

NORTH CAROLINA COOPERATIVE EXTENSION SECRETARIES ASSOCIATION  
EXECUTIVE BOARD MEETING

FEBRUARY 15, 2007

RALEIGH, NC

President, Donna Fulp called the Executive Board Meeting of the NC Cooperative Extension Secretaries Association to order.

Sheilia Griffis, Parliamentarian, was sick and could not be there and Christine Barrier presided as Parliamentarian in her stead.

Christine Barrier declared that a quorum was present for the purpose of conducting business of the association.

President, Donna Fulp, asked for approval of the agenda. Carol Horne made a motion to approve the agenda and Gloria Artis seconded the motion. Motion carried.

Donna Fulp stated that Sheila Ange, our Webmaster, posted the minutes from the last meeting in September to the website. Donna asked for a motion to accept the minutes as written? Carol Horne made a motion to accept the minutes and Gloria Artis seconded the motion. Motion carried.

Gloria Artis, gave the financial report. Gloria handed out a financial report. There have been some difficulties getting the finances transferred to Gloria. Donna stated that the Credit Union has said that she has not signed the signature card and she is going to go and sign another one as soon as she gets back to her county. Donna Fulp asked for a motion to accept the treasurer's report as presented. Teresa Story made a motion to accept the treasurer's report and Carol Horne seconded the motion. Treasurer's report accepted.

Donna Fulp asked for a motion that the Standing Committee report, in order to save time tonight and duplication, be heard tomorrow at the Board of Directors meeting. Gloria Artis made the motion and Carol Horne seconded the motion.

Special committee reports – Christine Barrier is our Federation representative and she is president elect this year. Christine reported that she, as president-elect, is Chair of the Recognition and Awards Committee and that that committee looking for new ways to recognize association members for leadership and service. Christine also spoke regarding the Marketing and Change Management. Christine attended the Joint Commission of Extension Professionals. She made contact with 10 different states that were interested in establishing an association. These names were turned over to Donna and the Outreach Committee. Christine will be attending the Public Issues Leadership Development (PILD) conference in Arlington, VA. She will also attend a legislative breakfast in the Capitol Building sponsored by NCSU-NCCES through Dr. Ort. Robbie Furr, in

Mecklenburg County, coordinates this. Christine talked about Epsilon Sigma Phi and that they offer scholarships to JCEP and PILD, mini-grants, professional development opportunities and awards. Change Management-Core Team/Marketing Director Search Committee. The new Marketing Director for Extension (NCSU and A&T) is Chrystal Bartlette.

Christine will incorporate all of the above in her Federation report tomorrow.

Executive Board Award – Janet VanJaarsveld, 1<sup>st</sup> Vice President is in charge of this and she has been sick and out of the office so she will not be with us tonight or tomorrow. But Donna thinks she still has some time, as it is not due until August 1.

Herter-O’Neal Scholarship, Carol Horne, 2<sup>nd</sup> Vice President, reported that Alice Penesk Northwest District has not sent anything out but has decided to do it via e-mail. The deadline for applicants is April 1 and at that time her committee will choose the recipient of that award.

Donna Fulp – reported on the Sue Mills Lighthouse Award – She will get the letters out and they are due back by August 1 at 5:00 p.m.

Donna Fulp’s director had an idea about that award. He had suggested that maybe instead of a lighthouse give a plaque or another type of award. There was a little discussion and it was decided that if there was to be a change it needed to be brought before the Sue Mills Lighthouse Award Committee, which Donna is the Chair. Christine stated that she thought on the application it specified that a lighthouse be given.

Outreach committee: Leann Crump, South Central, could not be here. Donna passed out two sheets. One for Chi Epsilon Sigma and Outreach links to Sister Chapters. Some of the states have associations that are referred to as Cooperative Extension Secretaries. Some of the states are members of this fraternity and the purpose of this fraternity is stated on the page. It is to “maintain the standards and ideals, uphold the morale, prestige and respect of support staff to extension and to develop working relationships and fraternal fellowship among employees”. That’s under their mission statement purpose. If you get a chance look these over and we will talk about them tomorrow with the rest of the board. We don’t know how much it costs to join we have not checked into any of it. We have talked with Louisiana, Tennessee, and Mississippi. Mississippi contacted us and we are going to mentor their association. We sent that out in an e-mail for everybody. They are checking out our website that Shelia maintains so well and they are very impressed. They are very impressed with the way that our administration supports us, which we are very fortunate to have a supportive administration like we do. Chris started the Outreach Committee last year. Christine stated we started with SC years ago. There are 4 regions across the US. Kentucky has secretaries association. They meet in a very rural area like a rustic 4-H camp. They did not have room for us. But said we could come. Texas does not have a secretaries association. Long-term goal is to start a Southern Region secretaries association. Dr. Zublena has given us time to go to another state to their state meeting. They will not pay for us to go but they will give us the time

off. But that is ok because we used to have to meet on Saturdays for our secretary meetings. We are inviting them to come to our state meeting in September and then in return we want to visit their state to see how they are doing. We hope we can form a Southern Region and then go National. Like the agents. Chris said when she went to Alabama they have to raise all monies for their meeting. They had awards for the first time for their secretaries and the counterparts of Dr. Ort and Dr. Zublena were there at the dinner but they did not present the awards; the secretaries had to present the awards to themselves. They got the idea for the awards from coming to our meeting. Dr. Ort and Dr. Zublena will support outreach and they present it at their meetings with other states.

Unfinished business – none

New business – Vicki Pettit in Dr. Ort's office applied for and received \$1,000 from the NC Extension Service Foundation. Vickie contacted me this week and wanted to know what our plans were for the money. In talking with Gloria we have not received the money yet and she has e-mailed several times and sent letters and we still do not have a check. Vickie had a suggestion, since the original e-mail from Sharon Rowland says that these funds are to support our programs, she would like to see a portion of these funds go to the district that hosts the state meeting. If there are other areas of our budget that needs enhancing like the travel to support Mississippi in their efforts to start a new association she thinks that would be a good place to use these funds as well. This will be brought before the full board tomorrow.

Honorary Membership - Donna only has one – will hold until receive more.

Herter O'Neal - Donna received an e-mail from Nancy from Catawba County asking for a discussion on increasing the funds for the scholarship. This will have to be brought before the full board and the full membership. If it comes as a recommendation from the Executive Board we only have to take a vote on it. If there is a recommendation from this Executive Board to go to the full Board tomorrow we can do that. If anyone wants to recommend. We do not have the funds right now to increase the scholarship. There is not any money coming in every year just for this Scholarship.

No more new business.

Donna thanked Christine Barrier again for being our Federation President Elect. Christine you do a great job.

Meeting adjourned.

Respectfully submitted by:

Teresa S. Story,  
NCCESA Secretary