

**32nd Annual Meeting
North Carolina Cooperative Extension Secretaries Association**

**Sheraton Imperial Hotel & Convention Center
Durham, NC
November 1, 2005**

The 32nd Annual Meeting of the NC Cooperative Extension Secretaries Association was held at the Sheraton Imperial Hotel & Convention Center in Durham, North Carolina on October 31st - November 1st, 2005. The North Central District was the host for this meeting. The theme for the meeting was "Follow Your Rainbows."

Regina Gardner, President, called the meeting to order. She thanked the North Central District for being the host of our meeting. Sandra Smith-Hopkins, Rowan County, made a motion to accept the proposed agenda; seconded by Devona Beard, Bladen County. Motion carried.

Sheilia Griffis, Parliamentarian, declared that there was a quorum present.

ROLL CALL: Wendy Garner, Secretary, conducted the roll call as follows:

- Northeast - 16
- North Central - 26
- Northwest - 13
- Southeast - 16
- South Central - 18
- Southwest - 16
- West - 6
- Campus - 11
- A total of 122 members were in attendance.

MINUTES

Wendy Garner, Secretary, stated that the minutes of the last meeting were posted on the website. Chris Austin, 1st Vice President, made a motion that the minutes be accepted; seconded by Tracy Brown, Campus. Motion carried.

TREASURER'S REPORT

Copies of the Treasurer's Report was distributed previously to members present. Debby King, 2006 Treasurer, gave the report in the absence of Starla Harwood, 2005 Treasurer. The report read as follows:

- Checking Account
 - Beginning Balance: \$1,195.95
 - Receipts: \$7,784.93
 - Expenditures: \$3,904.78
 - Ending Balance: \$5,076.10
- Money Market Account \$12,252.85
- Savings Account \$54.04

A motion was made to accept the Treasurer's Report as presented. Seconded by Brenda Brown, Onslow County. Motion carried.

COMMITTEE REPORTS

- FINANCE - Debby King, 2006 Treasurer, standing in for Starla Harwood, 2005 Treasurer
The Finance Committee recommends that the mileage reimbursement rate be increased to match the current state rate. This rate has not been increased in some time, and several officers do not receive county support for their travel. Devona Beard, Bladen County made a motion to follow the recommendation of the Finance Committee and raise the mileage reimbursement rate to match the state rate; seconded by Pam Brylowe, Jones County. Motion carried.
- MEMBERSHIP - Brenda Brown, Onslow County, Chairman
Brenda presented a report about the membership of our Association. She said that each district had reported to her the following:
 - Campus: Has 31 paid members and 6 honorary members.
 - North Central: Has 100% membership with 1 new member.
 - Northeast: Has 100% membership.
 - Northwest: Has 36 paid members, 2 honorary and 5 new members.
 - South Central: Has 100% membership with 3 new members.
 - Southeast: Has 35 paid members, 14 retirees, 12 honorary and 2 new members.
 - Southwest: Has 31 paid members, 16 honorary and 1 new member.
 - West: Has 31 paid members, 3 retirees and 4 honorary members.
- NOMINATING - Sandra-Smith Hopkins, Rowan County, Chairman
The nominating committee submits the following persons as the slate of officers for the year 2006:
 - President - Chris Austin, Southwest District, Union County
 - 1st Vice President - Donna Fulp, Northwest District, Rockingham County
 - 2nd Vice President - Janet Vanjarrsveld, North Central District, Franklin County
 - Secretary - Marion Jay, North Central District, Person County
 - Treasurer - Debby King, Southeast District, Onslow County
 - Advisor - Regina O'Pharrow-Gardner, Southeast District, Jones County.

There were no nominations from the floor. Cathy Harvey, Onslow County, made a motion that we accept the slate of officers as presented by the nominating committee; seconded by Janice Dotson, West District.

- PROFESSIONAL IMPROVEMENT - MaryAnn Lofgren, Campus, Chairman.
MaryAnn congratulated the winners of the various awards which were recognized at the Awards Banquet last night. They were as follows:
 - Secretary Award for Excellence in Technology Utilization
 - Susan Brame - Campus
 - Cheryl Tripp - North Central District
 - Jean Sigmon - Northeast District
 - Dorothy Stobbs - Northwest District
 - Kay Morton - South Central District
 - Dean Benson - Southeast District
 - Chris Austin - Southwest District
 - **State Winner - Kay Morton**
 - *There were no nominees from the West District.
 - Secretary Award for Excellence in Special Leadership
 - Jane Dove Long - Campus
 - Gloria Morning - North Central District
 - Robbie Bridgers - Northeast District
 - Marie Bruff - Northwest District
 - Devona Beard - South Central District
 - Cathy Harvey - Southeast District
 - Carol Horne - Southwest District
 - Amy Holder - West District
 - **State Winner - Gloria Morning**
 - Professional Improvement Scholarship - Devona Beard, Bladen County and Juliette Shipley, Durham County.
 - Sue Mills Lighthouse Award - Jenny Wilson, Alamance County.

- Executive Board Award - Vicki Pettit, Campus Chapter.
- PUBLIC RELATIONS - Carol Horne, Rutherford County, Chairman.
The Public Relations State committee was made up of the following people: Hattie Baldwin (Buncombe Co.), Catherine Waddel (Surry Co.), Beverly Burney (Bladen Co.), Amy Twiddy (Camden Co.), Joan Hobbes (Craven Co.), Susan Brame (Campus), and Carol Horne (Rutherford Co.). The second NCCESA Newsletter was posted to the web in July 2005. We received only 2 announcements to post. Janet Mabry and Starla Harwood received the 2004 North Carolina Cooperative Extension Service Foundation Search for Excellence Award in the category for secretaries. Janet and Starla were each presented a framed certificate and one "oscar" during the awards presentations. Each received a monetary award as well. Also 4 Extension secretaries graduated from the Pathway Leadership Program in May 2005. They were Tracy Brown, Devona Beard, Pat Gunter and Carol Horne. This program is through NCSU Human Resources, Employee and Organizational Department. Pathways is a year long development program that links leadership development and University business needs. This year the Public Relations Committee requests that the Rules and By-Laws Committee reevaluate the functions of this committee. Recommendations were given for consideration.
- REFLECTIONS - Becky H. Troutman, Cabarrus County, Chairman.
The current system of reflecting information for the association may not be the most sufficient in order to protect it for future generations. Becky spoke with a scrap booking professional to find out details of what needs to be done. She suggests that we look into scanning our pictures and posting them on line as opposed to actual paper scrapbooks.
- RULES & BYLAWS - Linda Eure, Gates County, Chairman.
At the request of the Public Relations Committee, the Rules & Bylaws Committee reviewed the recommended changes in the Public Relations Committee responsibilities. After careful review, the committee agreed with the recommended changes. The changes were sent to Regina Gardner, President, for review and distribution to the Executive Board and the association's web master. The Executive Board approved these changes at their meeting held Sunday, October 30, 2005. The changes were presented to the Board of Director's at their meeting on Monday, October 31, 2005. The proposed changes to the rules & by-laws were posted to the NCCESA website for review by the membership. The changes affect the Public Relations Committee section under Standing Committees and Guidelines. See attached report for a complete listing of changes. Sandra Kanupp, Southwest District, made a motion to accept the changes as proposed; seconded by Tina Croom, Lenoir County. Motion carried.

DISTRICT REPORTS

- Northeast - Jean Sigmon, President
The Northeast District is busy preparing to host the 2007 State Meeting. They met in Dare County for their Fall Meeting. They watched a video that may be used for invitation to the 2007 State Meeting. They are still selling raffle tickets to raise money for the meeting. At the fall meeting they were pampered with facials and makeovers while learning skin care and makeup application tips. After the business meeting, the group walked to the Waterfront Trellis restaurant for a dutch treat lunch. The group met in Gates County for the spring meeting. The nominating committee presented the following slate of officers for the years 2005-2007:
 - President - MarySue Wright-Baker
 - 1st Vice President - Shelia Ange
 - 2nd Vice President - Linda Eure
 - Secretary - Wendy Garner
 - Treasurer - Donna Keene
 - Advisor - Jean Sigmon
- Bertie County was the recipient for this years 4-H Camp Scholarship. The 2004 Secretary of the Year Award was presented to Jean Sigmon along with a plaque and check for \$75.00.
- Southeast - Pam Brylowe, President
Brunswick County hosted the SE District Association's last meeting on March 4, 2005. We met at Crabby Oddwaters Restaurant in Sunset Beach along the scenic banks of the Inter Coastal Waterway. We had 29

active members and 1 retired member present. The finance committee reported that our audit was completed and everything was found to be in order. Our Public Relations committee reported that they would like to update our Reflections scrapbook and take new photos of all active and retired district members at either our fall meeting, or the 2006 spring meeting. Following the business session we were privileged to listen to an entertaining and enlightening presentation by Celia Rivenbark of Wilmington. Celia is a published author and columnist, bless her heart. Other 2005 highlights from the SE District include:

- Lenoir County received the 2005 District Charitable Contribution.
 - Pender County is in rotation to receive the 2005 District 4-H Scholarship.
 - Craven County is in rotation to receive the 2005 District Secretary's Scholarship.
 - The SE District Association was on the state rotation list to receive the Herter O'Neal Scholarship. Members of the state association's scholarship committee were presented and reviewed four applications from the SE District. They made their selection and the scholarship was presented by Cecilia Wilson, Administrative Secretary of the Pamlico County Extension, to Jennifer Anderson, a graduating senior from Pamlico County High School.
 - Planning began for hosting our 2008 state meeting.
 - The SE District officers serve two year terms. The nominating committee is prepared to present a new slate of officers to serve from 2005 to 2007. Elections and installation of officers will be held at our next district meeting on November 10th.
 - I'm pleased to report that our district association's website is up and running. While it is still a work in progress, it can now be access by a link from the state association's web site. Please visit.
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- West - Pam Dickson, President
The West District had their fall meeting together with the Southwest District on August 19 at the Research Station in Fletcher, NC. We were treated to a tour of the station and both the West and Southwest girls bid on items that each county had brought to be silently auctioned off. We enjoyed a catered lunch together and then broke up for our individual business meetings. The SW girls had given a report on a retreat that they had enjoyed because they had applied for and received Creative Reserve Funds. The West District thought they also would submit a grant request for Creative Reserve Funds. We just found out about 2 weeks ago that we were awarded the funds we asked for and even a little more! We are busy planning a learning and fun day for all secretaries in the District on May 11th. We have lined up a good speaker and are looking forward to getting together. We hope to take away from the meeting good things we can use at the office on an every day basis. We also installed our new officers: Pam Dickson, President; Susanne Winebarger, 1st Vice President; Isabelle Cable, 2nd Vice President; Susan Dotson, Secretary; and Elaine Clamser, Treasurer. The Secretary of the Year Award was presented with a plaque and a \$100.00 check to Patty Presnell from Mitchell County. We also would like to report on a new addition. Karen Ball, Administrative Secretary in Haywood County and her husband are the proud new parents of "Abbie Lauren" Ball. The family is home and doing well.
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- North Central - Marion Jay, President
The North Central District Cooperative Extension Secretaries Association met in Orange County on October 28, 2005 for their fall meeting. Second Vice President Elizabeth Wilson presided over the meeting attended by 22 secretaries including one who had retired. Guests on the program were Dr. Fletcher Barber, Jr., Orange County CED and Dr. Donald Cobb, District Director. We took a class and tour at Reba and Roses. The class had lots of answers about how to keep our office plants in good health. The business part of the meeting was making sure everyone knew what they were to do at the State Meeting on Sunday, Monday, and Tuesday. Some of our elder Secretaries reminded us of where the organization had come from and to be very thankful for all that they were allowing our organization to do. From having to meet on Saturday, to taking annual leave during the week to meet, to 3 days off and driving the state and county cars to all the meetings. We really have come a long way said Mrs. Miller. We had one secretary to retire from Granville County, Ms. Jean Green.
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- South Central - Devona Beard, 2005-2006 President
South Central had two very successful and informative meeting this year. We have 100% participation with 39 active members. We also have three new secretaries since our last state meeting: Roberto Cruz of

Scotland County, Penny McCartney of Robeson County and Kim Gibson of Montgomery County. We have been very busy making plans for the 2006 State Meeting. The 2006 State Meeting will be held at Mid Pines Golf Resort in Southern Pines, September 14-15, 2006. The theme is "Driving Fore Excellence in the Pines". The 2005 Spring Meeting was hosted by Scotland County at the Extension office in Laurinburg, Friday, April 29th. There were 32 active members and 3 retirees in attendance. Sharon English, Scotland County Acting CED and 4-H Agent, welcomed all of us to Scotland County. Libby Dolen, RN and Director of the Women's Center at Scotland Memorial Hospital presented a wonderful program on women's health issues. Stanly hosted the Fall Meeting on Friday, August 26th at the Extension office in Albemarle. There were 33 active members and 1 retiree in attendance. Lori Ivey, Stanly County Extension Director welcomed us and Mitch Owens gave a very informative program on Building Your Leadership Impact Through Social Power. Devona Beard of Bladen County, was presented with the 2005 Secretary of the Year Award. She received a plaque and a check for \$50.00. Our afternoon was spent making decisions about the 2006 State Meeting. New officers were installed as follows: President - Devona Beard, Bladen County; 1st Vice President - Katherine Morton, Lee County; 2nd Vice President - Leeann Crump, Richmond County; Treasurer - Janet Mabry, Stanly County; Secretary - Susan Johnson, Cumberland County; Advisor - Thetis Williams, Robeson County.

- Campus - MaryAnn Lofgren, President
Membership - As of 10/28/2005, we have: 20 Active Members, 7 Associate Members, 6 Honorary Members - for a total of 33 members.
- December 2004 - Campus Chapter held our Holiday Party, with guest speaker Dudley, Flood. We also held a Toys for Tots toy drive.
- January 2005 - Our guest speaker was Dr. Wanda Sykes, and her topic was "Keeping the Moose Alive!", a great team building program.
- April 2005 - Our guest speaker was Stan Dixon, who gave us a wonderful presentation on Health and Humor.
- June 2005 - Campus Chapter held our Annual Picnic with a luau theme at Pullen Park.
- August 2005 - New officers were installed as follows:
 - President - MaryAnn Lofgren
 - 1st Vice President - Susan Brame
 - 2nd Vice President - Tracy Brown
 - Secretary - Mary Cox
 - Treasurer - Charlotte Simpson
- Advisor - Karla Frizzelle
- Award Winners - Our Secretary of the Year is Karla Frizzelle.
- Our Chapter instituted a Sunshine Fund this year, which sends cards, flowers, and memorial donations to members who are ill or have a death in their family. This fund also provides a small gift for other life events such as birth of a baby, retirement, etc.

- Northwest - No report given.

- Southwest - Carol Horne
The NCCESA - Southwest and West Districts met Friday, August 19, 2005 at the Mountain Horticultural Crops Research and Extension Center in Fletcher. The meeting was hosted by Sandy Kanupp and Janice Dotson. Following the morning refreshments and greetings from Dr. Crandall and Harvey Fouts we boarded wagons and went a great Tour of the research station. Both districts together enjoyed getting to ride and mingle with each other during the tour. After returning we had lunch together. Business sessions were separate. Our new "Vision" was read by Sandy, each secretary received a copy to take back to their office - reminding them daily of our goals and mission. Sandy then discussed the community service plan. The committee decided to divide into 4 groups. Our community service project will serve in a cluster of 4 groups on a rotating basis. Each year one group will come up with one community service project in their group. Taking leadership and communicating needs to accomplish this project. Cluster groups are: One - Rutherford, Polk, McDowell and Sandy; Two - Alexander, Burke, Catawba, and Caldwell; Three - Cabarrus, Union, and Iredell; Four - Cleveland, Gaston and Lincoln. We have hope that this project will be

carried out under the public relations committee. Each cluster group will report to the chair of the Public Relations Committee with a great success story! You ask how we fund this on-going project? We propose a \$100.00 be allocated to the service project in each budget year.

SPECIAL COMMITTEE REPORTS

- Federation - Janet Mabry
The Federation will have their forum on December 9, 2005 in Lee County.
- Staff Senate - Chris Austin
Chris asked each of the senators that were present at the meeting to stand as a group in recognition for their hard work.
- Horn of Plenty - Regina Gardner, President
The 2005 Horn of Plenty was canceled. The 2006 Horn of Plenty will be held in Forsyth County.
- Change Management & Marketing Initiative Report - submitted by Christina Barrier, Cabarrus County at the request of Dr. Jon Ort.
On behalf of the Core Team for the Guiding Coalition/Change Management & Marketing Initiative, I am pleased to report that we are soon to share products and results from our year-long efforts. From the 13 people that make up the Core Team, five (5) Action Teams were developed to insure that all areas of our Extension work were covered. Over 100 of our co-workers have been involved in their respect areas of expertise. I was part of the Public Image Team. Our responsibility was to develop new means to communicate and market Extension, both internally and externally. What that means for support staff is a new Marketing Manual. Final recommendations from these teams will be presented to Drs. Ort and McKinnie on November 29th. I personally wish to say 'Thank You' to those of you that volunteered to take an active part in this very important initiative. If you were a member of one of the action teams, or helped to arrange some of the numerous meetings and conference calls we have had, or even helped to disseminate the recent letter from our administrative leaders, it was truly appreciated. I thank you also for keeping an open-mind about what is to come for our organization, and for helping others in your office to understand the necessity for these changes. 'One Mission - One Vision - One Extension' is our future.
- Herter O'Neal Scholarship - Donna Fulp, 2nd Vice President
The North Carolina Association of Agricultural Extension Secretaries voted September 4, 1981 to name the state scholarship the Herter-O'Neal Scholarship in honor of Edith Herter and Frances O'Neal. These two ladies were instrumental in organizing a meeting in Greensboro on November 10th, 1973 which marked the establishment of a state secretaries association. Mrs. O'Neal was our first state president and Mrs. Herter was the first president of the Southwestern District. Both were from Catawba County. Last years recipient of the award, Deena Lee, is still a student at Halifax Community College. She finished the year with a 3.0 average and her major is "office systems". The recipient for the 2005 Award is Jennifer Anderson from Pamlico County in the SE District. She is a graduate of Pamlico County High School where she was a member of the Beta Club, Art Club and National Honor Society. Honors awarded to her included Principals List, Graduation Junior Marshal, Academic Achievement Award, and Student of the Month in May 2004 and March 2003. Some comments received about Jennifer are: She is a very serious-minded, mature and responsible student who works hard. Her leadership qualities have excelled in extracurricular activities as well as in her classes. She is well liked and respected by both her peers and teachers. Her quiet, unassuming manner and her good character enhance her qualities of being an outstanding member of the secretarial profession. She is attending Craven Community College and pursuing a degree in the medical secretarial field.

NEW BUSINESS

- Honorary Membership Nominees
Candidates for Honorary Membership were presented as follows: Jean Miller - Henderson County, Mattie Angel - Yancey County, Anna D. Hall - Jackson County, Cynthia Harrington - Haywood County and Miranda Pope - Catawba County. A motion was made by Nancy Miller to accept these retirees as Honorary members; seconded by Chris Austin. Motion carried.
- Hurricane Katrina Relief Donation
 - A motion was made that the Association donate \$1,000.00 to the Hurricane Katrina Relief Fund with at least 50% being designated to specifically assist Extension secretaries from the region.

Nita Walton from Onslow County seconded; the motion did not receive the two-thirds vote and did not pass.

- Chris Austin, 1st Vice President, made a motion that the Association donate \$1,000.00 to the NACSULGC (National Association of State Universities and Land-Grant Colleges) Hurricane Katrina Relief Fund with the stipulation that 100% would go towards assisting Extension Secretaries in those areas affected by the storm. Sandy Kanupp seconded; motion carried.

ANNOUNCEMENTS

- Devona Beard, South Central District, extended an invitation to the 2006 State Meeting to be held in Southern Pines on September 14-15, 2006. Brochures were handed out describing the resort, Pine Needles and Mid Pines Resort, and the theme, "Driving Fore Excellence"! A power point presentation was given highlighting some of the amenities. The SC District raffled off, by ticket taped under our chairs, several golf lessons.
- **INSTALLATION OF OFFICERS** - Melanie Storey, Advisor
The following 2005-2006 officers were installed by Melanie Storey:
 - President - Chris Austin, Southwest District, Union County
 - 1st Vice President - Donna Fulp, Northwest District, Rockingham County
 - 2nd Vice President - Janet Vanjarrsveld, North Central District, Franklin County
 - Secretary - Marion Jay, North Central District, Person County
 - Treasurer - Debby King, Southeast District, Onslow County
 - Advisor - Regina O'Pharrow-Gardner, Southeast District, Jones County.
- Regina presented the President's gavel to Chris Austin, 2005-2006 President. Chris awarded the 2004-2005 President's plaque to Regina Gardner for her dedicated service.

Closing remarks were given by Regina Gardner. There being no other business, Pam Brylowe made a motion to adjourn which was seconded by Tracy Brown; motion carried.

Respectfully submitted,

Wendy Garner
NCCESA State Secretary