

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

**Sheraton Imperial & Convention Center
Crown Room
Durham NC
October 31, 2005 -- 10 a.m..**

The meeting was called to order by President Regina Gardner

Pam Brylowe made the motion to approve the agenda. Two corrections were made on the agenda - Becky Troutman is from the Southwest District and Linda Eure is from the Northeast District. Pam Brylowe made another motion to accept the agenda as corrected. Devona Beard seconded; motion carried.

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

Chris Austin, 1st Vice President, gave the Thought for the Day - "Happy Halloween!"

ROLL CALL (done by Wendy Garner, Secretary)

- Northeast - 4
- North Central - 1
- Northwest - 3
- Southeast - 5
- South Central - 1
- Southwest - 3
- West - 1
- Campus - 4

Minutes from the last Board of Directors meeting were distributed. Devona Beard made a motion to dispense with the reading of the minutes and accept them as submitted. Jean Sigmon seconded; motion carried.

A financial report was presented by Debby King, who was standing in for Starla Harwood, Treasurer.

- Checking: \$5,076.10
- Money Market: \$12,252.85
- Savings: \$54.04
- **Total: \$17,382.99**

Wendy Garner made a motion to accept the financial report as presented. Brenda Brown seconded; motion carried.

COMMITTEE REPORTS

- Finance
The finance committee would like to make a recommendation that to raise mileage reimbursement from \$0.27 to \$0.35. This rate has not been increased in some time, and several officers usually do not get county support for travel. This change would help with their cost of gas, etc. Due to the rising cost of gas, they believe this change is reasonable and needed. The rate can be adjusted at any time upon vote of the membership. Seconded by Pam Brylowe. Discussion about the state rate for travel reimbursement and why

the Association doesn't match it. Motion did not receive the required amount of votes; motion denied. A motion was made by Tracy Brown for the Association's travel reimbursement rate increased to match the current state rate. Charlotte Simpson seconded; motion carried.

- Membership - Brenda Brown, Onslow County

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 (report given by Regina Gardner in her absence)

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. A motion was made by Alice Pennix, NW District to present these slate of officers to the membership at the annual meeting on November 1, 2005. Seconded by Pam Brylowe; motion carried.

- Professional Improvement - Mary Ann Lofgreen, Campus

The committee has received applications for each award and will present them to the recipients at the awards banquet this evening.

- 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 webmaster. 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. A motion was made by Brenda Brown to present the recommended changes from the Rules & ByLaws committee to the membership at the annual meeting. Seconded by Jean Sigmon; 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 Intercoastal 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.
- 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:

- o Pam Dickson, President;
- o Susanne Winebarger, 1st Vice President;
- o Isabelle Cable, 2nd Vice President;
- o Susan Dotson, Secretary; and
- o 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.

- 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.
- 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: Roberta 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:
 - o President - Devona Beard, Bladen County
 - o 1st Vice President - Katherine Morton, Lee County
 - o 2nd Vice President - Leeann Crump, Richmond County
 - o Treasurer - Janet Mabry, Stanly County
 - o Secretary - Susan Johnson, Cumberland County
 - o Advisor - Thetis Williams, Robeson County
- Campus - MaryAnn Lofgren, President

- Membership - As of 10/28/2005, we have: 20 Active Members, 7 Associate Members, and 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.

FEDERATION

- Regina Gardner reported that this years forum will be held on December 9th in Lee County. They need at least 10 delegates to attend for voting purposes.

STAFF SENATE- Laura Massengill, Chair

- The North Carolina State University Staff Senate has just completed its 10th year of existence and service to the University. It continues to provide representation to all SPA Staff. The 2004-2005 session of the Staff Senate under the leadership of Laura Massengill was very successful. The Chancellor and other members of the University and Governance continued to grant our Staff Senate the opportunity to have a "voice" in the decision-making process.
- The Staff Senate seated forty-nine Senators for 2004-2005 with twenty-three being newly elected for this term. There are five Staff Senate Standing committees and one Ad Hoc Committee: Diversity, Governance, Human Resources, Public Relations, and Resources and Environment, and the Legislative Ad Hoc Committee. All senators were required to serve on at least one of these committees. The Staff Senate

Retreat was held on July 13, 2005 at the McKimmon Center, North Carolina State University. The theme of the retreat was "Building Committee Relationships". The Retreat provided the opportunity for new and returning senators to have a better understanding of how the Senate operates. A complete annual report from the Senate is available with the hard copy of the Association's minutes.

HORN OF PLENTY

- Regina Gardner reported that there will be a committee meeting held in November. The next one is supposed to be held in Forsyth County.

EXECUTIVE BOARD AWARD

NEW BUSINESS

- Honorary Members
 - 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 Pam Brylowe to accept the nominations for honorary membership as approved by the Executive Board. It was seconded by Tracy Brown; motion carried.
- Hurricane Relief Donation
 - The Executive Board recommends that the Association consider donating \$1,000.00 to the Hurricane Katrina Relief Fund designating it to impact secretaries who were affected personally by the storm. Pam Brylowe made a motion to recommend the donation to the general membership. Seconded by Carol Horne; motion carried.

ANNOUNCEMENTS

- Tracy Brown, Campus, said that the 2007 Horn of Plenty will be held in Fayetteville, Cumberland County.
- Devona Beard, SC District, announced that the SC District will be hosting the 2007 State Meeting.

There being no other business, Wendy Garner made the motion to adjourn; seconded by Devona Beard.

Respectfully submitted,

Wendy Garner
NCCESA Secretary