

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

**Conover Room, Holiday Inn Select
Hickory, NC
September 15, 2004**

Melanie Chevalier, President, call the Executive Board Meeting of the NC Cooperative Extension Secretaries Association to order. Other members present were Regina O'Pharrow Gardner, 1st Vice President; Chris Austin, 2nd Vice President; Cathy Harvey, Secretary; Faye Black, Treasurer; and Shelia Ange, Parliamentarian.

The agenda was presented and approved.

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

Cathy Harvey, Secretary, presented minutes for review. A motion was made by Chris Austin, seconded by Regina O'Pharrow Gardner, to dispense with reading of the minutes and accept as presented. Motion carried.

Faye Black, Treasurer, gave the Financial Report. Faye shared information contained in her checking account spreadsheet. After review and discussion, it was agreed for Faye to make a couple of minor corrections and submit a copy of the corrected spreadsheet to the secretary for filing. Faye commented that there was a tie for the state winner of the Awards of Excellence. Dr. Ort requested we present awards to all three winners stating his office would pay the expenses for the additional winner. Chris Austin made a motion to accept the report with the specified corrections, seconded by Regina O'Pharrow Gardner. Motion carried.

COMMITTEE REPORTS (The President commented on Standing Committees)

- Finance - Treasurer, Faye Black, presented the 2004-2005 Proposed Budget for review and discussion. A total of two proposals were submitted, one which included a \$5 dues increase per member. After general group discussion, Chris Austin made the motion to have the treasurer present the proposed budget which did not include a dues increase at the Board of Directors meeting. Seconded by Regina O'Pharrow Gardner.
- Rules & By-laws - The changes recommended by the committee for the name change were approved and posted to the web.
- Nominating - The 2nd Vice President was due to come from the West District. They were unable to secure a willing candidate so this position will be filled from the next district on the rotation schedule which is Northwest. The slate of officers to be presented are:

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

- Professional Improvement - Will be awarded.
- Executive Board Award - Regina stated there were two nominations for this award and the winner will be announced at Wednesday's meeting.
- Herter O'Neal Scholarship - Chris stated Deena Lee of Garysburg, Northeast District, was the recipient of the scholarship.

OLD BUSINESS

- Sue Mills Lighthouse Award - Janet Mabry stated the award would be presented at the banquet on Thursday night.
- Working Papers - Cathy is still collecting "working papers" of officer tasks to be included in officer notebooks. She will mail completed packets to each officer once compilation is complete.

NEW BUSINESS

- Honorary Membership - Information was shared on the list of nominees for Honorary Membership. Chris Austin made the motion to recommend the Board of Directors approve all applicants for Honorary Membership; 2nd by Faye Black.
- Sponsor Donations - The Ag Agents' association has agreed to sponsor \$1,000 toward state meeting expenses; the Corn Grower's Association has agreed to sponsor \$250. Each has requested a letter be submitted to obtain the funds.
- Ag Agent Meeting - The Ag Agents Association will be hosting their National meeting in Greensboro in 2008 and they have requested assistance from our association.
- Federation Dues - The Soybean Association has been paying \$750 to the Federation to cover dues from each association which also includes our association. The Federation has requested an additional \$50 dues from each association. Motion was made by Chris Austin to recommend to the board that we comply with their request; 2nd by Regina O'Pharrow Gardner.
- Epsilon Sigma Phi - They have asked to join the Federation once again and we need to ascertain from the Board of Directors how our representatives are to vote. Chris Austin made the motion to recommend we vote no; 2nd by Regina O'Pharrow Gardner.
- Special Guests - We should have visiting members from South Carolina in attendance; Alabama had to cancel due to storms and airport closings.

Meeting adjourned.

Respectfully Submitted,

Cathy Harvey
NCCESA State Secretary