

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

**Radisson Hotel**  
**High Point, NC**  
**September 24, 2003 -- 7 p.m.**

Janet Mabry, President, called the Executive Board Meeting of the NC Cooperative Extension Secretaries Association to order at 7 p.m. in the Board Room of the Radisson Hotel in High Point. Attending were Janet Mabry, President; Melanie Chevalier, 1st VP; Regina O'Pharrow, 2nd VP; Brenda Conway, Secretary; Chris Austin, Treasurer; Ella Moore, Advisor; Christine Barrier, Parliamentarian; Susan Stokes and Dolores Tiner from Extension Support Personnel Association, Alabama Cooperative Extension.

The agenda was presented, and after review, was approved.

Christine Barrier, Parliamentarian, declared that a quorum was present for the purpose of conducting business of the association.

Brenda Conway, Secretary, was asked to read the minutes of the last Executive Board meeting held March 13, 2003. Each member present had a copy of the minutes which had been posted to the association website. After reviewing, Regina O'Pharrow made a motion that the minutes be accepted, seconded by Ella Moore. Vote called, motion passed.

Chris Austin, Treasurer, presented a financial report as follows:

- Checking account balance: \$ 1,685.65
- Money Market balance: \$11,726.13
- Savings Account: \$ 52.16
- Total Liquid Assets: \$13,463.94
- The Treasurer reported receiving \$1,000 from the North Carolina Association of County Agricultural Agents. All the records have been audited and the audit letter will be filed with the original copy of the financial report and minutes. There was not a Herter-O'Neal Scholarship recipient last year, so the funds budgeted for the scholarship was not expended. This year the recipient was Samantha Tillman from Anson County. Professional Improvement Scholarship was awarded to two recipients last year - Chris Austin and Shea Little. When Shea Little left Extension, she returned the scholarship money to the association. We were over budget in the Miscellaneous line item due to the purchase of the recorder; however, we are within our overall operating budget for the year. There have been no additional changes for the proposed budget since the last Executive Board Meeting in March, 2003. The proposed budget stands and will be presented at the annual meeting on Friday to the general membership. President Mabry commended the Treasurer and her committee for a job well done.

Several secretaries from A & T University are planning to attend our state meeting. President Mabry encouraged all secretaries to make them feel welcome.

There are no additional changes for consideration from the Rules & ByLaws Committee. The recommendations for the by-law changes were approved by the Board of Directors Meeting in March 13, 2003. Christine Barrier will present the committee recommendation at the annual meeting on Friday. Debbie Cox, Chair of Rules & Bylaws, is recuperating from surgery and will not be attending the meeting.

Debbie Hunter, State Professional Improvement Chair, was on maternity leave. There were no applicants for the Professional Improvement Scholarship this year so there was no expense incurred for this scholarship in 2003. We need to encourage members to apply for the scholarship in 2004.

At this time the Nominating Committee is still seeking a nomination for 2nd Vice President. Susan Bennett, Campus Chapter, had agreed to serve as 2nd Vice-President in 2004. However, she recently has accepted a new position and will no longer be eligible to serve in this association office. The Campus Chapter has not been able to secure another candidate for this position so we will continue the search for someone to serve as 2nd Vice-President. Nancy Faulk, Nominations Chair, is seeking to fill that position on the slate of officers prior to the meeting on Friday.

### **Special Committee Reports**

- Melanie Chevalier reported that a well-deserving recipient will receive the Executive Board Award at the Awards Banquet on Thursday, September 25, along with a check for \$200.
- The Herter O'Neal Scholarship recipient is from South Central District. Regina O'Pharrow thanked Carolyn Newman & Beverly Burney who provided scholarship information to high school career counselors. Samantha Tillman, senior at Anson High School, was the recipient of both the Herter-O'Neal Scholarship and the NCCESA-SC District Scholarship totaling \$350 each. Information concerning the history of the Herter- O'Neal Scholarship was provided to the recipient.

President Mabry shared her "President's Report" that will be provided to the Board of Directors on Thursday, September 25 and to the general membership at the annual meeting on Friday.

### **Unfinished Business**

- Our association officer responsibility in the Federation for 2004 is webmaster. The Federation is comprised of representatives from each professional association within NC Cooperative and includes agents, specialists, program associates/assistants, and secretaries and was formed to provide direct communication with Extension administration. In the last couple of years, in

preparation for the annual forum, Federation has asked for issues which are reviewed and then placed in an appropriate category. Possible solutions were developed by Federation to these issues and then submitted to Administration for their response. Administration, in turn, responds indicating what they can/cannot do. The Federation Forum this year will be held in Lee County on December 12. President Mabry said she had e-mailed all district presidents for someone who would qualify to be considered for this officer position. Qualifications to serve as a Federation officer include having served as an officer on the district and/or state level and attended at least one Federation meeting. The person would also need to be knowledgeable about how to maintain a web page. Responsibilities of webmaster would include posting minutes to the website, updating officer list, and keeping the rules & by-laws current. As of now, we do not have a qualified candidate willing to serve. Nominations can be taken from the floor during the annual business session if we do not have someone who has agreed to be our candidate by that time. Christine Barrier has someone in mind for the position and will follow up on it.

### **New Business**

- After our last Executive Board Meeting in March, 2003, Mary Ann Winchell's nomination for honorary membership was received. Information about Mary Ann was posted to association website with sufficient time for notification to general membership. Mary Ann retired December, 2002, having 30 years of service with NC Cooperative Extension. Motion was made by Melanie Chevalier to recommend to the Board of Directors that Mary Ann be approved for honorary membership in our association, seconded by Chris Austin. Vote called, motion passed.

### **Announcements**

- We are glad to have two secretaries from Alabama visiting with us. South Carolina declined our invitation because of their budget situation. South Carolina invited our Association to their state meeting in April 23-24, 2004. Our 2004 state meeting will be hosted by the Southwest District at the Holiday Inn in Hickory on September 16 & 17.
- The Sue Mills Memorial Committee will meet following the Executive Board Meeting. The Past President's Breakfast will be held tomorrow, September 25, 8 a.m. at Jack's Restaurant.
- 2004 Officers to be installed will be Melanie Chevalier, President; Regina O'Pharrow, 1st Vice-President; Kathy Harvey, Secretary; and Faye Black, Treasurer.
- Beverly Burney will report for the Staff Senate and Carolyn Newman will report for the Change Agent States for Diversity.

Brenda Conway made a motion that the meeting be adjourned, seconded by Chris Austin. Vote called, motion passed. Meeting adjourned.

Respectfully submitted,

Brenda Conway  
NCCESA State Secretary, 2003