

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

**Hampton Inn - Cary, NC
February 10, 2000 -- 8 p.m.**

Members present: Denise Brown, President; Christine Barrier, 1st Vice President; Ella Moore, 2nd Vice President; Janice Freeman, Treasurer; Jean Sigmon, Secretary; Karen Whitley, Federation Secretary; and Janet Dotson; Parliamentarian.

The meeting was called to order by President, Denise Brown.

A motion was made by Janice Freeman to approve the agenda, seconded by Ella Moore. Motion carried.

The October 14, 1999 Executive Board Meeting minutes were read by Jean Sigmon, Secretary. Christine Barrier made a motion to approve the minutes as read, seconded by Janice Freeman. Motion carried.

Janice Freeman, Treasurer, passed out the Proposed Budget and explained Financial Report.

Denise Brown, President, discussed the conversation she had with Dr. Joe Zublena regarding the name change for Extension Secretaries. 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. Denise will take a straw poll at the Board of Directors Meeting of each District to see if they are ready to drop the issue. There was some discussion about Administrative Secretaries coming in with few years of service, making more money than secretaries that have been there awhile. Denise explained the number of secretaries in each grade. Some Administrative Secretaries are grade '56'. Unless the grade is changed, the money will not be changed.

The Agenda for Board of Directors meeting was distributed and discussed. Janice Freeman made a motion to accept the agenda as presented, seconded by Ella Moore. Motion carried.

New Business

- Three names were presented for Honorary Membership.
 1. Louise Smith - worked on Campus for 17 years. Christine Barrier made motion to accept her as honorary member, seconded by Ella Moore. Motion carried.
 2. Helen Miller - Orange County Secretary, also took charge of Reflections. Ella Moore made motion to accept her as honorary member, seconded by Janice Freeman. Motion carried.
 3. Patsy Sykes - Person County and a charter member. Motion made by Ella Moore to accept her as honorary member, seconded by Christine Barrier. Motion carried.
- Horn of Plenty was discussed. A motion was made by Ella Moore and seconded by Christine Barrier to ask each district for \$12.50 each. If we did not get the \$100.00 they are asking for, we will send the amount we collect.
- A list of 'Dates to Remember' was handed out.

Motion was made by Christine Barrier to adjourn, seconded by Janice Freeman. Motion carried.

Respectfully submitted,

Jean D Sigmon
Secretary

