

**NORTH CAROLINA COOPERATIVE EXTENSION SECRETARIES ASSOCIATION  
BOARD MEETING  
HILTON WILMINGTON RIVERSIDE  
WILMINGTON, NC**

**September 18, 2008**

President, Janet VanJaarsveld thanked the group for attending the meeting.

The Executive Board met and approved the proposed By-Laws changes presented by Elizabeth Wilson, Chair of the Rules and By-Laws Committee. Article III currently reads:

Article III – Organizational Structure

Section 1:

This Association shall be organized into districts, the same as the North Carolina Cooperative Extension Service, and shall change according to any changes in the North Carolina Cooperative Extension Service Districts.

**Proposed By-Laws Changes/Additions:**

Article III – Organizational Structure

Section 2:

In the event a district is eliminated *or added* by virtue of a NC Cooperative Extension administrative decision, NCCESA will proceed to align their membership districts with the administrative districts. This ~~can~~ will be accomplished through the following steps in applicable situations *within a 60-day time period of when redistricting officially takes place:*

1. When a district is dissolved *or added* and a completely new one formed from the combination of at least two existing districts and the officers for said districts have already been elected, the presiding association executive board will coordinate election of new officers ~~within a 60-day time period~~. Such election will be by vote of members.
2. When a district is dissolved *or added* and surrounding districts absorb members; new members ~~would~~ will be added to committees if district elections have already taken place. If elections have not been carried out, then new district members ~~would~~ will be eligible for nomination for a district office.
3. When a district is dissolved *or added*, any funds remaining, following the payment of district expenses, will be divided equally based upon district membership and forwarded to members' designated districts.

Pam Brylowe made a motion to accept the By-laws organizational structure as discussed. Brenda Britt seconded. All approved. Motion passed.

Janet VanJaarsveld stated districts are having a difficult time getting volunteers to serve on the board. If you're asked to serve, please encourage. One suggestion is to give an outline of what is expected and dates of meetings.

Through the Foundation Board, Sharon Rowland has gotten \$3000 donated to send some individuals to SRERSSA. Devona will send a list of members that have registered and paid to all district presidents. The district presidents will be in contact with the members to find out if there is anyone else that would like to go but do not have funding to go. At that point, the presidents will send the names to Donna Fulp by Friday. Donna will take the names, by districts and put all the names in a pot for a drawing on Monday. One name per district will be drawn for the \$425 funding to attend SRERSSA. If an individual wins that has already paid they can elect to share the money or use it to repay the original funding source. You can decline the money and ask that another name be drawn. If members have already paid from another source and chose not to be in the pot, leave their name out. This is a one-time gift from the Foundation Board. At this point we have 93 members registered from Mississippi, Louisiana, Kentucky, South Carolina and North Carolina. The SRERSSA booth is in the hallway. There is a power point presentation on how SRERSSA was started and items for sale.

The financial report was distributed. Since the report will be discussed at the meeting tomorrow, Cathy will dispense from going through the line items unless there is a question.

The Herter-O'Neal Scholarship was omitted from the program. Janet will make sure this is taken care of. It will be presented after the Professional Improvement Scholarship.

Pam Brylowe recommended the following changes to help clarify the process for the Herter-O'Neal Scholarship:

#### Herter-O'Neal Scholarship Guidelines

##### 1.) **Basic Information -**

First bullet:

**From** "This scholarship is offered to anyone planning to pursue an Associate degree in business or a business related field of study."

**To** "This scholarship is offered to anyone pursuing a college degree, *associate/and or bachelors*, in business or a business related field of study."

Second bullet:

Add "veteran status" per our EOC statement

##### 2.) State 2<sup>nd</sup> Vice President Responsibilities – add the following bullets:

- Notify the state winner of the Herter-O'Neal Scholarship by letter.
- Notify district finalist not chosen – follow template letter.
- Prepare and present scholarship report at NCCESA state meeting.

##### 3.) County Administrative Secretary Responsibilities – add bullet:

- Submit county applications to District Professional Improvement Committee chairman.

Change third bullet:

**From** “Notify winner and coordinate presentation (if winner is from your county).”

**To** “Coordinate and make presentation (if state winner is from your county).”

**Winner’s Letter Template** – in addition to the Financial Aid Officer, send a copy of the letter to the NCCESA Treasurer, and the district 2<sup>nd</sup> Vice President.

Scholarship application – add the following information:

- I. Name and mailing address of the college applicant is attending or will attend;
- II. Name, e-mail address, and phone number of college’s Financial Aid Officer; and
- III. Name of County Extension Office and application is submitted from.

Sandy Kanupp made a motion to accept the Herter O-Neal Scholarship guideline changes. Elizabeth Wilson seconded. All approved. Motion passed.

The treasurer-elect cannot be voted on at this meeting because the by-laws must be changed and sent to the membership at least two weeks prior to the vote. This position will train under the direction of the treasurer for one year, then become treasurer. At this point a new treasurer-elect will be selected. This is a separate position on the board. Districts have the option to follow. If the treasurer-elect cannot fulfill the position, a treasurer will be elected. A treasurer will be elected each year. Janet VanJaarsveld brought before the board that a treasurer-elect position be voted on and begin next year. Sheila Ange so moved. Pam Brylowe seconded. All approved. Motion passed.

Correction to the February 15, 2008 Board Minutes District Reports – West Central should be West.

Please remember the Herter O-Neal Scholarship will be given tonight after the Professional Improvement Scholarship.

Roll Call

Campus – 3	South Central – 6
Northeast – 1	West – 4
North Central – 5	West Central – 5
Southeast - 6	

Janet VanJaarsveld adjourned the meeting.

Respectfully submitted,

Rhonda M. Gaster, Secretary  
NCCESA