

**Minutes - 28th Annual Meeting  
North Carolina Cooperative Extension Secretaries Association**

**Sheraton Capital Center  
Raleigh, NC  
September 28, 2001**

The 28th Annual Meeting of the NC Cooperative Extension Secretaries Association was held at the Sheraton Capital Center in Raleigh, NC on September 27-28, 2001. The Campus Chapter was the host for this meeting.

President Christine Barrier called the meeting to order. Karen Whitley made a motion that we accept the proposed agenda and this was seconded by Faye Black. Motion carried.

Secretary Lois Caison conducted the roll call as follows:

- West - 8
- South Central - 28
- Northwest - 19
- Northeast - 23
- Southwest - 17
- Southeast - 24
- North Central - 29
- Campus - 22
- A total of 170 members were in attendance.

President Barrier reported that minutes of the September 22, 2000, meeting were posted on the web. She asked for corrections, additions, etc. There being none, a motion was made by Devona Beard to accept the minutes as posted on the web. Nancy Faulk seconded motion. Motion carried.

Treasurer's Report was given by Jan Trenbath. Copies of reports for all transactions were passed out along with proposed budget. Jan explained income and expense items and asked if anyone had questions. An audit of the books was completed by a committee consisting of Marilyn Lewis, Susan Bennett, and Charlotte Simpson and books were found to be accurate and in order.

**Committee Reports**

- Membership - Laura Walters made report for Felicia Mashburn.
  - The Secretaries Association has a total of 282 paid members for 2000/2001. All districts reported 100% paid membership, although there are still secretaries in the districts and on campus that do not wish to participate in the Association. Recruitment efforts have included personal contacts and letters to non member secretaries informing them of the importance of the Association and inviting them to meetings. The goal of the Membership Committee this past year has been to encourage all secretaries that are eligible to join and participate in the Association.
- Rules and Bylaws Committee - Teresa Story made report.
  - The Rules and Bylaws Committee having duly submitted a recommended addition to the Rules and Bylaws which was posted on the North Carolina Extension Secretaries Association web page and approved by the Board of Directors, wishes to make the motion for an addition in Article XV - Parliamentary Authority.

Add Section 2 to Article XV - Parliamentary Authority in the Rules and Bylaws.

Section 2: The Parliamentarian shall assist in conducting business meetings of the Association following Robert's Rules of Order, Revised, and shall be appointed by the President.

- President asked for discussion. No discussion. Motion to accept was made by Cathy Fields and seconded by Marlene Struford. Motion carried.
- Professional Improvement - Report made by Devona Beard.
  - The Professional Improvement Committee wants to encourage you to take advantage of training opportunities through your Information Management Agent, local Community College, seminars, etc. We have found that training, no matter what type it is, always give us some new bits of information to improve us professionally that we can share and implement into our offices.
  - We were given the assignment of creating the Professional Improvement Scholarship guidelines and application. We hope all of you have had a chance to look at these forms on the web. There is \$500 in this scholarship fund to be used for our benefit. We encourage you to apply next year.

The Professional Improvement Committee consisted of Connie Holshouser, Vicki Pettit, Karen Whitley, Ardith Taylor, Shelia Ange and Devona Beard. I want to thank each of them for their input and assistance. They were always so prompt when we needed to make a decision ASAP. Thank you ladies.

- Public Relations - Phyllis McCollum made report.
  - Our Committee has tried to encourage the following: (1) encourage all counties to join the Association; (2) encourage people to send pictures, news articles, or other items of interest for the scrapbook; (3) encourage secretaries to take advantage of any training that becomes available; (4) encourage recognition of secretaries who make outstanding contributions to Extension. Put in your local papers; and (5) encourage secretaries to write news articles on State Association meetings, before and/or after meetings are held, using pictures with articles as much as possible. Inform people that we are an active group of professionals.

We would like to thank everyone who submitted information for the NCCESA State Newsletter that is posted on the web and encourage everyone to take a few minutes to check out our website. A copy of the newsletter is on the website.

- Reflections - Report by Nancy Worley.
  - On November 10, 1973, our Association was formed. We now have six full scrapbooks of photos, programs, news articles, newsletters, and other memories of our history. These are on display at our State Meeting each year. Please take the time to look through them and see how we've changed through the years.

Thank you to all who have sent items to be included in the scrapbook this year. I hope you will continue to do so and that all our Districts will be represented.

- Nominating - Faye Black reporting.
  - The nominating committee would like to submit the following slate of officers:
    - Treasurer - Ginger McGhee, Yadkin County, Northwest District
    - Secretary - Kay Williamson, Duplin County, Southeast District
    - 2nd Vice President - Melanie Chevalier, Hertford County, Northeast District
    - 1st Vice President - Janet Mabry, Stanly County, South Central District
    - President - Ella Moore, Warren County, North Central District

- Advisor - Christine Barrier, Cabarrus County, Southwest District

I would like to thank everyone who agreed to be an officer for the upcoming year.

President asked for nominations from the floor for 2nd Vice President, Secretary, and Treasurer. No nominations were received from the floor. President declared nominations closed and asked membership to make a motion to accept these candidates as officers for next year. Karen Whitley made motion and Sandra Smith-Hopkins seconded motion. Motion carried.

- Agricultural Donation - Denise Brown reporting. At the State meeting last year, membership voted to utilize the annual \$2,000 Ag Agents donation by doing an equal four-way split as follows:
  - \$500 - Professional Improvement at State Meeting
  - \$500 - State Award of Excellence and Executive Board Award Winners
  - \$500 - Scholarship
  - \$500 - Foundation Endowment
  - Members also voted to take the original \$2,000 donation and place with the annual Endowment Fund portion. Funding is contingent on availability of monies and can change annually. Therefore, vote was to maintain an equal four-way split. A committee was to be established to finalize the plans for the Scholarship and Endowment portions.
  - Under the direction of Devona Beard, Professional Improvement completed and presented scholarship guidelines and forms to the State Board of Directors Meeting in February. Guidelines and forms were then placed on our web site and Presidents were asked to let their membership know of this opportunity. Our first award winners were announced last night. Congratulations!
  - Special Finance Committee, under the tutelage of Jenny Wilson, researched the Endowment. After a closer look at the wording within the agreement, committee members decided that it would not be in our best interest to establish a Foundation Endowment at this time. Therefore, a recommendation was made at the State Board of Directors to place the \$2,000 original donation and the \$500 portion from the 2001 donation into our money market account until this committee could do further research on options and present back to the membership for vote at the State meeting. This motion carried.
  - After taking an intense look at the current market and current budget situations, the Special Finance Committee would like to make the following recommended motion regarding the monies originally voted to be utilized as a Foundation Endowment:

Keep the \$2500 already held in money market by vote of Board of Directors and place the future annual 1/4 split in our money market account for a period of three years, to be revisited by the Special Finance Committee at that time.

- Motion was made by Sandra Smith-Hopkins and seconded by Lorene Poole. Motion carried.
- Finance - Jan Trenbath reporting.
  - Copies of proposed budget are on tables. Any questions. Jan explained the \$2000 donation split 4 way. Professional improvement is for host district and should be Money Market. Motion to accept by Jean Sigmond. Second by Debby King. Motion carried.
  - Finance Committee recommends that Treasurer move any amount over \$1000 from checking account to Money Market Account at the Treasurer's discretion in order to receive more interest income.
  - Also, recommend that mileage rate be increased from 22 cents per mile to 27 cents per mile.

Motion made by Kay Williamson and seconded by Linda Kuhn. Motion carried.

## **Special Committees**

- Web Master - Susan Brame was recognized by President Barrier and membership applauded her for the excellent job she does on our Association web page. If anyone has information that needs to be on the web, send to Susan.
- NC Federation - Denise Brown, President Elect, reported.
  - I am pleased to announce that Federation has its sixth link - the NC Extension Association of Program Assistants, Associates, and Technicians. An office added in 2002 will be Web Master.
  - The annual Forum is scheduled for December 7 in Lee County. Administration from NCSU and A&T have been asked to hold this date. We are going to try a little different format this year.
  - At the last Federation Board meeting, the top six issues that affect Extension employees were decided by Board members representing each of the six professional associations. These were: (1) Salary equity; (2) Technology; (3) Multi-County Work; (4) EMAPs; (5) CEMPs; and (6) Scholarly Activity in Extension.
  - Each Association has been asked to pose solutions (not problems) for all six issues. Presidents have been asked to bring their group's solutions to the next Federation Board meeting on October 15. Each of the six Associations will be assigned one issue to present at Forum. Presentation style will be left up to each Association. Administration will be given time after each presentation to comment on what these solutions could or could not do for Extension.
  - My vision as President is to move Federation into a more proactive role instead of a reactive one.
  - Continued as Web Master for 2001.
- NCSU Staff Senate - Rosalind Thomas welcomed everyone to Raleigh. Thanks were extended for all we do for the people. Gave purpose of the Staff Senate. It is a part of the governing structure of the University. The Senate will participate in management responsibility. Let the Senate members know of your needs and concerns. Senate has full support of Chancellor Fox. The Staff Senate theme is "Connecting With Constituency." Expressed appreciation to Association for inviting her to the meeting. President Barrier asked all Staff Senators and Alternates to stand.
- Extension Foundation - President Barrier reported on the Extension Foundation and the importance of this organization. Earlier Dr. Billy Caldwell had presented the NCSU Search for Excellence Award to Christine Barrier and Janice Dotson and Sandy Kannup. Christine Barrier serves as the Chair of the Benevolence Committee for the Foundation. During the past year, the Foundation also helped an Extension staff member, Barbara Campbell, EFNEP Office Assistant in Beaufort County, who lost her home due to a lightning strike. Ms. Campbell was in attendance and was recognized.
- Horn of Plenty - President Barrier reported. The Horn of Plenty was held in Fayetteville. Our Association made and served the tea to 650 participants. President Barrier expressed thanks to Paula Pritchard, Janet Mabry, Ella Moore, Lois Caison, Jan Trenbath, Melanie Chevalier, Denise Brown, Susan Bennett, Carol Horne, Phyllis Hunt, and Sandra Smith- Hopkins. The tea was donated so there was no expense to our Association this year. The 2002 Horn of Plenty will be held in Winston-Salem. If anyone would like to help in the 2002 event, let Ella Moore know.
- Book of Maps - President Barrier reported. It is now updated and in hard copy form. District Directors have expressed how pleased they are to have this resource. Shelia Ange, Martin County, was recognized for completing 99% of the maps on the web.
- Southern Region Secretaries/Support Staff Associations - Special guests from South Carolina and Alabama were recognized. Christine Barrier and Janet Mabry had visited with these 2 Associations at their State Meetings in the Spring and had invited these ladies to visit with us. Visiting our meeting from Alabama were: Johanna Jetton, President of the Extension Support Personnel Association (ESPA); Sherry Snyder, Immediate Past President; and Eleanor Howard. The four representatives from South Carolina were: Tomika Orgbon, President; Diane Lollis, Immediate Past President; and Maria Black, Vice President, and Maggie Pollard. President Jetton of the Alabama Association spoke to the group and presented a gift to President Barrier on behalf

of their organization. She extended an invitation to our members to join them in May at their meeting.

- Honorary Members - President Barrier announced that honorary member candidates names and credentials were posted on the web with the exception of Sylvia Smith. President Barrier read the credentials for Sylvia Smith. Candidates are: Connie Wade Adams, Sylvia G. Edwards, Arnette C. Parker, Sylvia Smith, Berniece Deal, Dianne Rogister, and Sue Mills (posthumous). She asked for a motion to accept these ladies as Honorary Members of the Association. Motion was made by Vicki Pettit and seconded by Devona Beard. Motion carried. Honorary membership certificates were presented.
- 2001 Executive Board Award - Ella Moore introduced the 2001 Executive Board Award winner, Debby King, Onslow County.
- 2000 - 2001 Herter-O'Neal Scholarship - Janet Mabry announced that the Southwest District was the recipient for the 2001 scholarship. There were 5 applicants and a committee was formed to make the selection. Dawn Hollyfield was selected and is a student at McDowell Community Technical College. The 2000 scholarship recipient was Libby Hodges of Surry County. She graduated in May, 2001, with a degree in Office Systems Technology with Medical Concentration. Next year, the scholarship rotates to the North Central District.
- Professional Improvement Scholarship - Devona Beard reported that the recipients of this year's scholarships were Karla Frizzell (\$350) to take HTML and Dreamweaver classes. She would like to become a Certified Webmaster and Diana Reneau (\$150) to take an Excel 97 class. These ladies were asked to stand.
- 2001 Awards of Excellence - Donna Warren announced the State Winner of the Technology Utilization and Implementation Award of Excellence was Starla Harwood and the Special Leadership Award of Excellence was Karen Whitley.

2002 State Meeting Invitation - Laura Walters, West District, invited Association members to visit Boone, NC, on September 19-20, 2002. The meeting will be held at the Quality Inn.

Installation of 2001-2002 Officers - Denise Brown installed the new officers:

- Ella Moore - President
- Janet Mabry - 1st Vice President
- Melanie Chevalier - 2nd President
- Kay Williamson - Secretary
- Ginger McGhee - Treasurer
- Christine Barrier - Advisor

Christine Barrier presented President's gavel to Ella Moore, 2001-2002 President. Ella awarded the President's plaque to Christine Barrier, outgoing President, and thanked her for her hard work during the past year.

Christine thanked the Campus Chapter for a wonderful meeting.

There being no further business, she asked for a motion to adjourn. Sandra Smith Hopkins made the motion to adjourn. All in favor were asked to stand. Meeting was adjourned.

Respectfully submitted,

Lois Caison  
Secretary