

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

**Ramada Blue Ridge
Raleigh, NC
November 30, 1995 -- 7:30 p.m.**

The North Carolina Cooperative Extension Secretaries Association Executive Board met on Thursday, November 30, 1995, at the Ramada Blue Ridge in Raleigh. Those present were President, Arnette Parker; First Vice-President, Debby King; Second Vice-President, Gwyn Roberts; Secretary, Gail Saye; Treasurer, Sandra Smith-Hopkins; Advisor, Devona Beard and Federation Secretary, Karen Whitley. President Arnette called the meeting to order at 7:30 p.m.

Arnette asked Gail, Secretary, to read the minutes for the 1995 State Meeting in Charlotte. Devona made a motion, seconded by Debby, to dispense with the reading of the minutes since committee members had received a copy.

Sandra, Treasurer, presented the treasurer's report. The report showed a checking account balance of \$5,459.35; \$39.97 in savings; \$2,543.04 in money market account. The total balance of all funds is \$8,042.36.

Sandra also passed out copies of the Membership Report. Arnette stated that she is in the process of getting the committees from the districts and as soon as she gets those she will get the committees appointed.

Debby, 1st Vice-President, reported on the Executive Board Award. They will be due to her by August 1. A discussion was held on purchasing plaques for the award for several years. Miranda Pope's brother did the plaques last year for a cost of \$25 each. He will do them again because he has pattern made but he will have to know by next week. There is one plaque left from this year. A motion was made by Karen, seconded by Devona, to purchase nine plaques. Motion carried. This will take care of five years for the Executive Board Award and outgoing president's plaque. The extra money will come from Miscellaneous.

Debby reported on the 1995 Herter-O'Neal Scholarship. As far as she knows the girl is still enrolled in school. The school will notify Association if recipient drops out of school. It should be in writing how the Association wants the money spent but it usually goes for books and registration.

Gwyn, 2nd Vice-President, reported on the 1996 Herter-O'Neal Scholarship. It will go to the South Central District. Gwyn stated she already has the committee in place to judge applications. She will bring the applications to the Board meeting in February, and they will be due to her on April 10. Gwyn stated that she does not have any Association letterhead. Devona will run some red letterhead and bring to the meeting in February.

Arnette stated that Associate/Honorary Member nominations are due to her February 13. Arnette handed out a sheet with the Classification of Members and also a sheet with Dates to Remember.

Arnette handed out a list with 1995-1996 State Officers and also a District Presidents List. A correction should be made for Gwyn's E-Mail address with an underscore between gwyn and roberts (gwyn_roberts) and the phone number should be 919-515-6211. A correction on the list of district presidents should be Western - Sandy Kanupp and Southwestern - Lorene Lail.

The Secretarial Handbook needs to be updated. It has not been updated since 1991. The Professional Improvement and Public Relations Committees are in charge of the handbook. The handbook should be

done in a loose leaf notebook. Karen suggested waiting until the decision is made on the change of districts. The by-laws state: "The association shall be organized into districts the same as the NCCES and shall change according to any changes in the NCCES districts." The committee could be working on everything except the districts.

The Let's Get Acquainted Handbook was discussed and should be in loose leaf notebooks also. The Hospitality and Public Relations Committees are in charge of Let's Get Acquainted Handbook. Gwyn stated there is the possibility of the CES being listed in the campus handbook. This could eliminate the Let's Get Acquainted Handbook .

The membership for secretaries paid through grant funds was discussed. They will be eligible to join if they wish to by either paying their own dues or the county pays them.

Arnette congratulated Karen on the fine job she did as Secretary of the Federation this past year. Janice Dotson will be installed as First Vice-President (President-Elect) of the Federation at the meeting tomorrow (December 1) . The secretaries association will have officers as follows:

- 1996 - First Vice-President (President-Elect) - Janice Dotson

- 1997 - President

- 1998 - Advisor

- 1999 - Treasurer
- 2000 - Secretary

The Horn of Plenty will be held in Winston-Salem in August. Arnette attended the planning meeting in Raleigh during Annual Conference. Our Association will again provide tea and lemonade for the event. Last year each district gave \$25 toward the cost of drinks and \$1 per member if they chose to do so. This will be the 10th Horn of Plenty, and the County Commissioners Association want to revisit the idea of the Horn of Plenty. The County Commissioners would like to provide additional support to sponsor it . All the commissioners agree that it is a very nice event .

The state training is scheduled for April 25 and 26, 1996, in Raleigh. Notices of workshops and motel reservations will be sent out the first of January.

The state meeting for 1996 is September 26 and 27 at the Omni Europa in Chapel Hill. Comments on the 1995 state meeting were very positive. It was a great meeting.

The election of 1996 officers was discussed. The second vice-president is to come from West District; Secretary and Treasurer to come from North Central, Northwestern, Southwestern and Northern Piedmont. This may change if the districts are changed, but the Second Vice-President will still come from the West District. Devona asked the question as to why the South Central would not be eligible for secretary and treasurer since she is rotating off. Arnette stated they would be eligible. The districts would be West, West Piedmont, Piedmont, North Central, South Central, Northeast, Southeast, Campus. Devona and Arnette will work up a rotation schedule to hand out at meeting in February. Will probably go to the new districts after September.

Karen reported on the Federation. The meeting will be at the Capital City Club, Center Plaza Building in Raleigh. She does not know the agenda but Dr. Ort will be there. The dues were discussed. The Soybean Association gives the association \$150 and this goes to pay the Federation dues. Sandra will pay this after the first of the year. Each association has 10 people represented at the forum. Sandra will pay for

the ten representing the secretaries association. Others representing the association are Janice Dotson, Sylvia Smith and Ginger McGhee.

The Board of Directors meeting will be held on Friday, February 16 at 10:00 a.m. at McKimmon Center. District officers, state officers and state committee chairman will attend--approximately 50 people. There will be light refreshments at the meeting. Arnette asked Karen to serve as Parliamentarian at the meeting.

The Staff Senate was discussed briefly. Karen and Devona are on Senate and thinks it will be a worthwhile organization.

A discussion of the new computer system was held. Some counties already have it; others will be getting it soon.

Meeting adjourned at 8:55 p.m.

Submitted by,

Gail Saye
Secretary