

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

**Jane S. McKimmon Center
Raleigh, NC
February 7, 1997 -- 10 a.m.**

The North Carolina Cooperative Extension Secretaries Association Board of Directors met February 7, 1997 at 10:00 a.m. at the Jane S. McKimmon Center in Raleigh. President, Debbie King, called the meeting to order and welcomed the group. She then recognized Dr. Jon Ort, Associate Dean & Director of Extension.

Dr. Ort brought greetings to the group and thanked them for the accomplishments of the past year. He explained that it was time for "Pride in Extension," and put forth the acronym of "PRIDE" with P representing People and Partnerships; R, Research and Responsiveness; I, Interdependence and Integrity; D, Diversity and Dependability; and E, Education and Excellence. Each Extension employee in North Carolina will receive a "PRIDE" pin and will be asked to wear it with pride in our organization and with the accomplishments we have made.

Arnette Parker, Advisor, then gave a report on the Secretaries' Survey conducted to get their opinion of being totally funded by the county. With 100% response, 91 counties said it would not be to their advantage, 2 said that it would be an advantage, and 7 said that it would make no difference or they were already county funded; 100% of those surveyed expressed interest in having the secretary's position reclassified.

Dr. Joe Zublena, Asst. Director County Operations, brought thanks and said how much he appreciated being partners with the association. He appreciated the work done in providing the information needed to evaluate what the change to county funding would do. He thought it remarkable to have 100% response with the survey. He said that there would be a study done to reevaluate secretaries positions. Every county will not be visited but every secretary will be evaluated. The study team will have a representative from the Association as a team member.

Barbara Stone, 2nd Vice President, gave the Thought for the Day. She had several comments about making decisions, read a poem by Helen Keller to her teacher Anne Chapman and concluded with the comment, "There are two kinds of people in the world, those that do the work and those who take the credit. Try to be in the first group, there is less competition!"

Secretary, Dottie Via, conducted the Roll Call. The attendance recorded as follows:

- West - 5
- South Central - 5
- West Piedmont - 7
- Northeastern - 5
- Piedmont - 5
- Southeastern - 3
- North Central - 6
- Campus - 5

The President asked if there was a motion to dispense with the reading of the minutes. Motion was made by Sandra Smith-Hopkins and seconded by Ella Moore that reading of the minutes of the last Board of Directors Meeting be dispensed with. Motion carried. Minutes were approved.

Gloria Morning, Treasurer, gave the Treasurer's Report. A copy had been given out to all present showing a Checking Account balance of \$3,760.86; Savings Account balance of \$41.74; Money Market Account balance \$2,667.14; for a total from all accounts of \$6,469.74. Debbie King asked if there were any questions. Carolyn Hodges made the motion that we accept the Treasurer's Report, seconded by Janice Dodson. Motion carried. Treasurer's Report approved.

President King thanked Cathy Fields for agreeing to be Parliamentarian for our Association this year. She then excused the Finance Committee for preparation of Finance Report.

DISTRICT REPORTS

- WESTERN DISTRICT - Martha Cochran, President, reported 33 members. The spring meeting was held April 9 at the Helen Powers Women's Health Center at Memorial Mission Hospital in Asheville. The Secretary of the Year Award was presented to Linda Buchanan of Graham County. The "Pot O' Gold" fundraiser drawing was held sales totaled \$300. Following the meeting we toured the Helen Powers Women's Health Center.

The fall meeting was held August 16, 1996 at the Haywood County Extension Center, Waynesville. The 4-H Camp Scholarship for 1997 will go to Yancey County. New officers were installed by Sandy Kanupp, Advisor. Secret Sister gifts were given, sisters were identified, and the group drew names for the coming year. A White Elephant Sale was held; the amount raised for the treasury was \$163.50.

- WEST PIEDMONT DISTRICT - Ginger McGhee, President, reported 100 % membership with a total of 35 members. The West Piedmont District has added the following: 2nd Vice President - Susan Winebarger, Watauga County; Public Relations Chair - Nancy Worley, McDowell County.

Spring District Meeting was held in Ashe County at the Manor House at Jefferson Landing. The Fall District Meeting was held in Burke County at Judge's Riverside.

Congratulations for district Award of Excellence to Karen Robertson, Davie County, in Special Leadership Skill Award and Nancy Payne, Alexander County, for Computer Utilization Award.

Gail Lail, Burke County, won the district "Bright Idea" Award of \$25; and Phyllis McCollum, Yadkin County, won the district "Secretary of the Year" Award of a plaque and a check for \$100.00.

- PIEDMONT DISTRICT - Christine Barrier, President, reported 36 paid members with 12 of the 15 counties represented. This is a newly formed district with counties from the old Southwestern and North Piedmont Districts.

The Organizational Meeting was held at the Philip Morris Manufacturing Plant in Cabarrus County on October 30, 1996. Officers elected included: President - Christine Barrier (Cabarrus); 1st Vice President - Sylvia Smith (Alamance); 2nd Vice President - Sandra Smith-Hopkins (Rowan); Secretary - Carolyn Haycraft (Durham); Treasurer - Helen Miller (Orange); Advisors - Beverly Imes (Iredell) and Brenda Conway (Orange). Eleven (11) committees have been established and ideals and projects from both districts are being brought together. The spring '97 meeting is scheduled for April in Durham County.

- NORTH CENTRAL DISTRICT - Ella Moore, President, reported 33 paid members.

The Spring District Meeting was held in Edgecombe County on May 3, 1996. Gloria Morning, Edgecombe County, was the recipient of the "Secretary of the Year" Award. Fall District Meeting was held in Franklin County on October 25, 1996. Laura Clemmons, Halifax County, retired

December 31, 1996. Jonie Smith, Northampton County, resigned January 31, 1997. Peggy Atkinson, Johnson County, is retiring April 1, 1997. Two Honorary Members in the North Central District are Nell Bone, Franklin County, and Lila Nelson Morris, Northampton County.

The North Central District is hosting the State Meeting to be held September 18 & 19, 1997 in Rocky Mount, NC. SOUTH CENTRAL DISTRICT - Kay Williamson, President, reported 100% membership with 36 members.

The spring meeting was held in Hoke County and fall meeting in Lee County. Secretary of the Year Award went to Celestine Heath, Cumberland County. Devona Beard was awarded the NCSU Award of Excellence at the 1996 State Meeting. Vicki Pettit received the Award of Excellence for Leadership. Lula Shipman was awarded Honorary Membership in the Association.

The South Central District will host the 1998 NCCESA State Meeting.

- NORTHEASTERN DISTRICT - Betty Cox, President, reported 100% paid membership of full time secretaries with 33 members.

Had spring meeting in Washington County with program on "Dressing for Success" and then toured a bed and breakfast in Plymouth. Fall meeting was held in Bertie County with program on making "Yo Yo's for clothing or home decor. Ten secretaries from the district attended the state meeting in Chapel Hill. Pitt and Beaufort Counties are welcomed to the District.

- SOUTHEASTERN DISTRICT - Kay Williamson, President, reported 39 paid members.

The fall meeting was held on November 22, 1996 in Pender County. The first order of business was to replace the Secretary of the Association who resigned from Extension. She was replaced by Cathy Fields of Bladen County. Materials passed out for the 4-H Scholarship and Secretary of the Year and also a Charity Fund of \$100 to be awarded during Secretary's Week.

- CAMPUS CHAPTER - Gwyn Roberts, President, reported 34 members, 5 new members since last year.

The annual picnic was held in June, Christmas Party in December. At the January meeting Dr. Lawrence Jones was the speaker on "The Seven Habits of Highly Effective People" by Stephen Covey. The Professional Improvement Committee has scheduled a guest speaker for the April meeting on "Motivation On the Job."

Secretary of the Year went to Jo An Klisiewicz, secretary in Family and Consumer Sciences. Mary Ann Lofgren received the State Award of Meritorious Support Service from Epsilon Sigma Phi, on November 12. Linda Cahoon and Karen Turner were "saluted" in the "Extension News and Advisor."

EXECUTIVE BOARD AWARD - Gwyn Roberts, First Vice President, reported that the nominations are due AUGUST 1 and should be sent to her at Box 7601 on Campus. Any Association member is eligible to nominate any other member. It is not limited to a person who has served as an officer but should be someone who has exhibited outstanding loyalty and dedication to the Association.

HERTER-O'NEAL SCHOLARSHIP AWARD - Barbara Stone, Second Vice President reported that the applications are due APRIL 10 and will come from the Northeastern District.

COMMITTEE REPORTS

- GOALS AND AIMS - Sylvia Smith, Chairman, reported that we are a TEAM, Together Everyone Achieves More. Secretaries are urged to strive to be the best we can be in every way; to recognize secretaries as paraprofessionals and important to the CES; to participate in computer training classes and other educational opportunities. Time to further educational opportunities is requested and a restructuring of salaries as the duties and responsibilities are increased.
- HOSPITALITY - Diane Dickens, Chairman, reported that the 1997 State meeting will be held at the Holiday Inn/Gateway Convention Center in Rocky Mount on SEPTEMBER 18-19. The theme will be "Secretaries on the Rise." Tours being planned are of Historic Halifax, a tour of Rocky Mount including City Lake, the Art Center at the Children's Museum and the Stonewall Mansion. There will also be a canoe trip down the Tar River. They are looking forward to hosting.
- PROFESSIONAL IMPROVEMENT - Sandra Smith-Hopkins, Chairman, suggest the following:
 - Take advantage of community college courses; attend university professional training; subscribe to secretarial magazines; try becoming, if not already, a better communicator; try overcoming negativity in the work place; 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 a 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 success web site; suggest that we get computer training on Interleaf and Island Presents; encourage certification by professional secretaries international; and, achieve motivation, self improvement, personal evaluation of goals, and a deep commitment to job perfection through self-gratification.
- NOMINATING - Karen Turner, Chairman, no report.
- MEMBERSHIP - Linda Kidd, Chairman, reported that there are four districts with 100% membership: West Piedmont, South Central, Northeast, and Southeast, with 280 total state members.
- RULES AND BY-LAWS - Pearl Blount, Chairman, no report.
- PUBLIC RELATIONS - Susan Brame, Chairman, reported that the committee would like to encourage everyone to market our organization. Send put news releases to publicize meetings and special recognitions. Campus Chapter prepared a winter newsletter for their members. Piedmont District has organized and elected officers. Mitch Owen was contacted about the possibility of NCCESA being listed on the Intranet under Staff Development, Professional Organizations section. Our organization would need to learn HTML and create the pages for the web. Scott McCollum can help us get it into place. Material for the State Newsletter will be due JUNE 1.
- FINANCE - Gloria Morning, Chairman, submitted the 1997-1998 proposed budget and passed out copies to everyone. Motion was made by Sandra Smith-Hopkins and seconded by Carolyn Haycraft that the proposed budget be accepted. Motion carried. It will be presented at the State Meeting in September.

President King thanked the committee chairs for taking this responsibility and for their reports.

OLD BUSINESS

- HERTER O'NEAL SCHOLARSHIP-1996 - Barbara Stone read a letter dated August 14, 1996 requesting a refund of \$495.51 of scholarship money since the 1996 scholarship recipient had not continued her enrollment.
- HONORARY MEMBER NOMINEES
 - Dorothy M. Reaves, Columbus County, SC District retiring with 39 years service was nominated for Honorary Membership. Motion was made by Carolyn Newman, seconded by Carolyn Hodges that she be accepted as an honorary member. Motion passed.
 - Dorothy S. Johnson, Lincoln County, SW District has 54 years service and is not considering retirement. Motion was made by Christine Barrier that she be accepted as an honorary member, seconded by Ella Moore. Motion passed.

- FEDERATION REPORT - Janice Dodson, President of North Carolina Federation of Cooperative Extension Associations, reported that the Board of Directors met January 21 in Forsyth County. Plans are being made to put the Awards Booklet on Intranet. This was one of last year's goals but wasn't accomplished. Discussion was held on examining the Federation Forum which is usually held in December of each year. The Board will be looking at making this session more productive for its Federation members. Another Board of Directors meeting is planned for August 1997. She thanked the Secretaries Association for allowing her to represent them at this level.

NEW BUSINESS

- 1997 HORN OF PLENTY - The Horn of Plenty will not be held this year. Sandy Kanupp made a motion that the money already contributed by the counties be returned. Kay Williamson seconded the motion. Motion passed.
- 1998 NCCESA STATE MEETING - South Central District
- REQUEST FROM STATE FAMILY & CONSUMER EDUCATION AGENTS: President King read a letter from Maureen Rickards requesting a donation from the NCCESA to assist the state association of Family & Consumer Education Agents in hosting their National Association Meeting October 31 - November 1, 1999. After much discussion a motion was made by Denise Brown that we do help the FCE Agents, seconded by Carolyn Hodges. Motion passed.

After much further discussion a motion was made by Rhonda Christie that a recommendation be made at the State Meeting that the Secretaries Association pledge \$1,000 toward supporting the FCE Agent's National Meeting, seconded by Helen Miller. Motion passed.

- DONATION OF \$250 BY N. C. CORN GROWERS: North Carolina Corn Growers Association will give a check for \$250 to NCCESA. All that is required is that the Association send a letter to thank them and tell where to send the check.

President King asked if there was a motion to accept this money. Jean Reynolds made the motion that we accept the offer of \$250 from the Corn Growers Association, seconded by Carolyn Haycroft. Motion passed.

After discussion on what the Corn Growers donation could be used for, Kay Williamson made a motion that we earmark the \$250 to be used for the State Meeting. Helen Miller seconded the motion. Motion passed.

- NCCESA HOME PAGE: Discussion was held on what association information could be on an Internet Home Page. Officers, By-Laws, Scholarship information were some of the suggestions for use of the Home Page. This would have to be posted using HTML Language. President King asked the Public Relations Committee to work with Mitch Owen or Scott McCollum of Computer Services to see what could be accomplished.
- COMMENTS ON CHANGING ROLE OF SECRETARIES: Sandra Smith-Hopkins commented on the changing role of the secretary in regard to the new technology. We need to find ways to continue to make ourselves indispensable.

ANNOUNCEMENTS

Rotation of Districts for State Meeting

- 1997-NC
- 1998-SC
- 1999-NE
- 2000 - SE

- 2001 - Campus
- 2002 - W
- 2003 - WP
- 2004 - Piedmont

Rotation of Districts for Officers:

2nd Vice President:

- 1997-W
- 1998-WP
- 1999 - Piedmont
- 2000 - NC
- 2001 - SC
- 2002 - NE
- 2003 - SE
- 2004 - Campus

Rotation of Districts for Scholarship:

- 1997 - NE
- 1998 - SE
- 1999 - Campus & Piedmont
- 2000-W
- 2001-WP
- 2002-NC
- 2003 - SC

There being no further business to discuss, President King adjourned the meeting.

Respectfully submitted,

Dottie Via
Secretary

Correction:

The News Article with the Minutes of the Board of Directors Meeting of February 1997 is incorrectly listed as Courier Number Changed. As you can see I am still learning and must have done something or not done something to get this outcome. Hope this will help you get the correct message. Good luck with all your District Meetings.