

**Minutes - 30th Annual Meeting
North Carolina Cooperative Extension Secretaries Association**

**Radisson Hotel
High Point, NC
September 26, 2003**

Janet Mabry, President, called the meeting to order. The agenda was distributed. After review, motion to accept the agenda was made by Kay Evans. Motion passed.

Secretary, Brenda Conway, called the roll.

- West-7
- South West-23
- North West-27
- South Central-25
- North Central-28
- South East-27
- North East-9
- Campus-8
- Total present-154

Minutes from September 20, 2002 annual meeting had been posted to the association website and were available for review. Wendy Garner made a motion that we dispense with the reading of the minutes, seconded by Karen Whitley. Motion passed. Minutes were approved as posted to the association website.

Chris Austin, Treasurer, provided copies of the financial report for members. The financial records, maintained by the Treasurer, were audited by Angela James & April Langston, Union County Accounting Office. The original letter of the auditing committee is included with the 2003 Financial Report and will be included with the official minutes of 2003 NC Cooperative Extension Secretaries Association business meeting. The 2003 financial report, provided by Chris Austin, was accepted as presented.

COMMITTEE REPORTS

- Finance: Chris Austin, Chairman - The 2003-2004 Proposed Budget was presented to members by treasurer. Faye Black, Wake County, questioned why the Host District Professional Improvement amount was reduced from \$925 last year to \$750 this year. The treasurer stated the Finance Committee had to make adjustments in expenses, since the membership was much lower than it had been in the past. Also, there is no guarantee we will continue to receive a \$1,000 contribution from the North Carolina Association of County Agricultural Agents (NCACCA) every year. These items were taken into consideration during budget preparation. The 2004 Proposed Budget was approved as the operating budget for the year by vote of the association members present.

- Membership: Denese Prevatte, Chairman - We have a total membership of 268 secretaries. The newly developed Membership Brochure was mailed to all new secretaries, encouraging them to join the Association. The brochure has been added to the state web page.
- Nominating: Nancy Faulk thanked each of the incoming officers for agreeing to serve our association in 2004. Without someone willing to serve, our association would fold, and we have worked too hard to let that happen. The following slate of officers for 2004 was recommended by the State Nominating Committee:
 - Melanie Chevalier, President
 - Regina O'Pharrow, 1st Vice-President
 - Chris Austin, 2nd Vice-President
 - Faye Black, Treasurer
 - Cathy Harvey, Secretary
 - Janet Mabry, Advisor
- A call for nominations from the floor was held. Hearing no nominations from the floor, Sandra Smith-Hopkins made a motion that the slate of officers be accepted as recommended by committee. Motion passed by vote of members present.
- Public Relations: Kay Morton - *Items in italics and underlined at the end of this report were not reported to the general membership of NCCESA on September 26, 2003 but are to be included in the minutes of the NCCESA Business Session on September 26, 2003 by insertion into this report.*
 - The NCCESA Public Relations Committee made a recommendation to the Executive Board last spring that we post a newsletter to our web page twice a year instead of once a year.
 - With this in mind, committee members worked hard soliciting their districts for news to publish. Our summer newsletter was posted to the web in June. I hope all of you have had a chance to read it.
 - The newsletter was set up to report news by districts. Unfortunately, not every district had news to report. You don't have to wait until you are asked for news items. Send news as it happens to your district chairperson for your convenience. The committee will keep up with it until newsletter time. Let's get on the ball and have each district represented next time!
 - As always, your comments and suggestions concerning the newsletter are welcome. Please don't hesitate to let us know what you think. There is only room for improvement!
 - The winter newsletter deadline is December 1st and will be here before you know it. Please start submitting your news by e-mail to your District Public Relations Chairperson now. "A picture is worth a thousand words"?so please send them too!
 - The Public Relations committee has been given the honor of recognizing any secretary in our association who has received an award during the past year. When I call your name, please stand.

Secretary of the Year Award District Winners:
 South Central District - Denese Prevatte, Robeson County

North Central District - Linda Creech, Wilson County
South West District - Lorene Pool, McDowell County
North West District - Tammy Caldwell, Stokes County
Campus Chapter - Joan Little, Extension Administration

Ellison Sigma Phi Meritorious Service Award

Karen Whitley, Retired, Edgecombe County

College of Agriculture & Life Sciences Award of Excellence:

Janet Mabry, Stanly County

2003 Administrative Professional Award for Edgecombe County

Gloria Morning, Edgecombe County

The following were not reported in the business session. These awards were announced on Thursday night but are to be included in the minutes:

2003 District Awards of Excellence:

Technology Utilization and Implementation

Campus: Angie Thomas

West District: Norma Chrisawn

Northwest District: Catherine Waddell

North Central District: No Nominations

Northeast District: No Nominations

Southwest District: Gail Lail

South Central District: Denese Prevatte

Southeast District: Jo Strobush

State Winner: Denese Prevatte, South Central District

Special Leadership

Campus: Donna Warren

West District: Norma Taylor

Northwest District: Ginger McGhee

North Central District: Susan Brame

Northeast District: Melinda White

Southwest District: Christine Barrier

South Central District: Nanetta Rackley

Southeast District: Cynthia Potter

State Winner: Donna Warren, Campus

2003 Executive Board Award:

Denise Brown, Surry County

- Reflections Nancy Worley, Chair, appreciated receiving all the articles, clippings, and pictures that had been mailed to her to put in the books. We now have eight books of "history." Continue to send pictures and information for including in the scrapbooks.
- Rules and ByLaws Christine Barrier, State Parliamentarian, reported for Debbie Cox, Chairman. The following changes to the Rules & ByLaws were recommended to the Board of Directors, were approved, and are presented to the general membership for consideration.
 - Article IV - Membership - Section 4, first paragraph, last sentence.
 - Now reads: Associate Members shall have all privileges of Active Members except that of holding office and voting.
 - Proposed change: Associate Members shall have all privileges of Active Members.

According to President Mabry, our by-laws require a majority two-third vote of those present with at least a two week notice prior to time of voting, which was properly done. By-laws were amended to proposed change based on a standing vote of members with at least a two-third majority vote in the affirmative.

- Article IV - Membership - Section 5, first paragraph, last sentence.
- Now reads: An Honorary Member shall pay no dues except where he/she is an Active Member.
- Proposed Change: An Honorary Member shall pay no dues except where he/she is an Active or Associate Member.

President Mabry asked for any discussion. She asked all members in favor of the by-law changes to please stand. Over two-thirds of the association members stood. Motion passed.

Christine reported that Debbie Cox was recovering from surgery, and was not able to attend the State Meeting.

Certificates were presented to state committee chairman at the conclusion of their report.

Special Committee Reports

- Herter-O'Neal Scholarship - Regina O-Pharrow, 2nd Vice President
The \$350 Herter-O'Neal Scholarship went to South Central District this year. Carolyn Newman, South Central District President and Beverly Burney, South Central District Scholarship Chairman coordinated distribution of scholarship information to area schools. Samantha Tillman, senior at Anson High School in Anson County, was selected to receive this scholarship.
- Staff Senate - Beverly Burney, State Senate Alternate
Beverly Burney reported that Staff Senate meets the first Wednesday of every month. In the past it has been difficult to be "heard" in Staff Senate. That is not

the case this year following the election of four extension secretaries to Staff Senate. She introduced the other members of the Staff Senate: Connie Bass, Iredell County; Chris Austin, Union County; Kathy Harvey, Onslow County; Susan Graham, Chatham County; and Faye Black, Wake County. Be sure to let any one or all of the senators know about any of your questions or concerns.

- Change Agent States for Diversity - Carolyn Newman
Carolyn Newman, South Central District and Billie Rosene, South West District are members of this committee. This is a project initiated by Cooperative Extension, NCSU, and NC A&T as a step in beginning to support greater cultural diversity.

North Carolina is one of the eight change agent states for diversity. The framework of leadership development, a catalyst team, diversity coordinators, and assessments are key components in making a positive impact related to differences in age, culture, class, ethnicity, gender, physical and mental abilities, race, sexual orientation, political beliefs, marital or family status, spiritual practice, and all dimensions of human diversity.

We are working in small groups on (1) marketing (2) staff development, (3) assessments and accountability (4) to develop effective leadership for addressing diverse issues at both NCSU and NC A&T.

President's Report

- President Mabry provided a President's Report. She asked members to take a few minutes and read the report.

New Business

- Honorary Membership: Karen Whitley, retired secretary from Edgecombe County; Catherine Fields, Bladen County; and Mary Ann Winchell, retired secretary from Catawba County are candidates for Honorary Membership. All candidates were approved by the Board of Directors and are recommended to the general membership for approval as Honorary Members. There being no discussion, members in favor of accepting Board recommendation were asked to stand. Motion passed by vote of members present. Karen Whitley & Catherine Fields were given certificates of Honorary Membership. Catawba County secretaries will see that Mary Ann receives her certificate.
- 2004 Federation: All district presidents were asked to review district membership to see who would be eligible to serve as the Federation Webmaster for 2004. Recommendation from the Board of Directors to the general membership is that Miranda Pope serve as the Federation Webmaster for 2004 representing our association. President Mabry asked if there were any other nominations from the floor. Hearing none, recommendation was voted on and Miranda Pope will serve as the 2004 Federation Webmaster; she will do a fine job.

- Special Recognitions: President Mabry presented a plaque to Susan Brame, our Association Webmaster, in appreciation and recognition for the wonderful and professional manner in which she has managed our association website since 1997.
- Guests from Alabama Cooperative Extension: Susan Stokes & Dolores Tiner from Alabama Cooperative Extension were asked to speak briefly and they related they had really enjoyed the state meeting, and were glad they had the opportunity to attend. They appreciated all the true southern hospitality.
- President Mabry presented certificates to the following association officers & representatives for their service during the past year:
 - Denise Brown, 2003 Past Pres., NC Federation of Cooperative Extension Associations
 - Ella Moore, Advisor
 - Chris Austin, Treasurer
 - Brenda Conway, Secretary
 - Regina O'Pharrow, 2nd Vice-President
 - Melanie Chevalier, 1st Vice-President 2003
 - Christine Barrier, Parliamentarian

Announcements

Cynthia Phares, President NCCESA-Southwest District, extended the invitation for the 2004 State Meeting in Hickory on September 16-17, 2004, by showing how we, as secretaries, are "Building on the Best!"

President Mabry thanked the Northwest District members for hosting our 30th annual association meeting and complimented them on the fine job they did for us all.

Installation of Officers

Ella Moore, State Advisor, installed the 2004 State Officers using fruits representing the responsibilities of their office. Officers installed were:

Faye Black, Treasurer
 Cathy Harvey, Secretary
 Chris Austin, 2nd Vice-President
 Regina O'Pharrow, 1st Vice President
 Melanie Chevalier, President

Janet Mabry will serve as Advisor in 2004. All members were asked to stand if they agreed to support and cooperate with the new 2003-2004 State Officers.

Melanie Chevalier, 2004 State President, presented a plaque to our 2003 State President, Janet Mabry. President Mabry then presented Melanie Chevalier the Presidential gavel.

Hearing no objection to the adjournment of the meeting, President Mabry declared the 30th annual business meeting of the NC Cooperative Extension Secretaries Association adjourned.

Respectfully submitted,

Brenda Conway
State Secretary