

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

North Raleigh Hilton
Raleigh, NC
April 13, 2000 -- 9 p.m.

The North Carolina Cooperative Extension Secretaries Association Executive Board called meeting was called to order by Denise Brown, President.

Members present were: Denise Brown, Janice Dotson, Janice Freeman, Christine Barrier, Karen Whitley, Ella Moore, and Jean Sigmon.

A motion by Ella Moore to approve the Agenda was seconded by Christine Barrier. Motion carried.

Janice Freeman made a motion to accept the minutes as received by e-mail and seconded by Ella Moore. Motion carried.

No treasurer's report.

COMMITTEE REPORTS

- Professional Improvement - Denise reported that Betty Simonds, Chairperson has left Extension. This vacancy will need to be filled.
- Public Relations - Laura Whittaker has left Extension. Will need to be replaced.

SPECIAL COMMITTEE REPORTS

- Horn of Plenty - Denise Brown co-chairperson, announced that she was not aware there was another person co-chairing with her until a few minutes before our meeting. More plans will have to be made to include Faye Black co-chair of this committee. Denise reported on what plans she had already made, since we will be set up next to the butterfly garden, we should continue with the same theme. She suggested using pots of live flowers with miniature bird houses in each pot. No plans were finalized due to Faye's absence from the meeting. Denise ask for volunteers to help that day. Karen Whitley said the North Central District Secretaries would be able to help. Janice Freeman said that some of the secretaries from Campus would also be able to help.
- Herter O'Neal - Ella Moore informed the group that all information had been sent to Forsyth County.

NEW BUSINESS

- NEAFCS - Decided we would not send a contribution to support their state meeting.
- Webpage - Denise reported that the Honorary Members have been added to the page. Also Vicki Pettit is working on the Awards list. Janice Freeman ask about also adding the Scholarships rotation.
- Awards of Excellence: Denise is working on monetary donations. Denise has talked with Dr. Zublena and he suggested contacting David Hayes, with the Endowment, Trust, Personal Contributions, etc. about this.
- Retirement Award - The question about money instead of plaque came up at the last board meeting. Dr Zublena is also willing to meet with the Executive Board face to face and discuss what options are available. Denise will check further with him about when and where.

- Grade Equity: Denise brought up the question as to the chances of sending a letter to counties asking them to check our job description against theirs and see if all are on the same level. Dr Zublena said he was also willing to meet about this subject.

Janice Freeman made a motion to adjourn, seconded by Ella Moore. Meeting adjourned.

Respectfully Submitted:

Denise Brown
President

Jean Sigmon
Secretary