

**Minutes - Executive Board Meeting
North Carolina Cooperative Extension Secretaries Association**

**Brownstone Hotel
Raleigh, NC
February 5, 1998 -- 5 p.m.**

Members Present: Gwyn Roberts, President; Barbara Stone, First Vice-President; Denise Brown, Second Vice-President; Christine Barrier, Secretary; Nancy Wilson, Treasurer; Debbie King, Advisor; and Janice Dotson, Federation Advisor.

President Gwyn Roberts called the meeting to order at 5:00 p.m. A motion was made by Janice Dotson and seconded by Barbara Stone to dispense with the reading of the minutes.

Treasurer Nancy Wilson was recognized for the preliminary Treasurer's Report. Account balances are as follows: Checking Account - \$5,144.27; Savings Account - \$43.31; Money market Account - \$2,807.23; total funds on hand - \$7,994.81. Discussion was held reference the pledged \$1,000 to the Family and Consumer Education Agents Association for their national meeting. The decision of the Executive Board was to take the pledge from the Checking Account, and the Money Market Account, if needed. Such action was implemented by a motion made by Nancy Wilson, seconded by Barbara Stone, and carried.

Barbara Stone was recognized for up-dates of the 1998 Executive Board Award which is due August 1st; will be sending out -criteria.

Debbie King was recognized for up-dates of the 1998 Herter O'Neal Scholarship; applications are being sent within the Southeast District.

OLD BUSINESS

Denise Brown will report on the 1997 Herter O'Neal Scholarship winner from the Northeast District at the Board of Directors Meeting.

Honorary Membership nominees include:

- Betsy Crews (Person County)
- Anna Anderson (Halifax County)
- and Mariah McPherson (Orange)

All three are Charter Members and are presently retired. It was the general consensus of this board to receive these nominees.

- Janice Dotson spoke briefly to the Extension Federation; will present a formal report at the Board of Directors Meeting.
- 1998 State Association Meeting will be hosted by the South Central District in Southern Pines, September 24 & 25.

NEW BUSINESS

- 1998 Horn of Plenty is scheduled for August 14 in Mecklenburg County. A letter from Peggy Brown, CED in Mecklenburg and Chairman of this year's event was read by President Roberts,

requesting a donation of \$1.00 per association member. President Roberts will present this issue to the Board of Directors for a decision.

- A request from Vickie Pettitt was presented to the Board for a memorial to be sent in memory of Tom Poe, NC Corn Growers Association. Mr. Poe had been instrumental in obtaining the \$250 annual donation for the Secretaries Association. President Roberts will ask each district president to poll their membership by e-mail and respond back to her by the end of February. The Board of Directors will be asked to set an amount to be sent.
- A brief discussion was held regarding the payment of dues to the Extension Federation for 1996 and 1997. Decision was made for the Treasurer to issue a check to the Federation Treasurer for the 1997 dues, and assist in whatever way necessary to insure correct record-keeping.
- State Training - 2000; Sue Mills had requested this item be a part of the Board of Director's meeting agenda. She will make a motion that the 1997-98 district presidents make up the planning committee.
- Needs for NCCES Foundation: Alvin M. Stanford will be attending the Board of Directors Meeting reference the Extension Foundation. He has requested that a list be association needs be developed and presented at the Foundation Board Meeting on February 13, 1998. He will also be attending all district association meetings, where possible. Each association president will be serving or will appoint someone to serve as an ex-officio member on the Foundation Board. President Roberts will represent this association, and is serving as the Benevolence Committee Chairperson. Christine Barrier is serving as the Staff Resource Person for this committee. A discussion was held regarding the expenses for this association's representatives, and if they should be reimbursed from the budget. President Roberts will open this situation for Board of Directors discussion.
- Mitch Owen has asked that the association have a 'Web Master.' Susan Brame will be asked to continue in this capacity for an undefined period of time.
- 1999 State Meeting is scheduled to be hosted by the Northeast District.

Dean Oblinger will be invited to attend the 1998 Annual Meeting in Southern Pines, September 24 & 25.

- A discussion was held regarding the association reimbursing the President and/or her representative when attending functions requesting their present. President Roberts will present this situation to the Board of Directors for clarification and solution.
- President Roberts briefly reviewed the results of the secretarial survey that will be presented by Arnette Parker at the Board Meeting. Carol Hardee, Chairman of the Rules and By-laws Committee, will make a report to the Board of Directors stating that the name of the association will not change regardless of title changes.

With no further business, the meet was adjourned.

Submitted by:

Christine Barrier
Association Secretary