

**NORTH CAROLINA COOPERATIVE EXTENSION SECRETARIES ASSOCIATION
EXECUTIVE BOARD MEETING
LAQUINTA INN – CRABTREE, RALEIGH, NC**

FEBRUARY 14, 2008

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

Janet VanJaarsveld asked for approval of the agenda. Pam Brylowe made a motion to approve the agenda. Cathy Harvey seconded the motion. Motion carried.

Janet VanJaarsveld asked that we abstain from reading of the minutes from the September 19, 2007 Executive Board Meeting . The minutes are also posted to the website.

Cathy Harvey gave the financial report. Cathy distributed the financial report. Cathy reported the checkbook is balanced and correct. Last year the board approved to move money from the money market into the checking account to help with the upcoming travel expenses of the regional meeting. Cathy stated the money will gain more interest in the money market account and suggested that we move the money from the checking account to the money market until needed. The board agreed to move the money to the money market account.

Devona Beard reported that the regional meeting is planned for November 12-14, 2008 in Nashville, Tennessee at the Radisson Hotel in Opryland. There will be professional workshops and Christine Barrier has agreed to chair the Professional Improvement Committee. The following tours will be offered: Historical Homes Tours, National City Tour, Ryman Auditorium, County Music Hall of Fame Museum and on the night of the 13th there will be a dinner cruise on the General Jackson with Christmas Show. The banquet will be November 12th. For those that may want to go early or stay through the weekend, tickets to the Grand Ole Opry will be offered. The theme for the first regional meeting is “Reaching Out in 2008”. The planning committee will begin setting up 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. Devona gave everyone a copy of the SRERSSA logo. Janet VanJaarsveld stated that Dr. Zublena told us that we will get time off to attend this regional meeting. This regional meeting is open to any secretary that would like to attend.

Devona suggested it would be nice for each county to raise \$100 for the SRERSSA meeting. That will bring the registration cost down. Carol Horne made a motion to accept Devona Beard’s recommendation for each county to contribute \$100 for the regional meeting. Cathy Harvey seconded the motion. Motion carried. This will be a recommendation from the Executive Board to be voted on tomorrow at the board meeting. Once approved, e-mails will be sent to the district presidents.

Special Committee Reports – Christine Barrier

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 for 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.

Janet VanJaarsveld suggested a change to the Treasurer position. She would like to see a two-year term instead of one year. The position is such that you become familiar with the process and then you rotate off. By having a Treasurer-in-training, the trainee can become familiar with the process while the Treasurer is available to train. Cathy Harvey agreed to serve an additional year. Pam Brylow made a motion that the Executive Board make a recommendation to change the By-Laws to include a Treasurer-in-training position as an officer for one year. Carol Horne seconded the motion. The motion carried.

Janet VanJaarsveld commented about the recent redistricting. We abide by the changes that take place in Raleigh. There was discussion about the current NCCESA By-Laws and that each district's By-Laws should basically be the same as the state association Rules and By-Laws. Pam Brylowe made a motion that we recommend a change to the Rules and By-Laws Committee to work on changing them to state that when we redistrict we do it along state lines and state timetables and the money to be divided per position and when a district dissolves the money will be divided per member position and officers will be elected from the floor at their first meeting after redistricting. Rhonda seconded the motion. The motion carried.

No further business to discuss, Janet VanJaarsveld adjourned the meeting.

Respectfully submitted

Rhonda M. Gaster, Secretary
NCCESA