

**Minutes - 31st Annual Meeting  
North Carolina Cooperative Extension Secretaries Association**

**Holiday Inn Select  
Hickory, NC  
September 17, 2004**

The 31st Annual Meeting of the NC Cooperative Extension Secretaries Association was held at the Holiday Inn Select in Hickory, North Carolina on September 16-17, 2004. The Southwest District was the host for this meeting using "Building on the Best", featuring Rosie the Riveter, as the theme throughout the meeting.

President Melanie Chevalier called the meeting to order. Devona Beard made a motion to accept the proposed agenda; seconded by Wendy Garner. Motion carried.

ROLL CALL: Secretary Cathy Harvey conducted the roll call as follows:

- West - 6
- Campus - 13
- North Central - 23
- Northeast - 12
- South Central - 23
- Northwest - 14
- Southwest - 28
- Southeast - 17
- A total of 136 members were in attendance.

MINUTES: Secretary Harvey stated the minutes of the last annual meeting is posted on the website. Notification was received from the floor to change Catawba to Alexander as the home county for Mary Ann Winchell listed under Honorary Members. Janice Dotson made a motion to accept the minutes as corrected; seconded by Ann Pridgen. Motion carried. President Chevalier presented Secretary Harvey with a certificate of appreciation.

TREASURER'S REPORT: Copies of the Treasurer's Report was distributed previously to members present. Treasurer Faye Black reported the following:

- Checking Account
  - Beginning Balance: \$1,685.65
  - Receipts: \$4,965.54
  - Expenditures: \$5,341.14
  - Ending Balance: \$1,310.05
- Money Market Account: \$11,936.05
- Savings Account: \$53.10

Motion was made by Vicki Pettit to accept the Treasurer's Report as presented. Seconded and carried.

**COMMITTEE REPORTS**

- FINANCE - Faye Black, Treasurer - Faye presented the 2004-2005 Proposed Budget. The budget was adopted after general discussion.
- MEMBERSHIP - Linda Lemons, Chairman - Linda stated she had been in contact with someone from each district in reference to membership and reports the following:

- Campus Chapter - Has 27 paid members, 4 are honorary and 5 are new. Eighty people are eligible for membership and information has been sent to each. Mary Cox is working on a mailing which will be sent near their next scheduled meeting.
- North Central - Has 37 paid members (Wake County has not yet paid). Pam Fitzgerald has forwarded this info to Faye Black since she is the only member. No response as yet.
- South Central - Has 100% membership.
- Northeast - Has 100% paid membership; 32 paid and 6 honorary.
- Northwest - Has 100% paid membership; 34 paid.
- Southeast - Has 34 paid members and 1 retiree. One individual from Wayne County and one from New Hanover County have not yet paid. Contact has been made to both via e-mail. There is currently one vacant position in Carteret County.
- Southwest - Has 100% paid membership. One secretary is planning to retire and did not join.
- West - Has 31 paid members. Graham County has a new administrative secretary who is interested in joining; Clay County does not have a permanent administrative secretary at present.

**Note** - Contact has been made with Alice Pennix, NCA&T. She is going to take a poll to see how many are interested in joining and will let us know. Those interested will submit their membership dues. Buffy Scott was given as the contact for their district.

- **NOMINATING** - Pearl Blount, Chairman - Pearl stated letters were emailed to each district president informing them we were seeking candidates for the offices of 2nd Vice President, Secretary, and Treasurer and listed guidelines to be followed and where the information could be obtained. It was requested that each president forward this information to each secretary in their district. The deadline for submitting nominations was August 30, 2004. A second email with a "desperate cry" was sent to the presidents since she didn't hear from anyone. Janice Dotson, West District President, responded that no one would volunteer to accept the office of 2nd Vice President. There being none, the rotation for 2nd Vice President rolled forward to the Northwest District. The Nominating Committee respectfully submits the following slate of officers for 2004-2005:

President - Regina O'Pharrow Gardner, Jones County, Southeast District  
 1st Vice President - Chris Austin, Union County, Southwest District  
 2nd Vice President - Donna Fulp, Rockingham County, Northwest District  
 Secretary - Wendy Garner, Pitt County, Northeast District  
 Treasurer - Starla Harwood, Stanly County, South Central District  
 Advisor - Melanie Chevalier, Hertford County, Northeast District  
 Federation Officer, Treasurer - Janet Mabry, Stanly County, South Central District

There being no nominations from the floor, the slate of officers was approved as presented.

- **PROFESSIONAL IMPROVEMENT** - Pat Gunter, Chairman - Pat congratulated winners of the various awards which were recognized at the Awards Banquet the night before. They were as follows:

Secretary Award for Excellence in Technology Utilization  
 Tracy Brown - Campus  
 Betsy Paul - North Central  
 Shelia Ange - Northeast  
 Victoria Moore - Northwest  
 Debra West - Southeast  
 Deidra Hicks - Southwest  
 Melissa Vaughn - West  
 State Winner - Betsy Paul

*\*There were no nominees from the South Central District*

Secretary Award for Excellence in Special Leadership

Maryann Lofgren - Campus

Marion Jay - North Central

Melanie Chevalier - Northeast

Sandra Smith-Hopkins - Northwest

Leeann Crump - South Central

Jo Strobush - Southeast

Isabelle Cable - West

State Winner - Marion Jay, North Central District and Leeann Crump, South Central District (tied)

*\*There were no nominees from the Southwest District*

PROFESSIONAL IMPROVEMENT SCHOLARSHIP

Peggy Elliott, South Central District

SUE MILLS' LIGHTHOUSE AWARD

Catherine Fields, South Central District

EXECUTIVE BOARD AWARD

Devona Beard, South Central District

- PUBLIC RELATIONS - Rhonda Gaster, Chairman - Rhonda reported the NCCESA Public Relations Committee is posting to the web twice a year on December 31st and June 30th. It is requested that news-worthy information be submitted to the state Public Relations chairperson by December 1 for the December newsletter and by June 1 for the June newsletter. Newsletters will be posted by 5:00 p.m. on the respective dates. Each district Public Relations chairperson will be reminded in May and November to solicit articles from their districts. Information may be submitted anytime and photographs accompanying the articles are welcome.
- REFLECTIONS - Becky Troutman, Chairman - Members of the NCCESA Reflections Committee are Melissa Vaughn, Kay Evans, Starla Harwood, Karla Frizzelle, Mary Sue Wright-Baker, Annette Presley, Joan Hobbes, and Chairman Becky Troutman. Snapshots and programs were received from the South Central, Northeast, Westerns and Southwestern Districts as well as interesting programs and photos from Alabama and South Carolina State Extension Secretaries Associations that were attended by our NCCESA officers. Photos also have been included of secretaries participating in the 2003 Horn of Plenty and of the Herter O'Neal Scholarship recipient. Everyone was reminded that there is still time to submit items for the 2003-04 yearbook. The Reflections Committee encourages everyone who has photos to feel free to attach them to a scrapbook page, add captions and embellishments and submit for inclusion in the scrapbooks. The page should fit inside a 8 ½ x 11" sheet protector.
- RULES & BYLAWS - Nancy Miller, Chairman - Proposed changes to the rules and by-laws were posted to the NCCESA website for review. Changes affected Article VI - Elections and Article IX - Federation. Changes were approved.

**DISTRICT REPORTS**

- Northeast - Jean Sigmon, President - The Northeast District met in Currituck County for their Spring Meeting. There were 19 members present. They have two new secretaries, Emily Flores from Bertie County and Natalie Wayne from Hyde County. Dr. Russell King, District Director, addressed the group with insight on several items of interest. The Herter O-Neal Scholarship was awarded to a very deserving young lady, Deena Lee. The District "Let's Get Acquainted" book has been very popular and copies were distributed to each secretary. They are currently raising funds for hosting the 2007 state meeting. They are in the process of upgrading the districts' Rules & Bylaws, the Benevolence guidelines and the newly revived 4-H Scholarship Award program. These items should be finalized at the fall meeting. MarySue Wright-Baker, Currituck County, received the Secretary of the Year Award. She was presented a plaque and a check for \$75.00. The group enjoyed an interesting program on how to make soap and bath salts and were taught exercises on how to relax. After lunch, they toured the horse farm and barns of Rodney

Sawyer, Currituck County CED. The Northeast District is proud to have their own Melanie Chevalier as the 2004 State President.

- Southeast - Pamela Brylowe, President - Members of the Southeast District met at the Wayne County Center in Goldsboro on August 20, 2004. There were 32 active members and 3 retired members present. The theme of the meeting was "Highway to Excellence". Brenda Brown, District Membership Chairman, reported that the Southeast District has 39 secretaries in 13 counties with 38 active members; 97%. There are five new secretaries in the district with four being new members. Brenda also created an updated list of retired members. The Southeast District has been developing a district website to be linked from the state web page. Though it is a "work in progress" it can be viewed at <http://www.ces.ncsu.edu/duplin/sedistrict/secretaries/>. Applications for Honorary Membership have been submitted for Lois Caison, Betty DeCamp, Hilda Flowers, Martha O'Pharrow, Gwen Huddleston, and Cynthia Potter.
- West District - Janice Dotson, President - The 2004 Spring Meeting was held on April 23, 2004 in Buncombe County. There were 22 members present and 4 new secretaries. In addition to regular business, the 4-H Scholarship guidelines were updated as well as the Secretary of the Year guidelines. It was approved to add money to the Secretary of the Year Award. Lunch was held at a local restaurant followed by a tour of the Botanical Gardens at Asheville. The 2004 Fall Meeting was held August 31, 2004 in Henderson County. Two new secretaries attended - 26 members were present, one of which was a retiree. Mattie Angel, Administrative Secretary in Yancey County, was retiring and our association presented her a red, hat birdhouse as a parting gift. The 2004 4-H Scholarship was awarded to Haywood County. Christa Haber used the scholarship to attend 4-H Congress. The 2005 4-H Scholarship will go to Graham County. A "White Elephant Sale" earned \$130 for our treasury. Following lunch, members toured the Apple Wedge Apples & Cider Farm. The 2005 Spring Meeting will be held in Haywood County.
- North Central - Addie Sugg, President - The North Central District was hosted by Halifax County on May 7, 2004 for their Spring Meeting. There were 36 secretaries present. Dr. Zoann Parker, County Extension Director, welcomed the group and Dr. Donald Cobb talked about bonus leave and bonus pay. Committee reports were given. The Federation Forum, scholarship, and secretarial training were topics of discussion during the new business session. The 2005 NCCESA State Meeting will be held in Durham, NC on September 29th and 30th at the Sheraton Imperial at Research Triangle. A theme and tentative agenda was agreed upon. Committee assignments were also made at this time. The North Central District had no nominations for Secretary of the Year Award this year. A suggestions was made to send the forms to the directors of each county so they can submit secretarial nominations for this award. New officers were installed as follows by Linda Creech, Advisor:

President - Marion Jay, Person County  
1st Vice President - Juliette Shipley, Durham County  
2nd Vice President - Janet VanJaarsveld, Franklin County  
Secretary - Ann Burrows, Vance County  
Treasurer - Gloria Green, Granville County  
Advisor - Addie Sugg, Edgecombe County

- South Central - Starla Harwood, President - The 2004 Spring Meeting was hosted by Richmond County at the Ellerbe Springs Inn in Ellerbee, NC on Friday, April 16th. Skip Ragland, Moore County Master Gardener, presented a wonderful program on Bonsai Trees. Robeson County hosted the fall meeting on Friday, August 20th at the Extension office in Lumberton. A wonderful program on personal protection was presented by two local police officers and their K-9 partner. Pearl Blount, Anson County, was presented with the 2004 Secretary of the Year Award. She received a plaque and a check for \$50. The 2006 State Meeting Committee, consisting of Starla Harwood, Devona Beard, Sharon Williams, Courtenay Hansley, and Denise Prevatte, met during the meeting. Members voted to have the 2006 meeting at the Holiday Inn in Southern Pines. The date will be determined later as they are in the beginning phase of planning for this meeting. New officers were installed as follows:

President - Thetis Williams, Robeson County  
1st Vice President - Devona Beard, Bladen County  
2nd Vice President - Katherine Morton, Lee County

Treasurer - Annie Freeman, Scotland County  
Secretary - Ruth Ann Pope, Anson County  
Advisor - Starla Harwood, Stanly County

- Campus Chapter - Ramona Herring, President - The Campus Chapter has 33 members; 24 active paid, 5 new (non-pay first year), and 4 Honorary non-paid members. The Secretary of the Year Award was presented to Vicki Pettit at the April meeting. Vicki is the Executive Assistant in Extension Administration. She received a certificate and a \$75 check. Eleanor Stell was the guest speaker and presented a program on "Learning to Become a Successful Negotiator". A picnic was held at Pullen Park in June. Pizza was provided and members brought other food items to accompany the main course. The hospitality committee provided three hanging baskets for door prizes. Their last meeting was held August 11, 2004 during which new officers were installed. Their next meeting will be October 13, 2004.
- Northwest - Donna Fulp, President - The Northwest District had two very successful meetings this year. The Spring Meeting was held in Davie County where the Davie County Master Gardeners presented a program on Biblical Gardens. This was followed by a tour of Biblical Gardens at a nearby church that is maintained by the Davie County Master Gardeners. The Fall Meeting was hosted by Forsyth County where a very interesting program entitled "Fish Philosophy" was presented. It emphasized how to be happier in our work environment. New officers were elected during the business session. Members voted to raise dues to help compensate for declining funds since hosting the 2003 State Meeting. Secret Pals were revealed. Ginger McGhee, Yadkin County, received the Secretary of the Year Award. Jamie Fulp, daughter of Donna Fulp, Rockingham County, was presented a check for \$100 in support of being selected as a finalist in the Miss North Carolina USA Pageant in October.
- Southwest - Cindy Phares, President - The Southwest District has had a good year even though they have had several retirements this year. It was decided to show support to the secretaries in Mecklenburg County, who either lost their jobs or were placed elsewhere with a letter and a \$25 gift certificate. The Fall Meeting was held in Rutherford County at Lake Lure. Secretaries were given a tour of the lake. Plans for the state meeting were discussed during the business session. The Spring Meeting was held at the Holiday Inn in Hickory to give everyone a chance to see the facility prior to the state meeting and to finalize details for the state meeting.

## **SPECIAL COMMITTEE REPORTS**

- Federation - Miranda Pope, Federation Webmaster - Miranda extended greetings on behalf of the NC Federation of Cooperative Extension Associations. The Executive Board met on April 26 in Greensboro. The proposed budget was adopted after discussion on charging each Association \$50 dues for the general operating fund. A recommendation will be presented to the Federation members at the Forum on December 3, 2004 for their vote. In preparation for the 2004 Forum, a review of the 2003 Forum was held. Consensus was to keep the Administrative session and provide some type of professional development. Parliamentary procedure was chosen as this year's topic. A recommendation to add Section 2 to Article III - Membership will be put up for a vote also. Section 2: Federation membership is open to any professional Extension association at NCSU or NC A&TSU upon written request for membership. The Board will review the request, and if approved by the Board, recommend the request to Associations within Federation for discussion and consideration. A formal vote would then be taken by the Federation membership at the annual meeting. Members will again be asked to vote on Epsilon Sigma Phi's request for membership at the 2004 forum. Our Association is responsible for providing the Treasurer for the Federation for 2005. Officers will be approved and installed at the December 3rd meeting. Some of the other items discussed were the value of the Horn of Plenty, establishment of a Legislative Breakfast, getting involved in the interview process for the new chancellor, and PODS training. For complete minutes of the April Executive Board meeting, visit the Federation web site at <http://www.ces.ncsu.edu/assn.federation>. Administration's responses to issues, concerns, and suggestions presented at the 2004 Forum can also be found there.
- Staff Senate - Cathy Harvey, Secretary, Senator - The Staff Senate is an advisory body to the University Chancellor. It meets at 10:00 a.m. the first Wednesday of each month in the Faculty Senate Chambers at the D. H. Hill Library. The Senate is made up of the following standing committees: Human Resources, Governance, Diversity, Public Relations, Resources and Environment, and Legislature. NCCESA is fortunate to have the following secretaries serving as Senators: Shelia Ange - Martin County; Chris Austin

- Union County; Faye Black - Wake County; Susan Graham - Chatham County; and Cathy Harvey - Onslow County. Everyone was encouraged to submit discussion topics and issues of concern to their representatives. They were also encouraged to visit the Senate web page which is linked from the NCCESA web page for information on special events, educational opportunities and other items of interest to SPA employees. The Senate has developed and implemented a Computer Loan Program for SPA employees with a pay grade of 59 or less. Information and guidelines on the program can be obtained from the web page. The Human Resource Committee is currently working on a Textbook Tuition Voucher Program which is in the "resolution" phase. Corporate sponsorship will be necessary to fund the program once administrative support is obtained. More info will be forthcoming as the program develops. Career Banding is a hot topic for SPA employees and the HR Committee is requesting information on how this will or will not affect Extension secretaries.

- Horn of Plenty - Janice Dotson, West District President - The 2004 Horn of Plenty was held at Taylor Ranch, Fairview, NC in the West District. Approximately 750 individuals were served. Volunteers were obtained from all professional associations. NCCESA volunteers were Melanie Chevalier - NCCESA President, Gail Saye - Buncombe County, Deanna Jordan - Buncombe County, Deidra Hicks - Cleveland County, Linda Lemons - Cleveland County, Debbie Goforth - Madison County, Magen Rathburn - Madison County, Cathy Reece - Madison County, Shelia Ange - Martin County, Nancy Worley - McDowell County, Carol Horne - Rutherford County, Janice Dotson - West District Office. Our association representatives worked as servers, cooks, the prep tent and assisted with clean-up. Our association was responsible for providing bread (526 pieces were purchased). The 2005 Horn of Plenty will be held in Mecklenburg County.
- EXECUTIVE BOARD AWARD - Regina O'Pharrow Gardner, 1st Vice President - The 2004 Executive Board Award was presented to Devona Beard, Bladen County. Devona has worked as an Extension Secretary since 1983. She has held several officer positions at the state and district levels. The Executive Board is proud to recognize Devona for her dedication to NCCESA.
- HERTER O'NEAL SCHOLARSHIP - Chris Austin, 2nd Vice President - The 2004 Herter O'Neal Scholarship was awarded to a student from the Northeast District, Miss Deena Rae Lee, Garysburg, NC. She received \$350 to assist with expenses associated with attending Halifax Community College. Ms. Lee has maintained a 3.89 GPA while working part-time. She has exhibited great determination and commitment to furthering her education in preparation to joining the ranks of secretarial professionals.

## **UNFINISHED BUSINESS**

- Sue Mills Memorial Fund - Janet Mabry, Advisor and Committee Chairman - The Sue Mills Memorial Fund Committee completed the charge by Dr. Bill Caldwell, Director of the NC Cooperative Extension Foundation, to develop a plan for the use of funds the Foundation received in memory of Sue Mills in 2003. The first Sue Mills Lighthouse Award "Spirit of Light" was presented to Catherine F. Fields at the Awards Banquet on 9/16/2004. Cathy was presented a lighthouse statue with an engraved brass plate attached, a framed certificate, and a check in the amount of \$100. Bobby Mills, along with daughter Meredith and son Judson, attended the banquet to present the award. Our association hopes to honor the memory of Sue Mills now and in the future.

## **NEW BUSINESS**

- Honorary Membership Nominees - Candidates for Honorary Membership were presented as follows: Lois Caison - Brunswick County, Betty DeCamp - Pamlico County, Gwendolyn Huddleston - Onslow County, Hilda Flowers - Jones County, Martha O'Pharrow - Jones County, Cynthia Potter - Duplin County, Diana Reneau - Campus, Donna Warren - Campus, Nancy Payne Faulk - Alexander County, Carol Ann Hardee - Pitt County, Gail Lail - Burke County. A motion was made by Devona Beard to accept these retirees as Honorary members; seconded by Kay Williamson. Motion carried.
- 2005 Federation Officer Janet Mabry was recognized for her willingness to accept the office of Treasurer to the Federation on behalf of NCCESA.
- Other New Business

- Shelia Ange, NCCESA Webmaster, requested items be sent to her to be included on the association web page.
- Federation Dues - It was recommended by the Executive Board to pay the \$50 dues increase if approved by the Federation in order to remain a member of the Federation. Motion to accept by Janet VanJaarsfeld; seconded by Donna Keyes. Motion carried.
- Epsilon Sigma Phi - It was recommended by the Executive Board to vote against their becoming members of the Federation when their application is reviewed at the Federation Forum. Motion to vote against by Sandra Smith-Hopkins; seconded by Sandy Knupp. Motion carried.

## ANNOUNCEMENTS

- Marion Jay, North Central District, extended an invitation to the 2005 State Meeting to be held in Durham Research Triangle Park on September 29-30, 2005. Bookmarks with the theme "Follow Your Rainbow" were distributed - anyone with a rainbow on the back will receive free registration.
- Extension secretaries visiting from South Carolina presented Melanie Chevalier, NCCESA President, with a gift basket. Members attending: Anjanette Washington - President, Patty Harris - Vice President, Nancy Pitts - Past President, and Harriett Hall - Professional Development Chairman. Melanie expressed regret that secretaries from Alabama could not attend as planned due to the hurricane that impacted their state.

## INSTALLATION OF OFFICERS - Janet Mabry, Advisor

- The following 2004-2005 officers were installed by Janet Mabry:

President - Regina O'Pharrow Gardner  
 1st Vice President - Chris Austin  
 2nd Vice President - Donna Fulp  
 Secretary - Wendy Garner  
 Treasurer - Starla Harwood  
 Advisor - Melanie Chevalier

- Melanie presented the President's gavel to Regina O'Pharrow Gardner, 2004-2005 President. Regina awarded the 2003-2004 President's plaque to Melanie Chevalier for her dedicated service after reading the following poem composed by herself:

Madame president it is evident  
 That you have done us proud.  
 You have led us through this past years' business  
 And hardly screamed out loud.  
 With next year coming just as fast,  
 Not yet - you cannot slumber,  
 Just so you know it's not over yet,  
 I have you cell phone number!!

Closing remarks were made by Melanie. There being no other business, Wendy Garner made a motion to adjourn which was seconded and approved.

Respectfully Submitted,

Cathy Harvey  
 NCCESA State Secretary