

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

**Jane S. McKimmon Center  
Raleigh, NC  
February 6, 1998 -- 10 a.m.**

The North Carolina Cooperative Extension Secretaries Association Board of Directors met February 6, 1998, 10:00 a.m., at the Jane S. McKimmon Center in Raleigh, NC. President Gwyn Roberts called the meeting to order and welcomed those in attendance.

Denise Brown, Second Vice-President shared the 'Thought for the Day. '

Arnette Parker, Past President, was recognized for the results of the recent secretarial survey reference title changes. After receiving response from all 100 counties (involving 125 people), the survey revealed that 65% of support staff preferred the title 'secretary.' All comments and/or suggestions were forwarded to Extension Administration.

Dr. Jon Ort was recognized for Greetings and Remarks from Administration. Dr. Ort stated that he appreciated all efforts that went toward the completion of the secretarial survey, and that it would be a point of discussion with Drs. Oblinger and Zublena. Dr. Ort gave a brief explanation and up-dates of the Legislative Study, and spoke to the anticipated state and federal budgets. Dr. Ort stated that any job reclassification, along with salary increases for secretaries, would be put on hold until the outcome of the Legislative Study and the budget process. A brief question and answer period followed.

Alvin M. Stanford, Executive Director of the NC Cooperative Extension Service Foundation, was recognized who explained the purpose and general organization of the newly-organized Extension Foundation. All secretaries were invited to become members of the Foundation. Mr. Stanford asked for a list of needs from this association to be presented at the February 13, 1998 Board of Directors Meeting. Mr. Stanford, along with Dr. Ort, responded to questions at this time.

Secretary, Christine Barrier, conducted the Roll Call. Attendance was recorded as follows:

- West - 6
- South Central - 2
- West Piedmont - 6
- Northeastern - 3
- Piedmont - 5
- Southeastern - 7
- Campus - 8
- North Central - 6

President Roberts asked if there was a motion to dispense with the reading of the minutes. Motion was made by Karen Whitley and seconded by Janice Freeman to approve the minutes as sent, and to dispense with their reading. Motion carried.

Nancy Wilson was recognized for the Treasurer's Report. A copy had been distributed showing a checking Account balance of \$5,144.27; Savings Account balance of \$43.31; and a Money Market Account Balance of \$2,807.23; equaling to total funds-on-hand of \$7,994.81. Sylvia Smith made the motion to accept the Treasurer's Reported; seconded by Devona Beard, and was carried.

Sylvia Edwards was recognized as the Parliamentarian.

President Roberts asked that Treasurer Nancy Wilson and the members of the Finance Committee to meet briefly during the District Reports in order to complete the proposed state budget.

## **DISTRICT REPORTS**

- WESTERN DISTRICT - Martha Cochran, President - Reporting 33 paid members.

Our spring meeting was held on April 18, 1997 at the Henderson County Center - 23 members were present. John Dorner, Area Specialized Agent, Information Management, Extension Technology Services, updated us on some of the world wide web possibilities and developing home pages. The 1996 Secretary of the Year Award was presented to Barbara Stone from Madison County. The entire Extension staff from her county attended the award presentation. Members of the Henderson County Extension staff prepared lunch. The fall meeting was held on August 15 in Jackson County with 19 members present. Dr. Susan Lyday, West District Extension Director shared her views on professionalism and the ingredients of possessing this attribute. The 4-H Camp Scholarship for 1997 was awarded to a 9 year old girl from Yancey County. Secret sisters were revealed and the group drew names for 1998. The West District membership voted on the amount of \$300 to be divided equally (with the exception of state officers) to help cover some expenses for members attending the state meeting in Rocky Mount. A white elephant sale was held after lunch, proceeds totaled \$178.75. The spring meeting will be held in Asheville on April 17.

- WEST PIEDMONT DISTRICT - Karen Robertson, President 100% -paid membership with 35 members.

The Spring meeting was hosted by the Caldwell County secretaries Patsy Richardson and Becky Ritch. The meeting was held in the Beaver Creek Advent Christian Church in Wilkes County. We enjoyed touring Whippoorwill Village in Ferguson, NC where we learned about the legend of Tom Dooley. It was very informative and interesting. We then had our annual White Elephant Sale. The Fall meeting was hosted by the Catawba County secretaries, Nancy Miller and Miranda Pope. Dr. Glennie Daniels, Family and consumer Educator, presented a program on Assertive Communication. The information presented gave us some ideas of how to be an assertive communicator. Congratulations for District Award of Excellence To Dot Johnson, Lincoln County, and Michelle Combs, Alleghancy County. Dot won in special leadership, and Michelle won in computer utilization. Dot Johnson also received honorary membership in the Secretaries Association. Dottie Via, Stokes County won the 'Bright Ideas' Award and was presented a \$25.00 check. Gail Lail, Burke County, won the 'Secretary of the Year' Award and was presented a plaque and a check for \$100.00. The Spring, 1998 meeting will be in Davie County.

- PIEDMONT DISTRICT - Sandra Smith-Hopkins, President Current membership of 37 with 13 counties reporting.

Boasting of 3 new members; the Spring, April 18, 1997 meeting was held in Durham County with Rev. Jones, guest speaker, sharing expressions of LOVE; L - meaning to lift your life; O - let it overflow; V - be vocal, say it; E - love should endure. Dr. Clyde Chesney joined the group for lunch and spoke briefly on membership encouragement, district constant changes, training, and job descriptions. The Fall meeting, held on October 17, 1997 was in Forsyth County with Geissler Baker, Family and Consumer Science Educator as guest speaker featuring southern recipes that had been lightened - reducing the fat content. A taste test from several recipes were sampled and the 'Heart & Soul' cookbook was available for purchase. Christine Barrier, Cabarrus County, received the district's 'Secretary of the Year' Award and was presented with the Past-President's Certificate. The Spring meeting is scheduled to be held in Gaston County.

- NORTH CENTRAL DISTRICT - Earline S. Copeland, President.

The district hosted the 1997 State Meeting in Rocky Mount last September, and it was successful, from the comments received. The Fall meeting was held in October in Johnston County in Smithfield. Officers were elected and Committee Chairs were appointed by the president. Dr. Donald Cobb, DED, gave remarks on the State meeting, as he was pleased with cooperative work efforts. He also gave remarks on the secretary classification study. Debbie Stroud and Kim Smith, Family and Consumer Education Agents, conducted the educational portion of the program. Betsy Crews and Anna Anderson, retired secretaries, were nominated for honorary membership. 'Secret Pals' were selected, to be revealed at the Fall meeting. The Spring meeting will be held in Nash County on May 1, 1998.

- SOUTH CENTRAL DISTRICT - Kay Williamson, President Currently has 34 paid members.

The Spring meeting was held in Montgomery County on April 11th with a program on Customer Service. Chatham, Harnett and Stanly Counties were welcomed to the district. The Fall Meeting was held in Moore County on October 17th. District Secretary-of-the-Year was Peggy Elliott of Cumberland County. Dorothy Reaves was awarded Honorary Membership in the Association. The district has been busy making plans for the 1998 State Meeting to be held September 24 & 25 in Southern Pines.

- NORTHEAST DISTRICT - Betty Cox, President

The Spring meeting was held in Camden County on April 23. The program was a tour of the Watermark, a regional crafts cooperative. The Herter-O'Neal Scholarship for 1997 went to the Northeast District and Miss Karen Joyner from Washington County was the recipient. The Fall meeting was hosted by Chowan County. Tom Dyson, Area Specialized Associate Agent, Horticulture, presented a program entitled 'A Day in the Life of Agent Trowel.' Tom writes a newspaper column similar to Ann Landers under the pen name of Agent Trowel. Committees were set up to begin work on the 1999 State Meeting to be hosted by the Northeast District. Following the meeting a number of those present took a trolley tour of Historic Edenton and learned something about the early history of the area. The Spring meeting will be held in Currituck County.

- SOUTHEAST DISTRICT - Regina S. O'Pharrow, President

The 1997 Spring meeting was held in Pamlico County and Betty Decamp of Pamlico County was presented the Secretary-of-the-Year Award. The 1997 Fall meeting was held on October 17 in Wayne county with 37 members present and 100% membership reported. We toured Agrevo Corporation. District officers were elected for a term of two years. Officers elected were Regina O'Pharrow, President; Linda Kuhn, 1st Vice-President; Devona Beard, 2nd Vice-President; Cathy Fields, Secretary; Lois Caison, Treasurer; and Kay Williamson, Advisor. Among other things, we discussed having some type of fundraiser at this year's state meeting in order to raise funds for the state meeting the SE District is hosting in 2000. The district will distribute the Herter O'Neal Scholarship this year, and we are in the process of looking for a suitable candidate from our district's high schools. Our District Scholarship Award, which rotates by county, was awarded to the secretaries in Onslow County. The scholarship provides reimbursement for workshops, educational seminars and college courses which enhance professional secretarial skills. Our 4-H Scholarship Award, which also rotates by county, was awarded to Duplin County. This scholarship provided up to 50% of the total camp fee not to exceed \$100 to a camper based on achievement and/or need. Secretary-of-the-Year Award recognizes secretaries' outstanding performance during the year. This award is given out at our spring meeting. This year's Spring meeting will be held in Sampson County on March 20.

- **CAMPUS CHAPTER** - Janice Freeman, President Current membership of 34 members.

We have had a very busy year with 2 professional development programs offered at our regular meetings. The featured speaker at our April, 1997 meeting was Scott Sherman who spoke on 'Motivation and You,' and the speaker at our January 1998 meeting was Larry Ellis, Prevention Officer with the Department of Public Safety who spoke on 'Personal Safety.' We had 2 social activities. The first was in June - a covered dish picnic at Pullen Park in conjunction with a meeting. The second was our Annual Christmas Party. This is held for members and invited guests who are the new secretaries hired within the last year. We had seven guests for a total of 36 attendees. Sylvia Edwards was the recipient of the Secretary-of-the-Year Award presented at the April meeting. The Campus Chapter decided to prepare Service Awards to be presented at the NCCESA State Meeting in September. It was decided that awards would be given to all persons on campus receiving Extension funds who were qualified to receive the, but that only NCCESA members would receive theirs at the state meeting. We are hoping to use this as a tool to spread awareness of the Campus Chapter. The Chapter participated in planning and implementing the first annual silent auction which was held in conjunction with the NCCES Annual Conference to benefit the NCCES Foundation. Our Chapter currently has 4 members who serve as Senators on the NCSU Staff Senate: Janice Freeman, Joan Little, Karen Turner, and Donna Warren. We have one member who serve on the NCCES Foundation Board, and an additional member who serves as a committee member. Our members are active at the state level with NCCESA and continue to volunteer their support in all efforts.

- **EXECUTIVE BOARD AWARD** - Barbara Stone, First Vice-President, reported that the nominations are due August 1, and should be sent to her. Criteria will be sent to all District Presidents. Nominees must be a current association member; current or prior service on the Board is not required. Nominees should exhibit outstanding loyalty and dedication to the Association through participation, contributions, and cooperation with the Association.
- **HERTER-O'NEAL SCHOLARSHIP AWARD** - Denise Brown, Second Vice-President was recognized and reported that the 1998 scholarship will go to the Southeast District. Applications have been sent to the District Chair. The top five (5) are due back to her by April 10th for judging. The 1997 scholarship went to the Northeast District and the recipient was Karen M. Joyner who is presently enrolled full-time at Beaufort Community College in Information Systems Programming.

## **COMMITTEE REPORTS**

- **GOALS AND 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 fundraiser 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. Complete restructuring of secretaries titles and salaries.
  4. Strive for 100% membership in your county, district and state meetings. Invite and encourage secretaries to join and attend.
  5. Grant secretaries educational compensating time to pursue degrees as agents are allowed.
- **HOSPITALITY** - Linda Creech, Chairman

Looking forward to hosting 1998 State Meeting; theme is 'Simply Sterling' in recognition of the association's 25th anniversary. Have begun planning and meeting with the South Central District reference the state meeting. Have set up committees for the various responsibilities to be carried out and have started making contacts.

- PROFESSIONAL IMPROVEMENT - Sandy Kanupp, Chairman

As a result of discussion at the Board of Director's meeting last fall in Rocky Mount, the Professional Improvement Committee was asked to study the Directors Awards of Excellence, see what changes might be made, and make a proposal to Administration. A request for suggestions and comments was posted to our Association newsgroup on January 12, 1998, and all responses were considered in our recommendation to Administration. We do have a form to propose during the 'New Business' portion of this meeting. We recommend that the Professional Improvement Committee take on the responsibility of sending out reminders of the nomination deadline by posting it to the 'announce' newsgroup and sending it out to county and district directors. We have considered the possibility of some dollars to go along with these award, and Gwyn Roberts will address that later during this meeting.

- NOMINATING - Isabelle Cable, Chairman

The 1998-99 slate of officers will be as follows: President, Barbara Stone; First Vice-President, Denise Brown; Second Vice-President will come from the Piedmont District; Secretary and Treasurer will come from the Northeast, Southeast, North Central or South Central Districts; Gwyn Roberts, Advisor. Nominations are due to Isabell Cable, Swaine County, by August 3.

- MEMBERSHIP - Susanne Winebarger, Chairman

There are currently 282 paid members, which includes 14 new members, plus 1 honorary member. Three districts have 100% membership: Southeast, Northeast, and West Piedmont. District committee members have contacted new secretaries to invite them to attend upcoming district meetings and join the association. The committee members have also made contacts with current secretaries who are not members to encourage them to be a part of the association. One district has contacted the County Extension Director to ask for his support.

- RULES AND BY-LAWS COMMITTEE - Carol Ann Hardee, Chairman

A member made a request to President Roberts to look into the possibility of changing our name from North Carolina Cooperative Extension Secretaries Associating to something else. The suggestion was to leave out 'secretary' and change to 'Support Staff or something like that. The response from the 3 districts Northeast, Southeast, and South Central 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. Thereby, it is the consensus of this committee that we have no name change at this time.

- PUBLIC RELATIONS - Jill Stanley, Chairman (no report)
- 'REFLECTIONS' - Helen Miller

Thanks to everyone who has sent news clippings and pictures to be included in 'Reflections.' I want to encourage each of you to send me anything that reflects an honor or award received by you or others in your county or district. Reflections needs to include items from every county and district. Your help is needed for it to be successful. Also, please share with me any ideas or suggestions you may have for improvement or changes needed. Thanks!

- FINANCE - Nancy Wilson, Chairman

The 1998-99 proposed budget was distributed. Motion was made by Helen Miller and seconded by Sandra Smith-Hopkins to accept the proposed budget; motion carried. It will be presented to the membership at the State Meeting in September.

## OLD BUSINESS

- Honorary Membership Nominees - President Roberts read criteria for such membership from association by-laws. The following has been nominated with motions and seconds as follows: Betsy Crews from Person County, acceptance motion made by Sylvia Smith, seconded by Helen Miller, and carried; Anna Anderson from Halifax County, acceptance motion made by Karen Whitley, seconded by Earline Copeland and carried; and Mariah McPherson from Orange County, acceptance motion made by Helen Miller, seconded by Ella Moore and carried. All three nominees are now retired, and their names will be presented at the State Meeting.
- FEDERATION REPORT - Janice Dotson
  - The North Carolina Federation of Cooperative Extension Associations held its annual forum on December 5, 1997, at the Forsyth County Cooperative Extension Center. The meeting was well attended by all associations.
  - The format of this forum was different from previous ones. At the 1997 Fall Board meeting, it was decided to present to Administration issues to discuss instead of questions. Drs. Ort, Zublena, and McAfee attended the forum and the issues discussed were professional improvement, Horn of Plenty, and an update on secretaries reclassification study. There was a question and answer period after the discussion. We also heard from Drs. Zaslow and King regarding PPC&E Review Teams. The responses were received from individuals attending this forum were very favorable and we hope to continue this type of format. After the morning session, the business meeting was held. A few of the items discussed were updating the constitution and bylaws, the annual conference review committee, the Showcase of Excellence held during annual conference, and installation of new officers.
  - The changes in the constitution and bylaws were accepted. The new bylaws can be found on the Federation Home Page. Your representatives on the Annual Conference Review Committee are Barbara Stone, Arnette Parker, and myself serving as co-chair. A meeting of this committee has been set for February 12. A letter has been sent to Dr. Ort requesting that Federation take on the responsibility of the Showcase of Excellence. We are waiting to hear from him. The new slate of officers for Federation for 1998 is as follows: Millie Bruton, President representing the 4-H Agents Association; Joe Dickens, President-Elect representing Ag. Agents Association; Deborah Taylor, Secretary representing Family and consumer Sciences Association; Karen Deboard, Treasurer representing the specialists Association; Janice Dotson, Past President representing the Secretaries Association. Recently Federation was asked to participate on the PPC&E Review Team, and it was voted on at our forum to ask each association president to recommend a person to serve on this team. I was asked by our President to serve on the PPC&E Review Team representing the Secretaries Association. A meeting will be held soon to review the current PPC&E document.
  - The first board meeting of the Federation was held January 21, 1998 at the Forsyth County Cooperative Extension Center. I feel very fortunate to have served in the capacity of President-Elect, President and now Past President of the Federation. Thank you for giving me this opportunity.
- STAFF SENATE REPORT - Devona Beard

The Staff Senate is well into its third year of existence. Brochures have been printed and were distributed, including fliers of the history and Mission Statement of the Senate. The first Full-Membership Forum of the Senate was held January 20.

Approximately 150 employees attended. The panel responded to various questions they had received and also took questions from the floor. Employees did not always get the answer they wanted, but they did receive a response.

The 1997-98 Issues and concerns of the Senate was distributed. These were established at the retreat held in August. Issues and/or concerns should be address to the respective Senators. The mailing list for the Staff Senate Newsletter, the VOICE should now include all constituents. The last mailing was the January issue.

The Extension SPA employees were divided by districts for representation: Karen Turner represents the Western Piedmont; Karen Whitley represents the North Central, Northeast and Piedmont; and Devona Beard represents the South Central, Southeast and West.

Joan Little, Donna Warren, Judy Moreno, Karen Whitley, and Devona Whitley are not eligible to run for re-election this year. Those attending were encouraged to run if nominated.

- 1998 State Meeting will be hosted by the South Central District and will be held September 24 & 25, 1998 in Southern Pines. Information was available for all districts.

## **NEW BUSINESS**

- HORN OF PLENTY - Mecklenburg County, August 14, 1998

President Roberts spoke from a letter received from Peggy Brown, function chairman, asking for assistance from this association. After discussion, the motion was made by Helen Miller, seconded by Karen Whitley that this association furnish non-alcoholic beverages. Motion was carried. Further discussion resulted in a motion being made by Sandy Kannup, seconded by Devona Beard to ask district presidents to ask their members for \$1.00 per member for this event, and that the expenses for the beverages will be deducted from the Miscellaneous line item of the budget. Motion carried.

- AWARDS FOR EXCELLENCE.

Sandy Kannup, Chairman of the Professional Improvement Committee presented a proposed new form to be used for nominations of such awards. After a brief discussion with suggestions and points of clarity made, a motion was made by Sandra Smith-Hopkins, seconded by Carol Hardee that the new form be accepted. Motion carried. The new form will be sent by Dr. Zublena prior to the 1998 state meeting.

- MEMORIAL FOR TOM POE, NC CORN GROWERS ASSOCIATION

President Roberts read a letter from Vickie Pettitt from Lee County requesting this association consider making a memorial in memory of Tom Poe, NC Corn Growers Association. Mr. Poe has been instrumental in obtaining the \$250 annual donation for this association. A motion was made by Kay Williamson, seconded by Helen Miller, that district presidents poll their members via 3-mail/news, deadline February 28, for consensus to contribute \$25.00 to Mr. Poe's charity of choice. Contribution to be taken from the miscellaneous line item of the budget. After discussion, the motion carried.

- STATE TRAINING - 2000

President Roberts read a letter from Dr. Joe Zublena, Director of county Operations, recommending that a planning committee be appointed for the Statewide Secretaries Training to

be held in Raleigh in the spring of 2000. The committee should consist of the 1997-98 state president and eight (8) district presidents. Sue Mills will serve as site procurement/arrangements chair and will convene a committee meeting in Raleigh in the spring of 1998. Committee members are as follows: Gwyn Roberts, State President; Martha Cochran, West District; Karen Robertson, West Piedmont; Sandra Smith-Hopkins, Piedmont; Kay Williamson, South Central; Earline Copeland, North Central; Regina O'Pharrow, Southeast; Betty Cox, Northeast; Janice Freeman, Campus Chapter, and Sue Mills, Extension Administration. Sue Mills was recognized for a brief background regarding the inception of the state-wide training for secretaries, being held every 4 years, and is considered mandatory for all Extension secretaries. Committee will plan to meet in the Spring, 1998 (April or May). Each district president received a copy of Dr. Zublena's letter of recommendation.

- NEEDS FOR NCCES FOUNDATION

President Roberts referred to a letter received from Alvin Stanford, Executive Director of the Foundation, requesting a list of potential needs from this association. She also read a list of suggestions received from various secretaries after having sent this request via e-news. The following list was compiled by this board, and will be presented to the Extension Foundation Board of Directors on February 13, 1998. Needs request is as follows:

1. Funds for monetary incentives to accompany the Awards of Excellence; \$50.00 per district winners and \$100.00 for each state winner, in each category, for a total of \$1,000.
2. Funding/support for scholarships for Professional Improvement, to be determined by the Executive Board; \$500.
3. Funding/support for annual state meeting; \$500.

Such action was approved by a motion made by Janice Freeman, seconded by Carol Hardee, and carried.

- President Roberts made this board aware that the Foundation would continue requesting a representative from this association serve on the Board of Directors, which will incur expenses for lodging and mileage. General consensus of this Board was to reimburse the expenses of the Executive Board when representing this association at any official function.
- WEB MASTER

President Roberts will ask Susan Brame to continue as the Web Master for the home page of this association for an indefinite period of time. Such action was approved with a motion made by Karen Whit ley, seconded by Ella Moore, and was carried.

- 1999 STATE MEETING

Northeast District will host with tentative location on the Outer Banks .

- A concern was expressed by Janice Freeman regarding the excluding of information, surveys, etc. from the Campus Chapter; specifically the Secretarial Survey and the name change. The explanation was given that the secretarial survey only affected the county secretaries, and the name change request was handled through the Rules and By-laws Committee. The Campus Chapter did receive information regarding such, but no response was received by Carol Hardee, Chairperson. Arnette Parker reviewed the surveys, first asking for input regarding total-county funding for secretaries, and the second regarded title changes.

With no further association business, President Roberts officially adjourned the meeting.



Submitted by:

Christine Barrier  
Secretary