

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

**McKimmon Center  
Raleigh, NC  
February 11, 2000**

The North Carolina Cooperative Extension Secretaries Association Board of Directors met at McKimmon Center in Raleigh. President Denise Brown welcomed the secretaries to Raleigh.

Denise reported that Dr. Joe Zublena may not be with us, but Dr. Russell King had changed his schedule so he could bring greetings and remarks from Administration. Dr. King brought remarks to the group from the District Directors stating the quality work and the support the secretaries do throughout the state was most appreciated. Dr. King reminded us of the important 'Life Skills' that as secretaries we are in a position to bring to the clientele and the professional staff in our counties. Some life skills are: life saver, string, emery board, band aid, paper towel, rubber band, striped candy, penny, and a deck of cards.

Dr. Leslie Dare, Assistant Equal Opportunity Officer at NCSU, was unable to be with us.

Ella Moore, 2nd Vice President, brought the 'Thought for the Day' entitled 'Time'.

President Denise Brown called the Board of Directors Meeting for February 11, 2000, to order. Denise pointed out one change on the agenda. On the District reports, Melanie Chevalier, 1st Vice President will report for the Northeast District. A motion was made by Linda Kuhn to accept 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 - 5
- Northwest - 3
- Northeast - 3
- Southwest - 5
- Southeast - 7
- North Central - 6
- Campus - 5

The president ask if everyone received copies of the two minutes (February 5, 1999 and October 15, 1999) sent via E-mail. Since everyone did not receive a copy, the secretary was then ask to read the minutes of the February 5, 1999 meeting. After reading the minutes, a motion was made by Karen Whitley and seconded by Pam Baylowe to accept as read. Motion carried. October 15, 1999 minutes were also read by the secretary. A motion was made by Janet VanJaarsveld to accept the minutes as read and seconded by Marlene Strufe. Motion carried.

Janice Freeman, treasurer, gave the treasurer's report. A copy was handed out to all members present showing a checking account balance of \$5,724.69; savings account balance of \$46.68; money market account balance \$3,084.42; for a total from all accounts of \$8,855.79. A question was asked regarding the small amount in the savings account. There has to be at least \$25.00 left in savings at the State Employees Credit Union.

**COMMITTEE REPORTS**

- FINANCE - Janice Freeman submitted the 2000-2001 proposed budget and passed out copies to everyone. Motion was made by Jan Trenbath and seconded by Linda Cahoon to accept the budget as presented. Motion carried.
- MEMBERSHIP - Lois Caison, chairman, reported 287 paid members. Three Districts reported 100% participation. Goal for 2000 is to have 100% paid membership in all districts.
- NOMINATING - Barbara McLean, chairman, reported a new 2nd Vice President, Secretary, and Treasurer will be nominated and elected. Also noted the officer eligibility list is due to state president by May 1, 2000.
- RULES & BYLAWS - Rosanna Rhea, chairman, presented changes to the Association's Rules and Bylaws. Changes were presented in Article IV -Section 1; Article VII - Section 5 to be added; Article VIII - Section 3; Article X - Section 1 and Section 4. Also changes in standing committees and guidelines for committees - number 4 under Rules and Bylaws. A motion was made by Rosanna Rhea, committee chairperson, on behalf of the committee, to accept these changes as presented and by voting on each change individually. An amended motion was made by Connie Bailey and seconded by Janet VanJaarsveld to include the fully county funded secretaries in the Article IV -Section 1. Motions were removed after some discussion. A friendly motion was made to add a colon at the end of 'composed of.' Motion carried. All other Article motions carried. These will be presented to the general membership for voting. (Copy attached to original minutes)
- PROFESSIONAL IMPROVEMENT - PUBLIC RELATIONS - REFLECTIONS - No Report

### **SPECIAL COMMITTEE REPORTS**

- STAFF SENATE - Sandra Smith-Hopkins - Reported there are six senators who represent the College of Agriculture and Life Sciences. Reminded each of us that they are there for us - they are our voices. The web site address is: [http://www.ncsu.edu/staff\\_senate/](http://www.ncsu.edu/staff_senate/). They meet at 10 a.m. at the DH Hill Library the first Wednesday of each month.
- FEDERATION - Karen Whitley - No Report - unable to meet because of bad weather.
- HORN OF PLENTY - Denise Brown - will be serving as Assistant Treasurer of the Horn of Plenty, treasurer next year and Advisor Treasurer the following year.
- EXTENSION FOUNDATION - Denise Brown - has attended some meetings, they are now in the process of trying to get funding. Stressed the importance of applying for awards they give away.

### **DISTRICT REPORTS**

- WEST - Becky Davis, 1st Vice President - The West has 35 paid members. There several new secretaries in the district who will be attending the secretaries training in April. Three secretaries from the West have retired in the past year. The 1999 spring meeting was held at Nantahala Village in Swain County. We had a wonderful program entitled "laughter is the Best Medicine". The 1999 fall meeting was held in Macon County. After a catered lunch we had a tour of Highlands and Dry Falls. West District was the recipient of the 1999 Herter O'Neal Scholarship.
- NORTHWEST - Sandra Smith-Hopkins, 1st Vice President - Northwest District reports 70% membership with 34 members. Our spring meeting was held May 7 hosted by Guildford County and our fall meeting was October 1, hosted by Rockingham County. Northwest District decided to fund a \$400.00 per year scholarship for a high school student and two \$100.00 scholarships for secretaries in the association. Karen Robertson from Davie County was awarded \$100.00 as Secretary of the Year. Jenny Wilson from Alamance County was the 'Bright Idea' award recipient.
- SOUTHWEST - Nancy Miller, President - The SW District has 39 paid members. The SW District began the process of reorganizing our district association in August, 1998. Since that time, Scholarship guidelines have been established and money is available for interested secretaries. A Secretary of the Year Award has been established and will be awarded for the first time at the Spring Meeting to be held in Cabarrus County in May. The winner will receive a plaque and \$100.00 cash award. Committees have been appointed to correspond with the state association.

Spring and Fall meetings were held in Alexander and Burke Counties. The meetings were well attended and enjoyed by all secretaries. Our district also sent a donation to aid in the Hurricane Floyd disaster.

A planning and fund-raising committee will be established at the spring meeting to begin making plans for hosting the 2004 state meeting.

- NORTH CENTRAL - Marlene Strufe, President - North Central District has 39 paid members. North Central District held their fall meeting in Roxboro, hosted by Person County, on November 5, 1999. There were 32 members, two retirees, Association President Denise Brown and invited guests present at our meeting. Leigh-Ann Creson, Health Educator presented a program on "Building Bones For A Lifetime". Our spring meeting will be held on May 12, 2000, hosted by Vance County.
- SOUTH CENTRAL - Janet Mabry, President - South Central District Association held their 1999 spring meeting in Stanly County on March 26. Millie Bruton, Montgomery County, conducted a "Team" Building exercise and introduced, "The Tater Family". Dr. Sandy Zaslow, SC District Director, attended and brought remarks from the Administrative team. Since this was her last district meeting as our district director, we presented a lighthouse water globe to add to her collection. Keynote speaker was Stanly County Commissioner Martha Sue Hall. She spoke on women's roles, voter rights, and domestic violence. Mrs. Hall is a strong supporter of Cooperative Extension programs. Jim Monroe, Agricultural Extension Agent, Stanly County, presented a program featuring "New Plants for the Home Landscape". Photos were taken of those present for our district scrapbook.

This meeting was not quite as busy as our meetings had been for the past several years as we planned the 1998 state meeting! We took a "breather" as we reviewed the financial summary of the state meeting presented by Janet Mabry, treasurer. We did vote to purchase a 24-month Share Term Certificate at the State Employees Credit Union. Our district donated \$500 to the Floyd Relief Fund through the Foundation.

Fall meeting was held on October 22 in Anson County. We enjoyed hearing about the importance of funeral planning from Harvey Leavitt, III, of Leavitt Funeral Home in Wadesboro. Ken Caulder of Leavitt Funeral Home entertained with several vocal selections including "Wind Beneath My Wings". Congratulations were expressed to members of our district that were recognized at the state meeting: Carolyn Hodges, Cumberland County, Executive Board Award; Devona Beard, Bladen County, Leadership Award of Excellence; and Janet Mabry, Stanly County, Technology Award of Excellence. During this meeting, Carolyn Hodges was recognized as the Secretary of the Year for the district and received a beautiful plaque and a \$50 check.

During 1999, we had three retirees: Shelby McSwain, Stanly County; Mary Frances Conoly, Hoke County; and Linda Creech Shaw, Columbus County. Mary Frances attended the fall meeting and was presented a check in honor of her retirement.

Officers for 2000 were installed by Barbara McLean and are: Janet Mabry, President; Linda Gore, 1st Vice-President; Cathy Fields, 2nd Vice-President; Peggy Elliott, Secretary; and Paulette Thomas, Treasurer; and Denese Prevatte, Advisor.

As of today, we have are 100% in our membership with 42 paid members. The Spring 2000 meeting date and location is not available at this time.

- NORTHEAST - Melanie Chevalier, 1st Vice President - The Northeast District reported 100% membership with 3 Honorary Members. We answered the district challenge and sent \$500.00 to the Disaster Relief. Our Spring meeting is scheduled for March 31 in Pasquotank County.

- SOUTHEAST - Linda Kuhn, President - The Southeast District meets twice a year. The fall meeting was held in Carteret County on August 27th. New officers were elected and installed for a 2-year term. We have have 100% membership.

The Southeast District hosts the State Meeting in 2000. The fall part of the meeting was spent discussing programming and other aspects of the meeting. The Spring meeting will be held on April 5 in Craven County. We will also spend a significant amount of time working on the State meeting.

The District Secretary Scholarship was awarded to Pamlico County. The Scholarship is available for workshops, educational seminars, and college courses and related materials which enhance professional secretarial skills. The 4-H Camp Scholarship was awarded to Greene County. It is available to a 4-Her on the basis of achievement and/or need and is 595 of the total camp fee but not to exceed \$100.00.

Brunswick County, recipient of the Charitable Contributions, utilized this money to assist a 4-H group with providing Christmas items for needy groups who received substantial damage from Hurricane Floyd.

All of these rotate yearly/alphabetically to each county in the District. We also have a Secretary of the Year Award that is presented at our Spring Meeting.

- CAMPUS - Sue Mills, President - Our Campus Chapter currently has 30 members. We have had several new members join since last year. Our Secretary of the Year Award in 1999 went to Louise Smith who served 17 years in Communications Services. She retired from NCCES last summer but continues to play an active role in our chapter.

The 2001 State Planning Committee has been hard at work and has signed a contract with "Sheraton Capital Center Hotel" (downtown Raleigh) for September 27-28, 2001, so mark your calendars now! We're still working on a theme for our 2001 meeting. We held our Christmas luncheon at the "Sheraton Capital Center" and toured the facilities following our luncheon. At our January meeting our guest speaker was Millie Bruton, 4-H Agent in Montgomery County, who gave a presentation on group/team participation and introduced our chapter to the "Tater Family". We could all identify with at least one member of this special family.

By now you should all have received the pre-registration material for our April 13-14th secretarial training at the Hilton North Raleigh. We look forward to seeing all of you there and trust that you'll benefit from the training sessions you attend.

EXECUTIVE BOARD AWARD - Christine Barrier, passed out a rough draft nomination form for the Executive Board Award. A question about a section for 'letters of support', this will be added to the form and sent to the counties.

HERTER O'NEAL SCHOLARSHIP - Ella Moore reported the 1999 recipient, Michele Lynn Robinson, is enrolled full time at Mayland Community College in Spruce Pines in the Medical Secretary Program. She is taking 13 credit hours (12 hours are all you need to be full time). The Northwest District will have the scholarship recipient this year.

### **UNFINISHED BUSINESS**

- Denise Brown, President, discussed the conversation she had with Dr. Joe Zublena regarding the name change for extension secretaries. Dr. Zublena was very honest and concerned about the situation. As far as the title, it is up to us within reason, however, we are very limited. The word

'administrative' will not be added to anyone's title unless they do administrative work. It will not mean any more money or a better grade. A poll was taken to see if the group is ready to drop the issue. The majority recommended bringing this before the general membership to let the issue die.

- The 2000 State Meeting will be hosted by the Southeast District, at Atlantic Beach, on September 21 and 22.

## **NEW BUSINESS**

- Honorary members were nominated were as follows:
  1. Louise Smith - employed on campus for 17 years. Motion was made by Sandra Smith-Hopkins, seconded by Janice Dotson that she be accepted as an honorary member. Motion carried.
  2. Helen Miller, North Central secretary, took charge of Reflections for many years. Motion made by Debbie King and seconded by Karen Whitley that she be accepted as an honorary member. Motion carried.
  3. Patsy Sykes - a charter member. Motion by Ella Moore and seconded by Becky Davis that she be accepted as honorary member. Motion carried.
- HORN OF PLENTY: Denise Brown had a letter asking for a contribution of \$100.00 from our organization again this year. A recommendation from the Executive Board was to ask each district to contribute \$12.50. Karen Whitley made the motion to send \$100.00 to the Horn of Plenty, this was seconded by Janice Dotson. Motion carried. Discussion on where the \$100.00 will come from was presented. Nancy Miller made a motion that we take the \$100.00 from the proposed budget, but make it a line item. This was seconded by Janet VanJaarsveld. Motion carried. We were also asked to be in charge of decorations, which the Horn of Plenty will finance. The Horn of Plenty is scheduled for August 11, at the Research Triangle Park.
- Regarding the proposed budget, a motion was made by Janet VanJaarsveld to take the \$100.00 from the money market account and move it to checking account and show it as revenue. Janice Dotson seconded. Motion carried.
- Denise encouraged the group to apply for awards. To nominate someone you think is worthy or even yourself, if you want to.

Motion to adjourn by Debbie King and seconded by Pam Brylowe. Motion carried.

Dr. Zublena then spoke to the group. A question was ask by Sandra-Smith Hopkins about secretaries being reimbursed for mileage to attend meetings. His response was that they should be reimbursed, they should talk to their County Director and if that did not get response, then talk to the District Director. Another remark was made by Ella Moore about retirement plaque's. She stated that sometimes the person retiring may rather have 'money' or maybe a pair of gold ear rings, than a plaque. He said that was a very good request and asked that the Executive Board look into this if interested in pursuing."

Respectfully submitted:

Denise Brown  
President

Jean Sigmon  
Secretary