

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

**McKimmon Center
Raleigh NC
April 12, 2005 -- 9 a.m.**

State President, Regina Gardner, called the 2005 NCCESA Board of Directors meeting to order at 9:00 am. Copies of the agenda were distributed for review. Pam Brylowe, SE District, made a motion to accept the agenda; seconded by Sandra Smith, NW District. Motion carried.

Sheilia Griffis, 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.

Chris Austin, 1st Vice President, presented the Thought for the Day entitled "Time is on the coin of your life."

Dr. Jon Ort, Associate Dean & Director, brought greetings and remarks on behalf of NCCES. He spoke about our new dean, Dr. Johnny Wynne. Other topics of interest included the Action Teams for the Marketing Change, Memo of Understandings, and the Federal Budget Cuts.

BUSINESS SESSION

Wendy Garner, State Secretary, called the roll. The districts were represented as follows:

- North East - 4
- North Central - 3
- North West - 3
- South East - 6
- South Central - 8
- South West - 3
- West - 0
- Campus - 3

The minutes of the last Board of Directors' Meeting, September 16th, 2004, were distributed by State Secretary Wendy Garner for review. Sheilia Griffis, SE District, made a motion to dispense with reading of the minutes and accept as presented; seconded by Devona Beard, SC District. Motion carried.

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

- Checking Account: \$4,824.30
- Money Market Account: \$12,059.69
- Savings Account: \$53.56
- Total Liquid Assets: \$16,937.55

Chris Austin made a motion to accept the financial report as presented; seconded by Devona Beard, SC District. Motion carried.

COMMITTEE REPORTS

- Finance -- Proposed Budget for 2006 was presented by Starla Harwood, Treasurer.
 - The proposed budget was accepted by the Board of Directors. It will be presented to the general membership for consideration and vote at the Annual meeting in September.
- Membership -- Report was submitted by Brenda Brown, Chairperson.
 - Campus Chapter - 31 members, 5 are honorary members.
 - North Central - 35 paid members, 11 are retirees.
 - Northeast - 29 paid members, 11 honorary members.
 - Northwest - 34 paid members, 2 are honorary members.
 - South Central - 39 paid members, 8 are honorary members.
 - Southeast - 35 paid members, 12 are honorary members.
 - Southwest - 29 paid members, 16 are honorary members.
 - West - 31 paid members, 4 are honorary members.
 - New secretaries: Donna "Marie" Bluff, Davidson County; Bonnie D. Hartsoe, Stokes County; Kathy Sprinkle, Yadkin County; Roberto Cruz, Scotland County.
 - New retirees: Donna Smith, Robeson County.
 - Resignations: Patricia House, Montgomery County.
- Nominating -- Presented by Sandra Smith-Hopkins, Chairperson
 - The nominations for state officers are due by August 1. The 1st Vice President moves up to president, and according to the district rotation, the 2nd Vice President will come from the Northwest District. The eligibility list and the state nomination forms are on the NCCESA website under the Officers menu and will be updated by May 1st. The secretary and treasurer may come from any district. The past president will serve as an Advisor. We encourage you to think of possible nominees for these positions. Further information will be included in the June state newsletter.
- Professional Improvement: Maryann Lofgren, was not able to attend. No report.
- Public Relations: Carol Horne, chairperson presented report.
 - The winter NCCESA newsletter was posted to the web in February 2005. There were only 2 districts that responded. Everyone was encouraged to submit items for the newsletter. The committee recommends that the functions of the public relations committee in the by-laws is looked at by the Rules & By Laws committee.
- Reflections: Becky Troutman, chairperson presented the report.
 - Information has been collected from several 2004 District Reflection Chairpersons from the 2004 NCCESA meeting. Information is expected soon from the seven district spring meetings. We would like to remind all the district presidents to submit the name of their 2005 District Reflections Chairperson to Becky Troutman today or email her at Becky_Troutman@ncsu.edu and to encourage each county secretary to clip articles, snap pictures, record who, where, and what is going on in the pictures and send it in to their District Chairperson. Also, remind the members that it would be just as easy to send a duplicate print to the State Chairperson for the State Reflections Records/Scrapbooks. District Presidents and Reflections Coordinators are asked to inform everyone to write on the back of photos in pencil, since some photos have been ruined due to ink damage through the photos. The state chairperson is looking forward to when each County Extension Office will have digital capability for photos and be able to scan information, transfer to disks for travel, and to instantly present a power point slide show at future meetings.
- Rules & By Laws: Linda Eure, chairperson presented the report.
 - All of the committee members have been contacted regarding changes to or concerns with the Rules & Bylaws. To date, we have no recommended changes or concerns with the Rules & Bylaws.

DISTRICT REPORTS

- Northeast -- Jean Sigmon, President, reporting.

- The NE District had 12 members to travel to my beautiful home town of Hickory for the 31st Annual State Meeting. We were all sorry we had to make a quick get-a-way due to the weather. The NE District met in Dare County for their fall meeting. They had 19 members present. The NE District has 100% membership again this year. The following slate of officers was presented by the Nominating Committee chairperson, Jackie Jernigan: MarySue Wright-Baker, President; Shelia Ange, 1st Vice President; Linda Eure, 2nd Vice President; Wendy Garner, Secretary; Donna Keene, Treasurer; Jean Sigmon, Advisor. These officers will be installed at our Spring meeting and take office at the Fall meeting of 2005. The NE District is currently revising the Rules and Bylaws for the district. The 4-H Camp Scholarship will be awarded to a deserving youth from Bertie County for 2005. The group discussed the 2007 state meeting which will be hosted by the NE District. Secret Pal names were revealed and new ones were drawn for next year.
- Southeast --Pam Brylowe, President, reporting.
 - The 2005 spring meeting was held in Brunswick County on March 4th with 29 members present, one retired member and Linda Judge, Administrative Assistant to Dr. Wanda Sykes, SE District Director. The meeting was held at Crabby Atwater's which overlooks the intercoastal waterway. Following our business meeting and a delicious seafood lunch, we were entertained by Celia Rivenbark, an award winning writer, bless her heart! Jones County secretaries received the Charitable Contribution and presented it to a Jones County family in dire need of assistance. The Educational Scholarship was presented to Sheilia Griffis, Administrative Secretary in Carteret County, who has since completed her studies and has received a Masters degree from UNC-W in Liberal Arts Studies. Plans are underway for hosting the 2008 state association meeting. In preparation for this event, members of the district association decided to sell tickets for a money tree drawing. Tickets are available now from district members and will be sold through the drawing at our next state meeting in Durham. Tickets are \$1.00 each, or 6 for \$5.00. The SE District is in rotation to receive the Herter-O'Neal Scholarship in 2005. Notices were sent to high schools and community colleges across the 13 counties in the SE District. Four applications were received by the district scholarship committee and will be submitted to Donna Fulp today. District association awards for 2005 will be presented as follows: the 4-H Scholarship will go to Pender County, Charitable Contributions to Lenoir County, and the Secretaries Scholarship to Craven County. The next meeting will be held in September prior to the state association meeting and will be co-hosted by Pamlico and Carteret Counties.
- West-- No report given.
- North Central -- Ann Burrows, Secretary reporting.
 - The NC District Cooperative Extension Secretaries Association met in Johnston County on October 29, 2004 for their fall meeting. President Marion Jay presided over the meeting attended by 32 secretaries including 2 who have retired. Guests on the program were Ken Bateman, Johnston County Director; Dr. Donald Cobb, District Director, Al Warrick, Dean of Marketing for Foundations and Institutional Development for Johnston Community College. A special part of the program included a candlelight memorial to Mrs. Ella Moore, Warren County Secretary who passed away since the last meeting. The major part of the business meeting concerned preparations to host the state meeting. Reports from subcommittees were heard regarding decorations, hospitality, gifts, door prizes, speaker's gifts, workshops, etc. A registration fee of \$75.00 was decided upon. Keynote speakers will be Martin Brosman. Other business included reminders about district and state dues, state newsletter deadline, and the Federation meeting date. The 2005 Spring meeting will be held in Rocky Mount on May 6th.
- South Central -- Thetis Williams, President reporting.
 - The South Central District has 100% (39 members) paid membership plus 3 paid retirees. They had one resignation (Patricia House, Montgomery); one retiree (Donna Smith, Robeson County), and one new member (Roberto Cruz, Scotland County). Representation at today's meeting: Thetis Williams, President, Robeson County; Devona Beard, Vice President, Bladen County; Katherine Morton, 2nd Vice President, Lee County; Starla Harwood, Advisor, Stanly County; Starla is also chairman of the state finance committee. Janey Mabry, Federation; Peggy Elliott, Membership Committee, Cumberland County; Leeann Crump, Professional Improvement Committee, Richmond County; Debbie Gibson, Rules and By-Laws, Moore County. The SC District will host the 2006 Annual Meeting. The meeting will be held at the Mid Pines Inn & Golf Club in Southern

Pines; dates are September 13-15, 2006. Other details will be discussed at our Spring Meeting in Scotland County on Friday, April 29th. The 2006 State Planning Committee members are: Starla Harwood - chairperson, Stanly; Devona Beard, Bladen ; Denese Prevatte, Robeson; Sharon Williams, Harnett; Courtenay Hansley, Cumberland; Bessie Bell, Moore; and Debbie Gibson, Moore. Attending the NC Federation of Cooperative Extension Associations meeting December 3, 2004, in Lee County were: Thetis Williams, Robeson; Janet Mabry, Stanly; Paulette Thomas, Chatham; Amy Holder, Harnett; and Debbie Gibson, Moore. Janet Mabry will represent NCCESA in the Federation, serving as treasurer in 2005. Janey Mabry and Starla Harwood, Extension Secretaries in Stanly County, were recognized at the annual Extension Conference on February 28, 2005, where they received the 2004 North Carolina Cooperative Extension Service Foundation Search for Excellence Award for Secretaries. They were nominated as a "Team" for this award. They each received framed certificates and a check. They also received an engraved glass award for display in their office.

- Campus -- Karla Frizzell, President reporting.
 - The Campus Chapter discussed met in October and discussed their budget, reflections guidelines, committee chairs and plans for the coming year. Membership is currently at 31 members. They held their annual holiday luncheon in December at the Talley Student Center. The holiday party was a success. Dudley Flood was the guest speaker this year. He gave a great/humorous 15 minute inspirational speech on how valuable we are. The chapter also gathered and donated toys for "Toys for Tots". At the campus January meeting, they had Dr. Wanda Sykes, SE District Director for their presentation. Her topic was Keeping the Moose Alive! 17 Indisputable Laws of Teamwork. Exercise material: Balloons and Panty Hose. Instructions given were (3 or 4 to a group), fill the pantyhose with the balloons to demonstrate how we work together. They had a really good time with this exercise. The next meeting is April 13, and they are planning a June picnic.
- Northwest -- Michelle Ham, President reporting.
 - The NW District currently has 35 paid members. They have 100% membership. There are several new secretaries in the district. They are: Angala Tarlton, Ashe County; Marie Bruff, Davidson County; Tracy Vogler, Davie County; Melissa Lynch, Rockingham County; Bonnie Hartsoe, Stokes County; Cathy Sprinkle, transferred from Iredell County to Yadkin County. Davie County hosted the spring district meeting on Friday, May 7, 2004 at the Davie County Library in Mocksville. There were 31 in attendance. The program for the day was "Establishing and Maintaining a Biblical Garden". Following the meeting members of the district enjoyed a tour of the gardens. Forsyth County hosted the fall district meeting on Friday, August 13, 2004 at the Forsyth County Extension office. There were 26 in attendance. The program for the day "Fish Philosophy" was presented by Nita Colvin, Human Resources Supervisor, Forsyth County. Participants were allowed to "play" throughout the program, which is one of the four components of the philosophy. Donna Fulp was presented a \$100 check for serving as our President. Installation of officers was presented by Catherine Waddell, Surry County. Karen Robertson was awarded the Bright Idea Award and was presented with \$25.00.
- Southwest -- Chris Austin, President reporting.
 - The SW District met for their spring meeting on Friday, April 8, 2005. Their meeting was held in the Year of Sesquicentennial Polk County. The Melrose Inn in Tryon was an ideal location for their gathering and the inn was lovely. The fact that it was pouring down rain didn't put even a slight damper on the enthusiasm and fellowship. Two new additions to the family: Dawn Esposito of Burke County gave birth to a baby girl on March 30 and Lisa Eubanks of Union County had a healthy baby girl on February 28. Both mothers and daughters are doing well. The importance of visibility in the respective counties was discussed and it was decided to perform some form of community service in the upcoming year. There were some suggestions of Habitat home being built in a number of our counties. Their Public Relations Committee is also deep into plans for a SW District Secretarial Retreat. This retreat will include all secretaries and is highly supported by the CED's and DED. They are looking forward to this retreat and the committee is to be commended for all of their hard work in making the necessary arrangements and scheduling for presenters. Cindy Phares of Gaston County received a plaque for her hard work last year as district president. Chris Austin of Union County received the honor of SW District Secretary of the Year.

Chris also received a plaque and a check for \$100.00. Because of inclement weather, the group was unable to take a hiking trip to Pearson's Falls. However, the slide presentation by John Vining and his insights into the flora of the area was not only enlightening but enjoyable. Carol Horne gave a report on the Pathways Class that several of the secretaries in their district are participating in since August. Contact Vicki Pettitt for more information.

SPECIAL COMMITTEE REPORTS

- Federation -- Presented by Janet Mabry, Federation Treasurer.
 - The NC Federation of Cooperative Extension Associations (NCFCES) met on December 3 at the McSwain Extension Education and Agriculture Center in Sanford. Our association was represented by a full delegation of 10 members. The Forum time was spent hearing from Dr. Jon Ort and Dr. Joe Zublena provided updates and information on the usual topics of discussion including but not limited to: distribution of merit pay, salary adjustments, compression, budget reversions, organizational status, marketing update, extension conference, Mecklenburg County update and status of MOU revisions. Following the business meeting of NCFCES, installation of officers was held. Janet Mabry was installed as treasurer representing NCCESA on the Federation Executive Board. The Executive Board of the Federation met on April 5 in Greensboro. Items of discussion included an update from Dr. Karen Debord on the Change Management and Marketing Initiative. See Change Management and Marketing Initiative summary provided by Dr. Debord that is attached. Dr. Mitch Owen spoke regarding evaluation of the recent annual Extension Conference and using the iLMS (Interim Learning Management System). This system should be used by everyone offering continuing education training, in-service training, etc. You can even use it for your annual meetings; however, you need to know that anyone who needs to register for whatever is offered will have to have a Unity ID in order to use the iLMS. This is due to requirements of campus information technologies system for managing secure networks. Questions about this system may be addressed to Dr. Owen in Professional Organization Development department. The date for the Federation Forum has been scheduled for December 9, 2005 and will be held at the Lee County Extension Center in Sanford. There has been a proposed second meeting of the Federation Executive Board - tentative date is October 12.
- Staff Senate -- Chris Austin, Staff Senator reporting.
 - The Senate is an advisory body to the University Chancellor. Meetings are held the first Wednesday of every month in the Faculty Senate Chambers at D.H. Hill Library (10:00 am - 12:00 pm). The duties of the Staff Senate are to: initiate the review of policies and/or procedures and make recommendations regarding interest/concerns that affect staff members; receive proposed policies or policy changes from the Chancellor for review and recommendations; assist in the communication of issues and activities affecting staff members; promote and facilitate staff participation in the University community; encourage a sense of community among all University employees. Standing committees include Human Resources, Governance, Diversity, Public Relations, Resources and Environment and Legislature. You have probably all received nomination forms from the Staff Senate. All are encouraged to seriously consider running for Staff Senate. We need to make sure that we continue to have people from our organization to represent us. Unless we make ourselves outwardly visible, we stand the chance of being overlooked. In past years, Staff Senate representatives from our organization have worked hard to make campus personnel aware of our existence. We don't want to back up...we want to move forward. Any and all questions, comments and requests are welcomed. We have to make our needs known and that can only be done if you all out there relay those concerns on to your senators. It is up to you. Focus groups have recently been held to generate design ideas for a new program to assist Administrative Support personnel. This program is being designed to offer assistance to all employees with performing their job duties and will include a partnering contact for new employees. The program is department comprehensive and includes CALS Extension personnel. Program implementation is planned for Fall of 2005. Program ideas are welcome and should be directed to Dianne Sortini at 919-515-4281 or Carina Lockley at 919-515-4280.
- Horn of Plenty -- Regina Gardner, President, NCCESA reporting.
 - Horn of Plenty was canceled for this year.

- Executive Board Award -- Presented by Chris Austin, 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 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, 2005. Reminders to all CED's and staff will be going out the first of May to give everyone plenty of time to nominate secretaries for the 2005 Executive Board Award.
- Herter- O'Neal Scholarship -- Donna Fulp absent, Pam Brylowe, SE District reporting.
 - 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 years' scholarship will be selected from applications in the Southeast District. The scholarship committee meets this Friday to decide the winner. The SE District will receive notification of the winner on Friday.
- Sue Mills Lighthouse Award -- Regina Gardner, reporting.
 - This committee is composed of the NCCESA President (chairman), Presidents of each District, and a designated person from the NC Cooperative Extension Foundation. The Foundation holds the funding for this award. Once the winner has been selected the chairman of the committee will notify the Foundation representative. Regina has reminded the District Presidents that all of the information for this award is on the NCCESA website and to be aware of the guidelines. She will be contacting the committee to get started on this years award. The nominations are due to the chairman by August 1, 2005.

OLD BUSINESS: No old business.

NEW BUSINESS

- Honorary Members - Presented by Regina Gardner, NCCESA President
 - The name of Miranda Randy Pope was submitted. Miranda retired on September 30, 2004 with 30 years of service to the NCCES. On the District level she has served in each office at least one time. She held each state office leading up to State President and served in that role for one year. She also has received the Executive Board Award. Most recently she received the Secretary of the Year Award from the SW District and was the web master for the Federation. Miranda has been a dedicated member of our association. Sandra made a motion to accept the nomination of Miranda Pope for Honorary Membership; seconded by Chris Austin. Motion carried. Miranda's name will be submitted at the state meeting for member vote.

No other new business.

ANNOUNCEMENTS

The 2005 NCCESA State Meeting will be hosted by the North Central District. The meeting will be held at the Sheraton Imperial, Research Triangle Park in Raleigh-Durham on September 29 & 30, 2005. The theme will be "Follow Your Rainbow". Everyone is encouraged to attend.

Motion to adjourn the meeting made by Chris Austin; seconded by Sheilia Griffis, Meeting adjourned.

Respectfully submitted by:

Wendy Garner
NCCESA Secretary