

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

**Parlor Room, Holiday Inn Select
Hickory, NC
September 16, 2004**

The meeting was called to order by President Melanie Chevalier.

Pam Brylowe made the motion to approve the agenda; 2nd by Chris Austin.

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

President Chevalier requested a moment of silence for reflection.

Roll Call conducted by Cathy Harvey, Secretary. President Chevalier suggested each member present stand and give their name, position and district since only a few were in attendance:

- Regina O'Pharrow Gardner, NCCESA 1st Vice President, Southeast District;
- Faye Black, NCCESA Treasurer, North Central District;
- Chris Austin, NCCESA 2nd Vice President, Southwest District;
- Janet Mabry, NCCESA Advisor, South Central District;
- Shelia Ange, NCCESA Parliamentarian, Northeast District;
- Janice Dotson, President, West District;
- Cindy Phares, President, Southwest District;
- Pam Brylowe, President, Southeast District;
- Pearl Blount, NCCESA Nominating Committee Chairman, South Central District;
- Starla Harwood, President, South Central District;
- Rhonda Gaster, NCCESA Public Relations Chairman, South Central District;
- Jean Sigmon, President, Northeast District;
- Nancy Miller, NCCESA Rules & Bylaw Chairman, Southwest District;
- Miranda Pope, Federation Webmaster, Southwest District.

Minutes - Minutes from the last Board of Director's meeting were available for review and are posted on the website. An error was noted regarding the Northeast District 4-H Scholarship; wording should have been revised instead of received. A motion was made by Nancy Miller to approve as corrected; seconded by Jean Sigmon. Approved.

Faye Black, Treasurer, gave the Financial Report. Accepted as presented.

- Checking: \$1,310.05
- Money Market: \$11,936.05
- Savings: \$53.10
- **Total Liquid Assets: \$13,299.20**

COMMITTEE REPORTS

- Finance - Proposed budget approved and will be presented for consideration and voting at the Annual Meeting on 9/17/2004.

- Membership - Absent, no report.
- Nominating - Pearl Blount, Chairman presented the 2004-2005 slate of officers as follows:

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

Having no nominations from the floor these nominees will be presented at the annual meeting on 9/17/2004 for member vote.

- Professional Improvement - Absent; no report.
- Public Relations - Rhonda Gaster, Chairman, reported the newsletter will be posted twice per year, June 30th and December 31st. District contributions for the newsletters are due by June 1 for the June newsletter and December 1 for the December newsletter. Everyone is encouraged to submit articles for inclusion anytime during the year.
- Reflections - Absent; no report.
- Rules & By-laws - Nancy Miller, Chairman, remarked on the name change/clarification and the wording regarding officer rotations. Everyone has had opportunity to review the recommendations via the website and these issues will be voted on by members at the annual meeting on 9/17/2004.

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, Denna 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 - President Chevalier read the report on behalf of Addie Sugg, District 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
 - 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 - President Chevalier read the report on behalf of 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 - Janet Mabry read the report on behalf of 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
 - There were 2 nominees for the 2004 Executive Board Award which will be presented at the awards banquet tonight.
- 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" will be presented at the Awards Banquet tonight. The recipient will receive a lighthouse statute 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, plan to attend and assist with the presentation.. It is our hope to honor the memory of Sue Mills now and in the future.

NEW BUSINESS

- Honorary Membership Nominees - Candidates submitted 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 Janet Mabry, seconded by Pam Brylowe, to present these candidates at the annual meeting. Motion carried.

OTHER NEW BUSINESS

- Webmaster
Shelia Ange has agreed to be the new Association Webmaster. Shelia is replacing Susan Brame who accepted the South Central District Administrative Assistant position earlier this year and asked to step down. Everyone is encouraged to forward all info to Shelia for posting to the association web page.

- 2005 Federation Dues Request
Association dues for the Federation are funded by the Soybean Association. The Federation has requested a \$50 dues increase to all associations. It is the recommendation of the Executive Board to pay the \$50 dues increase if it is approved by the Federation in order to remain a member of the Federation. Motion to recommend by Kay Williamson; seconded by Jancie Dotson. Motion carried.
- Epsilon Sigma Phi
Epsilon Sigma Phi has again request to be allowed to join the Federation after having been denied twice. It is the recommendation of the Executive Board to vote against their becoming members of the Federation when their application is reviewed at the Federation Forum. Motion to recommend our association vote against their joining made by Chris Austin; seconded by Miranda Pope. Motion carried.

ANNOUNCEMENTS

- The North Central District will extend an invitation to the 2005 State Meeting to be held in Durham Research Triangle Park on September 29-30, 2005.

There being no other business, Janet Mabry made the motion to adjourn; seconded by Chris Austin. Adjourned 11:15 a.m.

Respectfully submitted

Cathy Harvey,
NCCESA Secretary