

NORTH CAROLINA COOPERATIVE EXTENSION SECRETARIES ASSOCIATION
BOARD OF DIRECTORS MEETING

FEBRUARY 16, 2007 – 10 am

BRICKHAVEN BUILDING

Donna Fulp, President called the meeting to order.

Sheilia Griffis, Parliamentarian, is very much under the weather and has been very sick. Keep Sheilia in your thoughts. In her place will be Ms. Christine Barrier.

Christine Barrier, stated that a quorum was present for the purpose of conducting business of this association.

Dr. Joe Zublena, Associate Director & Director of County Operations was our speaker. Dr. Jon Ort was sick and unable to attend. Dr. Zublena spoke about Career Banding. They are still trying to decide if we should band or not. The Campus has already implemented Career Banding. There are three bands: associate, specialist and executive. Examples of each band: Associate: Librarian to District Administrative Assistant, Specialist: Specialized Payroll person, etc.; Executive: Dr. Zublena's assistant, etc. There were no salary increases with Banding only title changes. When you are at the top of your band you cannot go any further. You cannot move between bands unless you change positions. Extension is looking to write a non-bill or statute that states secretaries are under cooperative extension. If that is done it will not affect any benefits including leave and longevity. Dr. Zublena also spoke about the new MOU. You can be grandfathered in and you do not have to be send in. All new agents, etc. will be send in. This new MOU will affect our organization further down the road.

Donna Fulp thanked Dr. Zublena for being with us today.

Sherri Schwab and Jessica Tucker from Extension Personnel.
Sherri introduced Jessica Tucker, Extension Personnel Assistant. Works directly with Steve Norris our Benefits counselor.

Jessica – Discussed annual enrollment in the PPO and traditional plan.

Donna Fulp thanked Sherri and Jessica for coming.

Donna Fulp asked that the agenda be reviewed and asked for any additions or amendments.

There was an Amendment to the agenda. Under roll call we will add the District Reports. Any more amendments to the agenda? No.

Teresa Story, Secretary, did the Roll Call.

Campus 5
Northeast 5
North Central 1
Northwest 3

Southeast 3
South Central 5
Southwest 8
West 0

DISTRICT REPORTS

Campus - Susan Brame, President

The Campus Chapter currently has 25 paid members. Our first meeting of the new association year was held on October 11, 2006. The meeting was devoted to reorganization of our committees and meeting structure.

The officers for 2006-2007 are:

President – Susan Brame

1st Vice President – Tracy Brown

2nd Vice President - Angie Thomas

Secretary – Vicky Merritt

Treasurer – Charlotte Simpson

Advisor – Mary Ann Lofgren

On December 8, 2006, Susan Brame and Tracy Brown attended the Federation Forum in Lee County as part of the NCCESA delegation.

Our holiday Celebration event was held on December 18, 2006, at Brickhaven. We enjoyed a wonderful meal and fun activities including the Snowman version of Bingo and a gift exchange game. Members also brought toys to donate to the Toys-For-Tots drive.

Our next meeting is scheduled for April 20.

Northeast - Shelia Ange, NED 1st Vice President

Due to a viral infection affecting her eyesight, MarySue Wright-Baker, NE District President, sends her apologies for not being here today.

We currently have 28 paid members. We recently lost retired member Jackie Jernigan from Hertford County who passed away in January. Our thoughts and prayers are with her family.

Our fall meeting was hosted by Martin County and held October 27 with 17 members attending. J . B. Coltrain, Martin County Extension Director, welcomed the group. Our speaker was Sheri Copeland, Executive Director of the Martin County Chamber of Commerce. Most of the fall meeting revolved around plans to host the 2007 NCCESA State Meeting in Nags Head September 20 and 21. The membership committee reported the ongoing update of the NE District portion of the Let's Get Acquainted booklet. NE District Members involved in Staff Senate were recognized: Jean Sigmon in Northampton County and Melanie Storey in Hertford County. The 2007 4-H Camp Scholarship will be awarded to Chowan County. Members were reminded to submit nominations for the Innovations Award designed to reward a deserving secretary for their idea that would save money, time, efforts, etc. We also had a professional photographer on hand to take pictures, one of which is posted on the NE district website.

The Steering Committee met on January 31 at the Ramada Inn, Nags Head where we will be hosting the 2007 NCCESA State meeting. We toured the facility and worked out many details for the upcoming meeting. Tentative plans are currently to have a choice between 3 workshops and 5 tours. The meeting adjourned after lunch in the hotel restaurant.

The NE District spring meeting will be held May 17 at the Ramada Inn where the membership will be allowed to tour the facility for further recommendations.

We intend to have registration on –line in June for those who anticipate using funds from this fiscal year.

North Central District - Mary Elizabeth Wilson, 1st Vice President

Janet Vanjaarsveld President, just came back off of sick leave so she was unable to be here.

We met in Vance County on October 27 at the H. Leslie Perry Memorial Library in Henderson.

Janet Vajaarsveld, President called the meeting to order. We had two speakers and Dr. Cobb our District Director. We had 37 members 32 paid and 5 retirees to attend. At the State meeting two secretaries received awards, I received the Award of Excellence in Technology and Carolyn Bagley received the Special Leadership award.

We talked about the National Secretaries Association – Janet spoke on that. Vicky Merritt gave a report on “Opening Doors” workshop and our next meeting will be held on May 4 in Fuquay Varina.

Northwest District - Alice L. Pennix couldn't be here today.

There are 36 paid members in the Northwest District's NCCESA.

Our spring meeting was held May 19 and hosted by Rockingham County. The presentation given by Brenda Sutton, FCS Agent was informative for us because the Number 1 Killer of Women today is heart disease. This very compelling presentation complete with statistics, warning signs (which are very different from that of a man) and healthy eating tips, gave us a lot to think about as it relates to Women's Health. Kathy Chase, wife of an employee, Ben Chase, had an inspirational testimony about her own heart attack and the recovery she went through. Her advice to those present, please pay close attention to your body when it “tells” you something may be wrong.

Sharon Troxler, director of marketing and volunteer services with Annie Penn Hospital in Reidsville, and wife of North Carolina's Agriculture Commissioner, Steve Troxler, also spoke briefly with the group, gave out door prizes, and posed for pictures. It was a very informative meeting with lots of great information.

On August 25, 2006, our fall meeting was held in the Rowan County extension Office in Salisbury. Darrell Blackwelder, horticultural Extension Agent, presented the program “Tajikistan” giving us a snap shot of his 30 day stay with tomato growers of this country, which is one of the poorest in Central Asia. Darrell's visit was to assist these growers with their produce from getting the soil ready by testing, to advising them on irrigation techniques for the land to keep the crops thriving. He displayed several items from this trip and told us of the conditions under which these residents lived and worked. It proved to be a most interesting presentation with lots of questions. We soon came to realize how fortunate we are in what we have.

We had three new secretaries join the Northwest District Secretaries: Leslie Vincent – Davidson County, Melva Menius – Rowan County, and Margaret Farrow Guilford County.

Award Winners for the Northwest District for 2006 were:

NW District Secretary of the Year: Beverly Jenkins – Alamance County

Award of Excellence in Technology utilization: Michelle Hamm – Alleghany County (District and State award)

Tammy Caldwell and Bonnie Hartsoe of Stokes County will host the spring meeting of the NCCESA for the NW District, August 31, 2007.

Southeast - Jo Strobush, 2nd Vice President

I bring greetings to all from the Southeast District

Work continues behind the scenes to make ready for the 2008 State Meeting.

The spring meeting for the SE District will be held in Greene County on April 20, 2007. At that time, announcements will be made as to the recipient of our charitable giving award distributed this year by New Hanover County and also the recipient of our 4-H scholarship given out by Sampson County.

The April meeting will be to set deadlines and parameters for scholarship, charitable contributions, and awards for the coming year within both the District and at the State level. We will also be making some final choices and continue with the preparations for the 2008 State Meeting.

South Central - Katherine C. Morton, President

The South Central District worked really hard planning and hosting the 2006 NCCESA State meeting September 14-15, 2006 at the Mid Pines Inn and Golf Resort in Southern Pines. The theme was "Driving Fore Excellence" and was carried out in every way imaginable. The food was excellent, hospitality was great, tours were fun, workshops were informative, banquet was awesome, speaker was funny memories are forever... We declared the meeting a huge success!

Our district had two secretaries retire at the end of the year. Pearl Blount, secretary in Anson County retired after 30 plus years of service. Thetis William, administrative secretary in Robeson County retired after 34 years of service. We congratulate both of them on their retirement.

South Central District is pleased to announce the addition of three new secretaries in our district. Amanda Chavis has joined the Scotland County staff and will provide support for 4-H and FCS programs. Jean Newsome has joined the staff of Cumberland County and will provide support for the Consumer horticulture Department. Sharon Parrish has joined the Bladen County staff and will provide support for Extension 4-H Grant Programs.

Our district spring meeting will be hosted by Bladen County on March 23, 2007 at Lu Mil Vineyards.

Southwest - Joyce Dorsey

The Southwest District Secretaries Association met on August 18, 2006 in Burke County. After business was completed, Eleanor Stell from NCSU presented the program. It had been decided during our Secretaries Retreat that the SW District Secretaries should take the Myers Briggs training. Eleanor has the results. We were pleasantly surprised at the results. By completing this test we are better able to understand ourselves and what motivates us to do the things we do as well as work together not only at work but at home and in social environments. New officers were installed for the coming year.

At this time we are pleased to inform you that Carol Horne, administrative secretary from Rutherford County served on the State Senate, Pathways Advisory Board, Human Resources senate sub-committee and is the State 2nd Vice President of the NCCESA. Christine Barrier, administrative secretary in Cabarrus County, serves as the President-elect for NCFCEA representing the secretaries association; serves on the Change Management-Core Team as well as the Search Committee for the State Marketing Director.

After much discussion during our retreat, it was decided that the SW Secretaries Association would like to pave the way with a new "Vision" in helping others throughout our communities. We divided into cluster groups with each group adopting a worthy cause to work towards for the year. Cluster group two will raise money for Caring Bridge in honor of Robyn Rogers, the wife of Lenny Rogers, CED of Alexander County who is battling cancer. Caring Bridge is a place for families to heal, celebrate and share by providing free personalized Web sites to those wishing to stay in touch with family and friends during significant life events. Their mission is to bring together a global community of care powered by the love of family and friends in an easy, accessible and private way. Money for this honorarium was raised via a raffle ticket sale with all proceeds going to Caring Bridge.

The SW District Secretaries Association will meet in Alexander County on Friday, April 13.

West - Susanne Winebarger (could not be here); Donna Fulp gave the report. The West District Cooperative Extension Secretaries Association currently has 29 paid members. Our officers for 2006-07 are:

President – Susanne Winebarger
1st Vice President – Sandy Pridgen
2nd Vice President t- Norma Chrisawn
Secretary – Susan Dotson
Treasurer Elaine Clamser

Nine of our members attended the state meeting in Southern Pines in September. Six members received tenure awards, and one member received the district and state Award of Excellence in Special Leadership.

Our last district meeting was in Henderson County on August 25. Our Spring Meeting will be held in Madison County on Friday, April 27. We are in the process of making plans and arrangements.

BUSINESS:

Teresa Story stated that the minutes were posted to the NCCESA Website. Wendy Garner made a motion to dispense with the reading of the minutes and accept as posted; Gloria Artis 2nd the motion. Motion carried. Sheila Ange made a motion to approve the minutes; Charlotte Simpson 2nd the motion. Motion carried.

Financial Report Gloria Artis – Financial report will not be exactly correct. There are problems getting the statements to come to her address. There is \$6,997.83 in the checking account. Gloria will do another financial report and have it posted to the website. Donna stated that the Executive Board has a written report and printout from the finance committee. The problem is the Credit Union is giving Gloria the run around with the statements. The Credit Union in Donna's county has told her that she has not signed the signature card. So she is going back today and sign the card again. We are going to try to get the statements sent to Gloria because they are going to Debbie King and Debbie is sending them to Gloria but they are going to Gloria's county manager's office and they are holding them until who knows when. So we are going to try and get that mess straightened out. The finance report will be with the minutes.

COMMITTEE REPORTS:

- Finance Committee: Gloria just gave that report.

- Membership: No Report
- Nominating: Wendy Garner - The nominating committee will be seeking secretaries to fill the 2nd Vice President, Secretary and Treasurer position on our State Executive Board. The rotation schedule for the 2nd Vice President office indicates that the next officer should come from the North Central District. However, due to the fact that our current 1st Vice President, Janet Vanjaarsveld, is from that district we will be accepting nominations from all districts except North Central and the Southwest. Also we will be accepting nominations for Secretary and Treasurer. Wendy encourages each and every one of us to go back to your district and find someone that you know that has the want to spend a little extra time and get involved in our association.
- Professional Improvement: Ginger McGhee - The Professional Improvement Committee would like to encourage all members to continue professional development by enrolling in continuing education through a college, workshops, trainings, seminars; subscribing to magazines or internet pages to enhance job related skills. Check with area districts to see if scholarships are available. We encourage members to apply for the State Professional Improvement Scholarship which is awarded annually to any member of the North Carolina Cooperative Extension Secretaries Association. A total amount not to exceed \$500 will be awarded during the State Meeting Banquet. Deadline for the scholarship is due August 1 to the State Professional Improvement chair. Refer to NCCESA home page for application and guidelines.

- Public Relations – No Report
- Rules and Bylaws – No Report
- Reflections – No report
- Special Committee Reports:

- Federation – Christine Barrier – Federation President-Elect

First Board meeting will be March 2 at Brickhaven Building. President this year is Rhonda Sherman, representing the Specialists Association. As President-elect, I also serve as Chair of the Recognition and Awards Committee, along with the First Vice-President of each association represented. I plan to open discussion of new means of recognizing association members for leadership and service beyond the normal workday. Plans for the 2007 annual meeting will also be discussed to include possible location at the NC Research Campus in Kannapolis.

Christine was able to attend JCEP (Joint Commission of Extension Professionals) held January 31-February 2, 2007 in Nashville, TN. Approximately 125 Extension representatives from 13 states in the Southern Region were in attendance. "Internationalizing Extension Service" was the conference focus, relating to how Extension interacts in other counties, helping us take steps toward a global future? Special emphasis was given to the growing Latino population in the United States, primarily in the southern region.

Representing Federation and NCCESA, my primary purpose was to learn new marketing strategies and collect information regarding support staff associations in the Southern region. Thirty (30) persons of interest from ten (10) states have been turned over to our President and the Outreach Committee as those who may have interest in establishing an association or exchanging delegations during annual conferences. Let me say right now we are so fortunate. If it had no been for my county director and extension administration there'd be no way I could ever have done this.

PILD (Public Issues Leadership Development Conference) is sponsored by JCEP and will be April 23-25, 2007 in Arlington Virginia. This year's focus is "Connectivity: Community to the Capitol" and will provide an opportunity for interaction with federal decision makers and local volunteers in order to keep Extension aware of public concerns affecting our communities and Extension programming. One morning of the conference is specially designed for a "Legislative Breakfast" in the Capitol building sponsored by NCSU – NCCES through Dr. Ort's direction, and is coordinated by Robbie Furr, 4-H Agent in Mecklenburg and EPS Vice-President and hosted by the NC delegation.

- Christine also reported on Epsilon Sigma Phi:
Annual Meeting was held on November 8, 2006 in Johnston County Center, Smithfield. Total membership is approximately 160, with new and renewal memberships still being received by the treasurer.
New support staff members recognized was: Tom Mease, Tracy Brown, Vickie Pettit, and Sheilia Griffis.
Rita Wheeler from Randolph County received the Meritorious Support Service Award.
ESP offers scholarships to JCEP and PILD, mini-grants, numerous professional development opportunities and several awards.
Change Management-Core Team/Marketing Director Search Committee
Change Management team continues to function. The Performance Appraisal Instrument for EPA staff is being fine tuned and will soon be ready for rollout.
Marketing Director for Extension (NCSU and A&T), Chrystal Bartlett, joined the organization Monday, February 12, 2007.
- Executive Board Award: Donna reported Janet VanJaarsveld, 1st Vice President is in charge of that award this year and she is not here today due to sickness but the nominations are due to her by August 1. I am sure she will be sending a letter later on.
- Herter-O'Neal Scholarship – Carol Horne, 2nd Vice President - The recipient this year will come from the Northwest district and Alice Pennix is the District President and I have been talking with her and she is starting to get the packets out in her district. And the final three need to be back to me by April 1.
- Sue Mills Lighthouse Award: Donna reported the president and all district presidents: Donna is in charge of this award. The nominations are also due by August 1. There was some discussion at the Executive Board meeting last night whether to keep continuing to give the lighthouse. Donna's director had had the idea that we might want to give something instead lighthouse because it is hard for the ones that are in parts of the state away from the cost to find a lighthouse. That we might want to lean toward a glass award with a lighthouse etched in it that would be the same from year to year. Christine will take these ideas back to the committee.
- Outreach Committee: Leeann Crump, not here Report read by Tracy Brown:
The newly formed Outreach Committee, comprised of District 1st Vice Presidents Tracy Brown (Campus), Shelia Ange (NE), Dawn Cheek (NW), Sheilia Griffis (SE), Fran Little (SW), Mary Elizabeth Wilson (NC), Sandy Pridgen (W) and Leeann Crump, Chair (SC) would like to report the following contacts made to support staff in extension offices in surrounding southern states with our interest in ultimately forming a national association, as exists today for agents. When reaching across state lines to other support staff to begin this dialog, it becomes quickly apparent that we in North Carolina have much to be proud of as an association. Many states do not have an existing organized association at present, and surely North Carolina stands as an example of what a few dedicated folks can accomplish with a clear goal in mind. Much of our success is due to the support of those in leadership

positions who have now given us the opportunity to reach beyond our borders and garner support for a greater partnership within the Extension family area wide.

We thank Donna Fulp, President, for making beginning contacts with the states of Mississippi and Kentucky.

Mississippi

Joyce Thompson, 4-H County Secretary
Oktibbeha Co. 106 Felix Long Drive
Starkville, MS 39759
662-323-5918, fax 662-323-5865

Kentucky

Lillie Thompson
ldthomps@uky.edu
President, Chi Epsilon Sigma

Response was enthusiastic. Also, Tennessee, Georgia, Alabama, and Florida will be contacted with the hope that a bus trip of 30 association members can visit a state organizational meeting in the near future and initiate further dialog for the formation of a national association of Extension support staff.

Donna reported Mississippi contacted her by e-mail and set up a conference call. Chris went to Alabama last year. Several of the others have been to different states. And they can tell you that as far as secretary's associations go in Extension, North Carolina is the number 1 state. We are being looked at as Mississippi's mentor. Thanks to Shelia Ange's good work on our website. Chris can tell you they don't have any support from their administration. What they have done they have done on their own with their own money with no monetary support whatsoever. Dr. Ort and Dr. Zublena are behind our endeavor 100%. Both of them and with their contacts they are talking with some of the states in the southeastern district. We are hoping to get a regional association started first before we think about going national and originally it will be the 13 states in our southern regional district. So I will take Christine's list back to the Outreach Committee and they can have a meeting and discuss what they want to do and whom they want to contact. And if I hear anything else from Mississippi I will let you know. I am not a charter member but I have been in it for 30 years and when I first started we met on Saturdays and paid our own way. We have come along way.

Unfinished Business: None

New Business:

- Thanks to Vicki Pettit we were given \$1000 from the North Carolina Cooperative Extension Service Foundation. Vicki had sent Donna an e-mail wanting to know if the Executive Board or Board of Directors had decided how to spend the money. Donna told Vickie we would discuss it at the Executive Board meeting and also today. Donna asked Vicki since she applied for the money and received it what would she like to see the money used for? Vickie is very supportive of our association and having her in Dr. Ort's office and supporting us means a lot as well as having Tracy in Dr. Zublena's. Her reply was that she would like to see ½ to the district that was holding the State meeting (Donna thinks that is fair because it is a burden on any district) and she would like to see the other half to support programs. And if there are other areas of our budget that need enhancing like the travel involved to support Mississippi in their efforts to start a new association Vickie thinks that would be a good place to put the funds as well. Any discussion from the floor about the funds we should receive? Tracy agreed with Vickie about the first half going to the Host District and the second half for travel but not just for those that are visiting other states but just travel in general. This is something that we can apply for every year. And that was another thing in Vickie's e-mail have we made plans to apply for it for this year. No we have not. It was a surprise that we got it last year. But we can make plans to apply for it and we need to decide whose responsibility that will be. Is there any motion in the way we should handle

this money? Do we have a motion to give \$500 to the District that is holding the state meeting and \$500 to go into the travel section of the budget? Tracy Brown made the motion. Motion passed.

Who's going to apply each year? Wendy Garner made a motion that the Finance committee be in charge of applying. We can take the one that Vickie used and update it and change it. There is a motion for the finance committee to be in charge of applying for the Foundation money this year and every year hereafter. Is there a second? Elizabeth Wilson, Johnson County 2nd the motion. Motion passed.

- Carol Horne received a message from Catawba County where the Herter-O'Neal secretaries are from and one of the secretaries has expressed two concerns. One is that we are not really campaigning enough to get a recipient because there was one last year and zero the year before. The 2nd one was a request that to look into increasing the scholarship award amount. We will form a committee to look into the options for the Herter-O'Neal scholarship, possibilities of increasing the scholarship or possibilities of better advertising the Herter-O'Neal Scholarship. Carol Horne will head the committee. The Herter-O'Neal Scholarship Committee now consists of Carol Horne and she will appoint others, especially the ladies in the county where Herter and O'Neal worked.

Announcements:

Carol Horne: Staff Senate: There are other senators here besides me. We represent part of District B. Anyway I just wanted to bring attention to everyone gets Voice. Carol encouraged everyone to attend Appreciation Week on campus. Two of our senators, Melanie Storey and Jean Sigmon, will be working on Tuesday. EPA has joined Staff Senate now because they did not fit under Faculty Senate. Maybe we can ask State Senate President to attend our state meeting or some other meeting.

Donna - we are going to back up on the Agenda before we adjourn and do Thought for the Day.

Carol – This comes off of Positive Thinking Quotes.com.

Without enthusiasm life becomes a dry and tasteless experience. Anyone can become enthusiastic for a little awhile but to keep enthusiasm steadily flowing through out lives is a great art. The secret is simple live in a state of appreciation appreciate the special qualities with everyone and appreciate just life in general. Enthusiasm is infectious especially when it is based on appreciation for life itself.

Donna - I want to thank everybody for making the effort to be here today. I know it was a cold, bad day to travel. Thank you all so much for coming.

Honorary membership nominations - Donna only has one and she is just holding it until the next board meeting.

Wendy Garner made a motion to adjourn.

Donna – I want to especially thank, before we adjourn, Christine Barrier for all you have done and for helping the association. Thank you so much. I want to thank Shelia Ange for doing our website. She does a lot of hard work and she keeps me on and I want to thank our secretary for doing the minutes. That's not an easy job. And our treasurer for keeping up with out money and not leaving and going off to who knows where.

Gloria Artis 2nd the motion to adjourn. Motion passed. Meeting adjourned.

Respectfully submitted by:

Teresa S. Story
NCCESA Secretary