

**Minutes - 23rd Annual Meeting
North Carolina Cooperative Extension Secretaries Association**

**Omni Europa Hotel
Chapel Hill NC
September 26, 1996 -- 11 a.m.**

President Arnette Parker called the meeting to order at 11:00 a.m. and welcomed everyone to the meeting.

President Parker introduced Karen Whitley who will serve as Parliamentarian for the meeting.

Secretary Gail Saye conducted the roll call as follows:

- Western - 9
- Northwestern - 16
- Southwestern - 14
- Northern Piedmont - 23
- North Central - 21
- South Central - 26
- Northeastern - 10
- Southeastern - 18
- Campus - 17
- Total number of members present - 154.

President Parker asked Saye to read the minutes of 1995 state meeting. A motion was made by Sandy Kanupp, seconded by Karen Whitley, to dispense with the reading of the minutes. Motion carried. Minutes approved.

Sandra Smith-Hopkins, Treasurer, presented the Treasurer's Report. Copies of the report were distributed. The report showed a checking account balance forwarded of \$2,719.19, receipts of \$3,915.89, disbursements of \$4,552.41, for a balance of \$2,082.67. The savings account has a balance of \$41.23, and the money market account balance of \$2,629.56. The total balance of all funds is \$4,753.46. Smith-Hopkins reminded District Treasurers that dues should be paid by October 1 and are due to the State Treasurer by November 1. Kay Williamson made a motion to accept the treasurer's report, seconded by Helen Miller. Motion carried. Treasurer's Report approved.

OLD BUSINESS

- Janice Dotson, President-Elect of the Federation of Extension Association, gave a report on the Federation. The Federation Forum will be held in Winston-Salem in December. The North Carolina Cooperative Extension Secretaries Association will have ten representatives at the Forum. (Report attached to original minutes.)

NEW BUSINESS

- Debby King, First Vice-President, announced that the 1996 Executive Board Award was presented to Karen Whitley, Edgecombe County, at the banquet on Thursday night.
- Gwyn Roberts, Second Vice-President, stated that the recipient of the 1996 Herter-O'Neal Scholarship is Amanda Lorraine Stewart, Richmond County. She has been accepted and is registered at Richmond Community College. She plans to pursue a degree as a medical

secretary. The 1997 scholarship will go to the Northeast District. Roberts stated that a suggestion has been made to make the scholarship available to high school seniors as well as older adults with plans to pursue a career in the secretarial profession. This was a suggestion for the committee to consider in the transition period.

- The following name has been submitted in nomination for honorary membership: Lula Faulkner Shipman, Bladen County, South Central District. A motion was made by Cathy Fields, seconded by Devona Beard, to accept Shipman for honorary membership. Motion carried.
- Parker recognized all of the recipients of the Computer Utilization, Special Leadership, and Tenure Awards which were presented at the banquet on Thursday night. (List attached to original minutes.)
- King gave a report on the 1996 Horn of Plenty held in Winston-Salem. Everyone worked real hard and had a busy day, but it was a big success.
- Beard reported on the Staff Senate. Beard and Whitley are members of the Senate. The Senate was organized in August 1995. Extension has eleven members of the Senate. The Executive Committee also met several times with the Faculty Senate's Executive Committee. Beard stated that there is a problem with the minutes and they will be sent as soon as possible. This has been a very productive year for the Staff Senate. (Report attached to original minutes.)
- The subject of redistricting was discussed. It was voted on at the 1995 state meeting not to change districts until after the 1996 state meeting. The Association Rules and By-Laws state that "the Association shall be organized into districts, the same as the NCCES, and shall change according to any changes in the NCCES districts." Parker stated that she had talked to Drs. Ort and Zublena and at this time there are no plans to change districts again in the near future.

Denise Brown stated that it was not necessary to vote because it states that the counties follow Extension Districts already in the Rules and By-Laws and if it is changed, the Rules and By-Laws would have to be amended. This would have to be presented to membership in writing prior to voting (leave association in limbo another year).

The motion was made by King, seconded by Smith-Hopkins, to go with Extension districts. Motion carried with a vote of 92 for change in redistricting and 32 opposed for the redistricting. New district changes will go into effect on October 1. Following is the new districts: West, West Piedmont, Piedmont, South Central, North Central, Southeast, Northeast, and Campus.

COMMITTEE REPORTS

Committee reports were presented as follows (original reports attached to the original minutes):

- Goals & Aims - Barbara Stone, Chair
 1. Build good rapport among secretaries
 2. Encourage 100% membership and to participate in district and state meetings
 3. Maintain professional training
 4. Initiate flextime schedules
 5. Initiate computer training classes
 6. Obtain NCSU ID cards
 7. Update the "Let's Get Acquainted" booklet

Looking over the group of professionals, I believe we have achieved good rapport among secretaries with 200+ attending meeting. NCSU ID cards were made available at the in-service training last April in Raleigh. Copies of "Let's Get Acquainted" booklet are ready for distribution at this meeting.

- Hospitality - Helen Miller, Chair
Most "Let's Get Acquainted" Directories were distributed during registration on Thursday afternoon. We received 247 responses from counties, 28 from campus, and 6 from campus

employees who are non-members of our association, for a total of 281. Would like to thank all the committee members for all their help.

- Reflections - Helen Miller, Chair
"Reflections" has been on display in Hospitality Room during meeting and hope everyone had an opportunity to look through them. She thanked everyone who have sent copies of news clippings and pictures to be included in Reflections. This is the way to show what members are doing throughout the state and some of the recognition and honors they've received. Reflections projects a pictorial record of our organization and in order to make it a true history need to have each county, district, and campus members represented.
- Membership - Gene Reynolds - Chair
There are 274 active members, 2 associate members, and 15 honorary members. Five districts have 100% membership.
 - Western - 25
 - Northwestern - 31
 - Southwestern - 30
 - Northern Piedmont - 26
 - South Central - 39
 - North Central - 36
 - Northeastern - 27
 - Southeastern - 32
 - Campus - 28
- Public Relations - Cathy Harvey, Chair
Everyone should have received the newsletter via e-mail. She apologized for the lateness of the newsletter due to the hurricanes. She also encouraged everyone to she in information to be included in the newsletter.
- Rules and By-Laws - Mary Ann Mauney, Chair
The Rules and By-Laws Committee makes the following recommendation for change in the handbook: Article X - Dues, Section 1 now reads: The annual state association dues shall be \$10 per member. Proposed change: The annual state association dues shall support a balanced budget. Motion was made by Helen Miller, seconded by Nancy Payne, to accept proposed change in by-laws. Motion carried.
- Professional Improvement - Donna Warren, Chair
The Professional Improvement Committee encourages all members to:
 0. Attend seminars and workshops to improve job skills.
 1. Share course knowledge with others.
 2. Take advantage of scholarships, if available, to attend courses.

A new style was chosen so that the "Secretarial Handbook" can be easily updated. The handbook will be sent out over e-news. It will be updated to reflect all changes in the by-laws.

- Finance - Sandra Smith-Hopkins, Chair
Smith-Hopkins presented the proposed budget for 1996-97 as follows (copies were distributed):
 - **Revenue**
 - Member Dues - 275 @ \$15 - \$4,125
 - NC Soybean Association - \$ 150
 - Total - \$4,275
 - **Expenditures**
 - Postage - \$ 35
 - Host District Expenses - \$ 500
 - Herter-O'Neal Scholarship - \$ 350
 - Travel & Subsistence - \$2,875
 - Federation Dues & Forum Reg- \$265
 - Total - \$4,275

*Includes outgoing president's plaque, check charges, service changes, film and developing, executive board award plaque, printing, expenses incurred for board of director's meeting, etc.

A motion was made by Janice Dotson, seconded by Kay Williamson, to accept budget as proposed. Motion carried.

- Nominating - Jean Sigmon, Chaired

The Nominating Committee presented the following slate of officers for approval for the 1996-97 year:

- President - Debby King, Onslow County, Southeast District
- 1st Vice President - Gwyn Roberts, Wake County, Campus
- 2nd Vice President - Barbara Stone, Madison County, West District
- Secretary - Dottie Via, Stokes County, West Piedmont District
- Treasurer - Gloria Morning, Edgecombe County, North Central District
- Advisor - Arnette Parker, Tyrrell County, Northeast District

Parker asked for nominations from the floor; there were none. A motion was made by Smith-Hopkins, seconded by Mariah McPherson, to accept slate of officers as named. Motion carried.

- Devona Beard, Advisor, installed the 1997 officers keeping with the theme of "Hats Off to Excellence."
- Jo Ann Lee, North Central District President, extended an invitation to the 1997 NCCESA State Planning Meeting to be held at the Gateway Convention Complex in Rocky Mount on September 18 and 19, 1997.
- King presented the Past President's plaque to Parker and thanked her for a job well done.
- McPherson made two special presentations. One bouquet of flowers was presented to the Northern Piedmont District President, Sylvia Smith, for all the hard work she did in making the state meeting successful. A dozen red roses was presented to Brenda Conway, Northern Piedmont Advisor, for all her work and dedication in making the meeting successful.
- President Parker thanked everyone for all their help and support during the past year. She then presented the gavel to Debby King, 1997 State President.

Meeting adjourned at 2:00 p.m.

Respectfully submitted,

Gail Saye
1996 Secretary