

**BUSINESS MEETING**  
**September 15, 2006**  
**33<sup>rd</sup> Annual**  
**North Carolina Cooperative Extension**  
**Secretaries Association State Meeting**

**Mid Pines Inn & Golf Resort in Southern Pines**

Chris Austin, President, called the meeting to order. Regina Gardner, made a motion to to accept the proposed agenda. It was seconded by Janet VanJarrsreld. Motion carried.

**Roll Call:** Marion Jay, Secretary, conducted the roll call as follows:

- West - 8
- North Central – 25
- South Central – 33
- Campus – 14
- Northwest – 27
- Southwest – 26
- Northeast – 17
- Southeast – 23

**Minutes**

Marion Jay, Secretary, stated that the minutes of the last meeting were posted on the website. Marion Jay made a motion that the minutes be accepted. It was seconded by Tracy Brown. Motion carried.

**Treasurer's Report**

Copies of the Treasurer's Report had been distributed previously to the members present. Debby King, Treasurer, gave the report as follows:

- Checking Account
  - Beginning Balance: \$5,076.10
  - Total Revenue: \$3,287.84
  - Total Expenditures: \$5,707.50
- Money Market Account: \$12,906.63
- Shares Account: \$54.80

Kay Williams made a motion to accept the Treasurer's Report as presented. It was seconded by Pam Brylowe. Motion carried.

**Committee Reports:**

**Finance:**

The Finance committee would like to propose the budget for 2006/2007 to include a \$5.00 increase in dues to each member. There was some discussion on how long it had been since the dues had been raised. Chris asked for any objections from the floor. Seeing that there were none and that the

recommendation made by the finance committee doesn't require a motion or a second, the recommendation carried.

### **Membership:**

Brenda Brown, presented a report as follows:

<b>Districts</b>	<b>Counties</b>	<b>Secretaries</b>	<b>Paid Members</b>	<b>Retirees</b>	<b>Honorary Members ('75-'06)</b>	<b>Charter Members</b>
Campus	1	28	26	12	9	
North Central	14	39	37	14	13	35
North East	16	30	28	11	11	23
North West	14	40	38		12	5
South Central	14	37	35	17	8	20
South East	13	38	37	20	6	21
South West	13	33	33		16	32
Western	16	33	31	3	4	
<b>Totals</b>	<b>101</b>	<b>278</b>	<b>265</b>	<b>77</b>	<b>79</b>	<b>136</b>

### **Nominating**

The nominating committee submitted the following slate of officers for the year 2007: President: Donna Fulp from Rockingham County; 1<sup>st</sup> Vice President: Janet Vanjarrsveld from Franklin County; 2<sup>nd</sup> Vice President: Carol Horne from Rutherford County; Secretary: Teresa Story from Perquimans County; Treasurer: Gloria Artis from Greene County; and Advisor: Chris Austin from Union County. I would like to thank the 2006 Nominating Committee for their help and support finding willing people to serve as officers for the NCCESA. Submitted by: Wendy Garner, Nominating Committee Chairman

### **Professional Improvement**

The Professional Improvement Committee was happy to have the opportunity to review four candidates for the 2006 Professional Improvement Scholarship. All four candidates (Annie Freeman, Wendy Garner, Jamie Davis Moss, and Brenda Wilson) presented complete and impressive applications. The committee, composed of the seven district Professional Improvement chairs, had a difficult time selecting the most deserving candidate. The selected winner of this year's award is Jamie Davis Moss from the Southwest District. We will be presenting Jamie with the Scholarship Award at the Banquet this evening. Respectfully submitted by: Reatha Hoffman, on behalf of Suzanne Hugus.

### **Reflections**

The scrapbooks containing the history of the NCCESA have been scanned onto CD's up to 2005. I have the 2005-6 scrapbook available for viewing here at this meeting. Once everything has been finalized with the CD's, our old scrapbooks will be archived in at the N.C. State Library. Our association will be assigned a row and shelf number where the scrapbooks will be stored. The numbers will be

necessary in order to retrieve the books in the future. I will make sure that the numbers are recorded with the Association Secretary and the District Reflection Committee members and the 2006 Reflection's Chairperson.

Most of the scrapbooks were scanned in during the summer by Pablo Buenrostro, the work study student in ANR/CRD for Dr. Ed Jones, after his other assignments were completed. However, the scrapbooks were not finished by the end of his internship. Therefore, in July, the Association voted to allow a campus part-time student to finish the scanning, which amounted to 20 hours at a rate of \$7.00 per hour charged to the NCCESA.

The CD's will be passed on to the Reflection's Chairperson after the meeting and on to each state Reflection's Chairperson after their tenure.

I would like to thank the Reflection's Committee of: Tracy Brown-C; Starla Harwood-SC; Joan Hobbes-SE; Denise Bunch-NE, JoAnne Gryder-NW and Debbie Goforth-W for their input on the scrapbooks. Our committee would like to especially thank Vickie Pettit and Karla Frizzelle and everyone else who helped from Campus for making our scrapbook imaging possible and handling everything with the scanning on behalf of our Association. Finally, I would like to thank the President and her cabinet for helping the completion of this project happen. We hope you will enjoy our history reflection even more so in the future with the undertaking of this endeavor. Respectfully Submitted, Becky H. Troutman Chairman of Reflections Committee 2005-06.

### **Rules and Bylaws**

NCCESA

Rules and Bylaws Committee

Chairman, Connie Bass

February 17, 2006

Attached is a proposed change to Article IV-Membership; Section: 1 as submitted to me by Campus Chapter.

This has been reviewed and agreed to by a majority vote of the members of the Rules and ByLaws Committee. It is now recommended to the Executive Board for their review.

Also, the rules and bylaws on the Internet need to be updated to include the changes voted on by the membership at our annual meeting in Durham.

### **PROPOSED CHANGE TO THE NCCESA CONSTITUTION AND BYLAWS**

Article IV – Membership

Section 1:

**CURRENTLY READS;**

The membership of the Association shall be composed of:

1. A. All office support staff working in county offices; and

2. B. Those on NC State campus and NCSU research stations who have partial or full Extension funded salaries.

**PROPOSED CHANGE:**

TO:

B. Those on NC State Campus, NCSU research station field locations, and NCA&TSU that support Cooperative Extension programs, regardless of the employee's source of salary funding.

**District Reports:**

**South Central:**

South Central had two very successful and informative meetings this year. We have 100% participation with 39 active members. We also have five new secretaries: Angela Priest from Moore County; Donna Foster from Cumberland County; Barbara Robertson from Harnett County; Myra Johnson from Moore County and Carol Capel from Richmond County.

As you can see, we have been very busy making plans for the 2006 State Meeting. The 2006 Spring Meeting was held on March 31 right here at Mid-Pines. We worked hard that day finalizing preparations for this meeting. We were given a tour of the facilities by Scott Russell, Marketing Director. We had 36 members in attendance and Susan Brame, the SC District Administrative Assistant. The half-and-half drawing was won by Beverly Burney from Bladen County.

Anson County hosted the Fall meeting on Friday, August 25<sup>th</sup> at the Extension office in Wadesboro. There were 35 Active Members in attendance. Janine Rywak, Anson County Extension Director, welcomed us. We toured the Wadesboro Rotary Planetarium where Chris Stinson, Director, gave us a very informative and interesting presentation on what is offered to students there. Our District Scholarship was presented to TeAira Melvin, a student from South Columbus High School that is now attending East Carolina University. Starla Harwood from Stanly County was presented with the 2006 Secretary of the Year Award. She received a plaque and a check for \$50. Ann Pridgen, Columbus County was the lucky winner of the half-and-half drawing. New officers were installed as follows: President: Katherine Morton from Lee County; 1<sup>st</sup> Vice President: Leeann Crump from Richmond County; 2<sup>nd</sup> Vice President: Susan Graham from Chatham County; Treasurer: Penny McCartney from Roberson County; Secretary: Annie Freeman from Scotland County; and Advisor: Devona Beard from Bladen County. Respectfully Submitted by: Devona Beard 2005-2006 President.

**Campus:**

35 members

15 Active Paid Membership

5 Associate Paid Members  
8 New Membership  
7 Honorary Non-Paid Members  
Our new 2006-2007 officers were installed:  
President, Susan Brame  
First Vice President, Tracy Brown  
Second Vice President, Angie Thomas  
Secretary, Vicky Merritt  
Treasurer, Charlotte Simpson  
Advisor, Mary Ann Lofgren

At our April meeting, our guest speaker was Eleanor Stell, Interim Director for Personal and Organizational Development on campus. Eleanor's topic included an overview on Crucial Conversations.

The campus chapter recently won the 2006 Resource Development Award. This award is sponsored by the North Carolina Agricultural Foundation to recognize outstanding efforts and success in private gift fund raising for the College of Agriculture and Life Sciences. Vicki Pettit was our nominator for this award. Vicki and I attended the luncheon and were awarded a \$500 check and plaque.

Our treasurer, Charlotte Simpson, was chosen as "Secretary of the Year." She was presented with a framed certificate and a \$75 check. Charlotte works in the Department of Communication Services.

The campus chapter held their annual picnic on June 13, at Pullen Park in Raleigh; the hospitality committee chose a patriotic theme.

Three of our campus chapter secretaries were nominated for honorary membership and they include Debbie Cox, Joan Little, and Paula Pritchard.

The campus chapter implemented a change to the bylaws to read. The membership of the association shall be composed of: "those on NC State campus, NCSU research field locations, and NCA&T that support Cooperative Extension programs, regardless of the employee's source of salary funding." Our next meeting will be held October 11. Submitted by Mary Ann Lofgren, President, Campus Chapter.

### **Northeast**

The Northeast District has a membership of 28 paid members. The spring meeting was held on May 26, 2006 in Hyde County at Martelle's Feed House in Englehard. There were 18 members in attendance. Our secretaries were welcomed by Mac Gibbs, Hyde County Extension Director and comments were shared by Dr. Russell King, Northeast District Director. The speaker for the day was Benjamin Cherry, known as "Blackbeard", who gave an entertaining and educational talk about Blackbeard's life.

Committee reports were given. Highlights include the following: The Membership Committee reported that Jackie Jernigan, Hertford County had retired and Linda Eure from Cates County had resigned. New hires include Christy Boyce in Pasquotank County and Reta Blair in Gates County. The Nominating Committee recommended that Teresa Story fill the vacant position of 2<sup>nd</sup> Vice-President. She was voted into the office unanimously. The Finance Committee proposed a change in District dues from \$20 to \$25 with the extra \$5 remaining in the District treasury, with the vote deciding to increase dues.

The 2005-2006 Camp Scholarship was awarded to Camden County due to the alphabetic rotation schedule.

The Secretary of the Year Award was presented to Donna Keene. She received a plaque and a check for \$75.

Secretaries enjoyed a delicious meal at Martelle's and then resumed business with the remainder of the meeting devoted to planning of the 2007 state meeting. The Steering Committee had met earlier in the month and those discussions were shared including items such as meals, decorations, registration, program, favors, workshops/speaker, door prizes and host shirts. Date, location, and theme had been previously decided at the fall meeting. Several videos were then viewed by the group of potential guest speakers. The invitation for the 2007 meeting was also viewed. We are looking forward to a full year of preparation to host everyone "at the beach".

Last Friday on September 8<sup>th</sup>, three Northeast District secretaries traveled to Tanglewood Park in Clemmons for the Horn of Plenty. They assisted other district secretaries with the beverage tables during the "Picnic in the Park" for the County Commissioners Annual Meeting.

The Northeast District Fall meeting will be hosted by Martin County on October 27, 2006.

### **Northwest**

There are 39 paid members in the Northwest District of the North Carolina Cooperative Extension Secretaries Association.

Our spring meeting was held on May 19, 2006, in Reidsville. Scott Shoulars, County Extension Director, welcomed everyone to Rockingham County. The program for the day was given by Brenda Sutton, Family & Consumer Science Agent, who presented a power point presentation on "Give Your Heart A Healthy Beat". Sharon Troxler, Commissioner of Agriculture Steve Troxler's wife, who is director of marketing and volunteer services with Annie Penn Hospital in Reidsville, spoke briefly to the group and presented several door prizes. Denise Brown, Chairperson of the Public Relations Committee, presented the Secretary of the Year Award to Beverly Jenkins of Alamance County.

Our fall meeting was held on September 25, 2006 in Salisbury. The program for the day was given by Darrell Blackwelder, Extension Agent, Horticulture, on his month-long trip to Tajikistan. He went to help educate people in that area about tomato production. He presented a slide show on the people and how they live and also had a display table of handmade items he had brought back. During this meeting, we also installed the new officers for the coming year. They are as follows: Alice Pennix as President; Tracy Vogler as 1<sup>st</sup> Vice President; Dawn Cheek as 2<sup>nd</sup> Vice President; Vickie Moore as Secretary; Linda Dunn as Treasurer; and Donna Bumgarner as Advisor.

The North Carolina Cooperative Extension Secretaries Association Northwest District Spring 2007 Meeting will be hosted by Tammy Caldwell and Bonnie Hartsoe in Stokes County on May 18, 2007. Respectfully submitted, Donna Bumgarner, President, Northwest District Secretaries Association.

### **Southwest:**

The Southwest District Secretaries Association met on August 18<sup>th</sup> in Burke County. The day was devoted to Myer's Briggs Training with Eleanor Stell as our instructor. The secretaries completed a questionnaire via e-mail prior to the meeting date. Ms. Stell analyzed the questionnaires and compiled personality types for each secretary. Time was spent discussing different personality types revealing to us what makes us tick.

Officers for 2006/2007 were elected as follows: President: Joyce Dorsdy from Lincoln County; 1<sup>st</sup> Vice President: Fran Little from Catawba County; 2<sup>nd</sup> Vice President: Juli Campbell from Alexander County; Secretary: Jane Duncan from Iredell County; Secretary: Jane Duncan from Iredell County; and Treasurer: Cynthia Brown from Cabarrus County. Southwest has 33 members and 16 Honorary Members. Carol Horne was selected as Secretary of the year.

### **Southeast**

Due to an active hurricane season last year, our 2005 fall meeting finally occurred in November, a month after our state meeting, and we installed our new 2-year term officers.

The spring meeting was in New Bern in April and updated pictures were taken for our scrapbook. This year's fall meeting was last month in Kenansville. Computer guru Adrian Gaskins gave an overview of the mini-mac computer being tested in several counties.

We enjoyed good attendance at all our meetings and started plans for being your host in 2008.

### **Special Committee Reports:**

#### **Federation**

The Fall Federation Executive Board meeting will be held October 18, 2006 at 10:00 at Brickhaven.

Issues and concerns will be delivered to Administration the first week of November. The Forum will be held December 8, 2006 at the McSwain Extension Center in Lee County. Our association was reminded to budget \$50.00 for Federation dues. Dues will be collected in December and are used to support the general operating fund of Federation.

This report was presented to the members of NCCESA at their annual state meeting in Southern Pines, NC on September 15, 2006. Submitted by: Pamela Brylowe 2006 Federation Secretary.

### **Horn of Plenty**

Chris commented on the Horn of Plenty which was held on September 8<sup>th</sup> at Tanglewood. We had ten secretaries present and served approximately 40 gallons of tea and 10 gallons of lemonade. Eight hundred people came through.

### **Change Management of Marketing**

At Extension's Administrative Team Retreat on May 22, 2006, steps were taken to move forward with these major initiatives. Four(4) were formed to begin laying the groundwork. Based on leadership skills, commitment to Extension, credibility with peers, and a collaborative spirit and vision, Support Staff was named to the following teams:

Extension Education Program Development Model – Janet Mabry (Stanly County)  
Integrated Reporting System – Devona Beard (Bladen County)  
Strategic Plan – Janice Dotson (Fletcher District Office)  
Marketing and Communication – Vicki Pettit (Campus), Christine Barrier (Cabarrus County)

Several meetings and conference calls have taken place to date, with expected final products to be delivered by October 2, with a final report given at the Administrative Team Retreat on October 30, 2006. Reported by: Christine Barrier, Administrative Assistant to Director, Cabarus County CES

### **David M. Jenkins, Ed.D Retirement Celebration June 2, 2006**

Our association was honored to be invited to participate at the Retirement Celebration of Dr. David M. Jenkins, PODS-Associate Director, on June 26, 2006 at the JC Raulston Arboretum in Raleigh. Please find attached several pieces regarding this event and responsibilities completed.

Timeline of activities was as follows:

April 14, Received invitation to sit on Planning Committee

May 4, Committee Meeting in Raleigh (list of assignments attached)

June 6, Committee Conference Calls June 7, Submitted 'Congrats' letter; processed registration and Scholarship Endowment to Appalachian State University

June 9, Secured association gift from Lowe's Motor Speedway (details attached)

June 11, Secured association presentation and event supplies (details attached)



June 13, Received requested gift from Humpy Wheeler, General Manager-Lowe's Motor Speedway

June 20, Traveled to West Jefferson to pick up event supplies

June 21, Received requested gifts from Robert Yates/Dale Jarrett Racing Team, Inc.

June 22, Traveled to Concord Mills to secure additional event supplies

June 26, Retirement Celebration in Raleigh (program attached)

July 3, Photos processed for NCCESA/SWD 'Reflections' (photo attached)

Reported by: Christine Barrier, Administrative Assistant to the Director, Cabarrus County CES

### **Extension Marketing Director Search Committee May 18, 2006**

Having been recommended by both Carolina PR and Extension's Core Team, a search committee was formed to create a joint NCSU-NCA&T University Marketing Director position. This committee met initially in Raleigh on June 12, 2006 to receive the charge from Drs. Ort and McKinnie. Afterwards, work began on a very structured timeline for completion. Conference calls were made on a regular basis, a job description was drafted and received approval of CALS Personnel, and advertising that closed on August 11 th. Forty two impressive applications were received and forwarded to Committee members for review and ranking. Selected 'first-tier' applicants were contacted for additional information, along with being asked to give a brief plan of action to a particular marketing-related scenario. After the committee reviewed the submitted plans, the top 3 candidates were presented to Drs. Ort and McKinnie as finalists recommended for interviews. Reported by: Christine Barrier, Search Committee Member, Administrative Assistant to Director, Cabarrus County CES

### **Herter-O'Neal Scholarship**

Janet VanJaarsveld reported that no one applied for the scholarship this year.

### **Sue Mills Lighthouse Award – Chris Austin**

Reported that Carol Horn was the winner of the Sue Mills Lighthouse Award.

### **Recognition of Awards of Excellence – Chris Austin**

#### **Award of Excellence in Technology Utilization and Implementation:**

Campus-Tracy Brown, NC- Mary Elizabeth Wilson, NE- Wendy Garner, MW-Michelle Hamm, State Winner, SE-Regina Gardner, SW-Julie Campbell..

#### **Award of Excellence in Special Leadership**

Campus-Vickie Pettit, NC-Carolyn Bagley, NE-Belinda Belch, NW-Karen Robertson, SC-Annie Freeman, SE-Joyce Holcomb, SW-Linda Lemons, W-Susanne Winebarger State Winner.

**Unfinished Business:** none

#### **New Business:**

Honorary nominations from the Board of Directors include; Debbie Cox, Paula Pritchard, Brenda Conway, Marlene Stufe, Joann Little, Nancy Hodges, Carolyn

Haycraft, Jean Green. Vicky Pettit made a motion to accept members as honorary member. Ana Pridgen seconded the motion. Motion carried.

### **2007 State Meeting Invitation**

Mary Sue Wright Baker from the Northeast District extended an invitation to the 2007 State Meeting. They are planning a great meeting at the Beach.

Installation of Officers – Regina O'Pharrow Gardner, Advisor

The following 2006-2007 officers were installed by Regina O'Pharrow Gardner

President – Donna Fulp

1<sup>st</sup> Vice President – Janet VanJaarsveld

2<sup>nd</sup> Vice President – Carol Horne

Secretary – Teresa Story

Treasurer – Gloria Artis

Advisor – Chris Austin

Parliamentarian – Sheilia Griffis

Association Webmaster – Shelia Ange

### **Presentation of President's Plaque**

Donna Fulp presented a President's Plaque to Chris Austin for such a wonderful job well done.

### **Closing Remarks and Passing of Presidential Gavel - Chris Austin**

Chris presented the President's gavel to Donna Fulp, 2006/2007 President.

Closing remarks were made by Chris. With no other new business, Wendy Garner made a motion to adjourn, which was seconded and approved.

Respectfully Submitted,

Marion Jay

NCCESA State Secretary