

**NORTH CAROLINA COOPERATIVE EXTENSION SECRETARIES ASSOCIATION  
36th ANNUAL BUSINESS MEETING**

**COLTRANE HALL – NC A&T STATE UNIVERSITY  
GREENSBORO, NORTH CAROLINA**

**September 18, 2009**

President Carol Horne called the 36th Annual Business Meeting of the North Carolina Cooperative Extension Secretaries Association to order. Carol expressed our appreciation to the Campus Chapter for hosting this meeting. Time-keeper was Kay Morton, 2<sup>nd</sup> Vice President. Discussions were limited to 10 minutes each.

Carol requested one change to the agenda: under Standing Committee Reports, Finance will report last. A motion was made by Alice Pennex and seconded by Teresa Story to approve the agenda. Motion carried.

Parliamentarian Denise Brown reminded everyone that only the members of the Board of Directors would be voting today and declared a quorum of the membership present to conduct business of this association.

1<sup>st</sup> Vice President Pam Brylowe gave the Thought for the Day: "Life is not about waiting for the storms to pass...it's about learning how to dance in the rain."

Secretary Shelia Ange presented the minutes of the September 19, 2008 Annual meeting as posted to the website. Sandra Stafford made a motion, seconded by Jane McDaniel, to accept minutes as posted. Motion carried.

Shelia presented the minutes of the April 7, 2009 Board of Directors follow-up Elluminate meeting as posted to the website. Karen Whitley made a motion, seconded by Sandy Kanupp, to accept minutes as posted. Motion carried.

Roll was called by Shelia as follows:

West – 6	Northeast – 9
West Central – 12	Southeast – 8
North Central – 13	South Central – 10
Campus Chapter – 21	

Total of 79 attending.

Treasurer Donna Stewart presented the treasurer's report with a beginning checking account balance of \$3,438.67. Revenue reported was \$10,241.04 for total revenue of \$13,679.71. Total expenditures reported were \$9,142.31 for a total checking account balance of \$4,537.40. Money market account balance is \$14,300.50; and share account balance of \$57.69 for total available funds of \$18,895.59. The treasurer's report was accepted as presented.

Carol announced that the financial audit will take place September 22-28. Tom Mease will conduct the audit and no checks will be written after 12 noon on Tuesday, September 22. Anything being submitted for payment needs to be given to Donna today.

## **DISTRICT REPORTS:**

### **West – Norma Chrisawn, President**

The West District Cooperative Extension Secretaries Association has 31 members which includes two new members.

Our spring meeting was held on May 29<sup>th</sup> in the Buncombe County office with 15 members present, and a special guest, Carol Horne, State NCCESA President. Janice Dotson was recognized for having received one of the five College of Agriculture and Life Sciences Awards of Excellence. Two of our members had new babies. Carol gave an update on the 2009 NCCESA State Meeting plans and the new guidelines for the meeting and answered questions regarding how the West District should proceed with plans for hosting the 2010 State meeting. A lengthy discussion followed. Magen Caldwell and Jane McDaniel, Co-chairs of the State Meeting Planning Committee, gave an update on what the committee had been working on and those plans were discussed. Committees met and gave their reports. There were five nominations for the Herter-O'Neal Scholarship from the West District. After the meeting, we had lunch at a local restaurant and then toured Handmade in America.

Our fall meeting was held on August 28<sup>th</sup> at the Research Station in Mills River with 20 members present. We welcomed Cindy Williams from Henderson County and Erin Bonito from Buncombe to their first meeting of the association. Nine members of our Association attended the online IT conference. Eight of our members attended the Hospitality Train the Trainer seminar. Committees gave their reports. Avery County will be the recipient of the 4-H Scholarship. State meeting plans for 2010 were discussed at length and the co-chairs of the 2010 planning committee gave a report and presented the theme that was voted on by the membership. Amy Holder from Graham County, received the Secretary of the Year award and was given a plaque and a check for \$100.00. Watauga County selected the Community Service Project which was the Children's Council of Watauga County. Members brought baby items such as diapers, clothing, etc. which will be used to support families enrolled in PAT (Parents as Teachers), which are families at high risk for abuse and neglect due to factors such as economic status, age of mom, social support/family, etc.

The following new officers were installed:

Jane McDaniel, President  
Karen Ball, 1<sup>st</sup> Vice President  
Donna Tulley, 2<sup>nd</sup> Vice President  
Erin Freeman, Secretary  
Janice Dotson, Treasurer

After the meeting, the group had lunch together at the Lone Star Steakhouse.

### **West Central – Julie Campbell, President**

The West Central District has been busy with the establishment of the new district. The district held its spring meeting on May 1 in Ashe County with a wonderful, fun filled day planned by the hosting county. The group enjoyed a tour through Ashe County and some attractions for future trips. The group came back to the Extension Center and enjoyed a wonderful meal prepared by Smoky Mountain Barbeque. After lunch, the business meeting got underway and the group made lots of progress in establishing guidelines for the new district.

A big event the West Central District Secretaries were involved in was the 2009 Horn of Plenty held in Catawba County on August 28. Twelve secretaries from the district attended and volunteered that evening. The West Central District Secretaries were responsible for

helping prepare the beverages along with serving and manning the beverage station. Thanks to Carol Horne and Leslie Brown for preparing the tea and lemonade ahead of time.

The fall meeting is scheduled for Friday, September 25 in Burke County.

**North Central – Sandra Stafford, President**

The North Central District chapter has held 2 meetings since our last state meeting on September 19, 2008.

The fall meeting was held at the Alamance County Extension Ag Building in Burlington, NC on Friday, October 10, 2008. David I. Smith, County Manager; Alamance County CED Roger Cobb; Vicky Merritt, NCD Administrative Associate; Brenda Conway, Retiree from Orange County; Jenny Wilson, Retiree from Alamance County; and, 4 members of the Alamance County staff brought the total in attendance to 40. The program included an Ice Breaker exercise, craft time, educational PowerPoint presentation on gardening tips, and a tour of the “Arbor Gate Garden” adjacent to the center.

Vicky Merritt provided an update from the District Director’s office on COSS vs SPA positions. She also told the staff about the latest Staff Senate meeting where she chairs the HR committee. Sandra Stafford, President, announced that Peggy Shearin had retired from the Warren County office and thus vacated the position of 2<sup>nd</sup> Vice President of the association. Gwen Hernandez was presented to the membership as our new North Central District 2<sup>nd</sup> Vice President.

Members agreed to collect food for the fall community service project and deliver it to the Alamance County Food Bank, Loaves and Fishes. The food drive was so successful that a motion was made and carried to continue the food drive at every meeting to benefit the hosting county’s food bank. The Caswell County secretaries extended an invitation to the May 8, 2009 spring meeting. Complete details of the fall meeting, business session and committee reports have been posted online.

Twenty-five members of the NCD chapter met on Friday, May 8, 2009, for the spring meeting in Yanceyville, North Carolina. Joey Knight, Extension Director; Betty Gentry, retired EFNEP Program Assistant; and Vicky Merritt, NCD Administrative Associate were recognized as our special guests. Vicky explained that Bob Edwards, North Central District Director, was unable to attend because he would be retiring July 2009 and had some loose ends to tie up.

Sandra Stafford, president, opened with the good news that the \$9,000.00 hotel deposit fee for the cancelled state meeting did not have to be paid by the association. The hotel was able to fill the spaces and wave the fees! She also reminded us that new secretaries are able to join the association and attend meetings the first year for free, and asked our current members to “talk up the association” and invite their new coworkers to join.

Membership was asked to send in pictures from any district events, old or new, for our website. New brag page is being set up on the website: got a new grandbaby, new job, etc., brag about it. New How to Do It website is being established. If you have questions that need answering, ask...if you have expertise, share. A great big “Thank You” was extended to Kay Evans, our Webmaster, for the wonderful work she does in updating the webpage with current events. Food raised for the on-going community service project will be delivered to “House of Esther”, a Caswell County domestic violence shelter for women and their children.

Robert Neal, renowned Caswell County beekeeper, presented a very educational program about beekeeping. Lots of questions were raised from the floor and everyone wanted to

hold a beehive in their hands.. Betty Gentry, retired EFNEP Program Assistant, took the secretaries for a historic tour around the town. An old schoolhouse, jail, museum and courthouse were points of interest. Martha Smith, 2<sup>nd</sup> Vice President, presented the secretary of the year award to Beverly Shuford, Orange County.

The 2009 officers representing the North Central District are as follows:

Martha Smith, President  
Gwen Hernandez, 1<sup>st</sup> Vice President  
Beverly Shuford, 2<sup>nd</sup> Vice President  
Karin Cousineau, Secretary  
Carmen Boswell, Treasurer  
Sandra Stafford, Advisor

Everyone was asked to mark their calendars and plan to attend the 2009 fall meeting on Friday, October 30, 2009, in Pittsboro, Chatham County at 9:00 a.m. The meeting adjourned with an invitation to visit nearby Yoder's Amish Market. Complete details of the spring 2009 meeting, business session and committee reports have been posted online.

**Northeast** – Teresa Story, 1<sup>st</sup> Vice President

The NE District of the NCCESA met at the Pitt County Extension Center, in Greenville, NC on May 29. The meeting was hosted by Pitt County secretary Carol Haywood and former Administrative Secretary of Pitt County/2<sup>nd</sup> Vice President, Wendy Paschal. Wendy is now the 4-H Agent for Craven County. We all wished her the best, but she will be sorely missed.

The meeting was called to order by President Shelia Ange and Pitt County CED Mitch Smith gave the welcome. There were 24 secretaries present. Dr. Wanda Sykes brought remarks concerning Extension budget issues and positions. Brenda Gardner gave the Membership Committee report. The NE District has 36 active members and 2 active retirees. New secretaries are Sherry Lynn – Currituck County; Sheila Powell – Bertie; and Chrissy Poole – Halifax. A get-well card was sent to Jean Sigmon following her fall which resulted in a broken bone in her lower right arm.

Edna Williams, Chair of the Nominating Committee, presented the slate of officers who were approved and then installed by Vivian Turner and Addie Sugg of Edgecome County. New officers will be:

President – Teresa Story, Perquimans  
1<sup>st</sup> Vice President – Jennifer Harris, Chowan  
2<sup>nd</sup> Vice President – Melanie Storey, Hertford  
Secretary – Belinda Belch, Bertie  
Treasurer – Carol Haywood, Pitt  
Advisor – Shelia Ange, Martin

The honorary membership of MarySue Wright-Baker was sent to the State association. This nomination was accepted by the Board of Directors and will be voted on at the annual meeting in September.

The winner of the NE District Secretary of the Year went to Melanie Storey.

We had lunch and then a tour of the Pitt County Arboretum conducted by Danny Lauderdale. If you ever get to Pitt County, it would be worth your time to go to the Extension office and tour the Arboretum.

**Southeast – Kim Davis, President**

The Southeast District did not meet in the spring due to travel restrictions. Our fall meeting was held September 18 in Pender County. Various business of the district was discussed. We took an educational trip to tour a wholesale nursery, Johnson's Nursery in Willard NC. After a great lunch, we installed our new officers:

President – Nita Walton  
1<sup>st</sup> Vice President – Elizabeth Wilson  
Secretary – Angela Hampton  
Treasurer – Patty Cain

Invitation to the spring meeting was given by Sampson County. Meeting was adjourned.

**South Central – Susan Johnson, President**

- 100 % participation
- Three (3) new secretaries: LaToya Lucy – Bladen; Brandi Callicutt – Montgomery; Lisa Mauldin – Stanly
- Four (4) retirees: Carolyn Hodges – Cumberland, Cindy Vann – Harnett, Betty Juhan – Montgomery, Susan Brame – District Administrative Associate (yes we claim her)
- One upcoming retiree – Brenda Gooden, Bladen – retiring December 1
- Spring meeting – April 24, 2009 – Harnett County – 31 present. We had an excellent program on “Tending to Ourselves” which was provided by Madeline Denise McLean.
- Fall meeting – August 28, 2009 – Hoke County – 39 present. We had an excellent program that included a tour of the Hoke/Raeford museum. Our 2010 Harley Babes Officers were installed.
- Peggy Elliott, Cumberland County, was honored by the Cumberland County Livestock Association at their annual meeting.
- Becky Lewis, Cabarrus County, completed the year long Pathways Leadership Class. She was awarded one of the four leadership awards given out for exhibiting exceptional leadership improvement and practicing methods learned throughout the year.
- Sherry Hall, Bladen County received the South Central District “I Got Caught Award”.
- Cynthia Brown, Cabarrus County, will receive her 5 year award
- Annie Freeman, Scotland County – Secretary of the Year

The South Central's biggest accomplishment was the establishment of our Community Service Project. Scotland County coordinated our first ever project and they chose “Adopt a Solider”. At our fall meeting we donated items to be shipped to the soldiers serving overseas. The items which included DVDs, stationary, candy, goodies, pictures, hygiene products, and much more were donated by our secretaries. We gathered over 70 pounds of items which were packaged and shipped to the Army Civil Affairs Co stationed in Iraq.

**Some fun facts**

- Amanda Chavis, Scotland County, will be marrying Kevin Taylor on October 3. The Scotland County staff is honoring her with a shower on the 18<sup>th</sup>.
- Rhonda Gaster's, Lee County, daughter, Megan, was married on June 20<sup>th</sup>. She and her husband, Nathan, live in Wilmington.
- Pam Layfield, Anson County, celebrated her 25<sup>th</sup> wedding anniversary in Hawaii. How exciting!
- Christine Barrier, Cabarrus County, received a very special birthday gift all wrapped up in pink, her granddaughter, Audrey, was born on her birthday, which is July 5<sup>th</sup>.

- Debbie Humphrey, Robeson County, became a first time grandmother on March 24 when Alexander Scott arrived. He weighed 8 pounds and 12 ounces and of course he is the cutest baby they know. Debbie's oldest daughter, Melissa and her husband, Scott, are the proud parents.
- Angie Priest, Moore County, is expecting her first grandchild, a little boy, within the next three weeks. She is so excited.
- Dana Braswell, Union County, is expecting her first grandchild, Kelsi Lynn Brock, a little girl, on December 16<sup>th</sup>. What a great Christmas present!!
- Kay Morton, Lee County, is also expecting her first granddaughter in December.
- Susan Johnson, Cumberland County, became a new Nana on September 14. Her new granddaughter, Addison Elizabeth, was born at 6:03 am weighing in at 9 pounds and 4 ounces. She was 21 ½ inches long and of course the prettiest baby in the nursery! Addison has a big brother, Brayden, who is 3 ½.
- We have one member that calls her divorce a celebration as well!

### **Campus Chapter – Tracy Brown**

In 2008/2009, the Campus Chapter met twice before budget issues were implemented. Back in February (2009), Campus Chapter Board of Director met with the managers of the North Raleigh Hilton to discuss being released from the contract that was signed a year prior for hosting the 2009 NCCESA State meeting since the State Budget was limited. After much discussion between the State Board of Directions and the Campus Chapter, the Campus Chapter decided to withdraw their invitation to host the 2009 State Meeting, due to funds (\$25,000 plus) needed to host this meeting as it would normally be hosted. Please note: This action did not release the Campus Chapter from their obligation to the North Raleigh Hilton. Because the Campus Chapter did not cancel the contract within the time line stipulated by the contract, the North Raleigh Hilton still charged an almost \$9,000 cancellation fee.

Sometime in May, the Campus Chapter received a letter from the North Raleigh Hilton releasing the Campus Chapter from that \$9,000 obligation. At which time the State President asked the Campus Chapter if they were willing to host a State Business meeting and the Campus Chapter agreed to do this. After that, we met via meet-me-call a number of times to continue our preparation for the 2009 State "Business" Meeting. From May to September, the Campus Chapter prepared to host the 2009 State Business Meeting.

Secretary of the Year Award Winner is Susan Brame – Campus Chapter: \$75 check and certificate. Retirees are Susan Brame and Charlotte Simpson.

2009/2010 Officers (installed in August):

President - Donna Holland  
 1st Vice President - Geri H. Bushel  
 2nd Vice President - Vicky Merritt  
 Secretary - Suzanne Hugus  
 Treasurer - Donna Stewart  
 Advisor - Tracy E. Brown

### **STANDING COMMITTEE REPORTS:**

**Membership** – Debby King, Chair – We currently have 237 active members, 82 honorary members, 3 associate honorary members, 40 retirees, and 2 charter members.

**Professional Improvement** – Nancy Wilson gave the report in the absence of Gwen Hernandez who had a death in the family. The 2009 Professional Improvement Committee members were Gwen Hernandez – North Central District, Jane McDaniel –

West District, Fran Little – West Central District, Peggy Elliott – South Central District, Robbie Bridgers – Northeast District, Geri Bushel – Campus Chapter, and Reatha Hoffman – Southeast District.

The Professional Improvement Scholarship Award recipient was Tracy Brown from Campus Chapter. The award was \$200.

The committee made a recommendation to Vicki Pettit to combine the two categories of Computer Technology and Special Leadership for the Secretary Award of Excellence. That change was implemented this year. For 2010, the committee recommends the following change for an increase in award funds:

2010 Award Funding Proposal – District/Campus winners will receive a framed certificate and a check for \$50, and the state winner will receive a plaque and check for \$200. (This would be an increase in the total funds that the NCCESA expends from \$400 per year to \$550 per year. This amount may be adjusted as the association and the board sees fit.) With the assurance that the budget would be balanced, motion carried.

**Public Relations** – Joan Hobbes, Chair – not present.

**Rules & Bylaws** – Chris Austin, Chair – Committee members: Vicki Pettit – Campus, Wendy Paschal – Northeast, Melissa Lynch – North Central, Debbie Goforth – West, Karen Robertson – West Central, and Chris Austin – South Central. The Rules & Bylaws Committee of the NCCESA is responsible for receiving proposed changes from members, drawing up these proposed changes, presenting the changes to the Board of Directors, and upon their approval, posting these proposed changes to the website at least two weeks prior to the state meeting. If the proposed changes are accepted by a two-third majority vote (by the general membership), the committee shall make corrections to the NCCESA Constitution and Bylaws web page.

Changes were presented to the membership on the association website for review, voted upon by the membership via e-vote from April 23<sup>rd</sup> to April 30<sup>th</sup>, and were adopted by a majority vote. Those changes are attached to the minutes.

**Reflections** – Deidra Hicks, Chair – not able to attend – no report.

**Nominating** – Cheryl Mitchell, Chair – Recommended the 2010 nominees for State Office:  
President – Pam Brylowe, Jones County  
1<sup>st</sup> Vice President – Kay Morton, Lee County  
2<sup>nd</sup> Vice President – Teresa Story, Perquimans County  
Secretary – Tracy Brown, Campus Chapter  
Treasurer – Janice Dotson, West District

A motion was made by Vicki Pettit, and seconded by Sandy Kanupp, to accept this slate of officers. Motion carried.

**Finance** – Donna Stewart previously distributed the Financial Report and the 2009-2010 Proposed Budget to members. Donna presented the proposed budget for 2009-2010 with one correction: the additional Secretary Award of Excellence funds will be moved from travel to maintain a balanced budget. Donna made a motion to accept the proposed budget as presented with said correction, seconded by Nancy Miller. Motion carried. Corrected proposed budget attached.

## **SPECIAL COMMITTEE REPORTS**

**Federation** – Christine Barrier, 2009 NCFCEA Immediate Past President, NCCESA Federation Representative 2007-2009

*NCCESA continues to be actively involved with the Federation of Associations.*

- Board Meetings – The first Board of Directors Meeting was held on Friday, March 27<sup>th</sup> via Elluminate. President Janine Rywak (Anson County) led the board through a very productive meeting to include remarks from Dr. Jon Ort and reports from Board Officers and District Presidents. Discussion was held regarding the 2009 Forum; final decision was to hold a Forum of some type with arrangements being made after each association had an opportunity to make recommendations through their state president.

The Fall Board Meeting will be held on Tuesday, October 6<sup>th</sup> via Elluminate.

- Federation Forum - December 11, 2009 - The 2009 Federation Forum, hosted by the North Carolina Federation of Cooperative Extension Associations, will be held Friday, December 11, 2009. The Forum will be held in Raleigh; location and details have yet to be confirmed. The meeting will begin at 9:30 a.m. and conclude by 2:30 p.m. with lunch included. More details will be shared following the October 6<sup>th</sup> Board of Directors Meeting through the association presidents. Each association is entitled to 10 voting members. Some of you will be contacted about attending. Please consider. The 3<sup>rd</sup> Annual 'Leadership and Service Recognition Award' will be presented. The 2008 recipient was Vicki Pettit, CPS, NCCESA member.
- Horn Of Plenty – August 28, 2009 – Hickory (Catawba County), Fred Miller, CED

Presently, NCCESA is providing and serving Ice Tea, Lemonade, and Ice Water. NCCESA is the only association sponsoring in-kind donations to HOP, along with the requested \$100 donation. Federation President is the representative for all associations on the HOP Planning Committee, and notifies the state presidents of their responsibilities for this event. The following association members volunteered as servers: Julie Campbell, Jamie Miller, Linda Lemons, Annie Thompson, Carol Horne, Sandy Kanupp, Patsy Richardson, Deidra Hicks, Leslie Brown, Dawn Esposito, and Glenda Burgess.

2010 NCACC Annual Conference is scheduled for August 26-29 in Pitt County at Greenville Convention Center.

**Staff Senate** – Sandy Kanupp, Staff Senator & West Central District Administrative Associate

The North Carolina State University Staff Senate is a body of elected representatives that serve as a liaison between staff and University administration. They function to disseminate information to constituents and address issues that concern the constituents. They meet the first Wednesday of every month, and anyone may attend their meetings.

We in the College of Agriculture and Life Sciences, including Cooperative Extension, are represented by District 14A for campus staff and District 14B for off-campus staff; off-campus staff includes county Extension Centers and research stations. From our Association, Tracy Brown just completed her second consecutive two-year term, and Vicky Merritt and Jane McDaniel just completed two-year terms. Regina Gardner, Fran Little, and I are beginning the second year of our two-year term, and Chris Austin and Suzanne Hugus have just been elected to the Staff Senate and are beginning the first year of their two-year term.



You may think that what goes on with this group applies only to campus staff, and much of it does. However, much of it also applies to off-campus staff – especially in the area of human resources or personnel. Feel free to contact any of the current senators mentioned with any issues or concerns you may have, and they will route it to the appropriate Staff Senate committee. There is also a form on the Staff Senate website for submitting issues.

### **Herter-O’Neal Scholarship – Kay Morton**

This was a great year for the Herter-O’Neal Scholarship. I don’t know if it was due to the struggling economy or the fact that this scholarship was opened up to target current and enrolling college students pursuing an Associate or Bachelors degree, but we received over 30 applications from across the state this year. Our District 2<sup>nd</sup> Vice Presidents along with their Professional Improvement Committees, and the Administrative Assistants did an outstanding job getting the information out to the high schools and colleges. I appreciate all the hard work, time, and effort they put into this.

Five district applications were received for final selection. The selection committee had a very hard time trying to choose just one winner from these applicants. I am pleased to announce that the 2009 NCCESA Herter-O’Neal Scholarship was awarded to Ms. Gabriela Mendieta from Ashe County in the West Central District.

Ms. Mendieta is from Fleetwood, NC and attended Ashe County High School. She is attending New York University this fall to obtain a degree in business that will later allow her a career in the fashion industry. She excelled academically in high school, was an active member in her church, guardian and main care provider for her younger brother, and a math tutor. Her extracurricular activities included the National Beta Club, North Carolina Renaissance as well as the Western Regional Mathematics Contest. She is fluent in Spanish. Her awards received are North Carolina House of Representatives – Acknowledgement and Congratulations; Academic Excellence (9-12 grade); Junior Marshall; accepted into the National Beta Club; nominated for Governor’s School; accepted into North Carolina Renaissance (UNC Chapel Hill); achievements in Honors Geometry, Introduction to Theatre, Honors Algebra 2, Advanced Algebra 1, and Art 1; accepted into Mu Alpha Theta Mathematics Honor Society; and Superior Score in Algebra 1 Division (Appalachian State). NCCESA is pleased to be able to assist Ms. Mendieta with the cost of her education and wish her success.

**SRERSSA** - Tracy Brown, SRERSSA Webmaster on behalf of Mary Baronet, SRERSSA President - Tracy read parts of an e-mail - from Mary Baronet - that will be posted to the SRERSSA website:

The last meeting was the 3<sup>rd</sup> quarterly Executive Board meeting held August 19, 2009. At that meeting, Mary informed the group that Donna Fulp and Ann Dalton had stepped down as treasurer and Christine Barrier had been appointed interim treasurer. We will be doing a membership drive in the fall, October 1 until January 1. The membership drive will be to develop profiles and an e-mail database to help with distributing information directly to members from the president.

One of the members in the regional meeting in Tennessee made a recommendation that we change the name to the National Extension Research Support Staff Association. Some felt that if it was called “Southern Region”, membership would be limited to states in the southern region. After a lot of discussion, and not wanting to go that direction, the title has been changed to The Extension and Research Support Staff Association.

In Mary’s words, “I anticipate that you will have questions about the decisions made. First, let me assure you that these issues were thoroughly discussed and not until everyone’s

questions were answered did the Board make a decision. At this point in the formation of our association, it is imperative that the Executive Board make these types of decisions in order to move forward. After the end of the membership drive, a database will be developed and more information will be made available to our members.”

In a short discussion, questions were expressed concerning parliamentary procedures and other issues. Tracy asked that these questions be e-mailed to her to compile and forward to Mary for answers.

The Executive Board set the current membership dues at \$10 and are due January 1, 2010. Carol reminded everyone that committees were set in place in SRERSSA and that we need to remember that the Executive Board is not meant to have total control to make all decisions. Carol asked that we send Tracy our concerns to be forwarded to Mary.

There was no Unfinished Business.

## **NEW BUSINESS**

### **Honorary Membership – Debby King, Membership Committee Chair**

Two honorary membership nominations were approved by the Board of Directors: Jenny Wilson, Alamance County, was with Extension and the Association 12 years. She served on various committees and received the Sue Mills Lighthouse Award in 2006. She was a pleasure to work with and was the most outstanding Administrative Secretary. She was highly recommended.

MarySue Wright-Baker, Currituck County, was with Extension and the Association for 30 years. At the district level, she has served on various committees and has chaired the Goals & Aims, Nominating, Professional Improvement, Public Relations, and Reflections Committees. She has served as district Treasurer, 2<sup>nd</sup> VP, 1<sup>st</sup> VP, President, and Advisor. MarySue served on numerous committees at the state level and attended every possible meeting. MarySue was instrumental in planning and hosting state association meetings.

A motion was made by Karen Whitley, seconded by Becky Castello, to accept MarySue Wright-Baker as an Honorary Member. Motion carried.

A motion was made by Karin Cousineau, seconded by Faye Black, to accept Jenny Wilson as an Honorary Member. Motion carried.

### **Federation Webmaster – Carol Horne**

An e-mail was sent out to all district presidents asking for nominations for Federation Webmaster. We received 2 nominations; each nominee submitted a bio which was posted on the NCCESA website. Carol introduced nominees Karin Cousineau and Donna Steward. Tracy Brown motioned, seconded by Jane McDaniel, to accept these two names on the ballot. Motion carried. Vote was taken by written ballot. The 2010 Federation Webmaster will be Donna Stewart.

There were no Other Items of New Business.

### **2010 State Meeting Invitation: Jane McDaniel**

On behalf of the West District, Jane McDaniel invited the membership to renew our mind, body, and spirit with a Mountain Top Adventure in 2010 on September 17 at the Mountain Horticulture Crops & Research Center in Mills River. Following a PowerPoint presentation, invitation packets were distributed to each member present to take back to the districts.

Jane stated that this meeting will be a one-day meeting with no registration fee. Concern was expressed that we try not to shorten the meeting to one day.

**Special Presentation to Outgoing Advisor** – Carol presented Janet VanJaarsveld with a memento as Janet was absent from the Executive Board Meeting.

**Installation of officers** – Advisor Janet VanJaarsveld installed the 2010 officers:

Janice Dotson, Treasurer  
Tracy Brown, Secretary  
Teresa Story, 2<sup>nd</sup> Vice-President  
Kay Morton, 1<sup>st</sup> Vice-President  
Pam Brylowe, President  
Carol Horne, Advisor

**Presentation to Outgoing President** – Pam Brylowe

Pam thanked Carol Horne for a job well done and presented her with a charm and t-shirt on behalf of the association.

**Passing of President's Gavel** – Carol Horne passed the gavel to Pam Brylowe.

**Announcements:**

Professional Improvement Scholarship winner: Tracy Brown  
Executive Board Award winner: Janet Mabry  
Sue Mills Lighthouse Award winner: Janice Dotson  
2008 Professional Development Award winner: Anita Wright

Tracy Brown made a motion, seconded by Teresa Story, to adjourn the meeting. Motion carried and the meeting adjourned.

Respectfully submitted:

Shelia S. Ange  
NCCESA Secretary

NCCESA Constitution and Bylaws

Article II - Purpose and Objectives

*Section 1:*

- The primary purpose of the Association is to establish and maintain a structure through which members may be united in a professional development and improvement effort for the benefit of themselves and ~~the~~ (REMOVE the) North Carolina Cooperative Extension Service (REMOVE Service).

*Section 2:*

The objectives of this Association shall be as follows:

- First, and most important, we shall strive to always perform our duties with conscientious dignity to help make ~~the~~ (REMOVE the) North Carolina Cooperative Extension Service (REMOVE Service) the best Extension Organization (ADD Extension Organization) in the nation.
- To be recognized in our profession as professionals.
- To request State Administration to provide opportunities for professional improvement.
- To exert much effort to have County Extension Secretaries classified under one unified system.
- To invite district and state personnel to meet with us with suggestions, information, answers to pertinent questions, etc., so that we will always stay abreast of the latest in Extension.
- To continue our aim to avail the general public with the many services offered by ~~the~~ (REMOVE the) North Carolina Cooperative Extension Service (REMOVE Service).
- To improve working relationships and communications between agents and secretaries (CHANGE TO secretaries and their co-workers) in regard to planning time and work.

Article IV – Membership

*Section 5:*

- Honorary membership may be bestowed upon a member/nonmember in recognition of outstanding service to the Association. Recommendation in writing shall be made to the Board of Directors (CHANGE TO Chair of the Membership Committee). (ADD The Chair of the Membership Committee will present recommendations to) the Board of Directors, (ADD who) after two-thirds vote, shall recommend the candidate to the Association at an annual meeting. A majority vote of the members assembled shall be required to confer the honor. An Honorary Member shall pay no dues except where he/she is an Active or Associate Member.

NCCESA Standing Committees and Guidelines for Committees

Each State Committee is composed of District Chairs of said committees. The President appoints the chair of each committee from the committee membership. Committee meetings are called by each chair at her (his) discretion.

The Standing Committees of this Association and their functions are listed as follows:

1. MEMBERSHIP

◦This committee is responsible for contacting non-members and encouraging them to join the Association. Committee members are responsible for sending cards of welcome to each new member.

CHANGE ABOVE TO READ –

◦This committee is responsible for contacting non-members and encouraging them to join the Association. The Chair of this committee is responsible for receipt of honorary membership forms. Recommendations for Honorary Membership are then presented by the Chair to the Board of Directors for a vote on the acceptance of candidates. The Chair will also present recommendations as approved by the Board of Directors to the membership for approval at the annual meeting. (ADD) Committee members are responsible for sending cards of welcome to each new member.

## Article X - Meetings

### *Section 1:*

- The Association shall hold an annual meeting in Add: (or around) September. Districts will host the state meeting on the following rotational basis: West, Delete: (Northwest, Southwest,) Add: (West Central,) North Central, South Central, Northeast, Southeast, Campus. Following this rotation, the district that is next in line, shall contact and work with the President when scheduling the dates of the upcoming state meeting. The invitation shall be extended to the entire membership at the state meeting by the upcoming year's host district. The host district will provide a planned educational activity to promote professional improvement during the days provided by Administration for the state meeting.

### *Section 2:*

- The Association may hold special meetings at such time and place as may be determined by the Board of Directors.

### *Section 3:*

- Members should be notified in writing at least two weeks prior to the date of each meeting.

### *Section 4:*

- At least one meeting shall be held annually in each district at a time and place to be determined by each District and the County hosting the meeting. The host county will provide a planned educational activity to promote professional improvement during this day provided by Administration for the district meetings.

### *Section 5:*

- In the event that an annual meeting of the Association cannot be held as stated in Article X, Section 1, the business of the Association shall be conducted by the Board of Directors operating on behalf of the general membership. A meeting of said Board shall take place during the same timeframe of the normally scheduled annual Association meeting in a format chosen by the Executive Board. Proposed meeting agenda shall be mailed to the general membership at least two weeks prior to the Board meeting in order to allow individual input. Members wishing to include business items on the agenda should have those submitted to the State President no later than one month prior to the scheduled meeting.

### *Section 6:*

- In the event that any biannual meeting cannot be held on the district or chapter level, the business of the District or Chapter shall be conducted by the District or Chapter Board of Directors, which shall consist of the District or Chapter Officers and District or Chapter Committee Chairs. Meeting of said Board shall take place in a format chosen by the District or Chapter President. Proposed meeting agenda shall be mailed to the general district or chapter membership at least one month prior to the Board meeting in order to allow individual input. Members wishing to include business items on the agenda should have those submitted to the District or Chapter President no later than two weeks prior to the scheduled meeting.

**NC Cooperative Extension Secretaries Association  
Financial Report**

**Board of Directors' Meeting  
September 18, 2009**

**CHECKING ACCOUNT**

Beginning Balance	\$ 3,438.67
Revenue:	
Membership Dues (2009)	\$ 6,365.00
Corn Growers' Association (2009)	\$ 250.00
SRERSSA Support	\$ 3,000.00
Interest Earned (through 6/8/09)	\$ 46.29
Scholarship Refund	\$ 579.75
Total Revenue to Date	<u>\$10,241.04</u>
 Total Revenue	
\$13,679.71	

Expenditures:

Check #651 - Melissa Lynch, SRERSSA Scholarship	\$ 425.00
Check #652 - County of Rutherford, Carol Horne, SRERSSA	\$ 425.00
Check #653 - Reatha Hoffman, SRERSSA Scholarship	\$ 425.00
Check #654 - Donna Holland, SRERSSA Scholarship	\$ 425.00
Check #655 - Debbie Goforth, SRERSSA Scholarship	\$ 425.00
Check #656 - Melanie Storey, SRERSSA Scholarship	\$ 425.00
Check #657 - Ruth Ann Pope, SRERSSA Scholarship	\$ 425.00
Check #658 - Carol Horne, Fed. Board of Directors Meeting	\$ 204.19
Check #659 - Christine Barrier, HOP Planning Meeting	\$ 314.62
Check #660 - Geiger, Table Runner (NCCESA)	\$ 281.81
Check #691 - NCFCEAA Dues (Federation)	\$ 50.00
Check #692 - North Central - Dues Overpayment	\$ 1365.00
Check #693 - Carol Horne, NC FCS Foundation Board Meeting	\$ 63.25
Check #694 - Southeast District - Dues Overpayment	\$ 40.00
Check #695 - Denise Brown - Board of Directors Meeting	\$ 77.00
Check #696 - Carol Horne - Board of Directors Meeting	\$ 88.00
Check #697 - Carol Horne - Board of Directors Meeting	\$ 88.00
Check #698 - Denise Brown - Board of Directors Meeting	\$ 77.00
Check #699 - Carole Horne - Foundation Meeting	\$ 352.04
Check #700 - Carole Horne - West District Meeting	\$ 68.75
Check #701 - VOID	\$ 0.00
Check #702 - NY University - Herter O'Neal Scholarship	\$ 750.00
Check #703 - NCCESA Campus Chapter - Host District	\$ 1500.00
Check #704 - Janice Dotson - Horn of Plenty	\$ 66.93
Check #705 - Bradley's Trophies - Engrave Gavel	\$ 10.00
Check #706 - Secretary of Excellence Award	\$ 200.00
Check #707 - VOID	\$ 0.00
Check #708 - Professional Improvement	\$ 200.00
Check #709 - Executive Board Award	\$ 200.00
Check #710 - VOID	\$ 0.00
Check #711 - County of Rutherford - Horn of Plenty	\$ 64.05
Check #712 - Vassey & Hemphill Jewelers - Pres. Plaque	\$ 91.67
Print Checks & Service Fees (through 6/8/09)	<u>\$ 15.00</u>
Total Expenditures to Date	<u>\$ 9,142.31</u>

<b>Account Balance</b>	<b>\$ 4,537.40</b>
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**MONEY MARKET ACCOUNT**

Beginning Balance	\$13,983.94
Interest Earned	<u>316.56</u>
<b>Account Balance</b>	<b>\$ 14,300.50</b>

**SHARE ACCOUNT**

Beginning Balance	\$ 56.80
Interest Earned	<u>.89</u>
<b>Account Balance</b>	<b>\$ 57.69</b>

**TOTAL AVAILABLE FUNDS \$ 18,895.59**

**NC Cooperative Extension Secretaries Association**  
**Fiscal Year 2009-2010**  
**Proposed Budget**

**Revenue**

248 Members x \$20	4,960.00
Corn Growers	250.00
NCCES Foundation	1,500.00
Ag Agents	1,000.00
<b>TOTAL REVENUE</b>	<b>\$7,710.00</b>

**Expenditures**

*Executive Board Award	250.00
Awards of Excellence (2)	550.00
Host District Professional Improvement	1,500.00
Professional Improvement Scholarship	500.00
Herter O'Neal Scholarship	750.00
Horn of Plenty	175.00
Travel & Subsistence	3,350.00
**Miscellaneous	475.00
Benevolence	160.00
<b>TOTAL EXPENDITURES</b>	<b>\$7,710.00</b>

\*Includes monetary award & plaque.

\*\*Includes outgoing President's Plaque, Check Charges, Service Charges, Film & Developing, Printing, Expenses incurred for Board of Director's Meeting, etc.

**2008-2009 Finance Committee**

Donna Stewart, Chairman - Campus Chapter  
Belinda Belch - Bertie County - Northeast  
Carmen Boswell - Randolph County - North Central  
Patty Cain - New Hanover County - Southeast  
Christine Barrier - Cabarrus County - South Central  
Deanna Jordan - Buncombe County - West  
Nancy Miller - Catawba County - West Central