

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

**Radisson Hotel
High Point, NC
September 25, 2003 - 10 a.m.**

State President, Janet Mabry, called the 2003 NCCESA Board of Directors meeting to order at 10 a.m. Guests and members were welcomed. President Mabry reported that 11 of our past presidents and two representatives from Alabama joined our incoming state president, Melanie Chevalier, for breakfast this morning. They gave her a gift and a "pep talk."

Copies of the agenda were distributed. Wendy Garner made a motion that the agenda be accepted as presented, seconded by Janice Dotson. Motion carried.

Regina O'Pharrow, 2nd Vice-President, gave the devotional.

Devona Beard led the group in the Pledge of Allegiance.

Brenda Conway, Secretary, was asked to call the roll. Districts represented were as follows:

- North East - 2
- North Central - 3
- North West - 2
- South East - 4
- South Central - 2
- South West - 5
- West - 1
- Campus - 0
- 19 members in attendance.

The minutes of the last Board of Directors meeting on March 14, 2003 were posted on the association website for review. Devona Beard made a motion that the minutes be accepted as posted on association website, seconded by Sandy Kannup. Motion passed.

Chris Austin, State Treasurer, provided the financial report as follows:

- Checking Account: Current Balance \$1, 685.65
- Money Market: Current Balance \$11,726.13
- Shares Account: \$ 52.16
- Total Liquid Assets: \$13,463.94
- The financial records maintained by Chris Austin, Treasurer, were audited by Angela James & April Langston of the Union County Finance Department. A

letter from the auditing committee will be included in the official minutes along with the official financial report prepared by Chris Austin. The financial report was accepted as presented.

COMMITTEE REPORTS

- State Finance Committee - Chris Austin, Treasurer, report that no changes have been made to proposed 2003-2004 budget approved in March by the Board. The budget will be brought before all members at the annual business meeting. President Mabry thanked Chris Austin and the State Finance Committee for a job well done.
- Nominating Committee - Nancy Faulk, Chair, encouraged board members to accept leadership positions if called upon. Susan Bennett, who had agreed to serve as 2nd Vice-President in 2004, has accepted a new position working with Mike Davis in Extension & Engagement and will no longer be in our Association. At this time the slate of officers for 2004 are as follows: President, Melanie Chevalier; 1st Vice-President; Regina O'Pharrow; 2nd Vice-President, Chris Austin; Treasurer, Faye Black; Secretary, Cathy Harvey; Advisor, Janet Mabry. The Nominating Committee made the motion that the slate of officers be accepted. Vote called. Motion passed.
- Reflections - Nancy Worley reported all districts have been faithful in sending information to her this past year. Association scrapbooks are on display and she encouraged everyone to take time to look through all the books.
- Rules & ByLaws - Christine Barrier will report for Debbie Cox at the annual meeting. No additional changes are to be considered other than what has previously been approved by the Board.

SPECIAL COMMITTEE REPORTS

- Executive Board Award - Melanie Chevalier, 1st Vice-President, reported five nominations were received. Selection was based upon participation in, contributions to, and cooperation with the Association. The recipient is someone who has exhibited outstanding loyalty and dedication to the association. The recipient's name will be revealed later.
- Herter-O'Neal Scholarship - Samantha Tillman, senior at Anson High School, received the Herter-O'Neal Scholarship and entered King's College this fall. She was an outstanding candidate for the state scholarship and she also received the South Central District scholarship.
- Staff Senate - Chris Austin reported in the absence of Beverly Burney. Chris encouraged members to know who their Staff Senators are and to send any questions or concerns to any of them. Check the web site to see who the Staff Senators are if you do not know. There are six county extension secretaries on the Staff Senate at the present time.
- President's Report - President Mabry went over several items she had mentioned in her "President's Report." The names of the staff senators are listed in her President's report as well as on the Staff Senate web site. There is a mistake in

the Staff Senate section - Laura Massengill is President-Elect for the Staff Senate but she is not a member of our association as reported in the President's Report.

- President Mabry asked if there were any updated district reports.
- South East District reported having a web site. Linda Creech, North Central District President, has a committee together, preparing for the 2005 State Meeting.
- Kathy Miller, from Alleghany County representing the Northwest District, welcomed all members to the State Meeting. She reminded the Board that if there are any questions, please feel free to ask anyone from the district-they will do their best to meet your needs. Board members indicated the hotel is wonderful, and expressed appreciation for all their hard work.

NEW BUSINESS

- Honorary Membership - An additional nomination for honorary membership for Mary Ann Winchell was received after the March Board of Directors meeting. Information about Mary Ann was posted to the web site within the designated time. Nancy Faulk submitted her name. A motion to accept Mary Ann Winchell as an honorary member was made by Nancy Worley, seconded by Nancy Faulk. Motion passed.
- 2004 Federation Officer - District Presidents were asked to compile a list of eligible persons from their district to serve as webmaster for the Federation. Eligible persons should have served as an officer on the district or state level and attended at least one Federation Forum. Miranda Pope has agreed to serve in this position representing our association. Jean Sigmon made a motion that Miranda Pope serve as our representative to Federation holding the office of Webmaster in 2004, seconded by Wendy Garner. Motion passed.
- Sue Mills Committee - The committee met Wednesday, September 24, 2003 and had some wonderful ideas. President Mabry has a proposal from the committee that she will be sending to the NC Cooperative Extension Foundation as well as Extension Administration. The funds are from memorials given in memory of Sue Mills. The Foundation will continue to hold the money and have no plans to relinquish the money to our association. Dr. Caldwell had talked with Bobby Mills, Sue's husband, regarding how he would like the money to be used and he wanted it used by our association. There will be some type of recognition award presented and there is a possibility that a monetary gift will be included as well. President Mabry doesn't foresee any problems with the proposal being approved.

Announcements

- The 2004 State Meeting will be held at the Holiday Inn Select in Hickory, September 16 & 17, hosted by the NCCESA-Southwest District.
- There were some questions regarding State Secretaries Training in 2004. POD Curriculum Committee will be meeting the first week in October. Hopefully we'll know more after the meeting.

- The business session will be held on Friday, September 26. According to the scheduled agenda, the President will be given an hour to conduct the business meeting. Anyone who will be reporting was asked to sit near the front of the room.
- Please check the web site frequently. Melanie Chevalier, our incoming President, will communicate via the web site.

The Board of Directors meeting adjourned at 9:45 a.m.

Respectfully submitted,

Brenda Conway
State Secretary