

**Minutes - 27th Annual Meeting
North Carolina Cooperative Extension Secretaries Association**

**Sheraton Hotel
Atlantic Beach, NC
September 22, 2000**

The 27th annual meeting of the North Carolina Cooperative Extension Secretaries Association was hosted by the Southeast District at the Sheraton Hotel in Atlantic Beach, North Carolina, on September 22, 2000.

President Denise Brown called the meeting to order and recognized Janice Dotson as the Parliamentarian for the day. Denise reminded everyone to state their name when making or seconding a motion.

APPROVAL OF AGENDA - Devonna Beard motioned that we approve the agenda, seconded by Linda Kuhn, motion carried.

RETIREMENT GIFT OPTION - Due to a request from the NCCESA Executive Board, Dr Joe Zublena, Associate Director, NCCES, announced that Administration will now offer retired secretaries an option for their retirement gift. Retirees may choose the usual plaque, or from several gifts in the catalog currently used for service awards.

ADMINISTRATIVE REPORT - Dr. Zublena also addressed the following issues: A freeze on positions is now in place. It will include SPA and Extension EPA positions on campus, as well as EPA's in the counties. This freeze is due to the deficit of approximately \$3 million. Dr Zublena also commented on the bond issue for the University of North Carolina system and community colleges. He stressed the critical need for better facilities and encouraged everyone to vote as they wish. A position of Vice Chancellor for Engagement has been approved and will be set to motion shortly. Dr. Ort will report to the new Vice Chancellor, as well as NCSU's Chancellor. It is critical that we make every effort to secure someone who has a knowledge of Cooperative Extension and what we stand for. Martha Burris is serving as representative on the search committee.

ADMINISTRATIVE THANK YOU - Denise thanked Dr. Zublena and Dr. Ort for being with us today, and for all they do for us as secretaries.

ROLL CALL - Secretary Jean Sigmon, conducted the roll call as follows:

- WEST - 5
- NW -15
- SW - 25
- NC-30
- SC- 22
- ME-23
- SE-33
- CAMPUS -16

MINUTES - President Brown announced that since the minutes were posted to the web site it was unnecessary to read them. Karen Whitley made a motion to accept the minutes as posted, seconded by Devonna Beard, motion carried.

TREASURER'S REPORT - A copy of the treasurer's report listing all the transactions conducted during the year was passed out to everyone. The

- copy revealed a:
- checking account balance of \$5,127.06
- savings account balance of \$47.84
- money market account balance of \$3,184.76
- for a total on hand of \$8,359.66

(Copy of Treasurer's Report is posted with minutes in the association minute book.) Janice Freeman, Treasurer reported that the books were audited by Nancy Bennett from the CALS office. Nancy provided a written statement showing everything to be in order (original copy in association minute book). Janice made a motion that the audited report be accepted, seconded by Pam Brylowe, motion carried.

COMMITTEE REPORTS

- FINANCE - Janice Freeman, Chairman presented the 2000-2001 proposed budget. On behalf of the Finance Committee, Janice made recommendation to accept the proposed budget as presented, no second was needed, motion carried. (Copy of approved budget is posted with the minutes in the association minute book.)
- MEMBERSHIP - Lois Caison, Chairman reported that the Association has a total of 284 paid memberships. Three Districts report 100% participation. Recruitment efforts include personal contacts to new secretaries by Committee members to inform them about the Association. New secretaries are also invited to district meetings so that they can see first-hand what our Association is all about. The ultimate goal for our Association is to have 100% paid membership in every district. Lois also reported that dues are due on October 1 and she encouraged everyone to go back and urge all the secretaries to pay their dues for the following year.
- NOMINATING - Barbara McLean, Chairman announced the Nominating Committee members for the year. When nominations for each office were received, committee members were notified by e-mail. 100% committee feedback was received and recommendation for the new slate of officers for the North Carolina Cooperative Extension Secretaries Association for 2000-2001 is as follows:
 - President - Christine Barrier, Cabarrus County, Southwest District
 - First Vice President - Ella Moore, Warren County, North Central District
 - Second Vice President - Janet Mabry, Stanly County, South Central District
 - Secretary - Lois Caison, Brunswick County, Southeast District
 - Treasurer - Jan Trenbath, Campus Chapter
 - Advisor - Denise Brown, Surry County, Northwest District

We were fortunate to have had nominees from different districts and we appreciate these ladies agreeing to serve.

Denise Brown, asked for any nominations from the floor. None were given. There being no additions, Barbara McLean made a motion on behalf of the Nominating Committee to accept the above slate of officers, no second needed, motion carried.

- RULES AND BYLAWS - Donna Warren, reported that the Rules and Bylaws Committee, having duly submitted recommended changes to the Board of Directors and upon their approval having posted changes to the North Carolina Cooperative Extension Secretaries Association's webpage for viewing by all members, wishes to make the motion for bylaw changes to be approved. The committee further requests that Denise Brown, President, present each bylaw change to be voted on separately. President Brown read each change individually and asked for vote accordingly. Motion on each carried. (Bylaw changes are attached to minutes in association minute book.) The new bylaws will be posted to the webpage.

- PUBLIC RELATIONS - Carolyn Newman, Chairman thanked the group for allowing her to complete the term of Public Relations Committee Chairman. Request for news articles were requested with special request from the various state committees, chairs and the district presidents. The state newsletter was edited and posted to the web in August. Thanks to all who submitted articles and thanks to Susan Brame who posted the newsletter on the webpage. Carolyn encouraged and invited everyone to send in articles for the newsletter.
- REFLECTIONS - Kay Evans, Chairman announced that she hoped everyone had taken the opportunity to look through the "Reflections" notebooks on display. There are now 6, along with a notebook containing the history of our association and a listing of the meeting dates and officers for each year. Kay thanked the members who sent copies of news clippings and pictures to be included in the books. She encouraged every county and district to send news to be included so we can document the history of our association. Please remember "Reflections" each time you elect new officers or receive any type of honor or award, and send copies of the news articles and photos for addition to the "Reflections" notebook.

SPECIAL COMMITTEE REPORTS

- STAFF SENATE
 - Christine Barrier reported that Staff Senate was established to provide a formalized body for SPA employees to express concerns to the administration...and since August 2, 1995, has been doing just that. She personally thanked Joan Little, who was one of the founding pioneers of the Senate.
 - Staff Senate serves as the SPA voice to Chancellor Marye Anne Fox and thus has been endorsed by the Chancellor. A member of her staff is present at all monthly meetings, and Chancellor Fox attends as her schedule allows. She was able to attend the September meeting, and at that time was quoted as stating that 'staff should be rewarded for Senate involvement and supervisors should encourage their SPA employees to become involved and take leadership roles.'
 - Some of the Senate accomplishments for the past year include: Serving on the University Council; Participating in interviews for all major university associates and directors; Establishing a fully-equipped office for a half-time Administrative Secretary; Sponsoring Annual Employee Open Forum to allow staff the opportunity to voice concerns; Participating at Employee Appreciation Day; Sitting on Selection Committee for the University Awards of Excellence; Regularly meeting with the Faculty and Student Senates to discuss joint efforts; Advising senates and forums at sister universities; Supporting SEANC as they annually approach the state Legislators regarding pay increases and benefits; and Endorsing the NC State Family Scholarship.
 - CALS has 10 representatives on Senate with 5 of those presently held by Extension secretaries, and 2 others as alternates. Alternates attend all regular meetings and serve on committees, but there is no voting privileges.
 - Christine asked Senators for 2000-2001 to stand as she called their names: Christine Barrier, Debbie King, Cathy Fields, Vicki Pettit, Diana Reneau and Alternates Kay Williamson and Connie Bailey.
 - One of the better endorsements by the Senate this year was the NC State Family Scholarship. This was the first year for the scholarship, and 13 scholars were selected. One of those scholars is Nicholas Hoffman, a junior majoring in Computer Science, receiving a \$2,000 award. He is the son of Retha Hoffman, County Extension Secretary in Fender County. Christine asked Retha to stand and be recognized.
 - Christine thanked everyone for voting.
- PODS - Christine Barrier reported that by finalizing our PODS criteria, Extension secretaries have made history. All the information from the training yesterday will be taken back to Raleigh and combined with the competencies that are in place. About mid-October a committee call the PODS SQUAD will come together to finalize the plan. Richard Lyles can hold it up in front of the agents in November and say "Look what we have and guess who did it". When all plans are in place, a 'high tech and high touch training program' will then be designed. When a new secretary comes

on board, she will be able to sit down at her computer, turn it on and have everything that is expected of her during her first year, at her fingertips.

- **FEDERATION**
 - Karen Whitley announced that the North Carolina Federation of Cooperative Extension Associations has been busy this year. The year began with a winter board meeting on March 9, 2000. Issues addressed were: a new education policy for agents, marketing North Carolina Cooperative Extension, membership for the new paraprofessionals, program assistants and associates association, and Epsilon Sigma Phi membership. Epsilon Sigma Phi was denied membership because representatives are already serving on the Federation Board and it was felt there would be double representation. The new association will be extended an invitation to join the Federation and will begin serving on the officer rotation in 2002.
 - The fall board meeting was held on September 8, 2000. The main topic of discussion was Fun Night. The Federation is sponsoring this event again this year which will be held on Tuesday night, November 14, during Annual Conference. A committee was appointed to make plans. It will be held at the new Entertainment Sports Arena and should definitely be a "fun night."
 - The Federation Forum is scheduled for Friday, December 8, 2000 and will be held at the NCSU University Club. Ten representatives from each association are invited to attend. The Executive Board makes up five of these representatives, leaving the remaining five from districts not represented.
 - Denise Brown and Christine Barrier are serving as webmasters for Federation's webpage. You are encouraged to click on the webpage for updated information.
 - In accordance with the Federation officer rotation schedule, NCCESA will need to provide 2001 President-Elect.
 - Barbara Stone was presented a certificate by Karen, for her representation of NCCESA on the Federation Board last year.
 - Denise Brown opened the floor for nominations for the 2001 Federation President-Elect. Devonna Beard, Denise Brown, and Sandra Smith-Hopkins names were submitted for vote. Sandra Smith-Hopkins declined the nomination. President-Elect plans the annual forum which is usually held in December. This position involves a three year term including President and Advisor. Sandra Smith-Hopkins made a motion to close the nominations, seconded by Ella Moore, motion carried.
 - Denise asked Karen Whitley to pass out ballots for voting. She asked the membership to put down Devonna Beard and Denise Brown on the ballot and circle their choice. Karen Whitley, Barbara McLean and the nominating committee were asked to step out in the hallway and count the votes. Karen was asked to bring the choice back to the membership.
- **HORN OF PLENTY** - Denise Brown will be serving as Treasurer for 2001. Next year's event will be held in Fayetteville. This year \$100 was taken from the budget since there were enough funds to take care of this. \$100 was approved in the budget for next year.
- **NC EXTENSION FOUNDATION** - Denise Brown encouraged everyone to apply for the Awards of Excellence - deadline is October 15. This is a monetary award of \$1,000.00 All available award are announced on the NCCESA webpage. Foundation has given \$500.00 to this year's host district. This will be ongoing, if it is requested each year, and money is available. It is to be used for professional improvement at the state meeting.
- **WEB PAGE** - Denise Brown recognized Susan Brame, Vance County as the webmaster for NCCESA. Denise commended her on a job well done and spoke about her promptness at getting the information on the site. Susan does an excellent job. Our hat is off to her for this!

UNFINISHED BUSINESS

- **TITLES:** The Board recommends that we drop this issue and focus on something productive for our association. No motion was brought forth, so the issue is dropped.

- NORTH CAROLINA ASSOC. OF EXTENSION PROGRAM ASSISTANTS, ASSOCIATES & TECHNICIANS: Denise spoke of the enthusiasm that this newly formed organization had and that our association could use some of it. Approximately 170 people signed the charter. Members were so excited they wanted to be first to sign. The Executive Board voted to give \$100 to show support.

NEW BUSINESS

- HONORARY MEMBERS - Six Honorary Members were presented for consideration:
 1. Lou Ella Daniels - Worked with Extension 21 years in Burke County. She was active in the association. Motion was made by Miranda Pope, seconded by Linda Kuhn that we accept Lou Ella, motion carried.
 2. Frances Oldham - Employed by Moore County and retired in January, 2000. She was a charter member of the association. Motion by Janet Mabry, seconded by Vicki Pettit to accept Frances, motion carried.
 3. Linda Creech-Shaw - Retired in December, 1999 from Columbus County and was also a charter member of the association. Motion by Carolyn Newman, seconded by Tina Groom to accept Linda, motion carried.
 4. Louise Smith - worked on Campus for 17 years. She was very well known as the voice at the other end of the telephone for Teletip callers. Donna Warren made a motion to accept Louise, seconded by Diane Register, motion carried.
 5. Helen Miller - Helen was a secretary in Orange County. She also took charge of 'Reflections'. Motion was made by Debbie King, seconded by Ella Moore to accept Helen, motion carried.
 6. Patsy Sykes - from Durham County and was a charter member. Motion made by Carolyn Haycraft, seconded by Tiffaney Hale to accept Patsy, motion carried.

Denise handed out certificates to the newly voted honorary members in attendance. She then asked someone from the counties of others not in attendance to pick up their fellow secretaries certificates.

- 2000 EXECUTIVE BOARD AWARD: Christine Barrier recognized Mary Ann Winchell from Alexander County as our 2000 Executive Board winner.
- HERTER O'NEAL SCHOLARSHIP
 - Ella Moore reported that Libby Denise Hodges from Surry County was the recipient of the scholarship this year.
 - Libby is a graduate of North Surry High School, currently enrolled at Surry Community College in the Medical Office Systems Program. She is married and the mother of three children, a member of Phi Theta Kappa and a straight "A" student. Extra-curricular activities include church and little league baseball games. Teachers' comments are 'Libby is one of the best students I have had. She maintains an "A" average in her classes, and is certainly deserving of your scholarship.' 'I find Libby to be precise, punctual, friendly and helpful. She is a serious student who has returned to school with goals. She has worked hard and has proof in her "A" average and membership in Phi Theta Kappa. The community would benefit from her services upon completion of her degree.'
 - Next year's scholarship will come from the Southwest District. The Executive Board recommends that information be sent to Community Colleges as well as High Schools to obtain scholarship candidates in the future.
 - 1999 scholarship winner, Michele Lynn Robinson from Yancey County in the Western District is currently enrolled at Mayland Community College in Spruce Pines in the Medical Secretary Program.
- 2000 AWARDS OF EXCELLENCE: Sue Mills announced the twelve honorees:
 - Special Leadership
 - Susanne Winebarger, Watauga County
 - Donna Fulp, Rockingham County (also the State winner)

- Jane E Duncan, Iredell County
 - Connie J Bailey, Wilson County
 - Frankie Waters, Sampson County
 - Paula Pritchard, Campus.
 - Technology Utilization and Implementation
 - Donna J Craig, Stokes County
 - Kay L Evans, Orange County
 - Shelia S Ange, Martin County
 - Kathy Walters, Brunswick County
 - Susan S Graham, Chatham County (also the State winner)
 - Vicki Pettit, Campus
- 2001 STATE MEETING INVITATION: On behalf of the Campus Chapter, Sue Mills, President invited everyone to Raleigh next year for the 2001 State Meeting to be held on September 27 - 28, 2001. The meeting will be held at the Sheraton Capital Center Hotel, downtown Raleigh. The theme will be 'A Capital City Salute'. Guest speaker for the awards banquet will be Kay Yow, Women's Basketball Head Coach. If you would like to know more about her go to the NCSU home page and type in 'gopack.com'. There will be educational tours in downtown Raleigh on Thursday afternoon.
- RETIREMENT: Sue made the announcement that she plans to retire December 31,2000 with 30 years of state service. She expressed how much she had enjoyed working with everyone during these years. She expects to see us all next year in Raleigh as a true retired state employee.
- \$2000.00 DONATION
 - Janice Freeman reported that the Ag Agents Association voted to give our Association an annual donation of \$2000. This is contingent on future availability of funds. The first \$2,000 is already in the checking account. The recommendation from the Finance Committee is to do a four way split, dividing the money equally between the host district for the state meeting, Awards of Excellence state winners, scholarships for members educational advancement and/or certification, and a Foundation Endowment. If the money is greater than or less than the \$2000 in the future, the committee recommends doing an equal four-way split accordingly. The committee further recommended that the \$2,000 already in the checking account be used entirely to establish a Foundation Endowment. Next year's monies can be requested in January 2001. Motion carried.
 - The second recommendation from the Finance Committee is to set up a committee to establish criteria for the scholarship award and the endowment fund, and also, to look at the awards. Suggestion from committee is to take the \$100 already available for the Executive Board Award and add the \$500 and make three separate equal monetary rewards of \$200 each. This committee would make recommendations back to the general membership via the webpage. This will allow for the \$2000 to be used before we meet again next fall. Motion carried.
 - The Executive Board suggest that this be done by the end of December, 2000. The suggestion for the committee is to have representation from each district plus campus.
- INSTALLATION OF 2000-2001 OFFICERS: Barbara Stone, Advisor used candy bars to represent each office to install 2000-2001 officers.
- PRESENTATION OF GAVEL - Denise Brown presented the Presidents Gavel to Christine Barrier, incoming President. Denise expressed her thanks to everyone for their cooperation during the year and a special thanks to her County Director for her support. Denise then asked Christine to address the group. Christine said she was thankful for this opportunity to help others.
- PAST PRESIDENT PRESENTATION - Christine Barrier presented Denise Brown a plaque and said that she could not begin to thank her enough for all she has done for the association. Christine said, "In appreciation of your leadership and dedication to us, we thank you."
- FEDERATION OFFICER VOTING RESULTS - Denise then asked Karen Whitley to come forward and announce voting results for Federation President-Elect. Karen reported that Denise Brown was elected to this office. Denise thanked the group and agreed to serve to the best of her ability.

THANK YOUS - Denise thanked the Southeast District for an excellent job in conducting the state meeting. Denise also thanked Jenny Wilson, from Alamance County, for being instrumental in obtaining the money from the Ag Agents Association.

ADJOURNMENT - Motion to adjourn was made by Karen Whitley, seconded by everyone, meeting adjourned.

Respectfully Submitted:

Denise Brown
President

Jean D Sigmon
Secretary