

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

**Holiday Inn**  
**Southern Pines, NC**  
**September 25, 1998**

The 25th annual meeting of the North Carolina Cooperative Extension Secretaries Association was hosted by the South Central District at the Holiday Inn, Southern Pines, NC.

President Gwyn Roberts called the meeting to order and welcomed the group. Special thanks was extended to the secretaries of the South Central District for hosting an outstanding meeting.

David Hays, Director of Development, NCCES and Executive Director, NCCES Foundation was recognized for up-dates from the foundation. Mr. Hays shared that a 'Search for Excellence Awards' Program would be part of the Annual Extension Conference in November this year, with a category included to recognize secretaries. President Roberts announced that the Extension Foundation contributed \$750.00 to this association in support of the annual meeting.

ROLL CALL - Secretary, Christine Barrier, conducted the roll call as follows:

- Northeast - 12
- Southeast - 20
- North Central - 26
- South Central - 35
- Northwest - 14
- Southwest - 22
- West - 8
- Campus - 15

MINUTES - As the minutes of the September 19, 1997 meeting were posted on e-news, President Roberts asked for a motion to dispense with the reading and accept as posted. Such action was taken by Sandra Smith-Hopkins, seconded by Devona Beard. Motion carried.

TREASURER'S REPORT - A copy of the report was distributed. Nancy Wilson, Treasurer, reported a Checking Account balance forwarded of \$3,134.18; Receipts of \$4,996.71; Disbursements of \$6,176.41 for a Balance On Hand of \$1,954.48. Savings Account balance of \$44.39; Money Market balance of \$2,902.98 for Total Funds of Hand of \$4,901.85. Karen Whitley made a motion to accept the Treasurer's Report; seconded by Sandy Kanupp, and carried.

President Roberts introduced Sylvia Edwards as the Parliamentarian.

Mr. Jim Stephenson, retired CED in Nash County, died September 24th. President Roberts asked that the association remember his family and his former staff.

**OLD BUSINESS**

- FEDERATION REPORT - Millie Bruton, 4-H Agent, Montgomery County, and President of the Federation was recognized to report on the actions of the group during the past year. Ms. Bruton explained the basic make-up of the Federation. Federation was also asked to form a committee to review the Annual Extension Conference as to purpose and structure. As a result of this

committee's recommendations to Administration, the conference will be shortened this year. A committee has also been formed to study the current Evaluation process, and will be reporting these finds to Administration in the near future. The Program Assistants and Associates are in the process of forming their association, who will also be included in the Federation. Annual Federation Forum will be held on December 2, 1998 at the Wake County Office in Raleigh.

- STAFF SENATE REPORT - President Roberts asked secretaries who will be rotating off the Senate to stand and be recognized. Newly elected Senators are Sandra Smith-Hopkins, Arnette Parker and Janice Freeman. Sandra Smith-Hopkins was recognized for the following:

First off -- Arnette and I wish to thank you for entrusting us to represent you as NC State Staff Senators. It is truly a privilege and honor.

For those of you who are not familiar with the NC State Staff Senate -- the senate is made up of NCSU districts -- and serves as an advisory body to the University Chancellor.

We in Extension are of the CALS district -- #14 -- known as the College of Agriculture and Life Sciences.

Other representative districts --to name a few are Graduate School, School of Design, College of Veterinary Medicine, Student Affairs, Finance and Business, Provosts's District, and others.

Senators are elected by their fellow employees -- some 3,500 in their districts to represent them in all matters concerning SPA employees.

As in previous years, Extension SPA employees are divided by districts for representation ....

Arnette represents the North Eastern, portions of North Central, South Eastern, and former Central districts -- and I'm representing the North Central, South Central, Western, portions of the former Piedmont, and School of Human Environment.

This year serves as the fourth year of the staff senate in its existence.

In July, a staff senate retreat was held to help bridge the gap or make transition from old to new senators.

Some of the reaching senate objectives as former Chair Holden explains would be to ....

1. commitment from staff to get involved throughout the University, and not concentrate on just our immediate responsibilities.
2. that supervisory support is vital.
3. to continue efforts to present issues to the administration that are thoroughly researched, discussed and debated
4. continue addressing issues an concerns that affect all SPA employees.

Major concerns for 98-99 senate are salary issues, parking/transportation issues, benefits, flex time, job classification, safety, human resources, and diversity.

I've made copies of detailed Staff Senate Goals for 98-99 to distribute to each county/department -- feel free to pick up one.

Please let your voice be heard with any concerns or issue you wish addressed by hard copy notice, e-mail or by phone.'

- President Roberts read 'Thank You' notes from the Drug Action Committee in Sanford for a \$25.00 contribution in memory of Tom Poe, Jr. of the Corn Growers Association, and from Maurene Rickards, Chair, Resource Development committee, NC Extension Association of Family and Consumer Sciences for the \$1,000 donation toward their 1999 National meeting to be held in Greensboro.

## **NEW BUSINESS**

- EXECUTIVE BOARD AWARD - Barbara Stone, 1st Vice-President, was recognized to announce Barbara McLean, Richmond County, as the 1998 Executive Board Award.
- 1998 HERTER-O'NEAL SCHOLARSHIP - Denise Brown, 2nd Vice-President, announced the 1998 Herter-O'Neal Scholarship was awarded to Bobby Sue Pate from Wayne County in the Southeast District. Ms. Pate is attending Cape Fear Community College, pursuing secretarial education.
- RECOGNITION OF AWARDS OF EXCELLENCE AND TENURE AWARDS -President Roberts asked secretaries receiving tenure awards for years of service to stand and recognize.
  - Special Leadership Awards went to:
    - Isabelle Cable, Western District
    - Vickie Blackwelder, Northwest District
    - Nancy Miller, Southwest District
    - Earline Copeland, North Central District
    - Roseanne Rhea, Northeast District
    - Lois Caison, Southeast District
    - Linda Creech, South Central District
    - Mona Rodgers, Campus
    - State Winner was Earline Copeland from Wilson County
  - Technology Utilization and Implementation Award winners were:
    - Karen Robertson, Northwest District
    - Miranda Pope, Southwest District
    - Susan Brame, North Central District
    - Jean Sigmon, Northeast District
    - Chris Godwin, South Central District
    - Martha Hufham, Campus
    - State Winner was Susan Brame from Vance County.
- HONORARY MEMBER NOMINEES - President Roberts read requirements for Honorary Membership according to the By-Laws.
  - The Board of Directors recommended Nancy Griffin, Southwest District; motion carried.
  - The Board recommended Katherine Gillam, Northeast District; motion carried.
  - The Board of Directors, at their February, 1998 meeting, recommended Mariah G. McPherson, Piedmont District; motion carried.
  - Also at the February Board of Director's meeting, voted to recommend Betsy Crews and Anna Anderson, North Central District; motion carried.

President Roberts distributed certificates accordingly.

- HORN OF PLENTY - President Roberts offered an overview of activities of the 1998 Horn Of Plenty held at Carowinds. This association purchased and served 82 dozen fresh-baked cookies.

Thanks was extended to all secretaries who assisted. The 1999 HOP will be held in Asheville.

- BLUE RIBBON STUDY COMMISSION - President Roberts announced that Dr. Jon Ort and Dr. Dalton McAfee has established and charged this committee to develop a comprehensive plan for staff development for all Cooperative Extension personnel. Donna Warren has been invited to

represent SPA on Campus, and Christine Barrier will represent County Extension Secretaries. Reports will be given at the 1999 Board of Directors Meeting.

- FEDERATION NOMINEE - President Roberts announced that this association is responsible for the Federation Treasurer for 1999. Kay Williamson, Duplin County, was nominated with a motion made by Cynthia Potter, seconded by Debbie King, and carried.

## COMMITTEE REPORTS

- GOALS & AIMS - Sylvia Smith, Chairman:
  1. Encourage secretaries to strive to be the best that we can be; work together to build self-esteem and boost morale.
    1. In each district, work to build up your treasury so that when you host the state meeting you will have funds.
    2. Consider giving a sum of money determined by the district to your 'Secretary Of The Year.'
    3. Consider giving a scholarship in each district to attend workshops or seminars; amount determined by each district.
    4. Sponsor a fund raiser during the year to pay for the above.
  2. Build a good rapport among secretaries by getting to know each other better.
    1. Wear your name tag at each meeting.
    2. At each meeting, sit with someone different and become acquainted.
    3. Be willing to serve as an officer or on a committee.
  3. Strive for 100% membership in your county, district and state meetings. Invite and encourage secretaries to join and attend.
  4. Grant secretaries educational compensation time to pursue degrees as agents are allowed.
- HOSPITALITY - Linda L. Creech, Chairman - The South Central District has enjoyed planning and preparing for the 25th Silver Anniversary of our association. The South Central District hopes that all of you have had a good time.
- PROFESSIONAL IMPROVEMENT - Sandy Kannup, Chairman - The 1998 Professional Improvement committee was asked to revise the guidelines and nomination form for the Directors Awards of Excellence, and we met the deadline we were given. I'd like to thank my committee members on this - we were working on a very short time frame and did it all via e-mail and e-news. They are Vicki Petit, Carol Home, Grave Haven, Loretta Johnson, Kelly Jenkins, Susan Brame, and Sue Mills.

A request for suggestions and comments was posted to our association news group, and all responses were considered in our recommendation to Administration and the Board of Directors. Revised nomination form and guidelines were presented to the Board of Directors at their meeting in February, and both were accepted by the Board with a minor addition. It had already been approved by Administration.

After the nomination form went out to counties, a reminder was posted to the 'announce' news group; and a reminder letter was sent to the following e-mail lists: administration, county directors, district directors, and department Extension leaders.

This was done in an effort to bring more attention to the opportunity and hopefully generate a larger number of applications for different individuals than in the past.

- MEMBERSHIP - Susan Winebarger, Chairman: No report submitted.
- PUBLIC RELATIONS - Jill Stanley, Chairman - Jean Sigmon made the following report: 'Jill Stanley, Johnson County, could not be here today - due to family illness. She asked me to give this report. The State newsletter was sent to all secretaries in July. I want to thank all districts for their input.'
- 'REFLECTIONS' - Helen Miller, Chairman - 'I hope each of you has had an opportunity to look through the 'Reflections' books while they have been on display.

A very special 'thank you' to the members who have sent me 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 AND BY-LAWS - Carol Hardee, Chairman - A member made a request to Gwyn to look into the possibility of changing our name from North Carolina Cooperative Extension Secretaries Association to something else. The suggestion was to leave out 'secretary' an change to 'support staff or something like that.

An e-mail message was sent out to all committee members addressing this issue and the following responses were collected.

Three districts - Northeast, South Central, and Southeast were not in favor of a name change.

West Piedmont suggested if we want to change we should wait and see what Raleigh is going to call us. A name change is irrelevant because our by-laws are what makes us a viable organization.

Campus, Piedmont, and West districts - no response.

Thereby, it is the consensus of this committee that we have NO name change.

- FINANCE - Nancy Wilson, Chairman - The 1998-1999 proposed budget was distributed. Motion to accept such budget was made by Karen Whitley, seconded by Earlene Copeland, and carried.

At this point, President Roberts recognized the 1997 CALS 'Awards for Excellence' recipients:

- Sandy Carpenter, Agricultural and Resource Economics Department in the On-Campus/Administrative category
- Vicki Pettie, Lee County in the Off-Campus/Secretarial category
- NOMINATING - Isabelle Cable, Chairman - Karen Whitley made the following report in the absence of the chair. The Nominating Committee would like to present to you for your approval the slate of officers for 1998-1999:  
 President - Barbara Stone, West  
 1st Vice-President - Denise Brown, Northwest  
 2nd Vice-President - Christine Barrier, Southwest  
 Secretary - Cynthia Potter, Southeast  
 Treasurer - Jo Ann Zimmerman, North Central  
 Advisor - Gwyn Roberts, Campus

President Roberts asked for nominations from the floor. Hearing none, the motion was made by Sandy Kannup that the slate of officers be accepted; seconded by Karen Whitley, and carried.

- Due to re-districting, some districts will not meet until after October 1. President Roberts asked that dues be sent to the district treasurer as soon as possible, in order for them to be forwarded to the state treasurer by November 1 or as soon thereafter.
- A 'Moment Of Silence' was observed for deceased secretary Mona Pearson, West District.
- Debbie King, Advisor, was recognized for the installation of the 1999 association officers.
- 1999 NCCESA STATE MEETING - Linda McClintock, Camden County, Northeastern District, extended an invitation to the association to attend the 1999 state meeting to be held at the Ramada Inn, Nags Head, September 16 & 17.
- PRESENTATION OF GAVEL - Gwyn Roberts presented the President's Gavel to newly-installed President Barbara Stone.
- Barbara Stone presented Gwyn Roberts with the Past President's Plaque.
- Gwyn Roberts gave special thanks to Susan Brame for being the WebMaster for the association during the past year.

## **OTHER BUSINESS**

President Roberts recognized Ms. Jackie Roseboro for a summary of 'Extension Tomorrow,' a renewal team that was formed in February, 1998 as result of the organizational and project studies conducted in 1996. Specific goals were shared. A listing of the prioritized issues were distributed. Secretary members of this team are Vickie Pettie, Lee County, and Janice Dotson, Fletcher.

Denise Brown was recognized for the Invocation prior to lunch, asking for a 'Moment of Silence' for all members enduring hardships during the past year.

Luncheon: 12:30 p.m.

Linda Creech, South Central District 1st Vice-President gave introduction of guests.

David McNeil, Moore County Manager, was recognized for the official Welcome.

Dr. Sandra Zaslow, South Central District Director, was recognized for introduction of the guest speaker, Dr. Joe Zublena, Assistant Director, County Operations, NCCES; speaking to 'Who's Driving The Boat?'

## **ANNOUNCEMENTS**

- Kay Williamson again thanked the South Central secretaries for hosting the state meeting.
- Raffle winners were drawn and door prizes were distributed.

Submitted,

Christine Barrier  
1997-1998 Secretary