

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

**McKimmon Center  
Raleigh, NC  
February 5, 1999**

The North Carolina Cooperative Extension Secretaries Association Board of Directors met at McKimmon Center in Raleigh. President Barbara Stone called the meeting to order.

Dr. Jon Ort, Assoc. Dean & Director presented an overview of the administrative aspects of extension, NCSU campus activities and statewide issues. He offered sincere appreciation for the hard work of the secretarial staffs across the state. The mandated legislative study of Extension resulted in the reinstatement of some funds for the ag. program lines from monies that were invested in campus, counties and faculty in the fall of 1996. Much needed travel funds have also been returned to the county agents. Budgets: the 12-item budget request has recently been completed which totaled 6 million dollars but we're uncertain as to the amount we will receive. Mr. Bob Cairns has been hired as the new marketing director. We are currently searching for a new personnel director. A new logo for Cooperative Extension has been developed which incorporates both blue and red.

Dr. Joe Zublena updated the result of the secretarial studies. It has been difficult to review due to the inconsistency in the completion of forms on the county level. 67% of the secretaries received pay increases and an even greater number of positions received titles changes as a result of the study.

David Hayes, Director of the Extension Foundation, spoke about Heritage Day. Extension is about to celebrate it's 85th anniversary. Heritage Day has three components. The County Commissioners have been asked to embark upon issuing a proclamation in every county to recognize the heritage and service relative to each county extension service. Vision is the next part of the Heritage Day concept. Celebration is the third concept.

Mrs. Lynda White was the guest speaker representing the International Association of Administrative Professionals. She spoke about the Certified Professional Secretaries Program and how to receive the certification.

**The following Special Committee Reports were received:**

- Staff Senate Committee Report  
This committee serves as a voice to the Chancellor. A web page for this committee has been created which includes minutes and agendas.
- The Blue Ribbon Commission Committee Report  
Meeting regularly. The committee is charged to "to develop a visionary strategic plan for staff development that will enable ALL extension workers to achieve professional excellence."  
Valuable information was collected from surveys we responded to stating our needs and desires as secretaries. A mission and goals are just before being set. Then plan will be developed and presented for approval.
- Federation Committee Report and Extension Tomorrow  
The focus for 1999 is to select the issues ranked most important to the surveyed group and develop strategies to address these issues. During annual conference, a brochure entitled "Issues and Actions" was distributed. Because secretaries do not attend annual conference, these brochures were distributed here to each district president to be distributed at the spring meeting.

- Diversity Task Force Committee Report  
This is a new committee. They met on Jan. 7 & 8 to review the Civil Rights Report and made suggestions for that report. The next task of these committee members is to rewrite the Comprehensive Affirmative Action guidelines which have not been edited since 1993.
- The Horn of Plenty  
Will be held August 20, 1999 in Asheville, NC Barbara Stone will serve as chairman of the decorating committee.
- REST Committee  
Janice Dotson was unable to report because she was attending another meeting.

Then we came to the workshop section of meeting. Our President had prepared booklets with issues we might address. Issues were discussed and actions taken on each during business session held at 12:00 noon.

The following business was transacted:

Sandra Smith Hopkins moved that we dispense with the reading of the minutes. Minutes had been forwarded via e-mail previously. Karen Whitley seconded; motion carried.

Jo Ann Zimmerman gave the following treasurer's report: Attendance at today's meeting is 42. We now have 281 paid members. Complete treasurer's report attached with balance shown of \$4,591.65 in checking account; \$44.94 in savings account; \$2,949.07 in money market account with total funds on hand as of February 5, 1999 of \$7,585.66.

Have received letter requesting honorary membership for Bea Clayton. Karen Whitley moved that we grant Bea Clayton honorary membership. Linda Kuhn seconded; motion carried.

Standing Committees: Nancy Miller moved that we turn over to the By-Laws Committee to update and revitalize all standing committees to have the report ready for the state meeting. Debbie King seconded. Motion was amended that it be sent to membership at least two weeks prior to state meeting so that it can be presented to state meeting for a vote. Seconded by Linda McClintock. Motion carried. President asked that By-Laws Committee look into all by-laws and make recommendations.

Sandra Smith-Hopkins made motion that we give a \$100 monetary award to the Executive Board Award recipient. Motion was seconded by Helen Miller; motion carried. President asked Finance committee to make that change to proposed budget.

Motion was made by Christine Barrier, seconded by Denise Brown that we ask Cynthia Potter as secretary to send letter to other states to see if they have a secretaries' association in an effort to establish new links with other states' secretaries associations.

President asked the Professional Improvement Chair to write letter to Dr. Zublena that in future we might look at different titles.

State Meeting will be September 16 and 17.

Christine Barrier shared with group that the Herter O'Neal Scholarship Award goes to Western District this year. Sandra Kanupp already has applications and they are to the counties. Bobbie Sue Pate from Wayne County was recipient last year. She is enrolled at Cape Fear Tech and in Medical Transcriptionist program.

Have proposed budget on desk. Motion was made and seconded that we accept proposed budget with \$100 change for executive board award. During discussion it was pointed out that the \$100 was really

covered in miscellaneous since the Executive Board Award was itemized as part of miscellaneous expenditures and that no change was actually need. No vote was taken on this motion. Sandra Smith-Hopkins moved that we accept the proposed budget as presented. Seconded by Helen Miller. Motion carried.

There being no further business, meeting adjourned.