

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

**Brownstone
Motel Raleigh, NC
February 4, 1999**

Members Present: Barbara Stone, President; Denise Brown, 1st Vice President; Christine Barrier, 2nd Vice President; and Cynthia Potter, Secretary.

The North Carolina Cooperative Extension Secretaries Association Executive Board met in Raleigh. President Barbara Stone called the meeting to order.

Minutes of the last meeting were read and approved. Denise Brown will announce at a later date when nominations for Executive Board Award are due.

Herter-O'Neal Scholarship will be going to the Western District this year. At state meeting will have an update on young lady who received this award last year.

Jo Ann Zimmerman, treasurer, sent a written membership report and proposed budget. Changes will be voted on at meeting tomorrow.

Barbara Stone, president, shared an invitation to Dr. Mary Ann Fox, Chancellor, installation. Barbara plans to attend.

Our President had prepared a booklet containing agenda items that she wished to cover at Board meeting tomorrow. Barbara pointed out that we have secretaries appointed to various NCSU committees. She would like to suggest that these committee members be invited to our Board meeting. Consensus of group was that committee members should be invited to report at one of our meetings.

Denise Brown reported on what she felt her role as a Staff Senate member was. Basically, the Senate is an advisory body. It deals with policies and/or procedures and makes recommendations regarding anything that affect staff members to the University Chancellor. This group is a means to let NCSU powers to be know that we, as a group of secretaries, are out there and is a means to get complaints from groups to the Chancellor. All suggestions that comes to Staff Senate is gone through and recommendations made. A web page for this committee has been created which includes minutes and agendas.

The Executive Board then went through the booklet that Barbara had prepared with objectives to be discussed and made recommendations.

- Objective: Standing Committees need to be revitalized.
- Goals & Aims - not needed.
- Hospitality - replace with Benevolence
- Public Relations - suggest we drop because of secretary newsletter that Jennifer Scott does for us.
- Suggested we add Reflections to standing committees and add to district committees.

- Objective: To have the entire administrative body of this association have an active part in planning and implementing our Annual State Meeting. Consensus of board was that state meeting is a matter of pride for host district and they should plan.

- Objective: To have a powerful, working Board of Directors meetings. Board agreed that we would like to have more input from attendees.
- Objective: Have an awards page on the Secretary Association homepage to include ALL available awards to secretaries. It was pointed out that we had two secretaries to receive ESP award. Some members did not realize we could even apply for ESP awards.
- Objective: Have a monetary allocation for the Executive Board Award. Board members suggested we award \$100 and a plaque. However, this would have to come through Rules and By-laws Committee.
- Objective: District Presidents be responsible for seeing that all committee surveys are responded to within their districts. It was suggested that District Presidents encourage others to respond but that is all they can do.

There were other objectives in booklet prepared by our President but this gave us an indication of the agenda for tomorrow's meeting. All objectives will be covered at meeting tomorrow. We will go through and talk about all of them and then we will go back and vote on ones we wish to adopt. Secretary was instructed that we need no minutes on discussion but would need minutes on items voted upon.

President was instructed to make sure she explained to group at the beginning just how things would go tomorrow so there would be no confusion. First we will discuss and then we will vote.

There being no further business, meeting adjourned.