

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

**McKimmon Center
Raleigh NC
February 20, 2004 -- 9:50 a.m.**

State President, Melanie Chevalier, called the 2004 NCCESA Board of Directors meeting to order at 9:50 a.m. Copies of the agenda were distributed for review. Devona Beard made a motion to accept the agenda; seconded by Chris Austin. Motion carried.

Shelia Ange, Parliamentarian, declared that a quorum was present for the purpose of conducting business of the North Carolina Cooperative Extension Secretaries' Association. All present were invited to join in discussion, however, only members of the Board of Directors were eligible to participate in the voting process regarding business of the association.

Regina O'Pharrow, 1st Vice President presented the Thought for the Day entitled "What You Do With It".

Dr. Jon Ort, Associate Dean & Director, brought greetings and remarks on behalf of NCCES. He spoke briefly on the current interim dean situation. Other topics of interest included the planned District Extension Conferences, the Extension Marketing Initiative, 2004 Secretarial In-Service Training, and Career Banding for Administrative Positions.

2004 In-Service Training - Committee plans to partner a POD faculty member with one of the secretary competency authors to conduct in-service training together as a team. Funds for the training have been approved and a date will be set for this calendar year.

Career Banding for Administrative Positions - It will impact all of our organization. Dr. Ort encouraged secretaries to contact Harvey Lineberry or Sheri Schwab with questions regarding this matter.

District Extension Conference - Staff and faculty from the seven districts will get together for the first time.

Extension Marketing Initiative - Will focus on marketing Cooperative Extension, not the universities.

Dr. Wanda Sykes, Southeast District Extension Director, presented an informative and entertaining program on leadership entitled "Lions Don't Need to Roar". A copy of the program is enclosed.

BUSINESS SESSION

Cathy Harvey, State Secretary, called the roll. The districts were represented as follows:

- North East - 3
 - North Central - 6
 - North West - 4
 - South East - 7
 - South Central - 3
 - South West - 7
 - West - 1
 - Campus - 3
- (Attendance roster enclosed with official minutes)

The minutes of the last Board of Directors' Meeting, September 25, 2003, were distributed by State Secretary Cathy Harvey for review. Kay Williams made a motion to dispense with reading of the minutes and accept as presented; seconded by Sandy Kanupp. Motion carried.

Faye Black, State Treasurer, provided a copy of the financial report to those present (Enclosed with official minutes). Account balances were as follows:

- Checking Account: \$3,428.76
- Money Market Account: \$11,838.53
- Savings Account: \$52.16
- **Total Liquid Assets: \$15,319.95**

Linda Creech made a motion to accept the financial report as presented; seconded by Janice Dotson. Motion carried.

COMMITTEE REPORTS

- Membership: Submitted by Linda Lemons, Chairman (the report was received after the Board of Director's meeting and follows). Contact has been made with someone from each district regarding membership with the following results:
 - Campus Chapter - 27 members, 4 are honorary and 5 are new members. **Listing has been sent to all eligible campus members. Eighty people are eligible for membership. Mary Cox is working on this and she has indicated that she has a mailing ready to go out but is waiting to send nearer their meeting time. She did not indicate when they meet. This message was received on February 9, 2004.
 - North Central - 37 paid members (Wake County has not paid). Contact was made with Pam Fitzgerald who was going to pass the info on to Faye Black. Pam stated no one was a member except Faye. Several attempts to contact Faye have been made by telephone and email.
 - South Central - 100% membership.
 - Northeast - 100% with 32 paid secretaries and 6 honorary.
 - Northwest - 34 paid members and 1 retiree. One person each in Wayne and New Hanover Counties have not paid (Their dues are not paid by the county). Contact via e-mail has been made to both. Carteret County currently has one vacant position.
 - Southwest - 100% paid membership (they have one secretary about to retire who did not join).
 - West - 31 members. They have a new administrative secretary in Graham interested in joining; Clay County does not have a permanent administrative secretary at present.
 - Note - Contact has been made with Alice Pennix, NCA&T. Alice responded they are very much interested in joining our association. She plans to take a poll to see how many are interested and will be back in contact. Buffy Scott was given as a contact for their district and they plan to submit their membership dues.
- Nominating: Pearl Blount, Chairman, was absent; Janet Mabry reported on her behalf. Nominations for state officers are due by August 1. The 1st vice president moves up to president. According to the district rotation, the 2nd Vice President will come from the West District (this district was encouraged to be thinking on candidates for this position). The eligibility list and nominations forms are on the NCCESA website. The secretary and treasurer may come from any district. The past president serves as advisory. Janet encouraged everyone to be thinking of possible nominees for these positions. Further information will be included in the June state newsletter.
- Professional Improvement: Pat Gunter, Chairman, stated there was nothing to report but requested the name of the past committee chairman: Sheila Ange.
- Public Relations: Chairman Rhonda Gaster was absent due to sickness; Melanie Chevalier presented her report. The winter NCCESA Newsletter was posted to the web in January. There were few responses submitted. Everyone was encouraged to submit items for the newsletter. The deadline to submit entries for the spring newsletter is June 1. (copy of newsletter enclosed)
- Reflections: Becky Troutman, Chairman, reported that photos for the scrapbook be sent to the new address: NC Cooperative Extension, Cabarrus County Center, 715 Cabarrus Avenue - West, Concord NC 28027 or

via email to cabarrusctyces@hotmail.com. She encouraged everyone to send information on events in their county and district. The date of the event, people in photos, caption and county/district represented should be included. There are a total of 11 scrapbooks. Special thanks was expressed to Nancy Worley, past chairman, and her committee for the thorough, creative reflections of NCCESA during their tenure.

- Rules & By Laws: Nancy Miller, Chairman, distributed copies of recommended changes to the rules and by-laws. The committee recommends the name North Carolina Cooperative Extension Service be updated to North Carolina Cooperative Extension throughout the by-laws and on the web. Additional recommendations included changes regarding Article IX - Federation. A copy of the recommendations are enclosed. The Board of Directors voted to accept the recommended changes.

DISTRICT REPORTS

- Northeast - Jean Sigmon, President, reporting. They have 100% membership with 28 members. The fall meeting was held in Chowan County at the local Methodist Church (due to a visit from Hurricane Isabel) with 24 members present. Dr. Russel King, District Director, reported everyone would be expected to attend the one day District Conference scheduled for March 29th at the Vernon James Center in Plymouth. Melanie Chevalier was presented a plaque as outgoing District President. Nine secretaries attended the 2003 state meeting in High Point. Mary Sue Wright-Baker and Shelia Ange reported at our fall meeting. Raffle tickets will be sold at the state meeting in September. Melanie Chevalier and Jean Sigmon attended the Federation meeting in Lee County in December. Their district will receive the Herter O'Neal Scholarship this year and they are recruiting applications. Information was sent to each county, news media, public and private schools, and local community colleges. This information was also submitted to Susan Brame for posting on the NCCESA website for future use and includes guidelines, application, sample letter for guidance counselors. and a letter for news release. Secret Pal names were drawn for the first time and a "Bright Ideas Award" was implemented. The 4-H Scholarship Award was also received by this district. Nominations for the "Secretary of the Year" are currently being sought. The spring meeting will be held in Currituck County.
- Southeast - Pam Brylowe, President, reporting. The Southeast District meets twice a year. The 2003 spring meeting was held in Onslow County on April 25th with 36 members present including two new members Lois Caison, retired Administrative Secretary for Brunswick County, was recognized and presented with a retirement card from the district members. The 2003 fall meeting was held in Pender County on October 31st with 28 members present including two new members. The following SED secretaries received Awards of Excellence at the 2003 state meeting in High Point: Jo Strobush for Computer Utilization and Cynthia Potter for Leadership. Cynthia Potter was awarded the SED Secretary of the Year Award for 2002. Regina O'Pharrow was also recognized for serving as 1st Vice President on the State Association Executive Board. Members voted to develop a SED Secretaries Association web page with the assistance of our Area Information Management Agent, Adrian Gaskins. The 2004 scholarships are scheduled as follows: 4-H Scholarship - Pamlico County; Secretary Scholarship - Carteret County; Charitable Contributions - Jones County. The 2004 spring meeting is scheduled for April 15th at the home of Dr. Wanda Sykes in Halifax County.
- West - Janice Dotson, President, reporting. The West District has 31 members. This is not 100% but they are working toward that goal. The spring meeting was held in Macon County on April 24th. Ann Hall, Administrative Secretary in Jackson County, retired December 2002. We are proud to announce that Linda Buchanan, Administrative Secretary in Graham County, was hired as Assistant Family & Consumer Science Agent in the same county. After lunch, the group toured the Macon County Environmental Resource Center which was an old hog farm. Part of the slaughter house was converted into a beautiful meeting/resource center. The agricultural Extension agent provided a slide presentation showing what they are looked like prior to the renovation. The master gardeners have accepted the project of caring for the ground surrounding the center. The fall meeting was held in Yancey County on August 22nd. Two new secretaries were hired since the spring meeting: Amy Holder, Administrative Secretary in Graham County, and Teresa Womack, Extension Secretary in Jackson County. The 2002 Secretary of the Year Award was presented to Tami Hagie from Avery County. The 2003 4-H Scholarship was awarded to Jean Torres, an 11 year-old youth from Henderson County who attended Project Camp at Swannanoa. A thank-you note and picture were shared with the group. The 2004 4-H Scholarship was awarded to Haywood County. Patty Presnell, Administrative Secretary in Mitchell County won the door prize which was provided by the

Cherokee Reservation. New officers were installed. A "white elephant" fundraiser sale is planned for the spring meeting. After lunch, the group toured the Energy Xchange - a Renewable Energy Center. This facility demonstrates responsible use of landfill gas as an energy source for small enterprises. Some of the enterprises included: Business Center, Pottery Studio, Glassblowing Studio, Aquaponics Greenhouse, Production Greenhouses, The Garden, CPL Gallery Mechanical Building. The 2004 spring meeting will be held in Buncombe County.

- North Central - Addie Sugg, President, reporting. The North Central District has Ms. Mary Bea Kolbe presented an educational program on "Women Living Healthy/Women Living Well". Gloria Morning was congratulated on being named the Administrative Professional of the Year by the Tarboro Edgecombe Chamber of Commerce. Linda Creech received the Secretary of the Year Award. Two new secretaries, Michelle Owens, Edgecombe County, and Sandra Stafford, Franklin County, were welcomed. The fall meeting was hosted by Granville County on October 31st. Committees were assigned and Johnsie Cunningham gave a presentation on dressing for success. Karen Whitley was recognized for being voted on as an honorary member of the association. Susan Brame was congratulated on receiving the 2003 Award of Excellence for Leadership at the 2003 state meeting. A report on plans for the 2005 state meeting, which will be hosted by the North Central District, was presented by the committee spokesperson, Susan Brame, Vance County. The 2004 spring meeting is scheduled for May 7 in Halifax County.
- South Central - Starla Harwood, President, reporting. South Central District has 100% membership with 37 members including 3 new secretaries from Moore, Richmond and Scotland counties. The Secretary of the Year Award was presented to Denise Prevatte, Robeson County, at the 2003 fall meeting which was held in Montgomery County. The 2004 spring meeting will be held in Richmond County in April. The group discussed possible fundraisers for the 2006 state meeting which will be hosted by South Central.
- Campus - Ramona Herring, President, reporting. The Campus Chapter has 27 members; 18 active/paid, 5 new (non-pay for the first year), and 4 honorary non/paid. The 2003 Secretary of the Year Award was presented to Joan Little at the April 2003 meeting. Joan has been a member of the campus chapter since December 1991. She serves as the Accounting Specialist in Extension Administration. Joan received a plaque and a \$75 check. A picnic was held at Pullen Park in June. Attending members brought a covered dish and each received a homemade placemat and a small sand bucket with candy. Eight members attended the state meeting in High Point in September. The December holiday luncheon was held at the Golden Corral, Crossroads Shopping Center, where everyone played "Swapping Santa" gift exchange. Dr. Celvia Stovall, Family Resource Management Specialist, was the guest speaker at the January meeting. In her topic "10 Things That Impact Financial Success" she discussed how to save and budget money and when to teach children about saving money. The information was both valuable and informative. The next meeting will be held on April 14, 2004 and will include a guest speaker.
- Northwest - Donna Fulp, President, reporting. The Northwest District members are taking a much needed rest after hosting the state association meeting in 2003. The meeting received good media coverage thru an article in the High Point newspaper. Refunds were approved and mailed for secretaries who could not attend due to hurricane. The fall district meeting was held October 15, 2003 in Lexington. An informative program on scrapbooking was presented and Secret Pal names were distributed. Bob Edwards, former CED, was named as their new District Director. They are in the process of selecting recipients for the district scholarship, the Bright Idea Award, and the Secretary of the Year Award. A&T State University secretaries have been invited to attend the May 7, 2004 district meeting in Davie County. They have been working diligently to get them to join our association. Rockingham County has started a lunch time ECA Club to enhance personal and professional improvement. Denise Brown, webmaster, is responsible for the monthly newsletter which showcases a district secretary and her "Extension Story".
- Southwest - Cyndy Phares, President, reporting. The Southwest District has 100% membership. Several Southwest District secretaries have been recognized with various awards: 2003 Award of Excellence in Technology - Gail Lail; 2003 Award of Excellence in Special Leadership - Christine Barrier; 2003 Meritorious Support Award from Epsilon Sigma Phi - Sandra Kanupp; 2003 SWD Secretary of the year - Lorene Poole. The SWD is honored to have Chris Austin as the 2003-04 State 2nd Vice President. We look forward to hosting the 2004 State Meeting at the Holiday In Select in Hickory on September 16-17, 2004.

SPECIAL COMMITTEE REPORTS

- Federation - Presented by Miranda Pope, Federation Web Master. The Federation Forum was held December 12, 2003 in Lee County. Presentations were given on Extension and Engagement, the Gateway Pilot Project and the State Employees Association of NC. Drs. Jon Ort and Ray McKinnie gave a budget update and discussed how the Federation could help Administration. After lunch, reports were given from each association and the business session followed. Under new business, the request by Epsilon Sigma Phi to join the Federation was voted on by paper ballot and defeated. Several of the proposed Constitution changes were removed and sent back to committee before the vote was taken on changing the Constitution. The approved version is on the NCFCEA website <http://www.ces.nsu.edu/assn/federation/>. Officers for 2004 were elected and installed. Officers for 2004 were elected and installed. They are: President - James Cochran, Robeson County; President-Elect - Aggie Rogers, Robeson County; Secretary - Susan Condlin, Lee County; Treasurer - Dee Shore, NCSU; Webmaster - Miranda Pope, Catawba County; and Past President - Robert Lopp, Davidson County. NCCESA is responsible for providing the Federation Treasurer for 2005.
- Staff Senate Report - Presented by Cathy Harvey, State Secretary and Staff Senate representative. Currently there are several Extension secretaries serving as senators (those present were requested to stand). Many issues discussed at Staff Senate affect campus employees more than those of in the counties. However, efforts are being made to increase the flow of communication between campus and field employees. Everyone was encouraged to share issues, concerns, or suggestions with senators so they can be addressed at future meetings. We can't "move the mountain" but we can be heard and hopefully address concerns of county staff. Minutes from Senate meetings are posted on the Staff Senate website and there is a link to this site from the NCCESA website.
- Horn of Plenty - Presented by Melanie Chevalier, President. The Horn of Plenty will be held at Taylor Ranch in Buncombe County near Ashville on August 20th. It is an outside event held under tents this year. Our association is responsible for providing tea. We served approximately 35 gallons of tea last year.
- Executive Board Award - Presented by Regina O'Pharrow, 1st Vice President. The NCCESA Executive Board Award is presented annually to an outstanding association member. The award is based on participation, contribution and cooperation with the association. Any NCCESA member is eligible to nominate any other association member. It is not limited to a person who has served as an officer at any level, but it should be someone who has exhibited outstanding loyalty and dedication to the association. Applications are due to the 1st Vice President by August 1, 2004. Reminders will be forwarded to association members.
- Herter-O'Neal Scholarship - Presented by Chris Austin, 2nd Vice President. The scholarship is presented to a high school senior each year who plans to pursue a career in the secretarial profession. The winner of this year's scholarship will be selected from applicants in the Northeast District. Jean Sigmon, President of the Northeast District has sent the information pertinent to this scholarship to those counties within her district. Each county has provided high schools and colleges with the information and it will be distributed to the student body via their guidance offices. Applications are to be submitted to Jean by March 1, 2004. She will forward the applications to the 2004 Herter-O'Neal Scholarship Committee no later than March 10, 2004. The committee will review the applications and choose a qualified recipient by the end of March.

UNFINISHED BUSINESS

- Sue Mills Memorial Fund - Presented by Janet Mabry, Committee Chairman and NCCESA Advisor. The first Sue Mills Lighthouse Award will be presented at the 2004 NCCESA State meeting. The recipient will receive a lighthouse with engraved plate showing: Recipients' Name, Sue Mills Lighthouse Award, Spirit of Light, 2004. The recipient will also receive a framed certificate and a check in the amount of \$100. Award Selection Committee in 2004 will be members of the original Sue Mills Memorial Fund Committee: Janet Mabry, Chairman, Melanie Chevalier, Devona Beard, Brenda Conway, Chris Austin, Janice Dotson, Ginger McGhee, Regina O'Pharrow, Christine Barrier, and a representative from NC Cooperative Extension Foundation. Thereafter, the Award Selection Committee will be comprised of NCCESA district presidents, representative from NC Cooperative Extension Foundation and chaired by the association state president. Selection criteria will focus on how well the nominee is portrayed as possessing leadership qualities and enthusiasm related to their career in NC Cooperative Extension and zest for life - qualities we all admired in Sue. Other qualities about the nominee may be included as well. Nomination should be no longer than two pages, double spaced, font size 12. Deadline to submit nominations will be 5:00 p.m. on

August 1. Late submissions will not be considered. Submittal information will be on the nomination form. All information about the Sue Mills Lighthouse Award will be added to the Awards Section of our association website. The current application is "draft" in case changes need to be made.

NEW BUSINESS

- Honorary Members - Presented by Melanie Chevalier, NCCESA President. The name of Carol Ann Hardee, Pitt County, was submitted. Carol Ann was a charter member of our association. She retired September 1, 2003 with 29 years of service. She has served as State President, 1st & 2nd Vice President and Advisor. She also chaired the Membership and Nominating Committees. She attended association meetings regularly, willingly did anything asked of her and consistently gave "100%". The nomination was submitted by the Northeast District. Motion to approve made by Jean Sigmon; seconded by Kay Williamson. Motion passed and will be presented to the general membership for a vote at the state meeting in September. The opportunity for nominations from the floor was given. Miranda Pope, Southwest District, presented nominations for Nancy Payne Faulk who was the Administrative Secretary for Alexander County and retired on December 2003. She was a charter member and served Extension for 30 years. Nancy has served as an officer at the state and county levels, chaired both state and district committees, and was a recipient of the Executive Board Award. Gail Lail, Secretary for Burke County, was also nominated. She retired January 2004. She was with Extension for 30 years. She was not a charter member but joined the association the following year with 29 years membership. Though she did not serve as a state officer, she did serve in all officer positions at the district level and was district president several times. She has participated in both state and district committees. She attended state and district meetings faithfully. She was always in the background striving to further the purpose of our association. Nancy Miller made a motion to accept both nominations; seconded by Chris Austin. Motion carried. Their names will also be submitted at the state meeting for member vote.

No other new business.

ANNOUNCEMENTS

The NCCESA 2004 will be hosted by the Southwest District. It will be held at Holiday Inn Select in Hickory on September 16 & 17, 2004. The theme will be "Building on the Best." Everyone is encouraged to attend.

Motion to adjourn the meeting made by Chris Austin; seconded by Pam Brylowe. Meeting adjourned.

Respectfully submitted by:

Cathy Harvey
NCCESA Secretary