

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

**Sheraton Imperial Hotel & Convention Center
Capital City Room
Durham NC
October 30, 2005**

Regina Gardner, President, called the Executive Board Meeting of the NC Cooperative Extension Secretaries Association to order. Other members present were Chris Austin, 1st Vice President; Donna Fulp, 2nd Vice President; Wendy Garner, Secretary; Debby King, standing in for Starla Harwood as Treasurer; and Sheila Griffis, Parliamentarian.

Regina presented the agenda for the meeting. Chris Austin made a motion to accept it as presented and Wendy Garner seconded; motion carried.

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

Wendy Garner, Secretary, presented the minutes of the last Executive Board meeting for review. A motion was made by Chris Austin to dispense with the reading of the minutes and accepted as presented. Donna Fulp seconded; motion carried.

Debby King presented the Financial Report for Starla Harwood, Treasurer. Chris Austin made a motion to accept the report. Donna Fulp seconded; motion carried.

COMMITTEE REPORTS

(The President commented that all committees will present reports for the Board of Directors Meeting on Monday, October 31, 2005).

- Finance
 - Debby King submitted a recommendation to the Executive Board from the Finance Committee 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. Wendy Garner made a motion to accept the recommendation of the Finance Committee. Donna Fulp seconded; motion carried. The recommendation will be presented to the Board of Directors at their meeting on October 31, 2005 for their approval.
- Nominating
 - Regina Gardner submitted a report of the next slate of officers.
- Professional Improvement
 - These awards will be given out at the Award Banquet on Monday, October 31, 2005.

SPECIAL COMMITTEE REPORTS

- Federation
 - Regina Gardner reported that the Federation Forum will be in Lee County on December 9, 2005. The new Federation Secretary is Pam Brylowe from Jones County.
- Staff Senate
 - Chris Austin reported that Laura Massengill would give a full report at the Board of Directors Meeting tomorrow.
- Horn of Plenty
 - Regina Gardner reported that the Horn of Plenty would be next August in Forsyth County.

- EXECUTIVE BOARD AWARD
 - Chris Austin reported that this award would be given out at the Banquet tomorrow evening.
- HERTER-O'NEAL SCHOLARSHIP
 - Donna Fulp reported that the scholarship had been awarded to Jennifer Anderson from Pamlico County. A full report will be given at the Board meeting tomorrow morning.
- SUE MILLS LIGHTHOUSE AWARD
 - Regina Gardner reported that this award would be given out at the Banquet tomorrow evening.

OLD BUSINESS

- Working Papers
 - Wendy Garner presented each officer with a notebook containing working papers detailing their position. The notebook also included a copy of bylaws, recent meeting minutes and other pertinent information for quick reference. It is the responsibility of the officer to hand over the notebook to the incoming officer at the end of their term.
- Check for Ella Moore
 - Regina Gardner reported that the check that had been written and sent in memorial for Ella Moore had never cleared the bank. They plan to send the check to the county she lived in and have someone hand deliver it to the family.

NEW BUSINESS

- Honorary Members
 - Regina presented the new honorary members who were being nominated. Christ Austin made a motion that the honorary members be presented to the Board of Directors for membership consideration. Wendy Garner seconded; motion carried.
- Rules & Bylaws
- The Rules & Bylaws committee submitted for review and distribution to the Executive Board. 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. The changes would include deleting bullets 5, 7, and 8 due to reasons that follow:
 - Bullet 5) CALS Communication usually provides articles for award winners.
 - Bullet 7) Membership performs this function.
 - Bullet 8) Each district has their own web page for current events/meetings. Requesting material for a state web page duplicates what each district has already posted. Chris Austin made a motion that the recommendation be presented to the Board of Directors for approval. Wendy Garner seconded; motion carried.
- Donation to Hurricane Victims
 - Chris Austin made a motion that a recommendation be made to the Board of Directors for the Association to donate \$1,000.00 to Extension's Hurricane Katrina's Relief Fund. Debby King seconded; motion carried.

ANNOUNCEMENTS

- The South Central District will host the 2006 State Meeting.

Donna Fulp made a motion that we adjourn. Wendy Garner seconded; motion carried.

Respectfully submitted,

Wendy Garner
NCCESA Secretary