

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

**Brownstone Hotel
Raleigh, NC
February 15, 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; Denise Brown, Advisor; and Nancy Worley, Reflections Chair.

The meeting was called to order by President Christine Barrier. Christine asked Board to review agenda. A motion was made by Jan Trenbath to accept the agenda. Ella Moore seconded motion. Motion carried.

A motion was made by Janet Mabry to accept the minutes of the September 20, 2000, meeting held in Atlantic Beach. Nancy Worley seconded this motion. Motion carried.

Jan Trenbath, Treasurer, passed out a detailed expense report and went over each line item. Those in attendance discussed several items on the Treasurer's Report and Jan explained how figures were arrived at and also distributed a copy of the upcoming Proposed Budget to be presented at the Board of Director's Meeting on February 16, 2001. Jan discussed the upcoming proposed budget. It was decided that Jan would explain that the increase in the mileage rate had already been taken into account in the proposed budget and would ask for a motion to accept the proposed budget. The Finance Committee had done extensive research into the past mileage and subsistence line item and had determined that an increase in the mileage rate was justified at this time. They would be recommending that the mileage rate be increased from 22 cents per mile to 27 cents per mile. Nancy Worley made motion to accept recommendation. Janet Mabry seconded. Motion carried.

The Treasurer's Report was filed for audit.

President Barrier briefly discussed the Committee Reports that would be on the agenda for the Board of Directors Meeting. Nancy Worley, Chairperson for "Reflections" was in attendance and discussed how she was inserting new materials into the books and also that wherever she went, she always had her camera and was taking pictures for "Reflections." Christine thanked Nancy for taking on this responsibility.

President Barrier gave some brief comments on the Special Committee Reports that would be given at the Board of Directors Meeting. Debby King would give an update on the Staff Senate; Karen Whitley on the Federation; Christine would discuss the Horn of Plenty scheduled for August 10, 2001, in Fayetteville; and Christine would give an update on the North Carolina Cooperative Extension Service Foundation. Christine planned to give special thanks to Susan Brame for her excellent job with the web page.

Denise Brown made a report on the \$2,000 received by our Association from the Agricultural Agents Association. Denise had worked with Keith Oakley and David Hays and had received information on putting a portion of the money each year in an Endowment. This was discussed at length and after careful thought and several revisions in the legal paperwork, Denise reported that the Committee would make the recommendation to not fund an endowment but instead to place the money in the current Money Market account at the Credit Union which was earning 5.35% interest. At present, this money is included in the checking account balance. This will be presented to the Board of Directors on Friday.

Christine read a list of retired secretaries who had been nominated for honorary membership. These included Arnette Parker, NE; Bernice Deal, Campus; Sue Mills, Campus; Sylvia Edwards, Campus;

Connie Wade Adams, Campus; Diane Register, Campus. Ella made the motion to present this list for Honorary Membership. Joan Little seconded the motion. Motion carried.

Christine read a letter from the NCEAFCS asking for a \$100 contribution for their State Meeting to be held in August. No motion was made to fund this request. This request died for lack of a motion.

The Association will once again be involved in the Horn of Plenty on August 10, 2001. President Barrier read a letter requesting funding from the Secretaries Association. This \$100 is included in the Association budget.

Christine will discuss eligibility of the support staff into Epsilon Sigma Phi and encouraged everyone to apply for the Meritorious Support Service Award.

Ella Moore reported that Executive Board Award form is on the web page. Nominations are due to her by August 1.

Janet Mabry reported that the recipient of the 2000 Herter O'Neal Scholarship is attending Surry Community College and is scheduled to graduate in May, 2001. She maintains a 3.8 GPA and is highly commended by her teachers. The 2001 Scholarship will go to the Southwest District. Christine commented to Janet that she would like to be present for the presentation of the award and asked that the District let her know when it would be formally presented.

Christine informed Executive Board that she had been in touch with several other states and might possibly visit them for their state meetings. South Carolina was real excited about doing an exchange visit. Maryland never got organized. Alabama, Tennessee, Virginia, and Georgia are organized.

Christine has been in touch with Ray Kimsey and Scott McCollum regarding putting a map on each county's web page. Each District president should be bringing the pages for their District meeting tomorrow. Everyone will get one complete copy and take it back to the District and make copies for each County. These will replace the current "Book of Maps."

Christine asked if there was any further business. There being none, the meeting was adjourned .

Respectively submitted,

Lois Caison
Secretary