

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

February 17, 1995

Devona Beard called the meeting to order at 10:00 a.m. She recognized Karen Whitley, Advisor, as the parliamentarian for the meeting. Devona then recognized Dr. Everette Prossise, Interim Asst. Director for County Operations, who brought greetings to the group. Everette told the group how important they are to the organization. He spoke to the group about separating the training session in 1996 from the Association Annual Meeting. He mentioned that they might want to consider other sites than Raleigh for the training - that it was their training and it could be held elsewhere. He stands ready to assist the Association in any way possible.

Dr. Billy Caldwell, Interim Associate Dean and Director, was then recognized. He also recognized the importance of support staff. He informed the group of the Staff Senate at NCSU which is being established. Some of the county secretaries might be nominated to serve on the Staff Senate. Joan Little, Administrative Assistant to the Director, is on the strategic planning committee for the Staff Senate. It will give the support staff direct input to the decisions made by the Chancellor.

There are several interim positions in the organization at this time. There will be a series of public hearings to voice views on what qualifications the new Director should have.

We do not know at this point what the budget will be for the Cooperative Extension Service. We will probably have some cuts but we are not sure to what extent.

Devona then called Dr. Wells, retired Extension Director, up to the podium and presented him with a Secretary gnome by Tom Clark in appreciation for all that he's done for the Association. He thanked the group and mentioned that his wife collected the gnomes. He related that he's been struggling on his computer with an early word processing package. He thought about the secretaries in the counties and on campus who were asked to become efficient on the computer system to bring the NCCES along electronically.

Devona then called on Arnette Parker, 1st Vice President, for the thought for the day. She related a story of an idyllic vision -seeing ourselves on a long train trip. We take in the sights along the way. Uppermost in our minds is the final destination -the station. We want the train to hurry and get us there. Everything we've been waiting for will be there - turning 18, buying an expensive car, putting children through college, paying off the mortgage. Soon we come to realize that there is no station - that the true joy of life is the trip. The station is only a dream. Relish the moment.

Arnette then read a poem.

Devona called on Donna Warren, Secretary, to call the roll.

- Western – 4
- Northeastern – 3
- NW – 8
- Southeastern – 4
- SW – 5
- Campus – 7
- Northern Piedmont – 7
- North Central – 7
- South Central – 7

Devona called for a motion to dispense with reading of the minutes since they were sent via e-mail to everyone. Sandra Smith-Hopkins made a motion and it was seconded by Nancy Payne. Motion carried. There were no corrections to the minutes. They stand approved.

Christine Barrier, Treasurer, was then called on for the treasurer's report. All had received a copy of the report. Devona called for questions. There being no questions, the report was approved as read.

DISTRICT PRESIDENT'S REPORTS:

SOUTHEASTERN - DEBBY KING: 100% membership; the Southeastern District meets twice a year, spring and fall. Fall meeting was held in Jones County. They are busy trying to implement some new programs. Want to start a 4-H Camp scholarship and criteria for a Secretary of the Year Award. Spring meeting to be held in Lenoir County.

WESTERN - SANDY KANUPP: Spring 1994 meeting held in Burnsville.

Raised \$230 in a silent auction and toured historic Nu-Wray Inn. Fall 1994 meeting held in Macon County. Revealed Secret Sisters and drew names again for this activity. Made plans for participation in Horn of Plenty held at Biltmore Estate, Asheville. Association provided & served bread for approximately 800 county commissioners & their families from across the state.

Six members worked at this event throughout the day (8:00 a.m. -10:00 p.m.) Some highlights of 1994 were:

- presented annual 4-H Camp Scholarship
- Presented Secretary of the Year Award to Jean Miller, Henderson County
- had a representative on the Search Committee for the new Western District Director
- set up benevolence guidelines for the district
- working on the guidelines and application form for an educational scholarship for members; should be finalized at Spring 1995 meeting

NORTHWESTERN - DENISE BROWN: 29 members - Spring meeting hosted by Watauga County and Fall meeting hosted by Yadkin. Main project for 1994 was the state meeting in September. Secretary of the Year recipient was Ginger McGhee, Yadkin County. She received an engraved plaque and \$100. Director of the Year was James Carey, Ashe County. An engraved plaque was given to him. Bright ideas award given to Gail Lail, Burke County, for her suggestion regarding posting mail.

NORTHERN PIEDMONT - BRENDA CONWAY: Spring meeting held in Alamance County. Technology Services conducted "hands-on" computer training. Fall meeting hosted by Caswell County; Larry Whitt, Caswell County Director, presented his secretary Erma Ilexes with a certificate for 40 years of service. Other secretaries recognized were: Helen Miller - 35 years; Betsy Crews - 25 years; Louvenia McIntosh - 25 years; Ann Dalton, 20 years. Kathy Wright, Randolph County - Computer Utilization award; Ann Dalton, Rockingham County - Special Leadership award. Secretaries voted to implement Bright Ideas Award. Drew names for secret pal. Secretary of the Year Award to Jean Green, Granville County. Dr. Betty Foster, Dean of Institution and Student Development, Danville Community College, gave informative talk on "Traits of Successful People." Spring 1995 meeting to be held in Chatham County.

NORTH CENTRAL - JEAN SIGMON: 100% Membership. Held Spring 1994 meeting in Vance County at Vance-Granville Community College. Guest speaker was Sgt. Grumpier with Henderson Police Dept. - "Protecting Yourself Against Crime." Secretary of the Year -Addie Sugg, Edgecombe County. Fall meeting held in Wake County. Reese Edwards, Ag. Communications - guest speaker. Working on fund raisers. New secretaries: Jo Ann Zimmerman, Nash; Cassandra Clark, Halifax; Catherine Curtis, Wake; Ruth Buckner, Wake; Connie Bailey, Wilson.

SOUTH CENTRAL - BARBARA MCLEAN: 100% membership - 40 active members, 5 retirees, 1 honorary. Five new secretaries hired during past year. Spring meeting held in Bladen County. Tour of historical "Harmony Hall," visited White Lake for lunch, and blueberry farm in the afternoon. Made contribution to Horn of Plenty. Fall meeting held at Sea Trail Plantation, Sunset Beach. Scholarship winner (\$200) was Dorita Davis, Hoke County, attending Sandhills Comm. College, Medical Office Technology Program. Pearl Blount, Anson County, received Governor's Excellence Award. Secretary of the Year Award - Lula Shipman, Bladen County. Linda Varnum, Brunswick County - Computer Utilization Award and Cathy Fields, Bladen County, Leadership Award for district and state. Nora Smith, retired from Richmond County who suffered a massive stroke in 1992, has made a fantastic recovery and was awarded an Ecotrin Stroke Survivor of the Year Award in 1994. She received a crystal plaque and a check for \$2,500.

SOUTHWESTERN - BEVERLY IMES: 100% membership with 34 paid members. Two new secretaries - Nancy Worley, McDowell County and Lavonne Sumler, Mecklenburg County. Spring 1994 meeting was hosted by McDowell County. Fall meeting was hosted by Mecklenburg County. Associate members Jean Johnson, Iredell County and Betty Holmes, Rowan County, were accepted for honorary membership and presented with certificates. Christine Barrier, Cabarrus County, was elected NCCESA State Treasurer and received Special Leadership Award at State Meeting. Spring meeting will be held in Polk County and Fall Meeting in Rowan County.

CAMPUS CHAPTER - ELLEN MAJEWSKI: Current membership - 26. Membership committee sent out approximately 125 flyers on campus in a effort to recruit new members. Annual spring picnic for members held in June at NCSU Faculty Club picnic area. Annual Christmas party - 125 non-members were invited and 30 attended.

Secretary of the Year Award presented to Ellen Majewski. Established \$100 scholarship to be awarded each year to a member who wishes to take a course or seminar. Fundraiser: Raffle of two holiday sweatshirts. Carol Schwab, Ext. Home Economics Specialist and Attorney, spoke at the January meeting regarding "What if...death or divorce." Worked with North Central District to get Herter-O'Neal Scholarship forms and letters out to local high schools in early February.

NORTHEASTERN - BELINDA BANKS: 100% membership with 28 members. Newest member is Sherry Harris, Pasquotank County. Fall meeting was hosted by Pasquotank County - new officers installed and a very interesting home tour enjoyed by all. The spring meeting will be hosted by Perquimans County.

EXECUTIVE BOARD AWARD: Arnette Parker reported that nominations are due August 1 - any member is eligible - not limited to officers but should be someone who has exhibited outstanding loyalty and dedication to the Association.

HERTER-O'NEAL SCHOLARSHIP AWARD - Debby King reported that information had been sent to the North Central District and Campus Chapter - applications due to Debby by April 10. Last year's recipient - Melissa Hardy - is doing well. She's enrolled in the Executive Secretary curriculum at Alamance Community College.

Committee Reports:

- GOALS & AIMS
 - Encourage 100% membership
 - Encourage our members to participate in district & state meetings
 - Flex time schedule for secretaries
 - Professional training for secretaries
 - Initiate computer training among counties - agents and secretaries - especially for new employees

- Identification cards from the University with pictures - may be able to do so at the 1996 Spring Training - perhaps arrange for them to come to our meeting.
- HOSPITALITY - Laura Whittaker - Devona read Laura's report - looking forward to the 1995 Annual Meeting in Charlotte.
- PROFESSIONAL IMPROVEMENT - Nancy Payne No Report
- MEMBERSHIP – Melanie Chevalier
- PUBLIC RELATIONS -- Mary Ann Mauney - All information due to her by June 1 - 255 Liledoun Road, Box 5, Taylorsville - send by postal service or e-mail
- REFLECTIONS - Helen Miller - Special thanks to all who contributed pictures and stories for the books. There are now four books and one history notebook -table needed at State Meeting for display.
- NOMINATING - Cynthia Potter - Not present - Devona reminded all that nominations for state officers are due to Cynthia by August 1.
- FINANCE - Christine Barrier - Report handed out - Chris put the balanced budget in the form of a motion. Seconded by Mary Ann Mauney. Motion carried.
- RULES AND BYLAWS - Lois Caison - Read the changes to the Rules and By-Laws regarding the Federation Officer and those from the Secretaries' Association who will attend the Federation meeting (10 delegates total). Lois made this in the form of a motion. Seconded by Debby King. Motion carried.

Devona entertained a motion that Lois send via e-mail to membership for vote. Helen made motion, seconded by Kathy McAteer. Motion carried.

Devona then called on Gwyn Roberts for a report on the book of maps. Gwyn brought the books to the meeting and asked that the secretaries present take their copy and those for other counties if they were planning to have district meetings soon. Gwyn wished to thank Dr. Phillips and Ext. Administration for paying for printing of the books.

Retired secretaries to be considered for honorary membership:

- Edna Cline, Cabarrus
- Aline Williams, Cabarrus
- Evelyn Marks, Richmond
- Annie Hall, Sampson
- Helen Vance, Sampson
- Daisy Smith, Wake

Motion made to accept these nominations by Pat Sykes. Seconded by Ella Moore. Motion carried. It would be a nice gesture for those who nominated a secretary for honorary membership to invite them to the state meeting.

Devona wrote Lib Weaver, retired member, to ask about retirees meetings. Lib responded that retirees meet for breakfast during the State Meeting and all retired secretaries are invited to attend. Lib reported that Betty Harrington lost her husband suddenly last Christmas Eve but she was doing well. Devona will send information to the Public Relations Chair for inclusion in the newsletter and asked that all members pass the newsletter on to all retirees.

NEW BUSINESS

FUND-RAISER - Dr. Dalton Proctor has donated a 4-H gnome to raffle off at State Meeting. Dr. Proctor will be present. Mona Rodgers will be in charge of the fund-raising.

BENEVOLENCE PLAN - Recommendation: \$50 memorial will be sent to favorite charity in memory of the member - Discussion followed. Devona called for a motion. Sandra Smith-Hopkins made a motion that we contribute \$25 to a favorite charity in honor of deceased member; seconded by Pat Sykes. Motion carried. Districts should contact Christine Barrier regarding death of member.

HORN OF PLENTY - Secretaries Association asked to contribute the beverages. The Executive Board felt it would be easier for all districts to send monetary contribution of \$20 to cover all beverages. Discussion followed. Nancy Miller make a motion that each district would contribute \$25 toward beverages for the Horn of Plenty event. Seconded by Sandy Kanupp. Motion carried. Checks are to be forwarded to the State Treasurer.

The Association has been asked to contribute \$1.00 per member toward the Horn of Plenty fund. This will be discussed at the district meetings and will be handled at the discretion of each district. Letters from the Horn of Plenty Chair were distributed.

SPECIAL AWARDS - There has been discussion since the State Meeting about the reason for two separate state awards for the Computer Utilization and Special Leadership between the districts and the campus chapter. Some felt that the campus chapter receives more opportunities for special training and seminars not afforded to the districts; others felt that all the secretaries should be considered together. Devona wrote to Dr. West before his retirement and received approval to have one overall state winner in each category.

1996 STATE TRAINING - Separate dates for the State Training (held every four years in Raleigh) and the Association State Meeting was discussed by each district. It was decided that there should be separate dates for each meeting. Three issues needed to be decided and voted on today.

Committee to plan the training - a suggestion was made that each district president along with the state president, state 1st vice-president, Sue Mills and Dr. Everette Prosize be on the committee. A motion was made by Nancy Payne that these individuals comprise the planning committee for the 1996 State Training Meeting. Seconded by Beverly Imes. Motion carried.

Location to be decided - Raleigh is only a possibility. Motion was made by Debby King that the location be Raleigh - seconded by Louise Smith. Motion carried.

Sue Mills will meet with the committee members immediately following this meeting to decide on a planning meeting date.

1995 STATE MEETING - Devona invited Beverly Imes of the Southwestern District to come forward to discuss the 1995 State Meeting in Charlotte. Beverly announced on behalf of the Southwestern District that the 1995 State Meeting of the N C. Cooperative Extension Secretaries Association will be held at the University Hilton in Charlotte on Thursday and Friday, September 28 and 29. Exciting things planned include tours of Charlotte Motor Speedway and Discovery Place in downtown Charlotte. Theme is "The Winning Team." Each district president should see Kathy McAteer to get their packet concerning the state meeting.

OTHER BUSINESS:

Karen Whitley has been asked to serve on the marketing committee for the next two years. She asked that any marketing ideas be shared with the committee.

State officers - 2nd Vice President - to come from the Campus Chapter.

Meeting was adjourned at 12:05 p.m.

Respectfully submitted,

Donna L. Warren