

Minutes - Executive Board Meeting
North Carolina Cooperative Extension Secretaries Association

Brownstone Hotel & Conference Center
Raleigh NC
April 11, 2005 - 7:00 p.m.

Regina, President, called the Executive Board Meeting of the NC Cooperative Extension Secretaries Association to order. Attending were Regina Gardner, President; Chris Austin, 1st Vice President; Donna Fulp, 2nd Vice President; Wendy Garner, Secretary; Starla Harwood, Treasurer; Sheila Griffis, Parliamentarian; Janet Mabry, Advisor & Federation Officer.

The agenda was presented and approved.

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

Minutes of the Sept Executive Board Meeting were distributed by Wendy Garner, Secretary, for review; they are also posted to the association's website. A motion was made by Starla Harwood and seconded by Chris Austin to dispense with reading of the minutes and accept as presented. Motion carried.

Starla Harwood, Treasurer, presented the financial report as follows:

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

There was some discussion about a \$25.00 check written in October in memory of Ella Moore that has not cleared the bank yet. Regina will check on this.

A motion was made by Wendy Garner and seconded by Sheila Griffis to accept the treasurers' report as presented. Motion carried. The proposed budget was presented by Starla Harwood. She reported we have 265 members. Budget was adjusted for expenditures to match revenue. A motion was made by Donna Fulp for the treasurer to present the proposed budget at the Board of Directors meeting tomorrow April 12, 2005 and was seconded by Chris Austin. Motion carried.

Discussion about how Benevolence works. Someone has to notify the District President if there is a need in a county. The District President then should notify the State President.

Regina stated the committee reports would be presented at the Board of Director's Meeting tomorrow.

Special Committee Reports

- Federation Report was given by Janet Mabry.
 - See attached report for details regarding the meeting on December 3rd at the McSwain Extension Education and Agriculture Center in Sanford. Our Association was represented by a full delegation of 10 members. Janet Mabry was installed as treasurer representing NCCESA on the Federation Executive Board. Date for the next 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 12th.

- Staff Senate Report was given by Chris Austin.
 - The computer loan proposal is a work in progress. The proposal went through the Staff Senate in April. The proposal has gone to the Chancellor; no word back from that as of this meeting. Chris stressed to constituents that it is important to run for Staff Senate. She has emailed regarding the fact that Staff Senate is showing only one position open and she thinks we have three that will be available. There is a pilot program available in Canton, NC where State Employees can go and get health care without paying a deductible. All that is required is paying their copay. Also working on a mentoring program for incoming SPA's.
- Horn of Plenty Report was given by Regina Gardner.
 - The Horn of Plenty, scheduled for August 26th, has been canceled. Regina advised that there would be one next year.

Old Business

- Each officer submitted working papers to Cathy Harvey. She was to compile them and return to each officer. Wendy will investigate this and let everyone know the status of this project. Working papers will be provided to new officers to help them learn their new jobs.

New Business

- Regina Gardner presented the name Miranda Pope, SW District for consideration as an honorary member of the NC Cooperative Extension Secretaries Association. A motion was made by Starla Harwood to accept the nomination for Miranda Pope as an honorary member and seconded by Chris Austin. Motion carried.
- The Executive Board Award - Chris Austin will send out information requesting nominations in May for the Executive Board Award.
- Herter O'Neal Scholarship - Donna Fulp stated that the SE District gets the scholarship this year. Donna has been in touch with Pam Brylowe, SE District President, who is bringing the applications to tomorrow's meeting. Donna has a committee set up to meet Thursday afternoon to review these applications and make a decision.
- Sue Mills Lighthouse Award - Regina has contacted all of the District Presidents through email and asked them to all be aware of the award and the August 1st deadline. The committee that chooses the recipient of this award is made up of the District Presidents with the State President acting as the chairperson.

Other Business

- Question was raised about the NC Cooperative Extension Secretaries Association mileage rate. Starla Harwood will make a request to the Finance Committee that a study be done regarding raising the mileage rate.

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

Respectfully submitted,

Wendy Garner
NCCESA State Secretary, 2005