

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

**Quality Inn
Boone, NC
September 19, 2002 -- 10 a.m.**

Ella Moore, President opened the meeting with a welcome and asked that everyone look over the agenda. After a moment, Cynthia Potter made a motion to accept the agenda, Sandra Smith-Hopkins seconded the motion. The vote was unanimous.

Roll Call:

- West - 1
- South Central - 4
- Northwest - 2
- Northeast - 2
- Southwest - 2
- Southeast - 5
- North Central - 1
- Campus - 1

The minutes of the Board of Directors meeting February 15, 2002 were reviewed and approved by a motion by Wendy Garner and Ginger McGhee. Voting unanimous.

The Treasurer's Report was presented 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 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.
- The Nominating Committee report was to be presented by Ruth Young but in her absence, Ella Moore, President reported that the only thing she could report was the 2nd Vice president, Regina O'Pharrow, Jones County, SE District; Secretary, Brenda Conway , Orange County, NC District; Treasurer, Chris Austin, Union County SW District.
- Rules and Bylaws with Devona Beard Reporting. The Rules and Bylaws Committee would like to make the following recommendations to our Rules and Bylaws.

- 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.
- 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.

This will be presented and discussed at the General Meeting and voted on as deemed appropriate.

- 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. Make sure that you stop by and see them.
- 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.
- 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 showed 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 include: 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. The proposed budget acceptance was made into a motion by Sandra Smith-Hopkins

and seconded by Devona Beard. Voting was unanimous. It will be presented at the General Meeting for approval.

- Diana Reneau was not present but sent the following report that was given by Ella Moore for the Staff Senate. The 2001-2002 Staff Senate has been instrumental in developing a new policy to expand the tuition and fee waiver benefit provided to include NCSU employees to include summer sessions and distance learning opportunities. The policy will go before the Board of Trustees for review and approval this fall. Extension secretaries who have completed their term on the staff senate this year are Catherine Fields(Bladen), Debbie King(Onslow), Charlotte Simpson(Campus), Diana Reneau(Campus). New senators are Connie Bass(Iredell), Karla Frizzelle(Campus), Pat Gunter(Campus). Alternates: Beverly Burney(Bladen), Mary Cox(Campus). Denise Brown was absent so the Federation Report will be heard at the General Meeting.
- The 2002 Horn of Plenty was really a lot of fun and 105 degrees. There were a lot of people there. NCCESA was represented with 5 secretaries including Ella Moore our President. It was truly hot but a wonderful time.

District Presidents Reports

- The West District President, Laura Walters, gave a welcome and said everyone should have the experience of putting on the state meeting. They have maps for the head table for state officers. If there are questions or concerns, let her know and she will direct you to proper person.
- Southwest District - No report
- Northwest District - No report
- North Central District - No report
- South Central District - No report
- Northeast District reported by Jean Sigmon in the absence of Melanie Chevalier. The Northeast District has 100% membership with 34 active members and 4 honorary members. We have a lot of accomplishments to be proud of. Our website looks wonderful thanks to Shelia Ange of Martin County and we still challenge all districts to create a website of their own. Recently Shelia has added the updated book of Maps to our website. The first newsletter was published in the Spring of 2001. Since that time, we are in the process of printing our third letter which will come out this month. The Northeast District scrapbook was available for viewing at our last meeting.

The first Northeast District "Secretary of the Year" Award was awarded to Melanie Chevalier. The Northeast District portion of the "Let's Get Acquainted" booklet has been updated and will be distributed at our fall meeting which will be hosted by Beaufort County.

The Spring meeting was hosted at the Washington County office. Tom Harrison of CSS Albemarle, spoke to us about the building and battle of the Ram

Albemarle. The association voted to buy a brick for the clover courtyard at the 4-H Environmental Center in Plymouth.

- The Southeast District report was given by Cynthia Potter. The Spring meeting was held in Lenoir County. Two scholarships which rotate alphabetically from county to county were given: 4-H Scholarship to Lenoir County, Secretary's Scholarship to Sampson County. The fall meeting will be in New Hanover County at which time we will recognize our "Secretary of the Year."
- The Campus District report was presented by Susan Bennett. Membership in the campus chapter is high. Opportunities this year have been good and they have been involved in many activities including community activities and a picnic in June. They are also glad they are not hosting this year. The Association purchased a wheel chair for a fellow secretary who is a patient waiting for a transplant. Charlotte Simpson received the Professional Improvement Scholarship. New officers were installed in August. Susan Bennett got the "Secretary of the Year" award. It was a successful year for the Campus Chapter.
- Epsilon Sigma Phi - Larry Bass attended our Board of Directors Meeting in February and wanted to attend the State Meeting to try to get secretaries to join. He will be unable to attend due to an injury. Membership dues are high for secretaries to pay. There are opportunities in that organization.
- Honorary Member recommendations were read and approved.
 - The nomination of Linda McClintock(Northeast District) was read and Jean Sigmon made a motion to nominate Linda with a second by Carolyn Newman. Motion carried.
 - The nomination of Barbara McLean (Richmond County) was read and Devona Beard made a motion and Cathy Fields seconded the nomination. Motion carried.
- The Ag Agents donation may not be available this year as it has in the past. He is not sure but thinks the NCCESA should make the request. We will not know until their board meeting. This donation will be left in the budget and at the spring meeting if we are not going to get this donation, changes would be made to compensate for it.
- The Executive Board Award was reported by Janet Mabry. There were nominations and Board Members voted on this award. It will be kept secret until tonight.
- The Herter O'Neal Scholarship report was not given. There was no qualified recipient.
- 2003 State Meeting invitation was given by Tammy Caldwell. The State Meeting will be held in the Northeast District in the city of High Point at the Radisson September 25 and 26, 2003. The formal invitation will be given tomorrow.

New Business

- Janet Mabry reported that scholarship money had been refunded to Raleigh by Alamance Community College for the 1998 Piedmont district scholarship. There

was discussion as to what to do with the money (\$41.04) and how it should be handled. It was decided that it should be deposited by the State Association and earmarked as miscellaneous income from a scholarship refund from a dissolved district . A motion was made to this effect by Janet Mabry and seconded by Devona Beard. Motion carried.

- There was a discussion about the State Newsletter. Guidelines need to be established for news that is appropriate for printing in the newsletter. This information is having to be edited to decide what to print. Guidelines are needed. There was extensive discussion. At this time, edit but keep the report focused on activities. It was decided that this would be tabled and Janet Mabry the incoming president would look into the situation next year.
- Christine Barrier reported on 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.

A motion was made by Sandra Smith-Hopkins and seconded by Wendy Garner to adjourn the meeting. Motion carried.

Submitted by:

Kay S. Williamson
Secretary