

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

**Marriott-Crabtree Valley  
Raleigh, NC  
October 14, 1999**

Members Present: Barbara Stone, President; Denise Brown, 1st Vice-President; Christine Barrier, 2nd Vice-President; JoAnn Zimmerman, Treasurer; Gwyn Roberts, Advisor.

President Stone called the meeting to order.

Minutes of the February 4, 1999 meeting were corrected as follows:

- location of meeting was changed to Homewood Suites instead of Brownstone Motel.
- Sandra Kanupp, Parliamentarian, was added to 'members present.'
- February 4, 1999 minutes need submitted/signature line of secretary.

The motion to accept the February 4, 1999 meeting minutes, after corrections, was made by Christine Barrier, seconded by JoAnn Zimmerman, and carried.

**Old Business:** no business to discuss.

**New Business**

- President Stone asked Christine Barrier to record official minutes of further meetings in the absence of Secretary Cynthia Potter.
- Agenda items for the October 15, 1999 Board of Directors Meeting were reviewed and discussed.
- Agenda items for the October 14, 1999 Banquet were reviewed and discussed.
- 1999-2000 proposed budget was distributed and discussed by Treasurer JoAnn Zimmerman.
- President Stone shared information reference a letter received by Epsilon Sigma Phi requesting membership into the Extension Federation. Detailed information will be discussed with membership during the Board of Directors meeting, as it is the decision of the Executive Board to vote 'no' on this matter since members of the Epsilon Sigma Phi are already represented at Federation by their respective associations. Further membership would allow for 'double representation' by some associations. Tentative date for the Federation meeting is December 7, 1999; location to be announced.

With no further business to discuss, the meeting was adjourned.

Submitted,

Christine Barrier  
Acting Secretary