

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

**Sheraton - Atlantic Beach
10:30 a.m.
September 21, 2000**

The North Carolina Cooperative Extension Secretaries Association Board of Directors met at the Sheraton in Atlantic Beach. Denise Brown welcomed the secretaries to Atlantic Beach and called the meeting to order.

Denise asked for a motion to approve the agenda. Sandra Smith-Hopkins moved to approve the agenda, seconded by Ella Moore. Motion carried.

Roll Call was conducted by Jean Sigmon, Secretary. The attendance recorded as follows:

- West - 2
- South Central - 3
- Northwest - 2
- Northeast - 2
- Southwest - 3
- Southeast - 3
- North Central - 3
- Campus - 4

Denise ask if there were any corrections to the minutes sent regarding the February 11, 2000 Board meeting. Linda Kuhn motioned that we accept the minutes as sent, seconded by Carolyn Newman. Motion carried.

Janice Freeman, gave the treasurer's report. A copy was handed out to each member showing 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 from all accounts of \$8,359.66. Janice reported she had the books audited by Nancy Bennett for the CALS office. Nancy gave a written statement saying everything was in order. Janice Freeman made a motion that the audited report be accepted, this was seconded by Pam Brylowe. Motion carried.

COMMITTEE REPORTS

- FINANCE - Janice Freeman submitted the 2000-2001 proposed budget and passed out copies to all present. Janice explained the totals are the same as presented in February, however, the only modification is under expenses. The Executive Board Award had been included in miscellaneous. Now it is a separate line item. The finance committee made a motion to accept the finance report as given. No second was needed. Motion carried.
- MEMBERSHIP - Lois Caison, no report.
- NOMINATING - Denise Brown reported in the absence of Barbara McLean. The slate of officers that will be presented is:

Christine Barrier, President (Southwest)
Ella Moore, 1st Vice President (North Central)
Janet Mabry, 2nd Vice President (South Central)
Secretary, Lois Caison (Southeast)

Treasurer, Jan Trenbath (Campus)
Denise Brown, Advisor (Northwest)

- RULES AND BYLAWS - The only thing that has been added is Dr. Ort requested that we have a planned educational activity at our District and State meetings. Janice Dotson made the motion to accept this change, seconded by Sandra Smith-Hopkins. Discussion followed. Motion carried.
- PUBLIC RELATIONS - Carolyn Newman reported the state newsletter was edited and posted to the web in August. Thanks to all who submitted news articles and we continue to encourage and invite everyone to send in articles.
- No report from Reflections or Professional Improvement.

SPECIAL COMMITTEE REPORTS

- STAFF SENATE - Christine Barrier reported:

The Staff Senate was established to provide a formalized body for SPA employees to express concerns to the administration...and since August 2, 1995, we have been doing just that.

The Staff Senate serves as the SPA voice to Chancellor Mary Ann 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.

*Have established a fully-equipped office in the D. H. Hill Library with a half-time Administrative Secretary.

*Sponsor an Annual Employee Open Forum in July to allow staff the opportunity to voice concerns.

*A major participant at Employee Appreciation Day.

*Sit on Selection Committee for the University Awards of Excellence.

*Regularly meet with the Faculty and Student Senates to discuss joint efforts.

*Advisor to senates and forums at sister universities.

*Support SEANC as they annually approach the state Legislators regarding pay increased and benefits.

*Endorsed the NC State Family Scholarship.

CALS has 10 representatives on the Senate: 5 of those are presently held by Extension secretaries, with 2 others as alternates. Alternates attend all regular meetings and serve on committees, but there is no voting privileges.

Senators for 2000-2001 are 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 Nicholar Hoffman, a junior majoring in computer science, received a \$2,000 award. He is the son of Retha Hoffman, County Extension Secretary in Fender County.

- FEDERATION - Karen Whitley - The North Carolina Federation of Cooperative Extension Associations has been busy this year. The year began with our winter board meeting held on March 9, 2000 on campus in Ricks Hall.

Many issues were addressed relating to a new education policy for agents, marketing the North Carolina Cooperative Extension Service, 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.

Our fall board meeting was held on September 8, 2000 at the Wake County Extension Center.

Again, many items were on the agenda for discussion. 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 for this event. 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 were serving as webmasters for Federation's webpage. You are encouraged to click on the webpage for updated information.

The NCCESA will need to provide the President-Elect for the Federation for the year 2001 in accordance with the officer rotation schedule. We will need to elect that person tomorrow and she will be installed at the Forum held in December.

- HORN OF PLENTY - Denise Brown - Next year Denise Brown will be serving as Treasurer. It will be held in Fayetteville. This year the \$100 was taken from the budget, since it was enough money in the treasurer to take care of this. This amount is in the proposed budget for next year.
- NC EXTENSION FOUNDATION - Denise Brown - Encouraged everyone to apply for the Awards of Excellence - deadline is October 15. Awards are announced on the NCCESA website.
- WEB PAGE - Denise Brown - Acknowledged Susan Brame as the webmaster of the NCCESA. Commended on what a great job she has done and how prompt she is getting the additional information on the site.

UNFINISHED BUSINESS

- The North Carolina Association of Extension Program Assistants, Associates & Technicians, the Executive Board voted to give them \$100 to show support of this new association.

NEW BUSINESS

- Honorary members to join the three that were voted on in February are:
 1. Lou Ella Daniels - Worked with extension 21 years. She was active in the association. Motion was made by Pam Brylowe and seconded by Linda Kuhn that she be accepted as an honorary member. 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 VanJaarsveld and seconded by Debbie King to accept Frances as an honorary member. Motion carried.
 3. Linda Creech-Shaw - Retired in December, 1999 from Columbus County and was also a charter member of the association. Motion by Debbie King and seconded by Lois Caison to accept her as a honorary member. Motion carried. This will be a total of six, the other three already voted on are: Patsy Sykes, Helen Miller and Louise Smith.
- HERTER O'NEAL SCHOLARSHIP
 - Ella Moore reported the Libby Denise Hodges from Surry County was the recipient of the scholarship this year. She 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...

'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.

1999 scholarship winner, Michele Lynn Robinson from Yancey County in the Western District is currently enrolled at the Mayland Community College in Spruce Pines in the Medical Secretary Program.

Denise reported that the Executive Board recommends that these scholarship applications leave out the word high school and send it to colleges also.

- 2001 STATE MEETING INVITATION - Sue Mills, invited everyone to Raleigh for the 2001 state meeting on September 27 and 28.
- \$2000 DONATION - Janice Freeman - Ag Agents Association voted to give our Association \$2000. This is an annual commitment for as long as they have the money. A gavel will be presented to Ray Harris on Thursday night. The Ag Association has a lot of request for money, they turned some of the other associations down. They wanted to give this money to our association because they said we were the group of people who got them to where they are today. The recommendation from the Finance Committee is: Divide the money equally four ways between, host district for the state meeting, awards, scholarships with the organization and \$500 be deposited into a foundation account. Since this year is past, the recommendation for this year is to take all the \$2000 and put it into the Foundation Account to get that established. Motion carried.

Starting with the 2001, money be distributed based on the above recommendation. If at any time the money is below the \$2000 - just divide the money equally among the four above groups. The \$100 that is already budgeted for an Executive Board Award will be added to the above \$500 - then we will have three \$200 awards - Executive Board Award, and the two Award of Excellence. If this is voted to do this, then a committee will have to be established. This is only for one year, each year it can be changed. Motion carried.

There was no other new business, the announcements were attached to the agenda. Sandra Smith-Hopkins made a motion to adjourn, seconded by Ella Moore. Motion carried.

Respectively submitted:

Denise Brown
President

Jean D Sigmon
Secretary