

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

September 17, 2008

Janet VanJaarsveld, President, called the meeting to order.

The agenda was approved.

The minutes were sent to all Executive Board Members and were posted to the website. Carol Horne made a motion to accept the minutes as posted. Cathy Harvey seconded the motion. All approved.

Cathy Harvey, Treasurer distributed the 2007-2008 Financial Report and the 2008-2009 Proposed Budget. The Proposed Budget is higher due to the one time gift of \$3,000 from the NCCES Foundation for support of SRERSSA. Deleted the postage line item from the proposed budget since most items are mailed from office postage allocations and travel was increased slightly. In the past, items purchased for the Horn of Plenty were taken from the miscellaneous line item. In the proposed budget, have moved the anticipated expense for Horn of Plenty from the miscellaneous line item and placed in the Horn of Plenty line item. Cathy mentioned that the \$1,000 from the Ag. Agents Association is in the mail. Cathy would like to purchase a flash-drive to store all letters of request and spreadsheets for the future treasurer. Pam Brylowe made a motion to purchase two (2) flash-drives for the treasurer. Martha Smith seconded the motion. All approved. Motion passed.

Committee Reports - Hold all reports till Friday.

Other Business – Herter O’Neal Scholarship Guidelines – Pam Brylowe, 2nd Vice President – would like to recommend the following changes to clarify the process.

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 or bachelor in business or a business related field of study.”

Second bullet:

Add “veteran status” per our EOC statement.

2.) State 2nd 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.

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 2nd 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 the application is submitted from.

Carol Horne made a motion to accept the new revised changes to the Herter O’Neal Scholarship guidelines. Rhonda Gaster seconded. All approved. Motion passed.

Janet VanJaarsveld encouraged all secretaries to apply for awards.

Any old business

The Treasurer-Elect position 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. Cathy Harvey said the by-laws state, “state officers shall serve a term of one (1) year”. The Nomination Committee will bring forth the nominations for the 2008-2009 year. A treasurer and secretary have not been selected; therefore, a nomination from the floor will be made.

At the February 14, 2008 Executive Board meeting a vote passed to recommend a change in the Rules and By-Laws concerning redistricting. Elizabeth Wilson, Chair of the Rules and By-Laws Committee, presented proposed changes to the By-Laws under Article III – Organizational Structure. 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 by virtue of a NC Cooperative Extension administrative decision, NCCESA will proceed to align their membership districts with the administrative districts. This can be accomplished through the following steps in applicable situations:

1. When a district is dissolved 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 and surrounding districts absorb members; new members would be added to committees if district elections have already taken place. If elections have not been carried out, then new district members would be eligible for nomination for a district office.
3. When a district is dissolved, 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 proposed changes to the By-Laws as put forth by Elizabeth Wilson and recommended the changes be presented to the Board of Directors. Carol Horne seconded the motion. All approved. Motion passed.

Janet asked if there is any other business to discuss. Carol Horne asked about the website showing the correct rotating schedule for the state meetings. The website will be corrected soon.

Janet thanked the Executive Board members for their support during her presidency. She will retire December 31, 2008 but will continue to serve as advisor.

Janet encouraged upcoming presidents to go out into the districts and attend one of their meetings. She stated it is a very rewarding experience and you can get an understanding of what is going on in the districts and members are more comfortable speaking to you. They also get to know the state president on an individual basis.

Janet VanJaarsveld adjourned the meeting.

Respectfully submitted,

Rhonda M. Gaster, Secretary
NCCESA