

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

**Sheraton Capital Center
Raleigh, NC
September 27, 2001 -- 9:30 a.m.**

President Christine Barrier called the meeting to order and welcomed everyone. She introduced the Executive Board consisting of Ella Moore, 1st Vice President; Janet Mabry, 2nd Vice President; Lois Caison, Secretary; Jan Trenbath, Treasurer. Joan Little was introduced as the Parliamentarian.

A copy of the agenda was distributed and she asked for a motion to approve the agenda. Motion was made by Debbie King and was seconded by Paula Pritchard. Motion carried.

Secretary Lois Caison conducted the roll call as follows:

- West - 1
- South Central - 3
- Northwest - 3
- Northeast - 3
- Southwest - 2
- Southeast - 3
- North Central - 2
- Campus - 5
- There were a total of 22 members present.

President Barrier asked for approval of minutes of February 16, 2001, meeting as posted to the web. Motion to accept minutes was made by Melanie Chevalier and seconded by Sandy Carpenter. Motion carried.

Treasurer's Report was given by Jan Trenbath. Detailed reports of income and expenses were distributed. Jan explained line items, income, and expenses. A copy of proposed budget was distributed. Devona Beard brought it to the Board's attention that proposed budget did not reflect professional improvement funds. Denise Brown stated that it was voted on last year to not include this money in the budget. After a discussion, it was determined that this money needs to be included in proposed budget for the coming year. A corrected copy will be completed for inclusion in minutes if time permits. Melanie Chevalier reported that a correction should be made in the report for the Finance Committee. Donna Keene, a member of the Finance Committee, is in the Northeast District.

The Treasurer's books have been audited by a committee consisting of Marilyn Lewis, Charlotte Simpson, and Susan Bennett. A letter stating that everything was in order has been filed with the audit report.

Committee Reports

- Membership - Felicia Mashburn, Chair. No report.
- Nominating - Faye Black, Chair, submitted a 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
- Rules & Bylaws - Teresa Story, Chair, had a request that Article XV be changed. The Committee approved the proposed change and on September 6, it was posted to the NC Extension

Secretaries Association web page for viewing by all members. We are now asking the Board of Directors to vote on the following:

- 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.
- Professional Improvement - Devona Beard, Chair, reported that the Committee created the Professional Improvement Scholarship guidelines and applications and posted these to the web. Two scholarships were presented this year utilizing the \$500 in the scholarship fund.
- Public Relations - Phyllis McCullum, Chair, reported that the 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.
 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 web site. Attached is a copy of the newsletter.

- Reflections - Nancy Worley, Chair, reported that 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.

- Finance - Jan Trenbath, Chair, reported that the Finance Committee recommends that a line item "Benevolence" be added to the new year's budget in the amount of \$50. It is felt by having it clearly stated and the amount stated will help in the future. It is best to have it separate from Miscellaneous.

The Finance Committee makes a motion that authority be given to Treasurer to move any amount over \$1,000 to our Money Market account. Interest rates for CU checking is 2.50% and 4.40% for Money Market. This will enable us to earn more on our funds. Last year, we earned \$202.89 in Money Market. The \$2,000 from Ag Foundation was moved on 2/8/01. We could earn possibly \$350 in interest on our funds in Money Market next year if motion is passed.

In February, our Board of Directors voted to increase our travel mileage rate from 22 cents to 27 cents. We make a motion that membership also approve of mileage increase.

Discussion was held on various Committee reports as follows:

1. Denise Brown proposed that the proposed budget be changed to include benevolence line item to budget.
2. Jan explained the reason for moving the money from checking to money market. It was decided to recommend that this move be at the Treasurer's discretion.
3. Board of Directors had already voted on mileage increase so this will be presented to membership.

Special Committee Reports

- Web Master: President Barrier praised Susan Brame for the wonderful job she is doing with the web page.
- NC Federation: Denise Brown, President Elect, reported that the Federation Forum will be held in Lee County on December 7.
- NCSU Staff Senate: Rosalind Thomas, NCSU Staff Senate Chair, will be attending the Association Meeting on Friday to report on the Staff Senate activities.
- NC Extension Extension Foundation: Christine reported that she is Chairman of the Benevolence Committee for the Foundation. She reported that the Foundation made a contribution to an Extension staff member who lost her home due to a lightning strike.
- 2001 Horn of Plenty: Christine gave a report on the Horn of Plenty which was held in Fayetteville. NCCESA provided the tea and served approximately 650 participants. The 2002 Horn of Plenty will be held in Winston-Salem.

District President Comments/Announcements

- Melanie Chevalier reported that the Book of Maps would eventually be on the intranet site.
- Paula Pritchard welcomed everyone to the State Meeting which was being hosted by the Campus Chapter. If anyone needs any help, contact any of the hosts.

Unfinished Business

- Denise Brown made a report that 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 \$2,500 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 3 years to be revisited by the Special Finance Committee at that time. Discussion was held and Board voted to accept this recommendation.
- President Barrier thanked Sheila Ange for putting the Book of Maps on the web. Sheila has completed approximately 99% of this project.
- President Barrier reported that our Association was represented at the South Carolina and Alabama State Meetings this year. They were invited to attend our Meeting and will be attending. Several other states have been contacted regarding their interest to organize an association in the future.
- Honorary members voted on in February at Board of Directors Meeting included Connie Adams, Berniece Deal, Sylvia Edwards, Arnette Parker, Dianne Rogister, and Sue Mills (posthumous). Sylvia Smith was not on the original list but should be included at this time. Paula Pritchard made the motion to grant honorary membership to Sylvia Smith. Sandra Smith-Hopkins seconded. Motion carried.
- Janet Mabry reported on the Herter-O'Neal Scholarship for 2000 and 2001. There were 5 applicants for the 2001 scholarship and it was awarded to Dawn Hollyfield of McDowell County. The 2000 recipient has completed her degree.
- The 2002 State Meeting Invitation was given by Laura Walters, President of the West District. The meeting will be held on September 19-20, 2002, at the Quality Inn in Boone, NC.

Other New Business: None.

Motion to adjourn was made by Laura Walters. Devona Beard seconded. Motion passed.

Respectfully submitted,

Lois Caison
Secretary