

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

**Holiday Inn
Southern Pines, NC
September 24, 1998 -- 11 a.m.**

Executive Board met at 10:30; District Presidents joined the meeting at 11:00 a.m.; Janice Dotson, representing the Federation, was also in attendance.

The North Carolina Cooperative Extension Secretaries Association Board of Directors met at the Holiday Inn, Southern Pines. President Gwyn Roberts called the meeting to order.

President Roberts addressed the issue of receiving 2 nominations for Honorary memberships after the cut-off date. After brief discussion by the board, the decision was made to present the names of Nancy Griffin (Southwest District) and Katherine Gillam (Northeast District) to the full membership for voting during the formal business meeting.

President Roberts informed the Board that she has accepted a position at the University Field Labs, and plans to remain active in the association.

Federation Forum will be held December 2, 1998 at the Wake County Commons Building in Raleigh. The association will be responsible for securing a nominee for the Treasurer's position to take office January 1, 1999. Nominations will be taken from the floor during the business meeting during New Business.

The Blue Ribbon Study Commission will have SPA/secretarial representation with Donna Warren, representing campus SPA employees and Christine Barrier (Cabarrus County) representing County Extension Secretaries, as initiated by Dr. Jon Ort and Dr. Dalton McAfee. President Roberts will make this announcement during the business session.

Due to the recent re-districting of counties, general consensus was that District Treasurers send dues to the State Treasurer as soon as possible, which may be after the October 1st deadline.

Jackie Roseboro and Harvey Fouts will give updates regarding 'Extension Tomorrow' during the business session.

David Hayes, new Executive Director, Extension Foundation will be addressing the membership during the business session.

Upon arrival of District Presidents, President Roberts re-called the meeting to order.

A review of items of the Board of Directors meeting was conducted by the president.

President Roberts read two Thank You notes: first from Maureen Richards reference the \$1,000 donation to the NC Association of Family and Consumer Educators for their upcoming National Meeting to be held in Greensboro in 1999, and from the Drug Action Committee in Sanford for the memorial gift in the name of Tom Poe, Jr.

The 1998 Horn-Of-Plenty was held at Carowinds. The 1999 HOP will be held in the Western District. Barbara Stone, up-coming President, will be notified with further details. President Roberts thanked all

secretaries involved with preparations for Carowinds as the association was responsible for supplying cookies for the dinner (82 dozen were purchased).

The 1998-99 slate of officers to be presented during the business meeting are as follows:

- President - Barbara Stone, West District
- 1st Vice President - Denise Brown, Northwest District
- 2nd Vice President - Christine Barrier, Southwest District
- Secretary - Cynthia Potter, Southeast District
- Treasurer - JoAnn Zimmerman, North Central District
- Advisor - Gwyn Roberts, Campus

Karen Whitley will make presentation in the absence of Isabelle Cable, Nominating Committee Chairman.

Donations have been received from the Corn Growers Association (\$250.00) and from Extension Foundation (\$750.00) to be used by the district hosting the present year's state meeting. The Soybean Association donation (\$150.00) is used to off-set Federation dues. Barbara Stone will represent the association on the Extension Foundation Board.

Betty Cox spoke to possible association membership for secretaries who are hired with grant monies but are covered under Extension guidelines. After discussion and reference made to Article IV - Membership of the Constitution and By-Laws, consensus was that grant-employed secretaries could become members upon payment of dues.

Minutes of the Board of Directors Meeting, Gateway Convention Complex, Rocky Mount, NC, September 18, 1997, were accepted as posted to e-news with a motion made by Sandra Smith-Hopkins, seconded by Nancy Miller, and was carried.

Treasurer's Report was given by Nancy Wilson reported a balance forwarded of \$3,134.18, received \$4,996.71, disbursed \$6,176.41, for a total balance on hand of \$1,954.48. Saving Account balance is \$44,39; Money Market Account balance is \$2,902.98; total funds on hand of \$4,901.85. Motion to accept this report was made by Sandra Smith-Hopkins, seconded by Janice Freeman, and carried.

For a point of clarity, Janice Dotson referred to Article V - Officers and Their Duties and Article VIII - Board of Directors as stated in the Constitution and By-Laws. President Roberts asked 1st Vice-President, Barbara Stone, to charge the new Rules and By-Laws Committee with the duty of clarifying the duties of the Executive Board and the Board of Directors.

At this point, it was agreed that this Board of Directors could accept names for Honorary Membership with the following action: Nancy Griffin with a motion made by Betty Cox, seconded by Nancy Miller and Katherine Gillam with a motion made by Denise Brown, seconded by Karen Robertson, and both were carried.

Attendance was recorded of the president of each of the following districts: Northeast, Betty Cox; Southeast, Regina O'Pharrow; South Central, Kay Williamson; Northwest, Karen Robertson; Southwest, Nancy Miller; West, Martha Cochran; and Campus, Janice Freeman.

Submitted,

Christine Barrier
Secretary 1997-1998

