

**NC Cooperative Extension Secretaries Association
Board of Directors Meeting
February 17, 2006 – 10:00 a.m.
Jane S. McKimmon Conference and Training Center
1101 Gorman St., Raleigh, N.C. 27606**

The meeting was called to order by President Chris Austin, with our visiting speakers for the day Edwin J. Jones, Admin-Extension Service Associate Director, Agricultural Programs and State Program Leader, And Natural Resources/Community and Rural Development. Sheri Schwab, Associate Director CALS Personnel Office.

Sheri Schwab gave an update on Banding for the all secretaries. Sheri stated that anyone having questions please feel free to call her. As soon as she has any information from the state on Extension review, she will let us know. She described how the campus SPA banding procedure was being done and that Extension SPA's banding criteria and time table would have to come through the state.

Change Management & Marketing Initiative - Christine Barrier, Administrative Assistant – Cabarrus County, Change Management & Marketing Initiative Guiding Coalition/Core Team:

When the districts come together this March to learn of the new direction for our organization from Administration and the District Directors, it will conclude a 2-year journey from the time we started on our 'Road Map For Change' in 2004.

Representing the *Core Team* for the **Guiding Coalition/Change Management & Marketing Initiative**, I am very pleased to share that our task is nearly complete. From the 13 *Core Team* members (10 from NCSU, 3 from A & T), 5 Action Teams (Planning & Prioritization, Program, People, Performance Measurement, and Public Image) were developed, involving over 100 of our co-workers. Support staff was recommended and encouraged to become a part of one of these teams. As part of the Public Image Team, our responsibility was to develop new means by which to communicate and market Cooperative Extension. Plans are already underway for production of a new Marketing Manual.

On November 29, 2005, the team presented Dr. Ort and McKinnie a bound 95-page report which included a list of six (6) recommendations. After their intense consideration and examination, these recommendations are part of the corner stones for the district meetings. All Extension staff members from NC State and NC A & T State University will be involved in this strategic remodeling process.

It is very important that we, the Support Staff, continue to be the strong

nucleus of our Extension office; that we are constant in keeping the open-mind about what is to happen for our organization; to keep it economically sound, to keep us visible as a strong county partner; and more importantly – to keep us in the forefront of what we do best – *‘helping people put knowledge to work.’*

Thank You to those of you that were part of the initiative and for helping others to understand the concept that **‘One Mission – One Vision – One Extension’** is our future.

President Chris Austin presented the Agenda for approval. There was a motion to accept the agenda as presented and seconded. Motion passed.

The thought for the day was given by 2nd Vice President Donna Fulp.

The official business meeting of the NCCESA Board of Directors was brought to order.

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

ROLL CALL: Marion Jay, Secretary, conducted the roll call as follows:

Northeast – 5	North Central - 3	Northwest - 4
Southeast - 6	South Central - 3	Southwest - 6
West - 0	Campus - 6	

COMMITTEE REPORTS

- **Finance – Debbie King, Treasurer**

Debby King, Treasurer provided a copy of the financial report to those present. (Enclosed with official minutes). Account balances were as follows:

Checking Account – (as of 01/23/06)	\$ 5,430.42
Money Market Account	\$ 12,363.53
Savings Account	\$ 54.27
Total Liquid Assets	\$ 17,848.22

A motion was made to accept the Treasurers report as presented. The motion was seconded, voted on, and passed.

Debby King, Treasurer presented each member of the Board of Directors with a copy of Fiscal Year 2006-2007 Proposed Budget recommended by the State Finance Committee. Since the proposed recommendations are

from the State Finance Committee, a second is not required. After discussion, a vote was called to approve the Proposed 2006-2007 Budget as recommended by the State Finance Committee. Result: All were in favor of the Proposed Budget. It will be presented to the general membership at the state meeting in September.

- **Membership – Chris Austin**

Chris Austin notified the Board that Cindy Vann, from the South Central District, had volunteered to fill this position. Cindy was kind enough to volunteer in the absence of a chair person. A report will be provided from this committee at the next board meeting.

- **Nominating - Wendy Garner, Committee Chairperson**

The nominations for state officers are due by August 1. The 1st Vice President will move up to president, and according to the district rotation, the 2nd Vice President will come from the Southwest District. The eligibility list and the state nomination forms are on the NCCESA website under the Officers menu and will be undated by May 1st. The secretary and treasurer may come from any district. The past president will serve as Advisor. We encourage you to think of possible nominees for these positions.

- **Rules & By-Laws – Connie Bass, Chairperson**

The following change to the Rules and by Laws was recommended.

Article IV – Membership

Section 1:

CURRENTLY READS:

The membership of the Association shall be composed of:

- A. All office support staff working in county offices; and
- B. Those on NC State campus and NCSU research stations who have partial or full Extension funded salaries.

PROPOSED CHANGE:

- B. Those on NC State Campus, NCSU research station field locations and NCA&T that support Cooperative Extension programs, regardless of the employee's source of salary funding.

The Board of Directors approved this change and it will be presented to the general membership at the state meeting in September.

- **Professional Improvement**

- **Public Relations**

- **Reflections - Becky H. Troutman, Chairperson**

Since our last meeting, I am proud to report that we have received entries from every one of our districts. That is 100% participation. I would like to ask that for each district representative and secretary present to take it personally and make sure that their county is represented in our historical archives by the end of the year. It would be wonderful to have each county and the Cherokee Indian Reservation represented. Take a minute to e--mail your photos and captions or mail them to Cabarrus County.

Also, with the help of our campus secretaries and staff, we can proudly say we are moving towards the future in recording our historical NCCESA information. Vicki Pettit, from campus, has worked with Dr. Ed Jones - who is generously allowing a work study student, Pablo Buenrostr, in ANR/CRD - to scan in our scrapbooks on disks when he is finished with his regular duties. He is currently scanning scrapbook #2. We have over 12 scrapbooks total. He's currently reorganizing the filing system in ANR/CRD, and Karla Frizzelle, from campus estimates that he will finish scanning our scrapbooks by September. Please give these ladies a round of applause and our gratitude to pass along to Dr. Jones and especially to Pablo. We should be sure to get a photo of him to put in our scrapbook archives. This is truly a historical occasion.

Vicki has also worked it out with the campus library to store our scrapbooks in the archives of the library after they are scanned. I have the latest scrapbook that I continue to place entries in at the Cabarrus County office. Eventually, when all of our offices receive scanning and digital equipment, we will no longer need a book but just a disk that the Reflections Chairperson will keep in their pocket. Need I remind you that the first scrapbook pages were typed on the backs of scrap paper, copies with carbon paper, and if lucky, had black and white photos. "Reflectfully" Yours,
Becky H. Troutman

DISTRICT REPORTS

Campus - Mary Ann Lofgren, President, Campus Chapter

33 Membership - 13 Active Paid Members

5 Associate Paid Members

8 New Members (non-paying for 1st year)

7 Honorary Non-Paid Members

Our Campus Chapter Officers for 2005/2006:

President, Mary Ann Lofgren

1st Vice President, Susan Brown

2nd Vice President, Tracy Brown

Secretary, Mary Cox

Treasurer, Charlotte Simpson

Advisor, Karla Frizzelle

In December 2005, we had our holiday luncheon on campus at the Student Talley Center. Our members exchanged gifts and we also donated stuffed toys to the Children's Cancer Outpatient Ward at Duke Hospital.

At our January 2006 meeting, our guest speaker was Dr. Sandy Wiggins, Extension Specialist for Family and Consumer Sciences on campus. Dr. Wiggins' topic included tips on "Business Etiquette," and "Formal Dinner Etiquette."

The presentation was interesting and informative.

Our next meeting is April 12. The Professional Improvement committee has another guest speaker scheduled to speak to our members.

North Central - Juliette Shipley, North Central District President

Through the joint efforts of the North Central District Secretaries, our district hosted the 32nd Annual NCCESA State Meeting. The meeting was to take place in Durham, NC on September 29-30, 2005 at the Sheraton Imperial Hotel. Due to restrictions on travel, the meeting was canceled and rescheduled to October 31-November 1, but the North Central District Secretaries were able to hold an outstanding state meeting that was enjoyed by those attending.

On October 28, 2005 the North Central District Secretaries held it's meeting in Orange County and will have our Spring meeting on May 5, in Person County.

We have had 2 secretaries from our district who retired this year: Marlene Strufe from Nash County, Jean Green from Granville County. Also, Brenda Conway from Orange County will also be retiring effective March 31, 2006.

2005-2006 Officers

President – Juliette Shipley, Durham
1st Vice President – Janet VanJaarsveld, Franklin
2nd Vice President – Mary Elizabeth Wilson, Johnston County
Secretary – Sandra Stafford, Franklin
Treasurer – Linda Creech, Wilson
Advisor – Marion Jay, Person

Finance – Treasurer – Linda Creech
Membership – Pamela Jordan-Carrington
Nominating – Tonya Wingate
Rules & By-laws – Faye Black
Professional Improvement – Peggy Shearin
Public Relations – Jo Ann Zimmerman

Reflections – Edgecombe County

Northeast – MarySue Wright-Baker, Northeast District President

Northeast District current officers are:

MarySue Wright-Baker, President

Shelia Ange, 1st VP

Linda Eure, 2nd VP

Donna Keene, Treasurer

Wendy Garner, Secretary

The Northeast District has a membership of 28 paid members. The fall meeting was held October 14, 2005 in Hertford County at Catherine's 1770 Restaurant with 21 members in attendance. Dr. Russell King, NE District Director, gave remarks to the group, including announcement of newly hired agents and one agent retirement. He also shared brief comments on the new career banding for Extension employees.

Committee reports were then given. The Membership Committee is revising the "Let's Get Acquainted" booklet. The Rules & By Laws Committee has worked to assess the district amendments to be included in the NE District Procedures section of the Handbook. The committee recommended the amendable document, be adopted as compiled. The Professional Improvement Committee encouraged members to nominate a deserving secretary for the Secretary of the Year Award for the NE District. The Reflections Committee reported a new section will be added to the scrapbook called "NCCESA After Hours." Individual pictures were taken of each member present. Everyone was requested to send pictures in their home environment, hobby, sport, activity or just with family. The Finance Committee proposed the district consider raising association dues with pros and cons discussed.

Under Old Business: Guidelines and forms were distributed for the NE District Innovation Award. The 2005 Money Tree Raffle was discussed with drawing to be held at the November 1st State Meeting. Next Jean Sigmon reported that Dana Lee, the 2005 recipient of the Herter O'Neal Scholarship is doing well with her classes.

New Business included: Jean Sigmon was presented the Past President's Plaque for her service to the District in 2003 through 2005. The membership voted and adopted the NE District Procedures. Discussion and motion was made for additional items to raffle during the state meeting to benefit the District (not help with hosting of State Meeting in 2007). The business meeting recessed for a delicious lunch and resumed with discussion and planning for the 2007 State Meeting. The date has been set for September 20-21, 2007 in Dare County. Committees were set: registration, lodging & meals, tours, decorations/door prizes, programs, workshops/speaker. The Spring 2006 meeting will be hosted by Hyde County.

Secretaries then revealed their Secret Pals for 2005 with gifts and the tradition will continue for next year with new names being drawn.

Afterwards, secretaries traveled to a casket factory and observed the complete process from sheet metal to finished ready-to-use casket.

On October 31st and November 1st, sixteen members attended the 2005 State Meeting hosted by the North Central District in Durham.

The Northeast District has one secretary, Donna Hanusik (Dare County) that gave birth to 28 week term baby boy on January 3, weighting in at 2.5 pounds. Baby Benjamin and mother are still at Kings Daughter's Hospital in Virginia. Donna and husband update an on line journal periodically for family and friends (and Extension secretaries) to visit for news of Benjamin's progress. This website also includes posting of wishes to and prayers for the family.

The Northeast District Steering Committee for the planning of the 2007 State Meeting held their first meeting on January 27, 2006 in Perquimans County. The Steering Committee consists of the Executive Board and the chairs of each planning committee. Plans include for a video to be shown at the 2006 State Meeting inviting members to the NE District in 2007. The Northeast District looks forward to a year of planning.

Northwest District Report - Donna Bumgarner, Northwest District President

There are paid 38 members in the North Carolina Cooperative Extension Secretaries Association, Northwest District.

Our spring meeting was held on May 20, 2005, in the Guilford County Extension Office. The program "Give Your Home A Spring Uplift" was presented by Brenda Morris, County Extension Director. We were also given a tour by Karen Neill, Horticulture Agent, of their beautiful Extension Gardens.

Our fall meeting was held on September 9, 2005, in Ashboro. The speaker was Meredith Heywood, owner of the Whynot Pottery. She discussed the history of pottery and how she became involved in making and selling it. Following the meeting, we toured the local potteries in the Seagrove area and were able to see the different works created by local artists and shop owners.

Alice Pennix of North Carolina A&T moved up to 1st Vice President due to a vacancy. This left the office of 2nd Vice President open. The nomination committee contacted Vickie Moore of Ashe County who agreed to accept the position.

Award winners for the Northwest District for 2005 were:

-*Award of Excellence in Technology Utilization & Implementation*: Dorothy Stobbs, Forsyth County

-*Award of Excellence In Special Leadership*: Marie Bruff, Davidson County

-*Sue Mills Lighthouse Award*: Jenny Wilson, Alamance County

The North Carolina Cooperative Extension Secretaries Association Northwest District Spring Meeting will be hosted by Donna Fulp, Melissa Lynch, and Ann Dalton of the Rockingham County Extension Office on May 19, 2006. Their program will be entitled "Give Your Heart a Healthy Beat" and is dedicated to the wife of Ben Chase, Rockingham County Livestock Agent, who has had heart bypass surgery.

South Central - Devona Beard, South Central President

The South Central District has 100% membership again this year, with 35 active members and 2 Active Honorary. We've have two new members – Penny McCartney, Robeson County and Kim Gibson, Montgomery County. A newsletter was published and sent via email in June.

The Spring Meeting was held at the Scotland County office on April 29, 2005 with 32 members in attendance and also Susan Brame, South Central District Secretary. Libby Dolen, RN and Director of The Women's Center at Scotland Memorial Hospital, spoke to us on related women's health issues. State Meeting Committees reported and brought ideas to the membership. The winner of the half & half drawing was Starla Harwood.

The Fall meeting was held in Stanly County on August 26, 2005 with 34 members in attendance. Dr. Mitch Owen presented an informative program on *Building Your Leadership Impact Through Social Power*. The nominating committee presented the new slate of officers for approval: Devona Beard, President; Kay Morton, 1st Vice-President; Leeann Crump, 2nd Vice-President; Susan Johnson, Secretary; Janet Mabry, Treasurer; and Thetis Williams, Advisor.

Hosting the 2006 State Meeting, which will be held at Mid-Pines Resort in Southern Pines on September 14 & 15, 2006, consumed the major part of our business session; many decision and plans were made. The theme for the meeting is "Driving Fore Excellence." Thetis Williams was presented a plaque for her hard work as our district president. Devona Beard was honored as Secretary of the Year receiving a plaque and a monetary award. The winner of the half & half drawing was Carolyn Hodges.

Southwest

Union County will host our spring meeting. We are looking forward to visiting with them and seeing their new complex.

The Southwest District Officers are as follows:

- President – Patsy Richardson (Caldwell)
- 1st Vice President – Lisa Eubanks (Union)
- 2nd Vice President – Joyce Dorsey (Lincoln)
- Secretary – Deidra Hicks (Cleveland)
- Treasurer – Glenda Burgess (Burke)
- Advisor – Chris Austin (Union)

Southeast - Lin Nichols, Southeast District President 2005/06 & 2006/07

The Southeast District meeting was scheduled and rescheduled several times due to a very active hurricane season. The meeting finally occurred in Oriental, North Carolina, on Thursday, November 10, 2005, well after the State Meeting. There were 30 members present including 3 new secretaries.

The meeting was dominated primarily with plans for the 2008 State Meeting being hosted by the Southeast District. We'll be going to Wilmington, North Carolina and staying on the Cape Fear River only blocks from the mooring of the riverboat, the Henrietta III, the galleries on Front Street, horse and buggy rides on Market Street, and across the street from the most unique shopping and lunching experience of all, the Cotton Exchange, in the historic old warehouse.

Committees were formalized for lodging, food, educational programming, decorations/favors, registration, and most importantly, fund-raising. Each county was charged with the responsibility of doing their own money-making activities.

Certificates were presented to honorary members Hilda Flowers, Gwendolyn Huddleston, and Cynthia Potter. Retirement plans were announced by Tina Croom of Lenoir County for December 2005 and Alicia Halso of Duplin County for February 2, 2006. With the surprise retirement announcement of Alicia Halso, the first vice-president, all officers moved up one spot and a new second vice-president had to be found. Jo Strobush of New Hanover County accepted the nomination and was voted in.

Just prior to lunch, Regina Gardner presented Pam Brylowe with flowers for her work as Southeast District President for the past two years.

After lunch, Carteret County Family and Consumer Agent Regenia Bell, gave the program and handed out a CD for each attendee on women's health. The program is called "Women Living Healthy, Women Living Well." The program featured healthier lifestyles and eating habits specifically designed for women.

The last order of business for the day was the installation of new officers. The officers and new committees are listed on our Southeast District website.

Updates pictures will be taken for our scrapbook at either the 2006 spring meeting in Craven County or the fall meeting in Duplin County.

On February 14, 2006, Linda Kuhn, Southeast District Treasurer informed me of the plans to retire on April 1, 2006. Through an e-vote by the Southeast District Executive Board, Debra West was accepted to replace Linda Kuhn as the Southeast District Treasurer upon Linda's retirement.

SPECIAL COMMITTEE REPORTS

Federation, Pam Brylowe, North Carolina Federation of Cooperative Extension Associations Secretary

For those of you who are familiar with Federation, please bear with me while I try to explain to those of you who, like I was, may not be familiar with Federation or what its purpose is.

The North Carolina Federation of Cooperative Extension Associations is a coalition of the NC Association of County Agricultural Agents; the NC Association of Extension 4-H Agents; the NC Extension Association of Family & Consumer Sciences; the NC Association of Extension Specialists; the NC Cooperative Extension Secretaries Association; and the NC Association of Extension Program Assistants, Associates & Technicians. Our mission is to unify North Carolina Cooperative Extension, promote professional development, and communicate concerns and needs of its members.

The organization was formed in 1974 to foster professional development, to build consensus among member organizations, and to dialog with Extension Administration. Each year, recommendations on issues of importance to members are heard and responded to by Administration.

Please visit the Federation website (<http://www.ces.ncsu.edu/assn/federation/>) to learn more about our Federation. There is a link to the website on the Extension intranet home page.

The 2005 Federation Forum was held at the McSwain Extension Education and Agricultural Center in Lee County on December 9th. The Administrative Update followed roll call and attendance.

- Dr Jon Ort first thanked the Extension family for all the support he received while recuperating from his kidney transplant. He then announced Dr. James Zuiches from Washington State University has accepted the position of the NC State Vice Chancellor for Extension, Engagement, and Economic Development. The topics Dr. Ort discussed included the 2007 Farm Bill, ECOP - Extension Committee on Organization and Policy, plans for the Chancellor's tour with Erskine

Bowles on January 31st, the Dole Initiative, salary equity increases for field and on-campus faculty, and the Change Management and Marketing Initiative.

- Dr. Karen DeBord and Dr. Sheilda Sutton, Co-Chairs for the Change Management & Marketing Initiative, presented an update on the change management process. With the study done, it is time to implement the recommendations. This will be the focus of the 2006 District Conferences.
- Dr. Sheilda Sutton, representing Dr. Ray McKinnie from NC A&T, presented updates about changes in NC A&T's organization.
- Dr. Joe Zublena discussed the equity funding campaign, the Memorandum of Understanding, the need to develop a succession plan and identify our organization's future leaders, and Fees for Service.

This was the first Federation meeting I had attended and I enjoyed the exchange of information. In case you're wondering why I was there - it was because last year just before our state meeting, Chris Austin had asked me to serve on the Federation's Executive Board as their Secretary for 2006 and although I did try, I just couldn't bring myself to say no. The 2006 Federation officers were installed following the business portion of the Forum. The Executive Committee serves a one-year term from January 1 - December 31. This year, the secretaries' association will be responsible for electing one of our association members to serve as the Federation's 2007 President Elect.

The first 2006 Federation Executive Board meeting will be held in Wake County on March 2. I look forward to serving as your representative to the Federation and will be glad to present concerns or issues from our association during the year.

Staff Senate, Tracy Brown, Staff Senator

The Staff Senate have 5 major goals this year and you can read them on our website (www.ncsu.edu/staff_senate/).

Parking increase for Permit holders. An AD HOC committee was formed to review suggestions from our constituents regarding the proposed increase in parking permit rates to cover the expected monetary shortfall fallout from a legal case. These confidential suggestions will be compiled and presented to NCSU Administrators for review and hopefully implementation.

UNC President visit to NCSU

Your Senator should have sent out a message Erskine Bowles our UNC President visiting the Talley Student Center, Stewart Theatre on Thursday, February 23, 2006, for a General Faculty Meeting.

Open Forum – Hosted by the Staff Senate

On March 9, from 9 – Noon, Witherspoon Cinema the Staff Senate is holding an open forum.

- Opening Remarks - Chancellor James Oblinger
- State Health Plan - Dan Soper, Chief Operating Officer
- Faculty/Staff Assistance Program - Galen Jones, Asst. Director of Employee Relations
- Legislative Update - Andy Willis, Assistant to the Chancellor for External Affairs
- Career Banding - Terree Kuiper, Director of Employment and Compensation
- Parking Changes - Tom Kendig, Director of Transportation

Employee Appreciation Day 2006

MedLife Resources & NC State HR will sponsor a Employee Appreciation Event at the NC State / UCLA on Friday, March 3rd. Game starts @ 4pm.

There will be a Employee Appreciation table. If you want to throw out the first pitch, email your name, work phone number and address and your email address to employee@gw.fis.ncsu.edu. A drawing on the Feb. 24th will determine if you won or not.

Employee Appreciation Day 2007

This event has moved to Spring Break in 2007.

Horn of Plenty – Chris Austin

Chris Austin reported that she had been contacted and that this year's event will be held on September 8, 2006 at Tanglewood. All volunteers to serve will be greatly appreciated. Chris asked to let her know so that she could compile a list of those to serve from our association.

Herter-O'Neal Scholarship "2006" - Janet VanJaarsveld, 2nd Vice President, North Central District, Franklin County

The West District is the recipient of the Herter-O'Neal scholarship for "2006." Pam Dickson, President has been notified and will be contacting her counties about this scholarship. A committee has also been put into place for reviewing of the applications that we hope to receive.

Sue Mills Lighthouse Award – Chris Austin

Chris Austin reported that reminders will be going out closer to time for nominations.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Honorary Membership Nominations. Candidates for Honorary Membership were presented as follows: Debbie Cox – Campus, Joan Little – Campus, and Paula Pritchard – Campus. A motion was made to accept the nominations for honorary membership as approved by the Executive Board. It was seconded; motion carried. They will be presented to the general membership at the state meeting in September.

ANNOUNCEMENTS

Janet Mabry of Stanly County announced that the 2006 NCCESA State Meeting will be held on September 14-15, 2006 at the Mid Pines Inn & Golf Resort in Southern Pines. Registration information will be forthcoming.

With no more business to be discussed, there was a motion to adjourn. Motion seconded and passed and the meeting was adjourned.

Respectfully submitted,

Marion Jay
NCCESA Secretary