

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

**Brownstone Hotel & Conference Center
Raleigh NC
February 19, 2004 - 7:00 p.m.**

Melanie Chevalier, President, called the Executive Board Meeting of the NC Cooperative Extension Secretaries Association to order.

Attending were Melanie Chevalier, President; Regina O'Pharrow, 1st VP; Chris Austin, 2nd VP; Cathy Harvey, Secretary; Faye Black, Treasurer; Janet Mabry, Advisor; Shelia Ange, Parliamentarian; Miranda Pope, Federation Officer.

The agenda was presented and approved.

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

Minutes of the September 24, 2003 Executive Board Meeting were distributed by Cathy Harvey, Secretary, for review; they are also posted to the association's website. A motion was made by Chris Austin and seconded by Faye Black to dispense with reading of the minutes and accept as presented. Motion carried.

Faye Black, Treasurer, presented the financial report as follows:

- Checking account balance: \$ 3,428.76
- Money Market balance: \$11,838.53
- Savings account balance : \$ 52.66
- Total Liquid Assets: \$15,319.95

A motion was made by Regina O'Pharrow and seconded to accept the treasurers' report as presented. Motion carried. Faye reported that dues had been received for 260 members; none from A&T. It was stated that the Finance Committee would meet tomorrow, February 20, 2004 at the Board of Director's Meeting.

Melanie stated that committee reports would be presented at the Board of Director's Meeting tomorrow, however, a few would be discussed briefly at this meeting.

- Membership: Melanie requested we stay in communication with Sheri Schwab on getting a list of new hires since they conduct new employee orientation the first Wednesday in each month. Melanie anticipates an e-mail from Sheri of new hires which she will forward to the membership committee. We can send all new employees information on our association, refer them to our website, and invite them to join.
- Rules & By-laws: Janet Mabry reported that recommended changes from the committee concern the Federation. We need to change the by-laws to go with the way the Federation operates. Our by-laws are a little misleading on how we select our delegates. The suggested changes would affect Sections 2 & 4 and were submitted by Nancy Miller. The proposed reading of the by-laws would be "NCCESA representatives on the Board of Directors of the NCFCEA, hereinafter known as Federation, shall be the NCCESA President and First Vice President." Section 2 would be changed to "The NCCESA delegation to the Federation Forum shall consist of the NCCESA Executive Board members, Federation Officer, and District Presidents from districts not represented otherwise in this delegation." Section 4 would be changed to "The NCCESA Federation Officer shall be nominated from a list of eligible members and selected by vote of the Board of Directors of NCCESA. NCCESA membership shall approve its Federation Officer by majority vote at the annual meeting. Eligible members must meet the following qualifications:?" which we would

leave as they are in the by-laws. Because Federation changed how they select their officers, we need to change our by-laws so we are consistent. These changes should take care of this. A vote will be requested at the Board of Director's meeting regarding changing the name North Carolina Cooperative Extension Service by dropping "service" throughout the by-laws. This is necessary to give A&T members the opportunity to join.

- Nominating: Melanie stated Pearl Blount will not be in attendance tomorrow but she sent her report.
- Public Relations: Rhonda Gaster has the flu and will not be in attendance tomorrow. She can send a copy of the minutes from her committee when she returns to work. She sent a report about the newsletter; it went out later than we planned.

Special Committee Reports

- Federation: Miranda Pope will give her report tomorrow. Basically, Epsilon Sigma Phi had asked to join but it was defeated. They can request again in the future. This is their second denial. There were changes made to the constitution and posted to the website.
- Staff Senate: Cathy Harvey will report tomorrow. Most Staff Senate issues benefit the employees on campus. The Human Resource committee is trying to work on items to extend beyond the campus border. One such benefit is a book loan program that would entitle staff to receive a specific dollar limit of textbooks that would be returned at the end of their class. A sponsor will have to be obtained to cover costs. Initially, this would be for personnel only. If the program and sponsorship is successful, we hope to extend it to staff dependents enrolled at NCSU as well. We hope to pursue perks for staff in the county with local businesses. The Senate also expressed the importance of being a member of the State Employees Association.
- Horn of Plenty: Melanie spoke with Kenneth Reeves, Horn of Plenty Chairman, and offered for our association to furnish tea. Eric Caldwell is the procurement officer for the Horn of Plenty and he accepted our offer and stated he appreciates our support. The Horn of Plenty is August 20, 2004 at Taylor Ranch, Buncombe County near Asheville. There will be tents provided. Cathy Harvey asked about the selection process for assisting at the Horn of Plenty. Janet Mabry responded the opportunity is first offered to the Executive Board officers. Melanie stated we could use everyone from the Executive Board. Sheila Ange, Chris Austin, Miranda Pope, Regina O'Pharrow, Faye Black, and Cathy Harvey agreed to assist. Faye Black asked if the association paid for travel expenses of members who attended. Melanie stated we solicit county support first but the association will pay for officers if the county refuses. Melanie will keep us posted.
- Sue Mills Memorial Fund: Janet Mabry shared the criteria and other information composed by the committee. The first award will be presented at the 2004 state meeting. The recipient will receive a lighthouse with an engraved plate, a framed certificate and a check in the amount \$100. The selection committee will be the original members of the establishment committee for the first year. Beginning 2005, the selection committee will be comprised of district presidents, a representative from NCCE Foundation and the state president will be chairman. Deadline for submission will be August 1.
- 2004 Secretary In-Service Training: Dr. Ort will give an update at the Board of Director's meeting tomorrow.

Storage Issues: Melanie commented about the large amount of paperwork that accompanies officer positions and the need for storage of archived records. We have permission to store in university archives. This would allow us to reference on-site but not be available for checkout nor could files be removed from the site. Other suggestions included archiving electronically by scanning to disc or other method. Melanie will follow-up with Susan Brame, Web Master, about archiving all the official minutes. Presidential information passed to the next individual will be theirs to do with as they choose. Financial records and secretarial records will need to remain intact. Cathy Harvey asked for approval to erase and re-use cassettes. Currently there is a tote full of cassettes. She also asked for permission to purchase a luggage cart to be assigned with the secretarial files for ease of transport. It was agreed for officers, ie. secretary, treasurer, to purchase if needed and submit to Melanie for re-imbusement approval.

NCACAA's Contribution: Melanie received an email from Marjorie Rayburn, President of Ag Agents Association. They gave us \$1,000 donation last year; a decrease from the \$2,000 received in the previous years. The NCACAA

Board of Directors has requested additional information on how the funds are used. They would also like to know the number of active members (254), whether we have solicited support from other professional associations, ie. FCS and 4-H, and whether we have sought to obtain sponsorship from area businesses. Currently, funds received are equally divided between scholarships, awards, host district expenses for our state meeting and money market. Some of their board members have suggested the funding be used exclusively for state meeting expenses and not to fund scholarships and Awards of Excellence. Melanie will respond to Marjorie's specific questions. Chris commented on how helpful the scholarship was to her. Melanie asked her if she would be willing to write a letter, as a former recipient, to express how beneficial the scholarship has been.

New Business

- **Honorary Members:** Only one nomination received, Carol Ann Hardee from Pitt County. Motion carried
- **Executive Board Award:** Regina O'Pharrow gave an update. Applications are due to her by August 1, 2004. She will distribute forms at the Board of Director's meeting tomorrow.
- **Herter O'Neal Scholarship:** Chris Austin gave a brief update. She contacted Jean Sigmon, President in NE District. Jean distributed the info to members of the NC District. She requested all applications be to her by March 1, 2004; she will forward to Chris by March 10 so the committee can make a selection. Nominations are limited to five.
- **Federation Officer Report:** Miranda Pope stated that our association is responsible for the Treasurer position for 2005. Melanie will submit an updated list of eligible secretaries to Susan Brame for posting to the web.

Announcements: State Meeting is scheduled for September 16-17, 2004 and will be hosted by Southwest District in Hickory. The theme is "Building on the Best". Alabama State Meeting is May 12-14, 2004. Susan Stokes, President, invited us to attend their meeting. If anyone would like to go, please let Melanie know and she will forward the information. There was general discussion on the importance of maintaining relationships with South Carolina, Alabama, and other Southeastern states. Janet Mabry encouraged our maintaining our associations in the event we attempt to become a national association. Melanie will look into the details for the Alabama and South Carolina state meetings. The finance committee will make a recommendation as requested by the Executive Board to budget for travel expenses related to officers attending other state meetings.

Working Papers: Chris Austin recommended each officer compile a notebook of "working papers" for their office which would outline the responsibilities of the position. It can be enhanced as time progresses. Cathy Harvey suggested that each officer notebook be conclusive so all have the same information on the role of each position. All agreed and will begin the process for their individual position and the board will review at the next Executive Board meeting.

Chris Austin made a motion that the meeting be adjourned, seconded by Janet Mabry; motion carried. Meeting adjourned.

Respectfully submitted,

Cathy Harvey
NCCESA State Secretary, 2004