

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

**Brownstone Hotel & Conference Center**  
**Raleigh, NC**  
**March 13, 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 Governor's Parlor at the Brownstone Hotel & Conference Center. Those attending were: Janet Mabry, President; Melanie Chevalier, 1st VP; Regina Opharrow, 2nd VP; Brenda Conway, Secretary; Chris Austin; Treasurer; Christine Barrier, Parliamentarian; guests: Nancy Worley, Chair of State Reflections Committee, and Nancy Faulk, Chair of State Nominating Committee.

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

Christine Barrier, Parliamentarian, declared that a quorum was present for the purpose of conducting business of the association. All present were invited to join in discussion, however, she reminded those present that only the elected members of the Executive Board of Directors were to participate in the voting process regarding business of the association.

Brenda Conway, Secretary, was asked to read the minutes of the last Executive Board of Directors meeting held on September 18, 2002. Secretary responded that the minutes had been posted to the association website for all to review. Copies of the minutes were shared with those in attendance. After review of the minutes, motion was made and seconded by Melanie Chevalier, to accept the minutes as posted to the association website. Vote called, motion passed.

Chris Austin, Treasurer, presented a financial report detailing the state of our finances at this time.

- Checking account balance: \$ 4,104.69
- Money Market balance: \$11,358.80
- Savings Account: \$51.65
- Total Liquid Assets: \$15,515.14

Treasurer commented that we have had very few expenses in this fiscal year. We did purchase a new recorder to be used by the association secretary at a cost of \$219. After review, Brenda Conway made motion that the Treasurer's Report be accepted as presented. Motion was seconded, vote called, and unanimously passed.

President Mabry indicated that all state committees would report at the Board of Directors meeting tomorrow. We will discuss three expected reports tonight.

At this time, Chris Austin, Treasurer, presented the report from the Finance Committee. Treasurer Austin presented an amended 2003 Budget for consideration by the Executive Board. Treasurer commented that the amended budget was due to the decline in paid association membership from 282 to 259 as well as a \$1,000 reduction in the contribution from the NC Ag Agent's Association on which the budget had been based. The decline in revenue resulted in a reduction in several line items of the budget. Funds received from the Ag Agents' Association were designated by previous vote of the association to be divided equally into four categories as follows: awards, scholarship, host district expenses, and money market. This would hold true for whatever amount is received. After discussion, the amended budget was approved as recommended by the Finance Committee and will be presented to the full board of directors for consideration/vote at the meeting tomorrow.

Treasurer Austin continued by presenting a 2004 Proposed Budget prepared by the state Finance Committee for consideration by the Executive Board of Directors. This proposed budget was prepared based on the same reduction in revenue as experienced this year. Projected expenses were realigned to continue to provide funds for awards, scholarship, host district professional improvement, and money market.

The President reminded board members that a budget is only a plan and it is subject to change. It is entirely possible that we will not receive a contribution from the Ag Agents Association again. Three years ago when they were asked for a contribution, they indicated they would provide these funds as long as their financial condition remained sound. Due to the shift in the stock market within the last two years, they have seen a large decline in their funds so we should not really be basing our operating budget on the pretense of receiving funds from them.

After further discussion, the Executive Board voted to accept the 2004 Proposed Budget recommended by the State Finance Committee. It will be presented for consideration by the full board tomorrow.

President Mabry continued by sharing that she had requested the state Membership Committee; chaired by Denese Prevatte, to design a membership brochure. They have done so and copies of the brochure were shared with those present. All agreed that this was needed as a recruitment tool for our association. After review there were several suggestions as follows: the Extension logo should be added to the brochure, possibly add some pictures of members in action, be sure to address membership classifications should they change, need to incorporate this same information on our association website. President Mabry will follow up on whether or not we could get this association membership information included in the SPA employment packages. Comments were made that current members should take the initiative to see that new employees are informed about the association. The Membership Committee will present the brochure to the full board tomorrow for consideration.

President Mabry shared proposed changes to association Rules and By Laws as prepared by the state Rules and By Laws Committee chaired by Debbie Cox. These changes come as a recommendation from the committee as follows:

- 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. **Change to read:** Associate Members shall have all privileges of Active members.
- 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." **Change to read:** An Honorary Member shall pay no dues except where he/she is an Active or Associate Member."

After discussion everyone agreed that the classification should be changed to allow associate members to have the same privileges as active members. Any member that pays dues and helps finance the budget should be able to hold an office. An honorary member does not pay dues unless he/she wants to have an active part in the association. Honorary membership is an honor bestowed on members for their contributions and or support of the organization. In the past, honorary members have been retirees, but an honorary member could also be a non-member, ex: Dr. Jon Ort. According to Treasurer Austin, at this time there are 15 honorary members who do not pay dues.

Melaine Chevalier, made a motion that proposed changes from the State By-Laws Committee be accepted and presented to full board tomorrow; motion second by Regina Opharrow. Vote called, motion passed unanimously.

### **Special Committee Reports**

- Federation (Denise Brown), Staff Senate (Beverly Burney), & Diversity (Carolyn Newman) will be reporting on Friday morning at the Board of Directors meeting.
- Melanie Chevalier will give the Executive Board Award Report, and
- Regina Opharrow will give the Herter-O'Neal Scholarship Report.

### **Unfinished Business**

- Kay Morton, Public Relations State Chair, will discuss the state newsletter at the Board of Directors Meeting on Friday.

### **New Business**

- The Association has received two names for honorary membership - Karen Whitley (North Central), submitted by Addie Suggs, Edgecombe County, and Cathy Fields, submitted by members of the NCCESA South Central District. Chris Austin made a motion they be accepted as honorary members, seconded

by Brenda Conway. Motion carried. These two individuals will be presented to full board tomorrow for consideration of honorary membership in the association.

- The Horn of Plenty will be at the Show Place in High Point on August 15, 2003. Brenda Morris (Guilford County) is chairing the Extension HOP committee and has asked our association if we will be responsible for beverages, i.e. tea. After discussion the Executive Board agreed that we would again be responsible for beverages, i.e. tea. There was some question as to whether we would have to secure the tea or just serve at the event. President will follow up with Brenda on this issue. In the past state officers and other volunteers from our association have attended to assist with this event. As the date gets closer, President Mabry will be requesting definite commitment to help that day.
- Membership Recruitment - President Mabry was asked to make contact with NC A & T Campus regarding their SPA employees joining our association. President has made initial contact with Chiquita McAlister but has not received a response at this time. After discussion the Executive Board of Directors agreed that the best course of action would be to follow up with the appropriate district and most particularly with Guilford County Extension Center employees regarding recruitment of new members on the NC A & T campus. We will need to follow up here by providing membership information and an invitation to the district and state meeting.
- Sue Mills Memorial Fund - NC Extension Foundation Executive Director David Hays, will discuss use of the funds currently in the Sue Mills Memorial Fund. After we learn more about the requirements for use of these funds, we will refer this to committee for consideration before bringing to the full membership.
- Staff Senate- President Mabry requested that a link to the Staff Senate web site be added to our association web site. There was much discussion regarding the value of participation on Staff Senate. There has been an issue regarding lack of communication from Staff Senate to county SPA employees. Staff Senate officers are aware of the situation and attempting to resolve it, but it is apparently an on-going issue. Both Christine Barrier and Melanie Chevalier spoke to the benefits associated with being a part of Staff Senate. An elected Senator serves for two years; an elected Alternate Senator serves for one year. It does require a commitment of time and energy on the part of someone who agrees to have their name placed on the ballot. It is also important to have the support of the county extension director before agreeing to serve; funding support is provided by County Operations. Those on the board who have served on the Staff Senate agreed that we need to remain involved in this area and the only way to do it is to nominate county SPA employees who will serve and then get all of the county SPA employees to vote. There will be a vote this spring and we will again have the opportunity to elect Senators for the CALS unit. Natalie Worth, Chair of Staff Senate, will be speaking at the board meeting tomorrow during the Staff Senate Special Report.
- 2004 State Training - Dr. Joe Zublena assigned the planning for 2004 State Training to Dr. David Jenkins and Susan Bennett who will be at the Board of Directors Meeting on Friday to discuss training options and possibilities.

- Storage Issue - President asked for suggestions on what to do with the four big boxes of notebooks the State President inherits. Other officers indicated they have inherited boxes of materials, too. After discussion we arrived at the conclusion that there was no solution to this issue because much of the information is historical and should be retained. One suggestion was to get a little red wagon to haul everything in!

### **2003 State Meeting Announcements**

- The Executive Board will meet on Wednesday, September 24, 7 p.m., and
- the Board of Directors will meet Thursday morning, September 25, 9 a.m. at the 2003 State Meeting in High Point.
- There will be a breakfast for Past State Presidents on Thursday morning, 8 a.m. prior to the Executive Board Meeting. The meal will be "dutch" except for the incoming President, Melanie Chevalier. She will be the guest of Janet. Invitations will be sent to past state presidents.

Federation Officer for 2004 - Next year our association will be responsible for providing a web master for Federation. Guidelines for selecting our Federation Officer are included in the association by-laws. We will be selecting this person this fall at the state meeting.

There was some discussion of the motivation of members. The more one is involved in an organization, the more motivated they become. Some of the present and newer members need to be reminded of why and how we now have a "voice"; it is because our charter members saw the need and became involved. Chris Austin commented that people who do have an active part in the association should write it into their Performance Plan of Work because it is part of the job.

Several districts now have web sites linked to our State Association web site. Those districts are: North East, North West and South West. South Central is just about ready to go live with their district site.

With no further business, Janet Mabry, State President, requested a motion to adjourn. Motion made by Chris Austin, seconded by Melanie Chevalier. Meeting adjourned at 9 p.m.

Respectfully submitted,

Brenda Conway  
State Secretary  
NCCESA