitley called the meeting to order and welcomed the group to the meeting.

Dr. James West, Assistant Director, County Operations, brought greetings to the group and thanked us for our continued dedication and commitments. He feels Administration receives a good return on the investment they have in us and values what we do for the Extension Service. Have noticed much growth in our Association. The Extension Secretary plays a key role in marketing the Extension Service. Administration appreciates our continuing endeavors to be the best we can be and that we look at our job not only as a job, but as an achievement. Dr. West pledged continued support. He then opened the floor for any questions.

1. Administration is working on reclassification of secretaries. After a campus study is completed, they will pursue looking at doing a study of our positions.
2. Can counties help with Longevity Pay? This is a county decision. Talk to your District Director about this and see if they could get counties to match state portion.
3. Question brought to Federation Forum about possibility of getting another day of Professional Leave for Association meeting? Can see that sometimes another day may be needed for travel time and don't see why we have to take annual leave for this. Might have to look at this on individual basis.
4. What is possibility of secretaries getting In-Service Training days like agents receive? Would have to revamp the whole in-service training program for this. Only have so much money for this type training. Would have to cut agents training for secretaries to receive this. Would be based on justification and needs.
5. Is the pay scale being redone? General Assembly enacted a law to look at this. Career Growth is to stay on scale with step and grade.
6. Recognized Carolyn Phillips as nominee for Governor's Excellence Award.

Karen Whitley thanked Marlene Strufe (Nash County) for agreeing to be Parliamentarian for our Association this year.

Devona Beard, 1st Vice President, presented the thought for the day entitled "Making A Love Kit" inspired by Valentine's Day.

Vickie Blackwelder, Secretary, conducted roll call. The attendance recorded is as follows:

- Campus – 4
- North Central – 9
- Western – 4
- South Central – 7
- Northwestern – 6
- Northeastern – 5
- Southwestern – 5
- Southeastern – 5

- Northern Piedmont – 7
- TOTAL – 52

Whitley stated the minutes of the last state meeting had been sent over e-mail and asked if the group would like to have them read. Christine Barrier made motion that we dispense with the reading of the minutes, seconded by Devona Beard. Motion carried.

Pat Sykes, Treasurer, distributed the Treasurer's Report before the meeting began. The report showed a balance of \$6,948.51, Since everyone had a copy and had a chance to preview, she asked if there were questions. Jean Sigmon made a motion to accept the Treasurer's Report, seconded by Kay Williamson. Motion carried.

District reports followed:

- WESTERN DISTRICT - SHARON ROSS - 28 members; hired new secretaries: Julie Massey—Madison County, Pam Farmer—Clay County, and Cynthia Hogsed—Cherokee County; Spring Meeting held at Buncombe Extension Center and hosted by Buncombe County; Fall Meeting held at Buncombe Extension Center and hosted by Madison County; both meetings dedicated to 1993 State Meeting with the theme of "Twenty Magical Years"; State Meeting will include tours for first time; 208 registered for State Meeting and 166 for business session; 1993 4-H Camp Scholarship awarded to Cherokee County; Marilyn Hipps (Jackson County) was 1993 Secretary of Year; Joan Caldwell (Madison County) retired in August of 1993; 1994 Spring Meeting will be held in Yancey County.
- NORTHWESTERN - DENISE BROWN - 100% membership with 29 members; Spring Meeting hosted by Stokes County and Fall Meeting hosted by Surry County; main agenda has been preparation for 1994 State Meeting in Winston-Salem; Vickie Blackwelder (Davie County) honored as 1993 Secretary of the Year; Reagan Ammons (Burke County) was 1993 Director of Year; Bright Idea Award presented to Gale Green (Watauga County) and Suzanne Winebarger (Watauga County).
- SOUTHWESTERN - KATHY McATEER -- 100% paid membership with 35 members; Special Projects Committee busy with fundraising events to support hosting 1995 State Meeting September 28 and 29 at the Hilton at University Place in Charlotte; Awards and Recognition Committee worked on presentation program for 20th Anniversary-recognized all past presidents of Southwest District with framed certificate, Margaret Reynolds preformed the honors; the Herter O'Neal Scholarship was awarded to Jennifer Detaranto (Iredell County); at our Fall Meeting Lincoln County's 4-H Agent shared an interesting slide presentation of her trip to Costa Rica; Spring Meeting will be held in McDowell County.
- NORTHERN PIEDMONT - IVA CLAPP - two scholarships given in 1993; Granville County secretaries were responsible for a successful umbrella fundraiser; Louvenia McIntosh—awarded Secretary of the Year plaque, served on North Carolina Federation Board and on the Strategic Planning Committee for Long Range Plan of Work; Halloween Costume contest held with Brenda Conway winning first place as "Frumpy Housewife", Kathy Wright won third place as a "4-H Clown"; program in October was on Mammography.
- NORTH CENTRAL - CAROLYN BAGLEY -- 100% paid membership with 35 secretaries representing 11 counties and 3 honorary members; Spring Meeting hosted by Johnston County; went on tour of Atkinson's Mill; Jean Sigmon (Northampton County) was Secretary of Year; Fall Meeting hosted by Nash County, Charlene Lewis from Carolina Urgent Care Center, Inc. was guest speaker, Elsie Clark of AAA Travel Agency entertained during lunch; 1994 Spring Meeting will be held in Vance County--will present 1994 Secretary of Year Award, install 1995 officers, and announce scholarship winner from Wilson County; 2 secretaries retired December 31--Betty Bailey (Nash County) and Daisy Smith (Wake County).
- SOUTH CENTRAL - MERRILYN BOWMAN -- 100% paid membership; Spring Meeting held in Scotland County; Fall Meeting held in Anson County; Katherine Shive (Cumberland County) recognized for her retirement July 1; Thetis Williams (Robeson County) was 1993 Secretary of

Year; 1993 Scholarship went to Christina Winget, student at Fayetteville Technical Community College; assisted with 1993 Horn of Plenty by monetary contribution.

- NORTHEASTERN - ROSANNA RHEA -- 100% paid membership with 27 secretaries for 6th consecutive year; Fall Meeting hosted by Hyde County—program was a boat trip on the Pungo River and a visit to Baytree Herb Shoppe; welcomed new secretary Melanie Chevalier (Hertford County); Sandra Gamiel (Dare County) retired; Jackie Tarkington (Pasquotank County) joined Extension in Raleigh; Lou Newsome (Martin County) retired and voted an honorary member of state association; Arnette Parker elected as Second Vice President of State association and Myrtle Rountree recognized in "We Salute" for her dedication to Extension; Spring Meeting will be held in Martin County.
- SOUTHEASTERN - DEBBY KING - 100% participation with 32 and 1 retired members; Spring Meeting held in Craven County; Fall Meeting in Duplin County; installed new officers in 1993; at Fall Meeting selected committees to look into idea of sponsoring a 4-H'er for camp and to look into criteria for a Secretary of the Year Award.
- CAMPUS CHAPTER - GRACE HAVEN - 29 paid members; regular meetings held second Wednesday every month; special meetings held on alternate months; Had a program on personal safety in January presented by Donna Nunn, Citizens Against Crime; in February Paul W. Rodier, Public Safety Officer at NCSU, gave program on ergonomics; campus chapter newsletter prepared 2 to 4 times a year, this year's editor is Donna Warren; Jan White-recipient of Secretary of Year Award, retired in June of 1993; 16 members attended State Meeting; fundraising projects included insulated drinking mugs, Campus Chapter T-shirts, sweatshirts and sweatpants, jackets, and an auction of two holiday sweatshirts.

Devona Beard reported on the Executive Board Award which is presented annually by the Executive Board to an outstanding Association member based on participation, contribution, and cooperation with our Association. Any Association member is eligible to nominate any other member. It is not limited to a person who has served as an officer at any level, but it should be someone who has exhibited outstanding loyalty and dedication to the Association. Voted on and presented by the Executive Board. Letters of nomination, including supporting background information, should be submitted to Devona Beard by August 1, 1994.

Arnette Parker, 2nd Vice President, presented the 1994 Herter O'Neal Scholarship Report. This award will go to the Northern Piedmont District. Applications have been distributed to the Guidance Counselors in their area. The scholarship rotates among districts. Every county should have a packet of scholarship information distributed at the 1993 State Meeting. Nominations should be submitted to Arnette Parker by April 10, 1994.

At this time, Whitley excused Pat Sykes and the Finance Committee to meet and work on the proposed 1994-1995 budget.

COMMITTEE REPORTS - Standing committee reports were given and are on file in the Secretary's Notebook. (No report received from Membership Committee due to absence of Membership Chair.)

OLD BUSINESS

Whitley stated she had received three nominations for Honorary membership: Dot Kennihan, Campus Chapter; Betty Holmes, Rowan County; and Jean Johnson, Iredell County. Pat Brafford made a motion for the Board of Directors to accept these nominations, second by Helen Miller. Motion carried to present these names at the State Meeting.

Devona Beard gave a report on the Herter O'Neal Scholarship. The 1993 recipient was Jennifer Detaranto, student from West Iredell High School. Jennifer is enrolled in Pfeiffer College and plans to major in Business Administration and Management.

Gwyn Roberts gave a report on the Maps Project. Carolyn Dunn, Specialist Association, is working on this. Ag Communications have the maps and will be redoing them all in the same format.

NEW BUSINESS

Whitley gave a Federation update. Nancy Griffith (Union County) is serving as Treasurer this year. We will be responsible for Federation Secretary in 1995. A rotation format needs to be included in our handbook on how officers will be nominated from our Association to serve on Federation. Kay Williamson made motion to let the Executive Board make the decision for Secretary in 1995 and to have information in writing for discussion at the State Meeting as to how Federation Officers need to be selected and have ideas on how to change By-Laws to accommodate Federation duties. Pat Brafford seconded motion. Motion carried. Judy Groff has information on Federation. Our Association will be responsible for President Elect in 1996. Whitley said she would draft a letter to Dr. Wells and Dr. West regarding our Association concerns especially in justifying another Professional Improvement day but asked district presidents to discuss this at their Spring Meeting and then present her with ideas to include in this letter.

Denise Brown, Northwestern District President, issued an invitation to the 1994 State Meeting. This invitation was in the form of a poem on a bookmark. Packets were distributed to district presidents for each secretary to have a bookmark. The meeting will be held September 15 and 16 at the Adams-Mark in Winston-Salem.

Kathy McAteer and Beverly Imes gave the invitation to the 1995 State Meeting which is planned for the Southwestern District September 28 and 29 in Charlotte.

We will have a combined State Training Session and State Meeting in 1996. Northern Piedmont District will work with Administration to host this meeting.

Pat Sykes presented the 1994-1995 proposed budget from the Finance Committee:

- Postage: \$50.00
- Host District: 500.00
- Telephone: 25.00
- Herter O'Neal: 350.00
- Travel & Subsistence: 1,800.00
- Federation Dues: 100.00
- Federation Expenses: 1,000.00 (This is added line)
- Miscellaneous: 350.00
- TOTAL: \$4,175.00

Pat Sykes made motion to approve the proposed budget, seconded by Helen Miller. After discussion of the budget and explanation that Federation expenses will be paid from Travel line, the motion was amended by Pat Brafford to eliminate the Federation expense line and increase travel line to \$2100, seconded by Kay Williamson. Motion carried to approve the following budget:

- Postage: \$50.00
- Host District: 500.00
- Telephone: 25.00
- Herter O'Neal: 350.00
- Travel & Subsistence: 2,100.00
- Federation Dues: 100.00
- Miscellaneous: 350.00
- TOTAL: \$3,475.00

To save on postage it was suggested to send newsletter over e-news.

Pat Brafford made a recommendation to the Finance Committee to make a balanced budget and work with contingency fund and have ready for the State Meeting.

Whitley reminded everyone of the important dates listed at the end of the agenda. She also stated she had a packet of stationery she had printed for each district president to pick up. She did these on the new Risograph machine purchased for her office. Karen will e-mail information to everyone about this machine.

Pearl Blount and Louvenia McIntosh received the Governor's Excellence Award.

Remember to send clippings to Helen Miller to be included in "Reflections".

There was no other new business; Whitley adjourned the meeting.

Respectfully submitted by:

Vickie Blackwelder, Secretary
(Davie, Northwestern)