

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

**McKimmon Center
Raleigh, NC
February 16, 1996 -- 10 a.m.**

Arnette Parker, President, called the meeting to order at 10:00 a.m. She welcomed everyone to the meeting. Parker recognized Dr. Everette Prorise, Interim Assistant Director for County Operations, who welcomed the group to "sunny" Raleigh. Dr. Prorise told the group he appreciated the secretaries being at the meeting and their support and leadership in the Association. He stated that secretaries set the standard for thousands of people who come into the office and how important they are to the organization. He invited anyone with concerns to call or e-mail him; he will assist in any way he can to make our job easier and more productive.

Dr. Jon Ort, Associate Dean and Director, was then recognized. He also welcomed the group and stressed the importance of secretaries. Secretaries are the first contact for most people. They respond to the needs of the people and see all sides of organization. Campus secretaries are also important to the organization. They are the stabilizer of the organization. Dr. Ort stated he is always open for questions and our opinions will be heard.

Debbie King, 1st Vice President, gave the Thought for the Day on "Attitudes." Attitude has a great impact on our life. We are in charge of attitudes. Attitudes make the hardest job become easy.

President Parker asked Gail Saye, Secretary, to conduct the roll call. The following was the attendance by district:

- Western - 5
- South Central - 5
- Northwestern - 4
- Northeastern - 5
- Southwestern - 5
- Southeastern - 7
- Northern Piedmont - 3
- North Central - 5
- Campus - 7

President Parker asked for a motion to dispense with the reading of the minutes since they were sent via e-mail. Helen Miller made a motion, seconded by Karen Whitley to dispense with reading minutes. Motion carried. Minutes were approved.

Sandra Smith-Hopkins, Treasurer, gave the treasurer's report with a checking account balance of \$4,302.58; savings account - \$40.22; and Money Market Certificate - \$2,560.56 for a total on hand of \$6,903.36. A copy of the report was handed out to everyone. A motion was made by Sylvia Smith, seconded by Ella Moore, to accept treasurer's report. Motion carried. Treasurer's report approved.

President Parker recognized Whitley who is serving as Parliamentarian for today's meeting.

President Parker then asked the District Presidents to give report of their district.

DISTRICT PRESIDENT'S REPORTS:

- Western - Sandy Kanupp - 26 members. The spring '95 meeting was held in Murphy. The district dues were raised by \$5. Decided to hold "pot o'gold" fundraiser; 50% of money from ticket sales would go to treasury; \$50 to top seller over 50 tickets; payoff would then be 25%, 15%, and 10% to ticket holders. Drawing will be held at the spring '96 meeting in April. Secretary of the Year Award was presented to Gail Saye. Following the meeting toured the Cherokee County Historical Museum. Fall meeting '95 was held at district office in Fletcher. Had a wonderful program on "Women and Safety" from two deputies from Buncombe County Sheriff's Department. They were very entertaining and informative and gave us some pointers on women's safety. Then Dr. Susan Lyday asked group to make a list of "I Can't's" (things we felt we couldn't do) and we put them in a shoebox and buried them out in the parking lot amid the shrubbery. Revealed Secret Sister and drew for new ones.
- Northwestern - Ginger McGhee - 30 members. One new member, Jane Ransbottom, Burke County. Spring meeting was held in Alexander County. Held annual "white elephant sale" which was a success. Fall meeting was held in Alleghany County. Alleghany County had the winning title for the next Four Year Plan, "Foundations for the Future." Kathy Miller, Alleghany County, won the State Award for Leadership, and Denise Brown, Surry County, won the State Award for Computer Utilization. Lou Ella Daniels, Burke County, was presented the "Bright Ideas Award," which came with a check for \$25. Denise Brown won a plaque and \$100 for the 1995 "Secretary of the Year."
- Southwestern - Lorene Lail - (Report given by Beverly Imes, Advisor) - 30 members. Spring 1995 meeting was hosted by Polk County; fall 1995 meeting was hosted by Rowan County. Allene Williams and Edna Cline were nominated for honorary membership. Kathy McAteer, Gaston County and Barbara Myers, Polk County, received the Computer Utilization Award at the state meeting. Sandra Smith-Hopkins, Rowan County, was elected NCCESA treasurer. Hosted 1995 state meeting in Charlotte at the University Hilton. There was "The Winning Team" with 205 in attendance at the banquet and 192 for lunch. Highlights included tours of Charlotte Motor Speedway and Discovery Place and "Superwoman" presentation by Laura McLamb Hamilton. District has three new secretaries: Marsha Gillespie, Polk County; Connie Bass and Jane Duncan, Iredell County. Spring meeting will be held in Rutherford County and fall meeting in Stanly County.
- Northern Piedmont - Sylvia Smith - 27 members. Spring meeting held in Siler City hosted by Chatham County. Guests included Dr. Clyde Chesney and Devona Beard, State President. "Special Feature of the Day" was a demonstration on arranging live flowers by Sam Groce, Associate Agricultural Extension Agent in Chatham County. Arrangement was presented to Beard. Two new secretaries introduced: Michelle Blackwell, Person County and Laura Pierce, Randolph County. Fall meeting held at Davidson County Ag Center. Candle lit and burned in memory of Ernestine Talley who passed away May 13, 1995. Very creative program titled "The Hat Lady" given by Judy Butler of Welcome, NC. The '96 spring meeting will be held in Durham County.
- South Central - Patricia Burch - 100% membership. Two educational and enjoyable meetings held -- spring meeting in Columbus County and fall meeting in Cumberland County. Had a successful "White Elephant" sale after fall meeting. Proud of Devona Beard, Bladen County, state president for 1994-95, won "Secretary of the Year" award. Members assisted with Horn of Plenty held in Southern Pines. Carolyn Hodges received State Leadership Award for South Central District. Frankie Waters received State Leadership Award for Southeastern District (Frankie is in South Central District until after state meeting). Three retirees were awarded Honorary Membership in Association.
- North Central - Jo Ann Lee - 100% membership/36 members. There are three new secretaries in district. Meeting was held in Wilson County. Dianne Harrell, Wilson County Health Department, spoke about handling stress. Plans are being made for 1997 state meeting. Secret pals were revealed and drew for new ones. Secretary of Year Award presented to Carolyn Bagley, Warren County.
- Northeastern - Denise Lamb - 100% membership/26 members. Spring meeting was held in Perquimans County. Dr. Russell King, Northeast District Director, was present to answer questions and/or hear comments. Program was "Creative Memories" and after lunch toured the

oldest house in North Carolina, Newbold-White House. Fall meeting was held in Tyrrell County. Arnette Parker was recognized as new state president. Frances Voliva gave an update on 4-H Environmental Center, enjoyed tour of visitor center, Riverwalk Gift Box, and A Cooper Shoppe.

- Southeastern - Kay Williamson - Spring meeting held in Lenoir County and fall meeting in Onslow County. Encouraging 100% membership. New officers installed at fall meeting. Sponsors a child for 4-H camp--Beaufort County received it last year and Carteret County will receive it this summer. District will soon be giving an award for Secretary of Year. Dr. Pat Barber, District Director, attended both meetings and was featured speaker at April meeting. Program on "What Piece of the Puzzle are You?" was presented by Robin Martin, 4-H Program Assistant, Onslow County.
- Campus - Louise Smith - 27 members. Membership Committee sends out fliers to new support staff to help recruit new members. Annual spring picnic was held in June at Montague's Lake, Apex and annual Christmas party held in December. Newsletter titled: The NCCESA Campus Chapter News. Secretary of Year Award presented to Gwyn Roberts. Established \$100 scholarship for member to take course/workshop.

President Parker stated that the Association is currently in old districts but will go to new districts after meeting in September. This is because Northern Piedmont has done so much planning for state meeting in 1996.

King reported that the Executive Board Award nominations are due in writing to her by August 1. There are many deserving ladies so please nominate someone.

Roberts reported on the 1996 Herter-O'Neal Scholarship. It will go to the South Central District. Brenda Gooden, Chairman South Central District, will send her the top five. Scholarship is \$350. Roberts stated she already has a committee in place to judge.

President Parker thanked all the state committee chairmen for accepting their positions and asked them to give reports.

COMMITTEE REPORTS:

- Goals & Aims - Barbara Stone - To encourage 100% membership; encourage membership to participate in district and state meetings; emphasize and maintain professional training; build a good rapport among secretaries; try to initiate flex-time schedule for secretaries; continue to initiate cross-county computer training class among counties; get NCSU ID card for secretaries; update "Let's Get Acquainted" booklet.
- Hospitality - Helen Miller - Northern Piedmont is looking forward to upcoming state meeting in September in Chapel Hill.
- Reflections - Helen Miller - Reflections will be on display during state meeting. She has notebook containing "History" here today. Encourage all secretaries to send anything that reflects an honor, award, or any special activity or event. A special thanks to those who have shared pictures and clippings in the past.
- Professional Improvement - Donna Warren - Encourage more training on new computer systems; attend seminars and workshops to improve job skills; share course knowledge with others; use scholarships, if available; update NCCESA Handbook and distribute to members by September 1996.
- Nominating - Jean Sigmon - Nomination forms will be sent to counties by mid-June and are due to nominating committee by August 1. Rotation for 1996-97 officers will be: 2nd Vice President - West District; Secretary and Treasurer - North Central, South Central, West Piedmont, Piedmont. Rotation for 1997-98 is 2nd Vice President - West Piedmont; Secretary and Treasurer - North Central, South Central, Piedmont, Northeast. Rotation for 1998-99 is 2nd Vice President - Piedmont, South Central, Northeast, Southeast. Rotation for 1999-2000 - 2nd Vice President - North Central; Secretary and Treasurer - South Central, Northeast, Southeast, Campus.

- Membership - Jean Reynolds - Active Membership - 264; Associate - 6; Honorary - 14 for a total of 284 members.
- Rules and Bylaws - Mary Ann Mauney - No Report.
- Public Relations - Cathy Harvey - Encourages everyone to make effort to market organization. Send out news releases when meeting is held or a member receives an award. Plans to prepare "generic" news release to be sent to district chairman. State newsletter material due by May 30 to be distributed the first of July.
- Finance - Sandra Smith-Hopkins - Gave out copies of the proposed budget. A recommendation made to increase dues to \$15. The question was asked why the dues needed to be raised. Smith-Hopkins state that with the rising cost of everything and also paying for Federation representatives the dues would need to be raised or we will need to have a fundraiser. The by-laws would have to be changed in order to increase dues. A notice will be sent out over e-mail to vote on dues change. Motion was made by Beard, seconded by Christine Barrier, to accept proposed budget. Motion carried. It will be presented at the state meeting in September.

OLD BUSINESS:

King gave a report on the 1995 Herter-O'Neal Scholarship recipient. The recipient, Laura Reynolds, is still enrolled at Wake Tech and carrying a full course load.

President Parker announced that there is one honorary member nominee - Lula Fulkner Shipman, Bladen County, South Central District. She has served as various district and state officers and committees and was a definite asset to Bladen County. A motion was made by King, seconded by Beard, to recommend Shipman as an Honorary member. Motion carried. She will be recommended for honorary membership at state meeting.

Mills gave a report on the 1996 Secretaries Training to be held on April 25 and 26 at the Sheraton-Crabtree in Raleigh. Registration deadline is March 1 and they are coming in fast. Warren will categorize workshop choices.

Beard gave a report on the Staff Senate. Beard, Whitley, and Mills are representatives to the Senate. Anyone with concerns should get these to the Senate for consideration. Nomination forms for the 1996-97 term will be sent out in May. Terms of office are for one year, and a member can be elected for a maximum of 3 consecutive terms (report attached).

Sylvia Smith, President, Northern Piedmont District, extended an invitation for the 1996 state meeting to be held at the Omni Europa Hotel in Chapel Hill on September 26 and 27. The theme of the meeting is "Hats Off to Excellence" and they are asking each district to bring a hat. Use your imagination -- all hats will be on display on Thursday night.

NEW BUSINESS:

President Parker gave a report on the 1996 Horn of Plenty to be held at Tanglewood Park in Winston-Salem on August 23. Our Association will again be asked to contribute the beverages. President Parker stated that this is the 10th year for the Horn of Plenty, and the commissioners will revisit the idea after this year. A motion was made by Whitley, seconded by Kanupp, for each district to contribute \$25 toward the purchase of beverages for the Horn of Plenty. Motion carried. This check will be mailed to Smith-Hopkins. Each district may contribute \$1 per members if they so desire. This check will be mailed to the chairman of Horn of Plenty.

Imes suggested making Horn of Plenty expenses a line item in the budget; however, since the County Commissioners Association is reviewing this event, it was decided to wait before including this as a line item. A discussion was held on whether travel money should be paid for the Horn of Plenty. Secretaries who help are volunteers, and it is up to County Directors as to whether or not they can cover expenses for these volunteers.

Whitley extended the invitation for the 1997 state meeting to be held at the Holiday Inn Convention Center in Rocky Mount on September 18-19, 1997. Plans are underway for this.

Janice Dotson, President-Elect of the NC Federation of Cooperative Extension Associations, gave a report on the Federation Forum held in Raleigh on December 1. There was a good representation from our Association. Mr. Joe Epley was guest speaker with Dr. Ort and Dr. McAfee also addressing the group. Dues will increase to \$150. The tentative date for the 1996 Federation Forum is December 13 and will probably be held in Winston-Salem (report attached).

Everyone received the 1996 Dates to Remember. Correction to dates are Secretaries Training at Sheraton instead of Hilton and date for state meeting is September 26 and 27 instead of September 27 and 28. A list of new district officers should be to King by November 30 so that she can appoint state chairmen.

Changing of districts was discussed at length. It had been voted on to keep the districts the same until after the 1996 state meeting. According to the by-laws, the Association shall be organized into districts the same as the NCCES.

Meeting adjourned at 11:50 a.m.

Gail Saye, Secretary