

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

**Sheraton Capital Center
Raleigh, NC
September 26, 2001 -- 5:30 p.m.**

Members present: Christine Barrier, President; Ella Moore, 1st Vice President; Janet Mabry, 2nd Vice President; Lois Caison, Secretary; Jan Trenbath, Treasurer; Joan Little, Parliamentarian; and Denise Brown, Advisor.

The meeting was called to order by Christine Barrier, President. Copy of agenda was distributed and President asked Board to review. President asked for motion to accept agenda. Motion to accept the agenda was made by Ella Moore. Jan Trenbath seconded motion. Motion carried.

President asked for Secretary to read minutes. Secretary stated that minutes were posted on the web for everyone to review. President asked for motion to accept minutes as posted on the web. Janet Mabry made motion to accept minutes and Jan Trenbath seconded motion. Motion carried.

President asked Jan Trenbath, Treasurer, for the Treasurer's Report. Copy of report was distributed to Board. A detailed report on all expenses and income was given. A budget spreadsheet was distributed. The Treasurer explained all line items in detail. The money received from the Foundation has been deposited into Money Market Account. Denise Brown questioned the movement of the money from the Money Market Account to the checking account to cover the host district award amount, the awards amount, and the scholarship awards. The Treasurer explained that these checks would be written and explained when making the Treasurer's Report to the Association members at the business meeting. The financial records were audited by Marilyn Lewis, Charlotte Simpson, and Susan Bennett and found to be in order. A letter stating this will be filed with the report.

President Barrier reported on action to be taken for the Committee Reports:

- Professional Improvement - Devona Beard will present 2 scholarships.
- Membership - Debbie Hunter will make report in absence of Felicia Mashburn.
- Nominating - Faye Black will present a full list of nominees.
- Rules and Bylaws - Teresa Story will have one change to present. This change has been posted on the web.
- Public Relations - Report will be given by Phyllis McCollum.
- Reflections - Will be reported by Nancy Worley. She will have the scrapbooks for display in the hospitality room during the meeting.
- Finance - Jan Trenbath reported that the Finance Committee will recommend:
 1. adding a benevolence line item
 2. all funds in excess of \$600 - 1,000 be transferred to Money Market Account because we are losing money by keeping a large balance in the checking account. All that is needed in the checking account are funds to cover the proposed budget. The interest rate is more in the Money Market Account.

Treasurer then made a motion to move \$3,000 from the checking account to the Money Market Account. This would leave a balance of \$1,483 in the checking account. The President asked for discussion. This motion has to be approved by the Executive Board then the Board of Directors will act on it. If it is passed, then the Association membership will vote on it. The point of this transfer is to earn more interest which the Money Market account will provide. A discussion was held on whether to give the Treasurer the authority to do this at their discretion or have the entire Finance Committee involved in the approval

process to move the money from checking to Money Market. The Treasurer amended the original motion to say: "Give authority to Treasurer to move any amount over \$1,000 to Money Market from checking in order to earn more interest." Motion passed.

Treasurer will present a recommendation from Board of Directors to increase the travel reimbursement from 22 cents to 27 cents per mile.

Discussion was held on how the money in the Money Market Account would be used. Board discussed increased awards and scholarships. This would open more doors and increase participation in our Association. Also, need to invest in quality professional development.

President Barrier reported on the Special Committee Reports.

- Roslyn Thomas, Chairman of the NCSU Staff Senate, will address our meeting on Friday.
- Denise Brown reported on the NC Federation. The Forum will be December 7 in Lee County. Dave Goff, representing 4-H, is the President Elect of the Federation. President Barrier reported that Harvey Lineberry will attend meeting on Friday and discuss new secretarial classification and EPA leave.
- President Barrier reported on the 2001 Horn of Plenty held in Fayetteville. Our Association made and served tea to 650 participants. The tea was donated by a restaurant in Cabarrus County and there was no expense to Extension for the beverage for this successful event.
- President Barrier announced that she was the Chair of the Benevolence Committee for the Extension Foundation. Barbara Campbell, an office assistant with the EFNEP Program in Beaufort County, lost her house due to a lightning strike. The Foundation sent her \$200 to help. That was us helping someone!

Denise Brown gave a report on the Ag Agents donation. The Special Finance Committee will make a motion to keep \$2,500 already in Money Market Account and place future annual 1/4 split in Money Market for a period of 3 years and then be revisited at that time. President asked if there was any discussion on this recommendation.

President Barrier reported on the Book of Maps project. This project is very much appreciated by the District Directors. Sheila Ange in Martin County will put them on the web. She volunteered to do this project and is 99% complete on putting them on the web.

Under new business, President Barrier announced that all nominees for honorary membership had been previously voted on except for Sylvia Smith and this needed to be done at this time. Motion was made by Ella Moore to accept Sylvia Smith as honorary member and was seconded by Janet Mabry. Motion passed.

Ella Moore stressed the deadline date for the Executive Board Award. If any applications come in late, they should not be accepted. After vote had been completed, there were still inquiries on nominations being submitted.

Janet Mabry gave a report on the Herter-O'Neal Scholarship. There were 5 applications this year and the recipient was Dawn Hollyfield of McDowell County. A committee was formed and a selection was made. Ms. Hollyfield attends McDowell County Technical College and is currently enrolled as a full time student. Last year's (2000) recipient did graduate in May.

Christine reported on a Past State Presidents Luncheon to be held this year. This will help them to network together, become ambassadors for the Association, and meet with the new incoming President to prepare for the tenure as President. Each year it will be up to the current President to determine as to when to host this event during the state meeting.

We will have 4 guests from the SC Association and 3 from the Alabama Association visiting with us during our meeting.

There being no further business, Janet Mabry made a motion to adjourn the meeting. Ella Moore seconded. Motion passed.

Respectfully submitted,

Lois Caison
Secretary