

**Minutes - 29th Annual Meeting
North Carolina Cooperative Extension Secretaries Association**

**Quality Inn
Boone, NC
September 20, 2002 -- 9:30 a.m.**

Ella Moore, President, called the meeting to order.

A motion was made by Cynthia Potter and seconded by Sandra Smith-Hopkins to accept the agenda as presented.

Roll Call by Kay Williamson:

- West - 19
- South Central - 20
- Northwest - 23
- Northeast - 5
- Southwest - 24
- Southeast - 17
- North Central - 19
- Campus - 10

The minutes were reviewed as presented on the web. Devona Beard made a motion that was seconded by Wendy Garner that the minutes be approved as presented. Motion carried.

Treasurer's report presentation was made by Ginger McGhee. There was a beginning balance in checking of \$4,013.67 with the year's expenses totaling \$10,183.15 and deposits of 7, 639.45. This gave a closing balance in checking on September 20, 2002 of \$1,469.97, a savings account of \$51.10 and a Money Market Account of \$11,225.00 for a total of \$12,746.07. There was an audit performed on September 16, 2002 by a committee recommended by the President. The report was accepted as given.

- The Professional Improvement committee report was given by Sheila Ange. The Professional Improvement Committee would like to encourage you to take advantage of training opportunities through your Information Management Agents, community colleges, workshops and meetings. Share your ideas, and apply for scholarships. The State Professional Improvement Scholarship is open to members of the Association for the purpose of professional development to enhance job and related skills and up to \$500.00 can be awarded annually. This year, the committee selected two recipients of the scholarship. They were Christine Austin and Kashuna "Shay" Little.
- The Membership Committee to be reported by Karen Robertson was reported by the President, Ella Moore due to Karen's absence. There are 253 members in the secretaries association with 3 districts reporting 100% membership. The goal of

the membership committee is to have 100% paid membership in all districts. Please encourage all of your secretaries in your district to join the association.

- Rules and Bylaws motions for changes presented by Devona Beard:
 - Article V - Officers and Their Duties - Section 6. The last sentence reads: The accounts of the Treasurer shall be audited at the close of the calendar year by an Audit Committee to be appointed by the President. Change this sentence to: The accounts of the Treasurer shall be audited at the close of the association year by an Audit Committee to be appointed by the Treasurer. Amended to read : The accounts of the Treasurer shall be audited at the close of the association year by an Audit Committee to be appointed by the Treasurer and approved by the president. A vote was taken and the amendment was not carried by a vote of 60 against and 58 for this amendment.
 - Article VIII - Board of Directors - Section 6. Item 5 reads: be empowered to conduct business by mail when necessary. Change this item to: be empowered to conduct business via mail, e-mail, on-line or e-meeting. Parameters to be determined by the president. Motion carried.
- The Public Relations Committee report was presented by Carolyn Newman. The Committee would like to thank everyone for the news articles submitted for the latest posted newsletter. State news articles should be an exchange and sharing of ideas with a statement from the president, any recognitions, awards, progress and updates of information from any of the standing state committees. Remind the district that's hosting the state meeting to alert the news media in the city of our annual meeting and acquaint them with the objectives and purpose of the Association prior to the meeting. Continue to encourage members to submit any recognitions, awards, promotions, outstanding community service, or retirements to their local news media.
- Nancy Worley reported that the reflections committee has the scrapbooks downstairs and there have been a lot of things added - almost a whole scrapbook. Make sure that you stop by and see them. Keep sending them and we will keep putting them together.
- Ginger McGhee presented the proposed budget created by the Finance Committee. There is one line item that has been omitted from revenue. That is the Soybean Producers Association. That money goes directly to the Federation in the Association's name for yearly dues. The proposed budget proposed total revenue and expenditures of \$6,480.00. The revenue would come from membership dues, Corn Growers Association of North Carolina and the Ag Agents Association. The expenditures includes, awards, host district support, Scholarships, travel, postage, miscellaneous and Horn of Plenty. A copy of this report will be filed with the treasurer and secretary of the Association. Sandra Smith- Hopkins made a motion and Brenda Brown seconded the motion to accept the budget. Motion carried.
- Janice Dotson will present the Nominating Committee report in the absence of Ruth Young. The motion for nominations are as follows: Advisor, Ella Moore(Warren County); Treasurer, Chris Austin(Union County); Secretary, Brenda Conway (Orange County); 2nd Vice President, Regina O'Pharrow (Jones

County); 1st Vice president, Melanie Chevalier (Hertford County); President, Janet Mabry (Stanly County). Motion Carried.

Unfinished Business

- At our February Board of Directors Meeting Larry Bass attended to encourage secretaries to join Epsilon Sigma Phi. He could not attend today and is retiring soon. He did not send a report.
- There are 3 secretaries that are being nominated for Honorary Membership. They are Betty Cox, Linda McClintock, Barbara McLean. Nominations were read by Ella Moore.
 - A motion was made by Devona Beard and seconded by Carolyn Newman to accept the nomination of Barbara McLean for Honorary Membership. Motion carried.
 - A motion was made by Christine Barrier and seconded by Nancy Faulk to accept the nomination of Betty J. Cox for Honorary Membership. Motion carried.
 - A motion was made by Miranda Pope and seconded by Jean Sigmon to accept the nomination of Linda McClintock for Honorary Membership. Motion carried.
- Janet Mabry presented the Executive Board Award to Christine Barrier with remarks about her work and devotion to NCCESA.
- There was no qualified Herter O'Neal scholarship nominee this year. It was to be awarded to the North Central District this year.
- The Professional Improvement Scholarship committee selected two recipients of the scholarship. They were Christine Austin and Kashuna "Shay" Little.

The Awards of Excellence Winners

Technology Utilization and Implementation:

Janet Hardison - Northeast District

Donna Bumgarner - Northwest District

Susan Johnson - South Central District

Miranda Pope - Southwest District

Team - Marcia Hoffman and Susanne Winebarger - West District

The state winner is Susan Johnson of the South Central District.

Special Leadership:

Christiana Boyle - Campus

Gloria Morning - North Central District

Donna Hanusik - Northeast District

Vickie Moore - Northwest District

Janet Mabry - South Central District

Lois Caison - Southeast District

*Billie Rosene - Southwest District
Elaine Clamser - West Districts*

The state winner is Janet Mabry of the South Central District.

Denise Brown extended an invitation to the State Meeting to be held in High Point and hosted by the Northwest District on September 25 and 26, 2003. The theme is "You're a Star."

Christine Barrier installed the 2002-2003 officers.

- President - Janet Mabry
- 1st Vice President - Melanie Chavalier
- 2nd Vice President - Regina O'Pharrow
- Secretary - Brenda Conway
- Treasurer - Chris Austin

Ella Moore gave us remarks about this past year as President and passed the gavel to Janet Mabry who presented the outgoing President with a Silver Tea Service in appreciation for her leadership this year.

Janet stated that she looked forward to working with NCCESA in the coming year and the teamwork that the association has to offer.

Christine Barrier attended the celebration of Dot Johnson's 60 years of service with Extension. The Association took part in this celebration and presented Dot with a gnome on that special occasion. Congratulations to Dot for her years of devoted service to Extension and also to the NCCESA. A "thank you" letter from Dot was read to the group.

Upon Ella Moore's request, Sandra Smith Hopkins made a motion that was seconded by Pam Brylowe to adjourn the meeting. Meeting adjourned.

Submitted by:

Kay S. Williamson
Secretary