

**Minutes - 26th Annual Meeting
North Carolina Cooperative Extension Secretaries Association**

**Raleigh, NC
October 15, 1999**

The 26th annual meeting of the North Carolina Cooperative Extension Secretaries Association was hosted by the Northeast District at the Marriott Crabtree Valley in Raleigh on October 15, 1999. This was a change in meeting place and date due to Hurricane Floyd.

President Barbara Stone called the meeting to order and welcomed the group.

ROLL CALL - Secretary Cynthia Potter, conducted the roll call as follows:

- NE-20
- SE-17
- NC – 27
- SC - 25
- NW-12
- SW-19
- W – 4
- Campus – 16

MINUTES: As the minutes of the September 25, 1998 meeting were posted on e-news, President Stone asked for a motion to dispense with the reading of the minutes and accept them as posted. Such motion was made by Sandra Smith-Hopkins; seconded by numerous members; motion carried.

PERSONAL AND ORGANIZATIONAL DEVELOPMENT SYSTEM (PODS): Dr. David Jenkins, Agricultural and Extension Education, gave a brief overview of PODS--Personal and Organizational Development System. The new PODS program's mission is to ensure excellence in North Carolina Cooperative Extension through individual and organizational growth. Copies of his report were made available and a representative from each county was asked to pick up a copy. Copy is attached to minutes.

TREASURER'S REPORT: A copy of the treasurer's report was placed on tables prior to meeting. Jo Ann Zimmerman, Treasurer, reported Checking Account balance forwarded - \$1,954.48; Receipts of \$4,890.16; Disbursements of \$4,339.51 leaving a Balance on Hand of \$2,505.13. Savings Account balance was reported at \$46.13; Money Market Account at \$3,038.12 for Total Funds On Hand of \$5,589.38. Nancy Miller made motion to accept the treasurer's report; Karen Whitley seconded; motion carried.

OLD BUSINESS:

FEDERATION: Denise Brown reported that the Federation is busy getting ready to host FUN Night at Jillians during Annual Conference. The Federation's annual meeting will be held in December. NCCESA will send 10 delegates. The Executive Board makes up 5 of the 10-the other 5 usually come from districts not represented. Denise will be contacting district Presidents once she knows the date and place. ESP has asked to become a member of the Federation. We will vote no since they will already be represented through their respective associations.

STAFF SENATE: Sandra Smith-Hopkins reported on Staff Senate. She reported that there is a staff senate web page, www.ncsu.edu/staff_senate. There is a link there where you can submit issues of concern.

BLUE RIBBON COMMISSION: Christine Barrier reported on the Blue Ribbon Commission. One of the main purposes of this commission was to develop the PODS that DR. Jenkins spoke with us about this morning.

DIVERSITY TASK FORCE:

- Karen Whitley reported first of all the devastation that occurred as a result of Hurricane Floyd and asked that we remember those affected by the devastation.
- The Diversity Task Force was formed in January of 1999 with 18 members appointed. A diverse group of Extension workers serve on this committee. Dr. Russell King serves as chair. First meeting was held January 7-8, 1999. Charge to this group was to look at what our program looks like, find ways to enhance our diversity and to consider ways to better address our strategies.
- The NCCES has been selected as a pilot state for the national multicultural organizational effort of the National Committee on Extension Diversity and we will be working very closely with NC A&T State University on this project.
- First assignment was to respond to USDA-CSREES Civil Rights Compliance Review Team's Report. Working with deadline of June 30, 1999, which was met and draft was forwarded to Dr. Billy Caldwell.
- Next week will have two-day retreat in Durham with major task of developing a strategic plan for strengthening diversity from a holistic approach in the NC Cooperative Extension System.

HORN OF PLENTY: Report given by Jetty Gore. Horn of Plenty event was held at Asheville Taylor Ranch. A very successful event.

EXTENSION FOUNDATION: Report given by Denise Brown. The Foundation Awards of Excellence applications are due today at 5:00 p.m. These will be judged by State Advisory Council members. Winners will receive their award at the Monday night banquet at Annual Conference. NCCES Heritage Days celebrating our 85th anniversary took place in August. Foundation continues to seek funding. Plans are to use some of the monies on hand for the Disaster Relief.

REST: Report given by Janice Dotson. Janice was asked by our President to represent our Association at a meeting of Extension Specialists on Feb. 5, 1999 in Raleigh to discuss the perceived role of Extension Specialists. The team appointed was called REST which stands for Role of Extension Specialist Team. Their charge included: clearly defining stakeholder expectations of Extension Specialist, to examine the relationships between Extension Specialists and others to identify potential expectation conflicts, to define best practices and benchmarks of outstanding specialist work, and to communicate findings to all stakeholders and Extension Specialists. Janice polled our association and received 12 responses. Team appreciated our participation and responses.

PROFESSIONAL IMPROVEMENT: Vickie Pettit will give this report under new business.

PUBLIC RELATIONS: Connie Bailey reported that State newsletter did go out in August and was distributed statewide.

REFLECTIONS: Helen Miller reported that Reflections has increased to six books. She encouraged members to please take time to look through them. They are on display. She expressed appreciation to all who sent pictures and news clippings. Helen reported that this was her last active role in that she retired September 30. She requested that we support the new Reflections Chairperson as we have her.

RULES AND BYLAWS: Report given by Debby King. The Rules and By-laws committee made motion that we change the Rules and By-laws as follows:

- Article VIII - Board of Directors
 - The Board of Directors shall consist of the elected officers, immediate past president, state committee chairs, and elected district officers. (Note this added state committee chairs and all district elected officers.)
- Article XII - Committees
 - The standing committees of this association shall be (1) Membership, (2) Public Relations, (3) Nominating, (4) Rules and Bylaws, (5) Finance, (6) Reflections, and (7) Professional Improvement.

(Note: We took away Hospitality Committee and the Goals and Aims Committee and added Reflections Committee. Hope districts will pickup Reflections Committee also.

STANDING COMMITTEES AND GUIDELINES FOR COMMITTEES:

- PROFESSIONAL IMPROVEMENT: To keep association members up to date with awards available to them with deadlines and criteria, workshops and trainings available, and any magazines, internet pages, etc. that would help in the education and time management of all secretaries.
- REFLECTIONS: This committee will maintain a scrapbook to record the history of our association.
- SPECIAL COMMITTEES: Special committees: Any committee set up by the President or the general membership, not made up of the district chairs, to act at the discretion of the State President and/or General Membership.
- DISTRICT PROCEDURES: Will have to update after the above changes are made to the state.
- FINANCE COMMITTEE: The proposed 1999-2000 budget was distributed. Jo Ann Zimmerman, Treasurer, gave report. Copy of proposed budget is attached to these minutes.

NEW BUSINESS:

RULES AND BYLAWS COMMITTEE made recommendations via e-mail. The Committee now make motion that we accept the rules and bylaws as proposed. Janet Vanjaarveld seconded; motion carried.

FINANCE COMMITTEE: Sandra Smith-Hopkins moved we accept the proposed budget as presented by Treasurer Jo Ann Zimmerman. Vicki Pettit seconded; motion carried. Note under miscellaneous, Executive Board made motion to give \$100 with the Executive Board Award. This \$100 is included in with the miscellaneous line item.

NOMINATING COMMITTEE: Sylvia Edwards, Chairman of the Nomination Committee gave the following report. The Nominating Committee recommends the following officers for the 1999-2000 association year:

- President - Denise Brown, NW
- 1st Vice President - Christine Barrier, SW
- 2nd Vice President - Ella Moore, NC
- Secretary - Jean Sigmon, NE
- Treasurer - Janice Freeman, Campus
- Advisor - Barbara Stone, W

HONORARY MEMBERSHIP: Barbara Stone, President, reported that we have one nominee for Honorary Membership, Bea Clayton. Motion was made by Karen Whitley, seconded by Ella Moore that we accept Bea Clayton for honorary membership in our organization. Motion carried.

RECOGNITION OF AWARDS OF EXCELLENCE: The following recipients were recognized for Awards of Excellence:

Technology Utilization and Implementation:

- Northwest, Phyllis McCollum, Yadkin County
- Southwest, Gail Lail, Burke County
- Southeast, Kathy Walters, Brunswick County
- South Central, Janet Mabry, Stanly County
- **Janet Mabry, State Winner**

Special Leadership Awards:

- Northwest, Linda Dunn, Forsyth County
- Southwest, Melissa Muggins, Mecklenburg County
- Northeast, Denise Lamb, Pasquotank County
- South Central, Devona Beard, Bladen County
- NCSU, Linda Cahoon, FCS Dept.
- **State Winner: Devona Beard**

HERTER-O'NEAL SCHOLARSHIP:

- Christine Barrier announced that Michele Lynn Robinson was the recipient of the Herter-O'Neal Scholarship. Michele is from Yancey County in the Western District and a graduate of Mountain Heritage High School. Michele is presently enrolled at Mayland Community College in Spruce Pines in the Medical Secretary Program.
- Next year's scholarship recipient will come from the Northwest District.
- Christine also announced that the 1998 scholarship winner, Bobbie Sue Pate from Wayne County in the Southeast District is currently enrolled at the Cape Fear Community College pursuing a Medical Transcriptionist certification.

EXECUTIVE BOARD AWARD: Carolyn Hodges from the SC District was recognized as the 1999 Executive Board Award recipient.

TITLE CHANGE SURVEY RESULTS: Vicki Pettit gave the following report:

- The Professional Improvement Committee was asked to survey all Extension Secretaries, to determine if they would like a change in their job title name.
- 199 Secretaries responded to this survey. The majority of these secretaries voted to have our job title name changed to Extension Administrative Support Specialist I, II, and III.
- This survey information will be forwarded to our incoming Board of Directors for consideration by Extension Administration.

INSTALLATION OF 2000 OFFICERS: Gwen Roberts was recognized for the installation of 2000 officers.

2000 NCCESA STATE MEETING: Regina O'Pharrow of the Southeast District extended an invitation to the NCCESA to hold their 27th annual meeting on September 21 and 22, 2000, "Sailing thru the Millennium", at the Sheraton at Atlantic Beach.

OTHER BUSINESS:

Cynthia Potter, Secretary, read a thank you card from the family of Nancy Griffin, deceased. A "Moment of Silence" was observed in Nancy's memory.

Barbara Stone expressed her appreciation to her Executive Board, Committee Chairs, Board of Directors, and membership for their outstanding support and cooperative during her tenure as president. On behalf of the total organization she expressed our appreciation to Linda McClintock and the entire Northeast District for hosting our meeting.

Many thoughts of appreciation were expressed to Helen Miller for her dedicated service to our association in many capacities but most especially for her dedication in maintaining Reflections (scrapbooks) for us. Thank you, Helen!

PRESENTATION OF GAVEL: Barbara Stone, outgoing President, presented the President's gavel to newly-installed President Denise Brown.

Denise Brown presented Barbara Stone with the Past President's Plaque. Janice Dotson will serve as her Parliamentarian. Denise also expressed an interest in attending each of our district meetings when her schedule would allow. The Board of Directors will meet February 11 from 9 to 12 at McKimmon Center, Raleigh.

Meeting adjourned.