

NORTH CAROLINA COOPERATIVE EXTENSION SECRETARIES ASSOCIATION  
EXECUTIVE BOARD MEETING  
COLTRANE HALL – NC A&T STATE UNIVERSITY  
GREENSBORO, NORTH CAROLINA

September 18, 2009

President Carol Horne called to order the North Carolina Cooperative Extension Secretaries Association Executive Board meeting at 10:00 a.m., Friday, September 18, 2009. A motion was made by Christine Barrier and seconded by Pam Brylowe to approve the agenda. Motion carried.

Those present were: President Carol Horne, 1<sup>st</sup> Vice President Pam Brylowe, 2<sup>nd</sup> Vice President Kay Morton, Secretary Shelia Ange, Treasurer Donna Stewart, 2008 Federation President Christine Barrier, and Parliamentarian Denise Brown.

Denise declared a quorum present.

Secretary Shelia Ange presented the minutes of the September 17, 2008 Executive Board meeting as posted to the website. Pam Brylowe seconded motion to accept minutes as posted. Motion carried.

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.

Donna presented the proposed budget. The Professional Improvement Committee will be proposing to add a monetary award in the Secretaries Award of Excellence. If this addition is approved, Donna will propose to move the additional \$150 from Travel to the Awards line item. Donna motioned that the proposed budget be presented to membership as is unless the Professional Improvement change passes. Motion carried.

No old business was discussed.

New Business: NCCESA Spanish Language Course – Carol was advised by Lanny Hass that the NCCESA should address a Spanish Language Course on our own with POD supporting it vocally and through LMS. Pam Brylowe take lead on this after October 1 and will keep Lanny in the loop.

No other new business was discussed.

Other Business: The next Federation Board Meeting will be October 6, 2009 via Elluminate at 9 a.m. The 2009 Federation Forum will be held Friday, December 11 at 9:30 a.m. in Raleigh. The location will be announced later. The ten NCCESA attendees will be the 2009 and 2010 NCCESA officers district presidents of districts not represented by the 2009 & 2010 NCCESA officers.

Kay made a motion to adjourn. Donna seconded. Motion carried. Carol adjourned the meeting.

Respectfully submitted,

Shelia S. Ange, NCCESA Secretary, 2009

NC Cooperative Extension Secretaries Association  
Executive Board Meeting  
September 18, 2009  
10:00 a.m.  
NC A&T State University, Coltrane Hall  
Second Floor, Room 215

*AGENDA*

Carol Horne, Presiding  
Denise Brown, Parliamentarian

Call to Order/ Welcome	Carol Horne, President NCCESA
Approval of Agenda	
Parliamentary Review	Denise Brown, Parliamentarian
Approval of Minutes <i>May 12, 2009</i>	Shelia Ange, Secretary
Financial Report	Donna Stewart, Treasurer
Old Business	
New Business NCCESA – Spanish Language Course	
Other	
Announcements	
Adjourn	

Please remain in room for the Past President's moment.

**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	<u>\$ 579.75</u>	
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 ( <u>NCCESA</u> )	\$ 281.81	
Check #691 - NCFCEAA Dues ( <u>Federation</u> )	\$ 50.00	
Check #692 - North Central - Dues Overpayment	\$ 1365.00	
Check #693 - Carol Horne, <u>NC FCS</u> 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>

**Account Balance** **\$ 4,537.40**

**MONEY MARKET ACCOUNT**

Beginning Balance		\$13,983.94
Interest Earned		<u>316.56</u>

**Account Balance** **\$ 14,300.50**

**SHARE ACCOUNT**

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

**Account Balance** **\$ 57.69**

**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