

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

**Jane S. McKimmon Center  
Raleigh, NC  
February 16, 2001 -- 9 a.m.**

Christine Barrier, President, called the meeting to order. She welcomed everyone and introduced the Executive Board: Ella Moore, 1st Vice President; Janet Mabry, 2nd Vice President; Lois Caison, Secretary; Jan Trenbath, Treasurer; Denise Brown, Advisor; and Joan Little, Parliamentarian. She asked for a motion to approve the agenda. Motion was made by Sandra Smith-Hopkins and seconded by Devona Beard. Motion carried.

Carolyn Newman, 2nd Vice President of the South Central District, gave the invocation.

Dr. Jon Ort was introduced and addressed the group. He gave an update on the current budget situation. He had received a call on Thursday from the Legislature to provide budget figures for all counties and current number of employees in each county. He would not be able to stay for the entire meeting due to this request. Dr. Ort expressed appreciation to all support staff for the excellent job they do and re-emphasized how important each and everyone is to the total organization.

Dr. Joe Zublena addressed the group and also expressed his appreciation for the great job that we do for Cooperative Extension. Dr. Zublena remarked that he thought that Cooperative Extension was perhaps "The Best Kept Secret" in the state regarding the services we provide and the impact we have on the lives of the citizens of North Carolina. He stressed that we need to continue to market Extension and become a high visibility organization. If at any time we have any questions, either e-mail or call him. Dr. Ort and Dr. Zublena were presented a gift by President Barrier as they left the meeting to return to their offices and work on the budget.

President Barrier then introduced Mark Dearmon, Chair, District 39, State Employees Association of North Carolina. Mr. Dearmon discussed three current areas under discussion by the State Employees Association: (1) Salary - requesting 7 1/2% increase broken down as follows - 3.5% COLA; 2.0% Career Growth; and 2.0% Performance Bonus. They will also ask for a 5% Catch-up Proposal. (2) Health Care - Keep benefits as they are. (3) Retirement System - Sound at present. It is one of the strongest retirement systems in the country with \$1.2 billion assets. They are proposing no reduction in employer contributions this year. The State Employees Association has 3 full-time lobbyists working for the 58,000 members in North Carolina. He encouraged everyone to become members. He distributed copies of the application and a copy of the newsletter. There will be a Legislative Rally downtown on May 16 and he encouraged all to attend. He stated "If you speak out, it does make a difference."

Cathy Fields, Administrative Secretary in Bladen County, discussed the advantages of being a member of the State Employees Association and encouraged all secretaries to become members.

Art Anthony, Past Chairman, NC State University Staff Senate, was then introduced and gave a presentation on the functions of the Staff Senate. He gave the history of the Senate and told of some of their accomplishments since being formed. The Staff Senate has 100% support of the Chancellor. He encouraged everyone to voice their concerns through the Staff Senate and also if given the opportunity to serve, to please do so. If someone serves on the Senate, they will receive a letter of appreciation from the Chancellor to be placed in their personnel file. He recognized Joan Little as instrumental in helping to form the Staff Senate.

Secretary Lois Caison conducted the roll call as follows:

- West - 3
- South Central - 4
- Northwest - 5
- Northeast - 3
- Southwest - 4
- Southeast - 3
- North Central - 9
- Campus - 4
- There was a total of 35 members in attendance.

President Barrier stated that the minutes of the September 22,2000, meeting were posted to the web site and asked for a motion to accept minutes as previously sent and posted on the Association web page. Motion was made by Karen Whitley and seconded by Debby King. Motion carried.

Jan Trenbath gave the Treasurer's Report. Copies of the Treasurer's Report had been distributed earlier. After explaining the various line item expenses, the Treasurer's Report was filed for audit.

### **Committee Reports**

- **Membership:** Debby Hunter gave the report for Felicia Mashburn. The Secretaries Association has a total of 282 paid members and 6 honorary non-paid members for a total of 288. All districts reported 100% paid membership, although there are still secretaries in the districts that do not wish to participate in the Association. Recruitment efforts include personal contacts and letters to non-member secretaries informing them of the Association and inviting them to district meetings. Our goal is to encourage all secretaries that are eligible, to join and participate in the Association.
- **Nominating:** Faye Black, Chairman. No report
- **Rules & Bylaws:** Teresa Story, Chairman, gave the report. After consulting with committee members, there were no requested changes.
- **Professional Improvement:** Devona Beard, Chairman. Christine reported that this report would be presented later.
- **Public Relations:** Reported by Phyllis McCollum, Chair. A sample news article is being composed to send to all counties for use before and/or after the State Association meetings. Each county was encouraged to put an article in their county papers. A sample news release is being prepared for giving recognition to secretaries who make outstanding contributions to Extension. Secretaries can be recognized for service other than just State awards. Each county was encouraged to recognize their secretaries when they receive awards. All secretaries are encouraged to participate in the Association by sending a memo to all secretaries. Each county was encouraged to send any scrapbook articles and pictures to Nancy Worley in the Southwest District. Any newspaper articles should be sent via e-mail as a Word Perfect attachment to Phyllis McCollum by June 1 so that she can get them to Susan Brame for inclusion on the web page.
- **Reflections:** Reported by Nancy Worley, Chair. There are presently 6 scrapbooks of news articles, pictures, minutes, programs and reports which have been compiled since 1973. Some districts are more represented because their district Reflections/Scrapbook chairperson has sent items to be included in the State books. It's fun to look at them and see how we looked "way back when" and to see photos that members have made at meetings. Nancy stated that wherever she went, she always had her camera to take pictures for Reflections which, in fact, she did at that time take pictures of this meeting for inclusion in the book.
- **Finance:** Reported by Jan Trenbath. Jan submitted the 2001-2002 proposed budget. The floor was opened for discussion. After discussion of the line items, expenses and income, Pam Brylow made a motion to accept the proposed budget as submitted. Carolyn Newman seconded motion. Motion carried.

Jan also reported she and the Finance Committee arrived at the conclusion that the mileage rate was too low. The Committee recommended that the mileage rate be increased from 22 cents per

mile to 27 cents per mile. This increase had been projected in the proposed budget for 2001-2002. Cathy Fields made the motion to accept Finance Committee's recommendation to increase mileage from 22 cents to 27 cents. Janet Mabry seconded motion. Motion carried.

Jan VanJaarsveld, a member of the Finance Committee, informed members that Donna Keene, a member of the Finance Committee, is from the Northeast District and not the Southeast as shown on the proposed budget. This correction will be made.

### **Special Committee Reports**

- Web Site: Susan Brame, NCCESA Webmaster gave report. Susan reported that many additions were made this year and that she hoped and encouraged everyone to take advantage of the information that is on the web site. Everyone should send information to her in WordPerfect format or in the body of an e-mail. There will be changes coming in the future when the web files are moved to Raleigh. We will just have to wait and see what the changes bring.

President Barrier thanked Susan for her work on the web page. She praised her efforts and encouraged everyone to visit the web site. Susan just does an excellent job!

- Federation: Karen Whitley gave this report. The first meeting of the year was held with the Winter Board Meeting on March 9, 2000, on campus in Ricks Hall. Many issues were addressed relating to a new education policy for agents, marketing the NC Cooperative Extension Service, membership for the new paraprofessionals, program assistants and associates association, and Epsilon Sigma Phi membership. Epsilon Sigma Phi was denied membership because representatives are already serving on the Federation Board and it was felt there would be double representation. The new Association was extended an invitation to join the Federation and will begin serving on the officer rotation in 2002. Since Annual Conference was canceled this year, the Federation was not responsible for "Fun Night." The Annual Forum was held on Friday, December 8, 2000, at the Lee County Extension Center in Sanford. The event was well attended by all Associations. Members of Administration were on hand to address concerns that had been submitted by each Association. Business session was held after lunch. Reports were given and the 2001 new officers were installed. Denise Brown will be representing our Association on the Board by serving as President-Elect for 2001 and will be President in 2002.
- Staff Senate: Reported by Debby King. Extension Secretaries hold 6 positions on the Staff Senate. Chancellor Fox has been the speaker at 2 meetings this year. The campus has been given a floating holiday that they can take at their discretion. Some issues that have been brought to their attention are that people at the top of their pay grade not getting raises and looking into spouses and dependents getting tuition cuts. Debby encouraged everyone if they have any concerns that would pertain to staff in the counties, please let one of your Senators know. They are anxious to let your concerns be known. You can visit the Senate Web page at [www.ncsu.edu/staff\\_senate](http://www.ncsu.edu/staff_senate). She encouraged everyone to check the site often and keep abreast of the latest happenings and please let one of your Senators know if there are any concerns you might have.
- NC Cooperative Extension Service Foundation: Reported by Christine Barrier. Christine encouraged everyone to apply for any awards that they were eligible for. This Association President is currently the Benevolence Committee Chair with a developed committee. The next meeting is scheduled for May 22, 2001, in Raleigh.
- 2000 Horn of Plenty: Reported by Christine Barrier. The 2000 Horn of Plenty was held in Durham at the Butterfly House at the Museum of Life Sciences. Denise Brown coordinated the preparation of the beautiful floral decorations for this event. It was a very successful affair.

### **District Reports**

- Western District reported by Laura Walters:

- The Association is planning and raising money to host the State meeting in 2002. A white elephant sale was held to raise money. Also, a raffle to the Biltmore House and two night's lodging was held. Susan Winebarger was presented Secretary of the Year Award.
- Northwest District reported by Sandra Smith-Hopkins:
  - Current membership stands at 36 with 100% counties reporting. The Spring May 12, 2000, meeting was hosted by Rowan County at Queens Landing in Iredell County with Cheryl Kane, professional communications consultant, as guest speaker sharing an informative program on professional communication skills and tools. Dr. Jarrett gave greetings and updates from Raleigh. Vicki also attended. Jenny Wilson, Alamance County, was recipient of the Secretary of the Year award and was presented a plaque and \$100. Ginger McGhee, Yadkin County, was awarded the Bright Ideas award receiving \$25. Karen Robertson received a large silver platter as past president. The Fall September 29, 2000, meeting was held in Stokes County at Sertoma 4-H Camp with Victoria Dasi, licensed massage therapist, conducting a "hands-on" wellness program. District Director Ron Jarrett recognized new secretaries Kelly Grouse, Rita Wheeler and Shelia Kelly. He gave reports of district vacancies, and recognized Vicki Pettit as recipient of the Computer Utilization and Technology Award of Excellence, and presented a certificate to Donna Craig as NW District winner. Donna Fulp was recipient of the District and State Special Leadership award. The spring meeting is scheduled to be held in Surry County on May 4, 2001.
- Southwest District reported by Connie Bass:
  - The SW District Spring meeting was held on May 12, 2000, in Cabarrus County. A committee was formed to start planning the State Meeting which we will host in 2004. Mary Ann Winchell received the SW Secretary of the Year Award along with \$100. The Fall meeting was held on August 18, 2000, at the Kincaid Furniture corporate office in Caldwell County. Steve Kincaid, President of Kincaid Furniture, welcomed everyone. After touring the plant, Kim Kincaid presented a program, "Strong Women Stay Young." As of today, the SW District has 100 percent membership with 38 paid members.
- North Central District reported by Gloria Morning:
  - The North Central District has 37 paid members. Three new secretaries who have joined this year. The Spring meeting was hosted by Vance County on May 12, 2000, with 30 secretaries present. The group had an educational tour of the Kerr Lake Dam. The Fall meeting was hosted by Wake County on October 27, 2000, with 27 in attendance. The group had an educational tour of the Exploris. The Secretary of the Year award was presented to Jo Ann Zimmerman of Nash County. She received a plaque and a check for \$25. Two retired secretaries were voted into State Honorary Membership-Patsy Sykes, Durham County, and Helen Miller, Orange County. Two secretaries received Awards of Excellence. They were Kay Evans, Orange County, for outstanding work in the Technology Utilization and Implementation Category and Connie Bailey, Wilson County, for outstanding work in the Special Leadership Category. The District is very fortunate to have an outstanding webmaster, Susan Brame, in our District.
- South Central District reported by Cathy Fields:
  - Cathy reported for Linda Gore, who is the District President. Linda's father died this week and she just could not attend today's meeting. Please keep Linda and her family in your prayers. The South Central District has 100 percent membership with 40 members. Columbus County hosted the Spring meeting at the Ag Service Center in Whiteville. They were delighted to have Denise Brown and Meshelder Richardson visit with us. Chatham County hosted the Fall meeting at the Ag Service Center in Pittsboro. The District has some wonderful scrapbooks, but they are getting old...and some of them are actually beginning to look old. Starla Harwood has begun the process of redoing the scrapbooks, year by year. She has just completed 1990...and she is just making us look so good. The South Central District voted to submit two retirees for honorary membership. They were Linda Creech-Shaw and Frances Oldham. Both of them were approved at the state meeting held at Atlantic Beach. Our annual \$200 scholarship was presented to Miss Amy Mishue of Lumberton in Robeson County. The Secretary of the Year Award for 2000 was presented to Linda Bulet of Columbus County which included a plaque and check for

\$50. One newsletter was produced in May. The South Central District Spring meeting will be hosted by Bladen County.

- Northeast District reported by Melanie Chevalier:
  - The Northeast District has 100% membership with 36 active members and 3 honorary members. The Spring, 2000 meeting was held in Pasquotank County with Dr. Russell King and Denise Brown attending as special guests. The Fall meeting was hosted by Perquimans County at Albemarle Plantation in Hertford. At this time, new officers were installed. The Northeast District recommended that Arnette Parker's name be submitted for Honorary Membership to the Association. The Spring meeting will be hosted by Pitt County.
- Southeast District reported by Linda Kuhn:
  - The Southeast District meets twice a year. The 2000 Spring meeting was held in Craven County on April 5 with 30 members present. The Fall meeting was held in Duplin County on August 25 with 34 members present. Membership stands at 100%. The Southeast District hosted the State Meeting which was held at the Sheraton Hotel at Atlantic Beach on September 21st and 22nd. PODS training was conducted on Thursday afternoon. Entertainment by Boys Club and A Babe was provided at the banquet on Thursday evening. Speaker for the morning session was May Craven. Highlight of the luncheon was the skit presented by the District Director, Dr. Wanda Sykes, and the SED County Extension Directors. The Spring meeting will be held in Greene County. Scholarship programs and charitable contributions are still in effect and are utilized on a rotating basis alphabetically. The District also has a Secretary of the Year Award that is presented at the Spring meeting.
- Campus Chapter reported by Paula Pritchard:
  - The Campus Chapter currently has 24 members. Several new members have joined since last year and five have retired. The retirees are: Connie Adams, Diane Register, Sue Mills, Sylvia Edwards, and Bernice Deal. The Secretary of the Year Award in 2000 went to Debbie Cox who has been a member of the Campus Chapter since its inception. She has been with Extension for over 20 years and is an Administrative Assistant in the Poultry Science Department. She has always taken an active role in the fund raising efforts of our chapter and served on many committees. She is always a willing, involved and enthusiastic participant of our chapter and it is made better because of her. In December, Diana Reneau and Louise Smith coordinated a great Christmas luncheon and party which was held at the Student Center on the NCSU campus. At the January meeting, the guest speaker was Vanessa Compton, who spoke on the Pathways Program offered here at NCSU. The NCSU Campus Chapter has been busy working and planning for the 2001 State Secretaries Meeting which will be held September 27-28, 2001, at the "Sheraton Capital Center Hotel" in downtown Raleigh. More information will be forthcoming in the near future. The Campus Chapter is looking forward to this event and hope to have a great turnout.

Ella Moore reported on the Executive Board Award. The application is due to her on August 1. The application form is on the web. She encouraged everyone to participate.

Janet Mabry reported on the Herter-O'Neal Scholarship.

- Libby Hodges, recipient of the 2000 Herter-O'Neal Scholarship will graduate from Surry Community College in May 2001 with a degree in Office Systems Technology with Medical concentration. She carries a 3.8 GPA and is currently employed on a part-time basis in a doctor's office and also works in the Student Services Department at Surry Community College. Libby received high praises from the faculty at Surry Community College.
- The Scholarship Committee would like to suggest that the District presenting the scholarship provide a closing report to the 2nd Vice President once the scholarship is awarded. Information should include copies of published news articles announcing availability of scholarship, amount of scholarship actually awarded, picture of scholarship recipient at time of presentation and any

published articles related to presentation, along with any other pertinent information to be retained in permanent scholarship records.

- Denise Brown reported on the Agricultural Agents donation. At the State Meeting in September, members voted to do an even 4-way split with the annual \$2,000 donation from the Agricultural Agents Association as follows: \$500-Host District for professional improvement; \$500-Awards (2 Awards of Excellence and increase in Executive Board Award); \$500-Scholarship; and \$500-Endowment. A committee was developed to work out the specifics of the plan. The first two items (host district and awards) needed no additional work. The last two were broken into committees as follows: Scholarship with Devona Beard as Chairperson and Endowment with Jenny Wilson as Chairperson. Denise then asked Devona Beard to come forward and report for the Professional Development Committee.
- Devona Beard reviewed the application and guidelines for the scholarship that the Committee had developed. Karen Whitley made the motion to accept this application and Ella Moore seconded it. Motion carried.
- Denise then continued by discussing the Endowment. The Finance Committee was sent a Memorandum of Understanding from the NC Ag Foundation to peruse before establishing the Endowment. Questions were raised concerning wording and the legal ramifications contained within the document. A few of the concerns are: (1) Cost associated with the account. These can range from 2 to 8%. (2) If Foundation ceases to exist, the monies revert to NCSU. (3) The Foundation Board of Directors must approve for changes to be made to agreement. (4) Endowments must reach \$15,000 minimum by 5 years (this can be extended to 10 years). If not reached, monies revert to Foundation General Fund. Therefore, after careful review, it is the Committee's recommendation to do the following:
  - Immediately take the \$2,000 received in the year 2000 from the checking account, and the additional \$2,000 if received in 2001, and deposit into our Money Market Account, which is currently earning 5.35% interest (compared to 3% in checking). The recommendation includes allowing the Treasurer to move the \$1,500 needed in September to the checking account to cover \$500 for the host district, \$500 for awards, \$500 for scholarships and leaving the remainder in the Money Market until this Committee has been allowed to study the options further and report to the group. Motion was made by Devona Beard to follow Committee's recommendation and was seconded by Sandra Smith-Hopkins. Motion carried.

The following retired members were nominated for honorary membership:

- Arnette Parker, NE District, nominated by the District. Motion was made by Sandra Smith-Hopkins, and seconded by Linda Kuhn. Motion carried.
- Bernice Deal, Campus, nominated by Mona Rogers. Motion by Debby King and seconded by Paula Pritchard. Motion carried.
- Sue Mills, Campus, nominated by Vicki Pettit. Motion by Paula Pritchard and seconded by Devona Beard. Motion carried.
- Sylvia Edwards, Campus, nominated by Jan Tenbath. Motion by Susan Bennett and seconded by Pam Brylow. Motion carried.
- Connie Wade Adams, Campus, nominated by Donna Warren. Motion by Jan VanJaarsveld and seconded by Karen Whitley. Motion carried.
- Diane Register, Campus, nominated by Donna Warren. Motion by Jean Sigmon and seconded by Devona Beard. Motion carried.

President Barrier announced we had received a letter from the NCEAFCS asking for funding for their State Meeting to be held in August in Asheville. This request died for lack of a motion by the Executive Board.

President Barrier gave an update on the 2001 Horn of Plenty. It will be held in Fayetteville on August 10. We do not know at this time what we will be asked to do. There will be a meeting next Friday to work out details. More information later. We will be sending the \$100 that is in our budget.

Paula Pritchard, President of the Campus Chapter, gave an invitation for the Association to visit Raleigh for the annual meeting to be held September 27-28, 2001. It will be at the Sheraton Capital Center in downtown Raleigh. The Campus Chapter is working diligently on this meeting and looking forward to seeing everyone in Raleigh.

President Barrier urged everyone to apply for Epsilon Sigma Phi Meritorious Support Service Award. Support staff are eligible for membership in Epsilon Sigma Phi.

President Barrier has been in contact with several southern states regarding their Associations. Maryland did not get organized. She will possibly attend the South Carolina State meeting and invite them to attend our meeting. Correspondence has been received from Virginia, Tennessee, Alabama, and Kentucky.

Each District President should pick up a copy of the Book of Maps which is laid out at the back of the room. They should make a copy for each county in their district. Christine has been in touch with Ray Kimsey and Scott McCollum regarding having a map on each County web page.

President Barrier reminded everyone to apply for awards. Also, a Calendar of Dates to Remember was distributed. She reminded everyone to visit the Association's web site and become aware of the many awards available to support staff.

The meeting was adjourned at 11:20 AM.

Respectfully submitted,

Lois Caison  
Secretary