

**NORTH CAROLINA COOPERATIVE EXTENSION SECRETARIES ASSOCIATION
BOARD MEETING
NORTH CAROLINA COOPERATIVE EXTENSION – WAKE COUNTY CENTER
RALEIGH, NC**

February 15, 2008

President, Janet VanJaarsveld welcomed the group to Raleigh. She introduced the Wake County Extension Director, Brent Henry. He welcomed everyone to Wake County.

Mitch Owen, Personal and Organizational Development Director, spoke to the group about the organizational meeting that is held for secretaries in Raleigh every four years. He asked the group to divide up and brainstorm about important ideas that can be covered at the meeting. Ideas suggested were: 1) communication styles, 2) orientation for new support staff, 3) conflict resolution, 4) better understanding of MOU's (Memorandum of Understanding), 5) timely training of new computer software. The consensus was to come together as a state group in off-years from the regional meeting at the NCCESA State meeting; possibly fall of 2009.

Janet thanked Martha Smith and Faye Black from Wake County for supplying the refreshments and set-up.

Due to time constraints, we will not have individual committee reports. If you have a report from your committee, please submit to Rhonda Gaster, Secretary and she will put in the minutes.

The following reports were received:

District Reports:

North Central – Elizabeth Wilson, President

The North Central District Secretaries Association met for our fall meeting on October 26, 2007. Wilson County hosted our meeting at the Wilson County Agricultural Center.

We had 37 members in attendance. Elizabeth Wilson called the meeting to order. Sandra Stafford, 1st Vice President gave the thought for the day and read “One More Attempt” by Ralph Martson. Martha Smith, 2nd Vice President introduced and welcomed guest to our meeting. Each committee chairman gave a committee report. Linda Creech gave our treasurer's report that was effective from February through May 2007.

Lt. Mark Sullivan, with the Wilson County Police Department spoke to us about “safety measures and self-defense”. He showed us a PowerPoint presentation on different situations on how we can protect ourselves. Each lady learned and we were grateful Lt. Sullivan was able to speak with us. Also, our group had a special visitor named Maxie to come and speak to us and also showed us how to make jewelry. Each secretary was able to make either a pair of earrings or a necklace to take home with them.

Elizabeth Wilson congratulated Tonya Wingate of Caswell County for winning the Technology, Utilization & Implementation Award and Kaye Ward of Johnston County for winning Special Leadership Award. Elizabeth also recognized the ladies that received service awards. Michelle Owens (Edgecombe Co.) Kaye Ward and Elizabeth Wilson (Johnston Co.) received 5 years of services with extension. Ann Burrows (Vance Co.) received 20 years of service and Carolyn Bagley (Vance Co.) received 35 years of service.

With the new redistricting, the North Central is losing 5 counties. Those counties are Edgecombe, Halifax, Johnston, Nash & Wilson. On the other side, we are gaining 8 counties. They are: Alamance Chatham, Davidson, Forsyth, Guilford Randolph, Rockingham and Stokes. We are sad to see the 5 counties leave but we are eager to have the 8 counties join our district.

We now have a link from the association website to the North Central District webpage. Kay Evans Administrative Secretary in Orange County volunteered to design the North Central District webpage. She did a wonderful job and we thank her for taking the time to get this website up and running.

The North Central District has added a new committee to their list. Our district is not doing a "Community Service Project". For our project we are collecting items for a charity called the "Victory Junction Gang Camp". This camp is for children with medical disabilities. Each county is donating or collecting items from a wish list that they will bring to our spring meeting in May. We will take all the items collected to the camp and take a tour of this wonderful facility. Each year our district will do a different community service project. We are very excited to be participating in this great charity.

At the end of our meeting our district presented our Administrative Secretary, Vicky Merritt, with a "Thank You" gift for everything she has done. We also presented Dr. Donald Cobb with a "Thank You" gift basket with each county donating items to put in there.

An invitation from Warren County secretaries was extended to the membership to attend the spring meeting in Warren County on May 2, 2008.

West – Susanne Winebarger, President

The West District Cooperative Extension Secretaries Association currently has 30 paid members. We welcomed McDowell and Polk Counties to our district due to the redistricting. Isabelle Cable from Swain County retired in December and several of our members attended her retirement celebration and the association presented her with a gift card.

Our 2nd Vice President resigned in December to transfer to a new position in Kannapolis. Jane McDaniel from McDowell County was nominated and unanimously approved to fill this position for the remainder of the year.

Eight of our members attended the state association meeting at Kill Devil Hills in September. Isabelle Cable from Swain County received the “State Award of Excellence for Special Leadership Skills”.

The 2007 4-H Scholarship was awarded to the Cherokee Reservation. They used the money to help send five youth to a blacksmithing workshop at the Green Energy Park in Jackson County. The workshop was featured in the *Asheville Citizen-Times* and included a picture of one of the youth participating in the workshop.

Our spring district meeting has been set for Friday, April 25, at the West District Office in Fletcher. We are making plans to host the state meeting in 2010.

Northeast – Shelia Ange, President

With redistricting, the Northeast District has 35 active members with 13 retirees and 11 honorary members. Our best wishes go to our newest retiree Pat Braswell – Pitt County. We are excited to now include the 6 secretaries from 3 counties new to the Northeast District: Edgecombe, Halifax and Nash Counties. We extend our deepest sympathy to the family and friends of Denise Lamb – retiree from Pasquotank County who passed away in the fall.

With MarySue Wright-Baker, Advisor and Melanie Storey, Parliamentarian, the 2008 Officers are:

President – Shelia Ange
1st Vice President – Teresa Story
2nd Vice President – Wendy Paschal
Treasurer – Bleinda Belch
Secretary – Amy Twiddy

Our fall meeting was held in Northampton County on October 5, 2007 with 22 attending. We are breathing a collective sigh of relief from hosting a successful state meeting at the beach. We welcomed 3 new members: Carol Haywood – Pitt County, Stacy Morin – Pasquotank County, and Connie Burlison – Hyde County.

District dues were raised and committees were assigned. Members discussed Dr. King’s upcoming retirement and voted to contribute to the endowment in his honor. After business was concluded, Secret Pals were revealed and redrawn. We had a wonderful lunch provided by the Extension Staff and then went to nearby Hollowell Farm for an educational tour of Mr. Hollowell’s pond – raised prawns.

The spring meeting will be held in Pasquotank County with the date to be announced.

Special Committee Reports – Christine Barrier, Federation President

NCFCEA – Federation - The 2007 NCFCEA Federation Forum was held December 14th in Cabarrus County at the NC Research Campus in Kannapolis.

As President-elect, I also served as Chair of the Recognition and Awards Committee, along with the First Vice-President of each represented association. With no formal award established, the Leadership & Service Recognition Award was developed under my leadership. The inaugural award was presented at the Forum to Donna Fulp, Administrative Secretary in Rockingham County.

First Board of Directors Meeting will be March 7th at the Brickhaven Building in Raleigh.

Ex-Officio Board Memberships - As President of Federation, I also serve on the North Carolina Cooperative Extension Service Foundation (NCCDSF) Board of Directors (<http://www.cals.ncsu.edu/foundation/nccesf.html>) as an Ex-Officio member. This term starts January 1.

I also have the opportunity to serve as an Ex-Officio member of the NC Family and Consumer Sciences Foundation Board of Directors (<http://www.cals.ncsu.edu/foundation/ncfcs.html>) also starting January 1.

Both Foundations meet at least 3 times a year, and the first Board of Directors Meeting is scheduled for March 6th in Raleigh.

Horn of Plenty - The 2008 Horn of Plenty is scheduled for August 22nd in Craven County – New Bern. Meetings and conference calls have been utilized to make the necessary arrangements. NCCESA responsibilities will be directed from the HOP Procurement Chairman, Ed Emory and I as Federation President.

JCEP – Southern Region - JCEP (Joint Council of Extension Professionals) was held February 5-7 in Orlando, Florida. Workshop themes were “**Reaching All Generations in Your Extension Efforts’ and Emerging Technology and its Use in Reaching Extension’s Diverse Generational Audience.**” This two-part workshop shared highlights of the characteristics and values of these diverse learners (Matures, Baby Boomers, X & Y generations) and identified tools and techniques to be used by Extension to reach and engage them. Technology such as blogs, wiki’s collaborative software and podcasts were discussed, and how these methods can make life easier for all Extension professionals and expand outreach to our clientele.

During this conference, I was also able to make contact with as many as 25 states and disseminate information regarding the upcoming SRERSSA (Southern Regional Extension & Research Support Staff Association) Inaugural Meeting schedule for November 12-14, 2008 in Nashville, Tennessee. Several names of persons of interest were collected and shared with Donna Fulp, SRERSSA Inaugural President.

PILD (Public Issues Leadership Development Conference - PILD (Public Issues Leadership Development) Conference will be held in Arlington, Virginia, April 27-30. “**Connectivity: Community to the Capitol**” will engage conversation between Extension professionals, to include State Advisory Council members, and US Congressional members.

Epsilon Sigma Phi - Epsilon Sigma Phi held their annual meeting on November 15, 2007 at the Guilford County Center, Greensboro. Total membership is approximately 160, with new and renewal memberships still being received by the Treasurer.

After 3 years of continuous Extension employment, any Extension staff person is entitled to apply for membership into ESP.

Christine Barrier from Cabarrus County was presented the State Award of Visionary Leadership and Carol Horne from Rutherford County received the Meritorious Support Service Award.

Serving as Legislative Committee Chair, my responsibility will be to arrange appointments/visits with the NC Congressional members during the PILD Conference this year. Each office will receive a personal visit from Extension professionals and Advisory Council Members, along with the presentation of pertinent, individualized information regarding NC Cooperative Extension.

ESP offers scholarships to JCEP and PILD, mini-grants, numerous professional development opportunities and several awards.

There are several SPA members at this time and more are encouraged to become involved.

Rhonda Gaster, Secretary, stated that the minutes from the last meeting had been posted on the website. Rhonda asked if there were any additions or corrections to the minutes. A motion was made to accept the minutes. Devona Beard seconded the motion. Motion carried.

Janet VanJaarsveld encouraged everyone to look at the district web pages. The webmasters do a great job.

Financial Report: Cathy Harvey stated that total revenue is \$12,355.56. Expenditures to date is \$3,068.19 for a total in the checking account of \$9,287.37. We have \$10,677.31 in our Money Market account and \$56.17 in our Shares account. Total funds available - \$20,020.85. Cathy stated that \$3,000 was moved from the money market into the checking account last year in anticipation of extra expenses in travel. This money has not been used. Cathy recommended to the Executive Board to move the \$3,000 from the checking account to the money market account to gain more interest. The money can easily be moved if needed. Pam Brylowe made a motion to move \$3,000 plus the extra monies in the Shares Account to bring the Shares Account balance to \$25, to the Money Market Account. Sandra Stafford seconded the motion. Motion carried.

Devona Beard, SRERSSA Meeting Planning Committee Chair – SRERSSA's first annual meeting is November 12 – 14, 2008 in Nashville, Tennessee. The hotel is the Radisson Hotel at Opryland. Professional Improvement Workshops will be offered. Christine Barrier is chairing the Professional Improvement Committee and already has plans in the works.

The following tours will be offered: Historical Homes Tour, Nashville City Tour, Ryman Auditorium, Country Music Hall of Fame and Museum. There will be a General Jackson Dinner

Cruise on November 13th with a Christmas Show. The Banquet is November 12th. For those that may want to go early or stay through the weekend, tickets to the Grand Ole Opry will be offered.

Devona distributed the colored logo. The theme is “Reaching Out in 2008”. The Planning Committee will be setting up other committees, please be prepared to volunteer to work on one of the committees. Our thoughts are to ask each state to be in charge of a particular committee for example one state will be in charge of decorations another door prizes and so on.

The Mission Statement is: “*SRERSSA will improve the lives and careers of members by providing one voice to improve the development of Extension across the Southern Region through professional recognition, networking with states, administrative advocacy and professional and personal improvement*”.

Janet VanJaarsveld thanked the committee for their hard work. Janet mentioned that Dr. Zublena has given us time to go to this meeting. Devona Beard made a motion to make a contribution to SRERSSA’s November meeting. A suggested amount is \$100 per county. Money is needed by May 31, 2008. Denise Brown seconded the motion. Motion carried.

Janet VanJaarsveld brought before the Executive Board to have a treasure and a treasure elect. Cathy Harvey has agreed to keep the position as treasurer for another year. The treasurer elect will train for one year with the treasurer, and then will become the treasurer. The Executive Board passed this motion. This will be a change in the By-Laws and will be voted on at the state meeting in September.

Janet VanJaarsveld said we had redistricting. Janet brought before the Executive Board that we put in the Rules and By-Laws, guidelines to follow when redistricting takes place and a district is resolved. This was passed at the Executive Board meeting. This will be a change in the By-Laws and will be voted on at the state meeting in September.

Janet VanJaarsveld mentioned that some committee member names on the web were not correct. Due to redistricting, the names were left unchanged. If you do not want to serve on a committee, please let Janet VanJaarsveld know.

Rhonda Gaster, Secretary, conducted Roll Call.

Campus 4	South Central 6
Northeast 3	West 2
North Central 8	West Central 4
Southeast 7	

Pam Brylowe reminded the group about the Herter-O’Neal Scholarship. It is on the web.

Christine Barrier commented that she gave her report to Rhonda Gaster, Secretary and it will be published in the minutes. Christine thanked the group for allowing her to represent the secretaries on Federation and commented, “the state will know the secretaries are in charge of Federation this year”.

Tracy Brown will post the SRERSSA webpage soon.

Janet VanJaarsveld said to e-mail her if you have a concern.

Janet VanJaarsveld adjourned the meeting.

Respectfully submitted,

Rhonda M. Gaster
NCCESA Secretary