

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

**Jane S. McKimmon Center
Raleigh, NC
February 15, 2002 -- 10 a.m.**

Ella Moore, President, called the meeting to order. She welcomed everyone and asked that we take a few moments to look at the agenda. Motion was made by Devona Beard that we approve the agenda; seconded by Cathy Fields; motion carried.

Since administration was not present at the time, we entered into the business session. Cynthia Potter, standing in for Kay Williamson, conducted the roll call as follows:

- West - 3
- South Central - 5
- Northwest - 3
- Northeast - 5
- Southwest - 3
- Southeast - 3
- North Central - 8
- Campus - 5

There were a total of 35 members in attendance.

The minutes of the September 26th meeting have been posted on the web. Jean Sigmon made motion that we accept minutes as posted on the web. Motion was seconded by Connie Bailey. Motion carried.

The Treasurer's report was given by Ginger McGee. Copies of Treasurer's report had been distributed earlier. The report showed a balance in the checking account of \$2,942.40; savings account, \$50.30; and Money Market Account \$10,523.87 for a grand total of \$13,516.57.

Members of Administration have come in so the business session was stopped. Dr. Jon Ort addressed the group expressing his appreciation for all we do for Cooperative Extension. Dr. Ort briefly mentioned the troubled times financially that we are facing.

He addressed doors that are opening for Extension which is a way for us to look at the counties, 101 sites across North Carolina, as a true gateway of NC State and NC A & T State University for those two universities. This will help us bring in more resources to the counties. They look forward to collaborating with us. Will select seven sites, one in each district, to unfold as a model as the true gateway or model for NCSU. Looking for way to work with students like we have never worked with before, ways to work with public like we haven't before. If there is a dimension in the counties for which the discipline is not represented by the college, then it is time for the university to step up and say let's match this interest or create some position to work side by side with it through the resources of the two universities. He assured us there is going to be a brighter day and he is counting on us for our support.

Dr. Joe Zublena addressed the group and also expressed his appreciation for us and for our association. Encouraged us to look for efficiencies that we may not have looked for before. Especially encouraged us to look at ways of morale building. We do have a lot to be thankful for.

Larry Bass, President of ESP, addressed the group encouraging us to become members of ESP. Left brochures.

The Business Session was entered once again.

Committee Reports

- Membership: Karen Robertson, Chairman. There are 282 members of our association. Three districts have 100%. Goal is to have 100 paid membership in all districts.
- Nominating: Ruth Young, Chairman. All nominations due in to Ruth by August 1. Reviewed qualifications for being officer. Need new blood.
- Rules & Bylaws: Devona Beard, Chairman. Have two proposed changes.
 1. Article 5, Section 6. Last sentence. Proposed change 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.
 2. Article 8, #5. Proposed change: To be empowered to conduct business via mail, on-line or e-meetings. Perimeter of meetings or on-line to be determined by President.

Motion was made to accept first proposed change; seconded by Ruth Young. Motion carried.

Motion made to accept second proposed change; seconded by Pam Brylowe; Motion carried.

- Professional Improvement: Sheila Ange, Chairman. Encouraged us to take advantage of training opportunities through the Information Management Agents, local community colleges, workshops, etc. Also encouraged us to apply for Professional Improvement Scholarships. Applications are available on-line and are due by August 1.
- Public Relations: Carolyn Newman, Chairman. Look forward to working with everyone. When request for news articles are made, please send them in. Requests will be posted on the web or via e-mail. Send articles to local papers also on awards received.
- Reflections: Nancy Worley, Chairman. Connie Bass reported for Nancy. Have started Reflections scrapbook # 7. All district are included. Please continue to send items for scrapbook.
- Finance: Ginger McGhee, Chairman. Copies distributed on proposed budget. Have taken out money from Soybean Association. That money is paid directly to the Federation. \$2,000 put in from Ag. Agents Association. We may or may not receive that money. If we don't, will do revised budget. Motion that we accept the proposed budget made by Jean Sigmon; seconded by Jan Trenbath. Motion carried.

Special Reports

- Staff Senate: Report given by Diana Reneau. There are ten elected Senators and three alternate Senators from CALS, Staff Senate District 14. Those who are members of our association are Debby King, Cathy Fields, Charlotte Simpson, Diana Reneau, and Alternate, Mary Cox.

Among the issues of interest she mentioned were: the Staff Senate, Human Resources Committee, is actively researching the expansion of the tuition waiver program to include additional courses per semester, summer school and distance education courses. Tuition waivers are available to SPA employees also.

The Staff Senate played important role in Chancellor Mary Anne Fox establishing the NC State Family Scholarship. Three students from CALS received this scholarship this year.

The Staff Senate Governance Committee I working to get information together for this year's election. Please nominate your co-workers.

Staff Senate is working with State Employees Association also. Look for latest edition of VOICE, the Staff Senate newsletter.

- Federation: Report given by Denise W. Brown, Federation President. Federation Forum was held Friday, December 7 in Lee County. Issues and solutions were presented to Administration, with responses given. Issues and solutions were presented to Administration, with responses given. Drs. Ort and Zublena have requested the Federation Board consider having an additional Administrative meeting each year, one in June with the Executive Committee and the other in December with the ten representatives from each association. Minutes and issues/solutions are on web.

If you have issues/concerns for Federation to address, let State President Moore know. And she will get those to Denise.

- 2002 Horn of Plenty: Ella Moore, reporting. 2002 Horn of Plenty will be August 23 in Fwinston-Salem. That is all of information available at this time.

District Reports

- Campus: Susan Bennett, reporting.
 - Currently have 26 members. Saddened by loss of Sue Mills last year.
 - In April, Secretary of Year Award for 2001 was given to Jan Trenbath. hi June had our summer, social picnic in combination with state planning session. Had many other planning session for 2001 State Secretaries meeting hed Sept. 27-28 at the Sheraton Capital Center Hotel.
 - In December, held Christmas Luncheon at Student Center on NCSU Campus.
 - At January meeting, Dr. Judy Groff was speaker and spoke on "What's In It For Me?"
 - Next meeting will be April 10 and Dale S afrit will be speaker. He will be talking about leadership and the Seven Habits of Highly Effective People.
 - Will have summer picnic in June.
- West: Report given by Laura Walters.
 - Membership of 35. Met twice in 2001. Spring meeting on April 27 at Dr. Susan Lyday's home. Program was by Dr. Scott Walters, chair of the Drama Dept. at UNCA who spoke on "Takes, Double-Takes, and Coffee Breaks: Comedy Techniques for the Office."
 - Our fall meeting was held on Aug. 24 at Haywood County Cooperative Extension. Did serious planning for 2002 state meeting. Program given by Bill Skelton, new County Director for Haywood County. Gave report on "State of Extension in the West".
 - Looking forward to hosting 2002 State Meeting.
- Northwest: Report given by Sandra Smith-Hopkins standing in for Tammy Caldwell.
 - Membership of 41.
 - Spring meeting held in Surry County on May 4th. Bright Idea Award was presented to margie Yarnell of Alamance County. Toured Shelton's vineyard. Prepared our very own flower or herb garden with help from Terry Garwood, Ag. Agent.
 - Fall meeting held in Yadkin County on October 26th. Met at Victoria House Bed & Breakfast. Yadkin staff did etiquette training for group and Dr. Jarrett gave an administrative update. Following business meeting, tour of Shallowford Popcorn Farms.
 - Rita Wheeler of Randolph County was presented Award of Excellence in Special Leadership and Denise Brown of Surry County was awarded Epsilon Sigma Phi Satte Merit Support Award.
- Southwest: Report given by Connie Bass.
 - Membership of 38 members. Spring May 4 meeting was held in Catawaba County at the Hickory Metro Convention Center. Glennie Daniels, FCE agent presented program "Ergonomics at Work". Miranda Pope, Catawba County, received Secretary of the Year Award and was presented a plaque and \$100.
 - Fall meeting held August 24, 2001 in Cleveland County. Voted to host 2004 NCCESA State Meeting at the Holiday Inn Select in hickory. White elephant sale was conducted. Lois Owen, FCE Agent, presented program "Let's Go To Japan." Dr. Deborah Crandall,

- Dist. Director spoke to group about importance of our role in Extension. Melissa McLung, Rutherford County received a \$145 scholarship.
 - o Dyanne Gorden-Green, Mecklenburg County received the 2001 Award of Excellence in Technology Utilization and Implementation. Sandy Kannup received the 2001 Award of Excellence in Special Leadership. Christine Barrier, Cabarrus County and Sandy Kannup, District Secretary, were presented the NCSU Search for Excellence Award.
- North Central: Connie Bailey reporting.
 - o Have 41 members. May 3, Warren County hosted spring meeting. Speaker was unable to make meeting due to emergency. Carolyn Bagley from Vance County was presented Secretary of Year Award.
 - o Fall meeting was hosted by Wilson County on October 26, 2001. Stan Dixon, CED in Greene County, spoke on "How to Survive Extension".
 - o At state meeting, Addie Sugg from Edgecombe County received the Award of Excellence for Technology Utilization and Implementation Award. Karen Whitely, Edgecombe County received Award of Excellence received Leadership Award. Ella Moore from Warren County installed as President. Susan Brame, Vance County, continues to keep web page updated.
- South Central: Cathy Fields, reporting.
 - o Membership of 42. Bladen County hosted spring meeting and Cumberland hosted fall meeting. Secretary of Year Award presented to Carolyn Newman of Cumberland County. Scotland County was recipient of Annual Educational Scholarship of \$200. Barbara McLean presented gift at her retirement reception.
 - o Janet Mabry received certificate and pin for certification as a Certified Professional Secretary. She also attended the South Carolina and Alabama State Secretaries Association meetings and came back and shared her thoughts and ideas with us.
 - o Sharon Williams of Harnett County received a Bachelor of Science Degree in Business Management and Administration from Shaw University in May.
 - o Cathy Fields received the State Award of Meritorius Support Service from Epsilon Sigma Phi. Yvonne Smith, new district secretary, became a member of our association.
 - o Annual Horn of Plenty was held in Cumberland County and many of our secretaries helped make it a grand success.
 - o Harnett County will host spring meeting.
- Northeast; Melanie Chevalier reported.
 - o Membership of 34 members and 4 honorary members. Web site looks wonderful. Challenge all districts to create website. Recently added the updated Book of Maps to our website. Our second newsletter will be printed this month. First one was published in Spring, 2001. Scrapbook will be available for viewing at next meeting which will be in Washington County. Nominations for Secretary of Year Award are due March 1. Let's Get Acquainted booklet is in the making.
 - o Fall meeting held in Tyrrell County at the new Eastern 4-H Environmental Education Conference Center.
- Southeast: Cynthia Potter, reporting.
 - o Our 2001 Spring meeting was held in Green County with 29 members present. Stan Dixon was guest speaker. Kathy Walters received the Secretary of Year Award.
 - o Fall meeting held in Jones County with 34 members present. Dr. Wanda Sykes was guest speaker. Speech entitled, "We're All In a Land of Oz". Officers elected and installed at this meeting.
 - o Scholarship programs and charitable contributions are still in effect and are utilized on a rotating basis alphabetically. This year the Charitable Contribution Award will go to Craven County; the Secretary's Scholarship will go to Sampson County, and the 4-H Scholarship will be awarded to Lenoir County.
 - o Had one secretary, Betty DeCamp, Pamlico County, to retire.
- Executive Board Award: Reported by Janet Mabry. Applications are due August 1st. Deadline will be 5 p.m. on August 1st and late submissions will not be accepted. Encourage people to nominate someone.

- Herter O'Neal Scholarship - 2001-2002: Report given by Melanie Chevalier. In 2001 The Herter-O'Neal Scholarship was awarded to Dawn Louise Garretson of McDowell County. She is a full-time student at McDowell Technical Community College enrolled in the Office Systems Technologies Program.

The 2002 recipient will be awarded to someone from North Central District. Marion Jay from Person County is serving as district scholarship chairman. April 2, 2002 is deadline for applications.

New Business

- Honorary Member
Have one recommendation for honorary membership in our association. She is Betty Cox from Chowan County. President Moore read Betty's qualifications. Cathy Fields moved we recommend Betty Cox as Honorary Member of our Association. Seconded by Laura Walters. Motion Carried.
- NCAE4-H Agents Funding Request
Have received request from NCAE4-HA for our association to make contribution to them for their state meeting. We have given money to help with costs of hosting a National meeting but have never given money to host state meeting. After discussion, request was denied.
- 2002 State Meeting Update
Laura Walters reporting. The West District would like to invite us to Boone in the heart of the NC Mountains for annual meeting on September 19-20, 2002. Theme will be "A Whole New You in 2002". Will be hosting us at Quality Inn in Boone and will have tours.

Announcements

Devona Beard announced that Duplin County got a new 4-H Agent yesterday and it just happens to be her daughter.

Moments of Meditation: In closing, Janet Mabry brought us moments of meditation.

Motion was made, seconded, and carried that we adjourn.