

**Minutes - Revised Annual Meeting  
North Carolina Cooperative Extension Secretaries Association**

**Gateway Convention Complex  
Rocky Mount, NC  
September 19, 1997**

The 24th Annual Meeting of the North Carolina Cooperative Extension Secretaries Association was hosted by the North Central District at the Gateway Convention Center, Rocky Mount, NC.

President Debby King called the meeting to order and welcomed the group. President King introduced Catherine Fields serving as Parliamentarian.

ROLL CALL - Secretary, Dottie Via, conducted the roll call as follows:

- Western - 8
- South Central - 24
- West Piedmont - 17
- Northeast - 17
- Piedmont - 24
- Southeast - 23
- North Central - 32
- Campus - 21

MINUTES - President King asked the secretary to read the minutes of the last meeting. Via stated that there was one minor change clarifying Denise Brown's statement that it was not necessary to vote on redistricting since it is already in the Rules and By-Laws. President King then asked if the minutes would be accepted as amended. Mariah McPherson made a motion to accept the minutes as amended; seconded by Devonna Beard. Motion carried.

TREASURER'S REPORT - A copy of the Treasurer's Report had been passed out to those in attendance. Gloria Morning, Treasurer, reported a Checking Account Balance Forward of \$2,082.67, with Receipts of \$5,128.62, Disbursements of \$4,077.11 for a Balance On Hand of \$3,134.18. The Savings Account has a balance of \$42.78; Money Market Account balance is \$2,759.19 for a total of all funds \$5,936.15. Sandra Smith-Hopkins made a motion that the Treasurer's Report be accepted, as read. Seconded by Sandra Gore. Treasurer's Report approved.

**OLD BUSINESS**

- REPORT OF FEDERATION - Janice Dodson, Federation President, reported on changes in the Constitution and By-Laws of the Federation. The changes will be voted on at the annual meeting in December. They are as follows:
  - The name N.C. Association of Extension Home Economists will be changed to N. C. Extension Association of Family and Consumer Sciences in Article III MEMBERSHIP, Section 1, Article IV ORGANIZATIONAL STRUCTURE, Section 2, and Article V ELECTION, Section 3. Also under Article V MEMBERSHIP, Section 3, the officer rotation is listed for 1998 and the following statement will be added, "The association holding the past president division in the current year rotates to the position at the bottom of the rotation list for the next year's term of offices. All other associations rotate up one step in the officer's list after a one-year term is completed."
  - Under Article VIII COMMITTEES, Section 1, the statement "All committees will meet at the forum for transition" will change to "All committees will meet at the annual meeting of

the Federation for transition." Also under Article VIII COMMITTEES, Section 4, the statement "The past president shall chair the auditing committee and audit the treasurer's accounts at the close of the calendar year and present a report" will change to "The past president and president comprise the auditing committee. They shall audit the NCFCEA accounts at the close of the calendar year and present a report at the next executive committee meeting."

- The Constitution and By-Laws can be found on INTRANET under Staff Development, then Professional Organizations.

President King asked if there were any questions on Federation. There being none she stated that Dr. Ort has asked the Federation to do a study on the 1999 Annual Conference. Federation will be setting up a committee which will be comprised of Janice Dodson, and Millie Bruton, which will be the Advisor and President at the time, and two representatives of each association. This will be a one time committee using our 1st Vice President, Barbara Stone, and another person appointed by the President. If there are any volunteers they can see King after the meeting and she will greatly appreciate that. The 1997 and '98 programs are already planned for Annual Conference but they did want input from the Secretaries Association even though we do not attend Annual Conference.

- REPORT OF STAFF SENATE - Karen Whitley, Staff Senator, reported that the third year of the Staff Senate existence began August 1 with a new president, Greg Holden, of the Finance and Business Department. A retreat was held for one day at NC State to introduce the old and new senators and work on concerns for the year. The number one issue was salaries, followed by diversity and privatization issues. This year it was decided to stagger terms of office so that there would be some members familiar with what had been done in the past. Whitley stated that there were seven senators in the room today and asked them to stand and be recognized. They are: Janice Freeman, Devonna Beard, Carolyn Bunn, Joan Little, Karen Turner, Donna Warren and Karen Whitley. She asked everyone to contact them with any concerns and said that she would try to keep everyone informed about the issues before the Staff Senate.

## **NEW BUSINESS**

- REQUEST FROM FAMILY & CONSUMER EDUCATION AGENT - President King read a request from Maureen Rickards requesting a donation from the NCCESA to assist the State Association of Family and Consumer Education Agents in hosting their National Association Meeting October 31 - November 5, 1999. President King stated that it was the recommendation of the Board of Directors that the State Secretaries Association pledge \$1000 from the treasury to assist the FCE Agents in hosting the National Meeting. Barbara Stone made a motion that we accept the recommendation of the Executive Board and give \$1000 to the Family & Consumer Education Agents' Association for their National Meeting. Motion seconded by Mariah McPherson. After much discussion and clarification that the money would come from the State budget and not be asked for support by the Districts, a vote was taken. Motion carried. A motion was then made by Janice Dodson that the Executive Board decide where the money is to come from, seconded by Cathy Fields. Motion carried.
- DONATION BY N. C. CORN GROWERS - President King stated that the Secretaries Association will be the recipients of a yearly donation of \$250 by the N. C. Corn Growers Association. All that is required is that the Association send a letter to thank them and tell where to send the check. The Board of Directors recommended that this money go to support the State Meeting beginning in 1997. A motion was made by Betty Cox and seconded by Helen Miller, that we accept the \$250 from the Corn Growers Association to be used to support the State Meeting beginning with 1997. Motion carried. The North Central District will receive the check for this year's meeting.
- EXECUTIVE BOARD AWARD - Gwyn Roberts, 1st Vice President, stated that she was very happy to announce that the 1997 recipient of the Executive Board Award was Martha W. Cochran, Secretary at the Mountain Horticultural Crops Research, and Extension Center,

Western District. Gwyn also asked if any of the past recipients in attendance would stand and receive recognition from the association.

- 1997 HERTER-O'NEAL SCHOLARSHIP - Barbara Stone, 2nd Vice President, stated that the 1997 Herter-O'Neal Scholarship was awarded to Miss Karen M. Joyner of Washington County who plans to pursue a career as a medical secretary. Next year the scholarship will be from the Southeastern District.
- RECOGNITION OF AWARDS OF EXCELLENCE - President King announced the winners of the Computer Utilization Award were: Michelle Combs, Connie Bass, Shelia Ange, Debby King, Vickie Pettit, and Kelly Smith with the State Winner of the Award of Excellence in Computer Utilization being Kelly Smith of the NCSU Campus. Winners in Special Leadership were: Barbara Stone, Dot Johnson, Faye Black, Linda Piper, Betty Cox, Kay Henderson and Reatha Hoffman, Vicki Pettit and Rhonda Christie. With the State Winner of the Award of Excellence in Special Leadership being Barbara Stone of the Western District.

King announced that it has been eight years since these awards were started and it was suggested that these awards be updated with maybe making changes in what they consist of. The Board has given this job to the Professional Improvement Committee that will be assigned for next year. They will be looking at the criteria of these awards and reworking and bringing them up to date. The number submitting names for the awards has been going down each year and it was felt that often the same names were submitted. It was brought up that some secretaries didn't know about the awards, also some were concerned that if a name was submitted they never heard back about whether or not it was received.

- HONORARY MEMBER NOMINEES - President King announced that there were two nominees for Honorary Membership. The Board has recommended Honorary Membership to Dorothy S. Johnson, Lincoln County, SW District, (now WP) who has 55 years of service and is not considering retirement. Motion was made by Kathy McAteer, seconded by Nancy Payne, that Dorothy Johnson be accepted as Honorary Member. Motion carried. Also the Board has recommended Honorary Membership be granted to Dorothy M. Reaves, Columbus County, SC District, who was retiring with 39 years of service. Motion was made by Karen Whitley and seconded by Cathy Fields that Dorothy Reaves be accepted for honorary membership in the association. Motion carried.
- HORN OF PLENTY - President King announced that the Horn of Plenty was not held this year and it was not known if it would be continued. If the districts want to keep it in the budget for now she was sure that assistance would be requested if it was decided to bring it back another year.

## **COMMITTEE REPORTS**

- GOALS & AIMS - Sylvia Smith, Chairman, reported as follows:
  1. Encourage 100% membership and participation in our district and state association meetings.
  2. Build a good rapport among secretaries.
  3. Encourage secretaries to always strive to be the best that we can be in every way.
  4. Encourage recognition of secretaries as paraprofessionals and the important role that each secretary plays in the Cooperative Extension Service.
  5. Encourage professional improvement by participating in computer training classes/programs acquiring skills accessing the Internet and World Wide Web computer system and other educational opportunities.
  6. Allow secretaries to have the opportunity to advance professionally by being granted some educational compensation time as agents are allowed to pursue degrees.
  7. Restructuring of secretaries salaries.

Consider (steps or grades, job classifications, and years of service).

Consider responsibilities and duties and as they increase receive compensation.

- HOSPITALITY - Diane Dickens, Chairman, on behalf of the North Central District and the State Hospitality Committee, welcomed everyone to Rocky Mount. She hoped that all were having a good time and had learned something new during this visit. She wished that everyone would have a safe trip home and would come back to visit.
- PROFESSIONAL IMPROVEMENT - Sandra Smith-Hopkins, Chairman ... .. made, the following suggestions on behalf of the committee:
  - Take advantage of community college courses
  - Attend university professional training
  - Subscribe to secretarial magazines, as additional learning experiences
  - Try becoming, if not already, a better communicator
  - Try overcoming negativity in the workplace
  - Use a positive mind - try getting it all done
  - Try organizing self - get rid of clutter
  - Attend stress solution workshops for women
  - Sharpen essential business writing skills
  - Take and study course work in designing eye-catching brochures, newsletters, ads and flyers
  - Share with other secretarial co-workers and others throughout the state easier and simpler ways of working the Internet and WordPerfect
  - Try building a successful web site.
  - Suggest that we get computer training on Interleaf and Island Presents
  - Encourage certification by the Professional Secretaries International
  - If not already, consider becoming a member of the State Employees Association
  - Take advantage of the Internet related classes being offered through Extension Technology Services. Classes are a great learning experience geared toward using the Internet to market the North Carolina Cooperative Extension Service, and are scheduled during working hours at convenient locations. Best of all, they're free!
  - And achieve motivation, self improvement, personal evaluation of goals, and a deep commitment to job perfection through self-gratification
- MEMBERSHIP - Gene Reynolds gave the Membership Report for Linda Kidd, Chairman. There are a total of 444 secretaries with 283 district members and 280 members of the State Association. Four districts have 100% membership on both district and state level. In the coming year the membership committee will work diligently to increase this number. We ask that each member of the secretaries association join hands with our committee to encourage those who are not members to join the association and become a part of a very viable and valuable organization.
- PUBLIC RELATIONS - Susan Brame, Chairman, stated that the State Newsletter was posted to the assn.sec newsgroup on e-news on July 1, 1997. The Public Relations Committee was asked to work on a web site for the secretaries association. A home page has been created and should be on the Intranet soon. The home page includes our purpose and objectives and future links to State Officers & Committee Chairs, NCCESA Handbook, Newsletters, and Calendar. This site is still under construction and a notice will be put on e-news when the site is activated.
- "REFLECTIONS" - Helen Miller, Chairman, stated that she hoped everyone has had an opportunity to look through the "Reflections" books while they have been on display. she thanked the members who have sent copies of news clippings and pictures to be included in Reflections. They add so much to it and we need input from every county and district to show the true history of our association. Please, remember "Reflections" each time you elect new officers or receive any type of honor or award.
- RULES & BY-LAWS - No report
- FINANCE - Gloria Morning, Treasurer, presented the 1997-98 Proposed Budget and asked for any questions. The \$250 donation from the Corn Growers Association was requested to be included under Revenue and Expenditures. President King asked for a motion that we accept the

corrected 1998 Budget. Motion was made by Devonna Beard, seconded by Kay Williamson that the corrected 1997-98 Budget be approved. Motion carried.

- NOMINATING - Karen Turner, Chairman, presented the following nominations for officers:

2nd Vice President - Denise W. Brown, Surry, WP  
Secretary - Christine Barrier, Cabarrus, P  
Treasurer - Nancy Wilson, Granville, NC

President King asked for nominations from the floor for 2nd Vice President, there being none, a motion was made by Mariah McPherson, seconded by Nancy Payne that we accept Denise Brown as 2nd Vice President. Carried. For Secretary, there being no nominations from the floor, Karen Whitley made a motion, seconded by Helen Miller that Christine Barrier be accepted as Secretary. Carried. For Treasurer, there being no nominations from the floor, Mariah McPherson made the motion, seconded by Helen Miller, that Nancy Wilson be accepted as Treasurer. Carried.

Arnette Parker, Advisor, installed the 1998 officers comparing each as part of a best seller book with the members as the pages.

- President - Gwyn Roberts
- 1st Vice President - Barbara Stone
- 2nd Vice President - Denise Brown
- Secretary - Christine Barrier
- Treasurer - Nancy Wilson
- Advisor - Debby King

1998 NCCESA STATE MEETING - Kay Williamson, President of the South Central District, extended an invitation to the association to come to Southern Pines on September 24 & 25, for the 1998 State meeting.

PRESENTATION OF GAVEL - Debby King presented the President's Gavel to Incoming President, Gwyn Roberts.

Gwyn Roberts then presented Debby King with the Past. President's plaque and thanked her for a job well done.

President King then asked Arnett Parker to comment on Dr. Zublena's report about the Secretary Study and its recommendations for steps of Extension Secretary, Level 1, Level 2, and Administrative Level. Arnett Parker then . stated that if any secretaries had any suggestions as to the names of the three steps recommended through the Study they should email her. She stated that many other job classifications contained level designations. Administration responded to the survey done with 100% participation which led to the job classification study. She felt that it was most important that we be perceived as doing a good job and serving the tax payers and our clients. We may not be satisfied with how the classification study has turned out but we can be appreciative that we have moved forward in a positive manner and that we are being heard by Administration.

King then asked for any other old business or announcements. She stated that the North Central District asked everyone to be in the room next door by 12:15 as lunch will be served at 12:30.

Meeting adjourned.

Respectfully submitted,

Dottie Via  
1997 Secretary