

**NORTH CAROLINA COOPERATIVE EXTENSION SECRETARIES ASSOCIATION
EXECUTIVE BOARD MEETING**

**February 16, 2006 – 7:00 p.m.
Holiday Inn Brownstone Hotel Conference Center
1707 Hillsborough St., Raleigh, N.C. 27605 Room 102**

President Chris Austin called the Executive Board Meeting of the NC Cooperative Extension Secretaries Association to order. Other members present were Donna Fulp, 1st Vice President; Janet VanJaarsveld, 2nd Vice President; Marion Jay, Secretary; Debby King, Treasurer; Pam Brylowe, Federation Secretary; Regina Gardner, Advisor; and Sheilia Griffis, Parliamentarian.

Chris presented the agenda for the meeting. Donna Fulp made a motion to accept it as presented and Janet VanJaarseld seconded; motion carried.

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

Marion Jay, Secretary, presented the minutes of the last Executive Board meeting that had been prepared by Chris in a bound notebook for review. A motion was made by Donna Fulp, to dispense with the reading of the minutes and and that they be accepted as presented. Janet VanJaarsveld seconded; motion carried.

Debby King, Treasurer, presented the Financial Report. There was some discussion on the Ag Agents donation in that \$250.00 of the 1,000.00 donation should always go to the Money Market.

Pam Brylowe, 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 Friday, February 17, 2006.

SPECIAL COMMITTEE REPORTS

- **Federation**
- **Staff Senate**
- **Horn of Plenty**

Chris Austin stated that this years Horn of Plenty is to be held on September 8th at Tanglewood near Winston Salem. NCCESA has been requested to provide tea and lemonade. This issue will be brought before the Board of Directors

tomorrow. All volunteers are welcome.

- **Executive Board Award**

Donna Fulp, 1st Vice President stated that information would be going out in reference to this award closer to time for nominations.

- **Herter-O'Neal Scholarship**

2nd Vice President, Janet VanJaarsveld reported that 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 of 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 reported that reminders would be going out to District Presidents to forward on to their membership about this award closer to time for nominations.

OLD BUSINESS

As provided for in the rules and by-laws, a check for \$25 had been sent to the family of Ella Moore at the time of her passing. Debby King, Treasurer, reported that the original check had never cleared the bank. Regina Garner checked with Ella's family and the original check could not be found. Another check was issued in its place and Debby reported that the second check had cleared.

NEW BUSINESS

- A question had been asked about donation requests from individual associations or for local fund raising programs. There was discussion and the Executive Board decided to deal with the issue if and when it arises.
- Honorary membership nominations were Debbie Cox, Campus Chapter, Joan Little, Campus Chapter, Paula Pritchard, Campus Chapter. Debby King made a motion to accept them as honorary members. Donna Fulp seconded, motion carried.

ANNOUNCEMENTS

Chris Austin announced that the Board of Directors meeting would be held the following morning at the McKimmon Center.

Donna Fulp made a motion that we adjourn. Debby King seconded; motion carried and the meeting was adjourned

Respectfully submitted,

Marion Jay
NCCESA Secretary