

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

**Quality Inn
Boone, NC
September 18, 2002 -- 5:30 p.m.**

Members Present:

- Ella Moore, President
- Janet Mabry, 1st Vice President
- Kay Williamson, Secretary
- Ginger McGhee, Treasurer
- Sandra Smith-Hopkins, Parliamentarian
- Christine Barrier, Advisor

The meeting was called to order by Ella Moore, President. A motion was made to accept the agenda as presented by the president.

The minutes of the previous executive board meeting were approved as presented by a motion from Janet Mabry and seconded by Sandra Smith-Hopkins with a unanimous vote.

The Treasurer's report was presented by Ginger McGhee showing a checking account balance of \$ 1, 469.97, a savings account balance of \$51.10 and a money market account of \$11, 225.00 for a grand total of \$12,746.07. Expenses for the year were \$10,183.15 and deposits of \$7, 639.45. After review of the account and looking over the spread sheets with line items the report was accepted for presentation at the General Meeting. An audit was done on September 16, 2002.

Ella Moore reported that the Horn of Plenty was very successful. It was an interesting affair and the association was represented well. It was very hot but the entire event was successful even with the extreme temperatures.

Letters of support for Linda McClintock and Barbara McLean were presented for honorary memberships. These were reviewed and by a motion from Janet Mabry and seconded Sandra Smith-Hopkins with a unanimous approval. They will be presented for voting at the General Meeting.

Christine Barrier said she had talked to Johnny Hensley and he didn't know if the Ag. Agents were going to be able to contribute in 2003. It was decided that the request would be sent but we should be aware that we might not receive the money we had enjoyed in the past.

The Herter O'Neal scholarship was not given this year. The proposed recipient did not meet the guidelines.

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 and how it should be handled. It was decided that it should be deposited to the State Association and earmarked as miscellaneous income.

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.

The proposed budget was presented by the treasurer for approval and will be presented for voting at the General Meeting. Expected income \$6,480.00 and line items reflected what this money will be used for in the coming year. Sandra Smith-Hopkins made a motion that we accept the proposed budget and it was seconded by Christine Barrier.

With no other business to be discussed, the meeting was adjourned by Ella Moore, President.

Submitted by:

Kay S. Williamson
Secretary