

NORTH CAROLINA COOPERATIVE EXTENSION SECRETARIES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
ELLUMINATE SESSION  
February 27, 2009

President Carol Horne called to order the North Carolina Cooperative Extension Secretaries Association Board of Directors meeting via Elluminate at 9:30 a.m., Friday, February 27, 2009. Carol thanked John Dorner for assistance in getting the meeting started and advised all present of the guidelines for this Elluminate session. Shelia Ange made a motion, and Carmen Boswell seconded, to approve the agenda. Motion carried.

Denise Brown, Parliamentarian, declared a quorum of the membership present to conduct business of this association.

Pam Brylowe, 1<sup>st</sup> Vice President, gave the Thought for the Day on "Choices."

Shelia Ange, Secretary, presented the minutes of the September 18, 2008 Board of Directors meeting as posted to the website. Nita Walton made a motion, and Pam Brylowe seconded, to accept the minutes as posted. Motion carried.

Roll call was performed with a total of 34 attending. District attendance was:

Campus – 5  
North Central – 3  
South Central – 6  
West – 6  
Northeast – 3  
Southeast – 5  
West Central – 6

Treasurer Donna Stewart presented the financial report with a checking account balance of \$7,102.07; money market account balance of \$14,087.48; and share account balance of \$57.05 for total available funds of \$21,246.60. After discussion, Brenda Brown made a motion, and Carmen Boswell seconded, to accept the treasurer's report with one correction to a check description. Complete Financial Report is follows the minutes of this meeting.

### **Standing Committee Reports**

**FINANCE:** The Treasurer's Report stands as the finance committee report. It was noted that the proposed budget would be forthcoming at the next Board of Directors meeting to be held soon.

**NOMINATING:** Cheryl Mitchell, Chair – no report.

**PUBLIC RELATIONS:** Joan Hobbs, Chair – none present.

**MEMBERSHIP:** Brenda Brown, Chair – Brenda thanked the members of the membership committee, both state and districts. There are 248 active members; 82 honorary members; 3 reported associate honorary members; 39 retirees; and 2 charter members. Brenda

requested if anyone knew the date Pearl Blount of Anson County and Annie Freeman of Scotland County were voted into honorary membership.

PROFESSIONAL IMPROVEMENT: Gwen Hernandez, Chair – none present.

RULES & BYLAWS: Chris Austin, Chair – No one present from committee. Carol stated that the proposed changes to the Rules & Bylaws are posted on the website and more information will be forthcoming.

REFLECTIONS – Diedra Hicks, Committee member: Chair position is vacant at this time. Please send photos from each district. The committee had a reflections slide show available at the state meeting. Districts are still responsible for scrapbooks at the District level.

All committee reports were approved as presented.

### **District Reports**

WEST: Norma Chrisawn, President - The West District Cooperative Extension Secretaries Association currently has 30 paid members. Gail Saye, a long-time Association member from Buncombe County, retired in October. Eight of our members attended the State meeting in Wilmington. Cheryl Mitchell of McDowell County received the District Award of Excellence for Special Leadership; Ivy Olson of Henderson County, received the District Award of Excellence in Technology. Janice Dotson received her 30 year service award. Three members attended the SRERSSA Conference in Nashville, TN in November.

The 2010 State Meeting committee met on a couple of occasions and toured several possible meeting locations. Even though travel funds are not available, it was unanimously decided that we go ahead and hold our spring meeting. It was to be held in Watauga County, but due to the travel situation, it will be held at a more central location. Janice Dotson volunteered to host it at the District Office in Mills River, but plans have not been finalized at this time. We will be making plans to host the State meeting in 2010.

WEST CENTRAL: Julie Campbell, President – We are still in the planning stages of our new district. We finally met in October in Allegany County. We have sent out a membership vote to have our spring meeting. As of today, we are still going to have our spring meeting. It will be held in Ashe County May 1<sup>st</sup>. Though we are still in the planning stages, we are working hard on getting our new district set and all our new committees are working very hard.

NORTHEAST: Shelia Ange, President – Shelia thanked Teresa Story, NED 1<sup>st</sup> Vice President for writing the report. The Northeast District has 37 active members and 2 active retirees. The fall meeting was held in Perquimans County at the Perquimans County Center. Shelia Ange, President, called the meeting to Order. The speakers for the day were Sheriff Eric Tilley and Sergeant Kendall Harrell. They gave a very informative talk and demonstration on women's safety. Jean Sigmon, Parliamentarian, declared a quorum was present for the Association to conduct business. There were 23 members present and 2 retirees. Committee reports were given. We have a new secretary in Gates County, B. J. Okleshen, and a newly retired secretary from Currituck County, MarySue Wright-Baker. MarySue retired after 30 years with Extension. Because of MarySue's retirement Melanie Storey has accepted the role of Advisor. Robbie Bridgers gave the report for Professional Improvement and told us our new Extension Information Technology person is Kyleen Burgess. She encouraged us to take advantage of her services. The Public Relations report stated that the 2008 4-H Camp

Scholarship for \$100.00 was awarded to Currituck County and the 2009 Scholarship will go to Dare County. A brief report was given of the State meeting in Wilmington. Rules and Bylaws gave a report advising the members who could not attend the State meeting of the changes to the Bylaws. Melanie Storey gave the report on the Horn of Plenty held in Craven County. We had 4 secretaries to attend, Shelia Ange, Wendy Paschal, Pam Allen and Melanie Storey. Melanie Storey won the scholarship for the NE District to attend the SRERSSA Meeting in Nashville, TN. She will give us a full report at the spring meeting scheduled for late May.

**SOUTH CENTRAL:** Susan Johnson, President - The South Central District Secretaries Association's officers for 2008-2009 are: Susan Johnson – President – Cumberland County; Kim Gibson – 1<sup>st</sup> Vice President – Montgomery County; Ruth Ann Pope – 2<sup>nd</sup> Vice President – Anson County; Myra Johnson – Secretary – Moore County; Christine Barrier – Treasurer – Cabarrus County; and Advisor – Leeann Crump – Richmond County. Kay Morton, Lee County, is serving as the state 2<sup>nd</sup> Vice President of the North Carolina Cooperative Extension Secretaries Association. The South Central District was well represented with eleven attendees at the first ever Southern Regional Extension & Research Support Staff Association (SRERSSA) in Nashville Tennessee. The conference was a huge success. The participants enjoyed the workshops, tours, and activities. Having the opportunity to network with support staff from other states was interesting and a highlight of the meeting. The South Central District has 39 active members and three honorary members, giving us a 100% membership. We have several retired members that are very active in our organization. Our spring meeting will be held on April 24, 2009 in the Harnett County Center. Our meetings are always educational, fun, and we enjoy the fellowship of the other secretaries.

**NORTH CENTRAL:** Sandra Stafford, President – NCD Board of Directors met at the Hilton following the NCCESA State Board meeting in Wilmington, NC on September 18, 2008. President, 1<sup>st</sup> Vice President, Secretary, Advisor and Webmaster were in attendance. Discussed the state meeting we had just attended and made plans for upcoming NCD fall meeting business agenda. Secretary took notes and forwarded copy to Board for review. 2008 Fall Meeting was held in Alamance County on Friday, October 10, 2008. 32 members present and 8 guests. Membership was given an update on the state meeting and appraised of State Bylaw changes. All committees provided written reports. Minutes from NCD spring meeting had been posted to website and were approved as written. Approved an ongoing Community Service project. Members will bring food and donate it at each meeting to the host county's food bank. Approved changing from secret pal program to "\$10.00 gift exchange" for those that want to participate at each meeting. President stressed importance of using our website. Webmaster agreed to set up a new Brag Site and new How to Do It Site. Requested more pictures and stories from each county. Reported that several secretaries would be attending the first SRERSSA National meeting in Nashville. Also announced that the Foundation had provided a one-time scholarship of \$425 for each district. Membership advised that State 2009 meeting has been canceled by the Campus Chapter. Caswell County extended invitation to Spring Meeting on Friday, May 8, 2009. Because of the travel and budget restraints, NCD polled membership about canceling spring meeting. Consensus is that we there will be a NCD SPRING 2009 MEETING as planned. NCD Board of Directors will meet before spring 2009 meeting (date to be determined).

**SOUTHEAST:** Submitted by Kim Davis, President; report given by Elizabeth Wilson - The Southeast District Spring meeting was hosted by the Lenoir County Cooperative Extension Secretaries staff on February 29<sup>th</sup>, 2008. There were 45 secretaries including 5 new secretaries from Johnston and Wilson Counties. Johnston and Wilson Counties were added to our district when the state changed the districts from 7 to 6. Tammy Kelly, Lenoir County

CED then introduced Dr. Danny Shaw, SE District Director new to this area as the director. Secretaries' role is so important to NCCES. We are here to support the field staff and the mainstay of the offices. District Office is our resource – call Linda Judge or Danny Shaw if you need anything. President Kim Davis took over as of January 1 due to Jo Strobush resigning her position. Due to a vacancy in our district offices Elizabeth Wilson from Johnston County was asked to take the position of 2<sup>nd</sup> V.P. Our meeting was primarily discussing and finishing up plans for the 2008 State Meeting which will be hosted by the Southeast District in September. Reports were given from the various committees concerning lodging, meals, workshops, registration packets, etc. Our Fall District meeting was held in New Hanover County on August 8<sup>th</sup>, 2008 at the Hilton Wilmington Riverside. There were 42 secretaries including 2 new secretaries in attendance. The Southeast District voted to give each secretary attending the Regional meeting in Tennessee \$100 to help cover expenses. The Southeast District has at least five secretaries the Regional meeting. Update on our State Meeting at this time we have 184 people registered for the state meeting in September. After lunch we were all able to look around the hotel to check out the meeting rooms, where we would be setting up registration, and any other logistical matters that needed to be looked at. Thanks to New Hanover County for setting this up this great district meeting for us.

CAMPUS: Tracy Brown, President – Our officers are on the web. We installed them at our October meeting and are listed on the website. We were diligently planning the state meeting and when the budget constraints came out, we seriously looked at whether we could honestly afford to do this without Administration being able to support us as they so want to do. I met with the State Executive Board and suggested some proposals about attempting to combine the state meeting with the secretaries mandatory meeting that was supposed to happen in August. The Board agreed, membership voted, and a few days later, we were notified the training had been cancelled. At this point, the Campus Chapter Executive Board and a few other members met with the general manager of the North Raleigh Hilton - where we had the contract – about canceling. Not only is the Hilton holding us accountable for the meals, but for the rooms and the conference space we had blocked as well. Because the Hilton took those spaces off the market, we still have to pay them 25% of that revenue if we chose to cancel that day on February 12. Once the general manager gave us the figures including the rooms, meals, and meeting space, I cancelled the meeting immediately. Because of the contract time frame, the figure he gave me that day was almost \$9,000. Broken down, that is approximately \$5,708.25 on the guest rooms, \$3,053 for the meals, and \$187.50 on the meeting space. If the Hilton re-sells the rooms and space, we will not owe for those rooms. However, there is no guarantee these rooms will be re-sold. Campus originally asked for the \$1,000 support for hosting from the state association to help with these charges; however, more help may be needed. The Campus Chapter is officially retracting the invitation to host the annual meeting due to the budget constraints.

The district reports were accepted as given.

### **Special Committee Reports**

EXECUTIVE BOARD AWARD: Pam Brylowe – The Executive Board Award nominations are due August 1 to the 1<sup>st</sup> Vice President. Please nominate a deserving candidate.

HERTER-O'NEAL SCHOLARSHIP: Kay Morton, 2<sup>nd</sup> Vice President – All Scholarship items have been updated to reflect the changes made at our September 19, 2008 meeting and have been e-mailed to the NCCESA web master for web update. Scholarship information has

been e-mailed to all District 2nd Vice Presidents. Each district scholarship selection should be mailed to Kay Morton, 2420 Tramway Road, Sanford, NC 27330 no later than April 1.

**SUE MILLS LIGHTHOUSE AWARD and the DR. JON AND DEBBIE ORT SCHOLARSHIP:** Carol Horne, President – The Sue Mills Lighthouse Award will also be available this year. Nominations are due on August 1 to state President. The Dr. Jon and Debbie Ort Scholarship is currently in limbo according to the economy. Sharon Rowland will send notification sometime this spring. The association will work with Sharon Rowland on this award and she will be responsible the presentation in 2009 if the award is available. The website is being updated to reflect the correct information.

**FEDERATION:** Christine Barrier, Federation Past President - An abbreviated Federation report was given by Christine Barrier, 2008 Federation President. The December 12<sup>th</sup> Federation Forum was cancelled due to budget constraints. Federation was finally able to award the leadership and service recognition award – this year's recipient was Vicki Pettit. Our next Federation Board meeting is scheduled for March 27<sup>th</sup> via Elluminate. The Federation website has been updated by the new webmaster and it does include Administrative responses to questions that were asked along with the report card that we implemented last year, as well as the additional comments received from agents and secretaries.

As I had made the Executive Board aware, at our last meeting, this is my 3<sup>rd</sup> and last year in Federation, so NCCESA will need to provide a webmaster for 2010. Carol will be sharing more information about that opportunity at a later time. The complete Federation report is included following the minutes of this meeting.

### **Unfinished Business**

**SECRETARY AWARDS OF EXCELLENCE** – Last year, Vicki Pettit asked for input on the Secretary Awards of Excellence. Carol appointed Gwen Hernandez, Professional Improvement Committee Chair to serve as Ad Hoc Committee to work with Vicki on this issue.

### **New Business**

**HONORARY MEMBERSHIP NOMINATION:** Brenda Brown, Membership Committee Chair – Carol has asked Brenda Brown, Membership Committee Chair, to have the membership committee review any honorary membership nominations and present them to the Board of Directors for vote. Brenda recommended that MarySue Wright-Baker from the Northeast District be accepted for honorary membership. MarySue retired with 30 years in Extension; has served as Treasurer, 2<sup>nd</sup> Vice President, 1<sup>st</sup> Vice President, President, and Advisor at the district level. She served as chair of Goals & Aims, Nominating, Professional Improvement, Public Relations, and Reflections committees and has served on various committees at the district and state level. MarySue attended all possible meetings since joining the association in 1978. Motion by the committee did not require a second. Motion carried.

Karen Cousineau asked to nominate Jenny Wilson for Honorary Membership. She was the treasurer for the NW District and was with CES for 12 years. Carol requested Karen fill out the nomination form and forward to Brenda Brown. August 1 is the deadline. Nomination forms are on the website.

SRERSSA: Tracy Brown, SRERSSA Webmaster – The Board met to discuss the upcoming 2009 SRERSSA annual meeting and the current budget constraints. Some of the other states are in much worse financial condition than North Carolina; therefore we agreed, as a board, to hold a meeting via Elluminate and to cancel the annual meeting. We set dues of \$10 and set guidelines as to whether you have to be a member of your local chapter in order to be a member of SRERSSA. Because some states do not yet have local chapters, the answer was no. Mary Baronet of Louisiana, SRERSSA President will be sending out information about the Elluminate session. This information will also be posted to the website. We also discussed the feedback gathered from the survey Mary sent out and that information is also posted on the web. Even though a lot of people said they would be willing to pay out of their own pockets, that was before the budget constraints and we realized how bad the economy actually has gotten, we did not want to get into the same situation Campus Chapter is in with having a contract and people not being able to attend due to the economy. The decision was made to freeze the board positions at this time.

Carol thanked Christine for her representation of the NCCESA in the Federation.

2009 NCCESA STATE MEETING: Carol Horne – Our bylaws state we are to have an annual meeting every September. With the current situation, there is not a district to host the state meeting. Chris Austin is working with the Rules & Bylaws Committee on address this problem. A brainstorming and discussion session followed. The Campus Chapter is still willing to facilitate a meeting where no funds are necessary as their funds will likely be seriously depleted with the hotel contract. Rotation schedule was discussed, as well as awards and the possibility of freezing elections.

Parliamentarian Denise Brown has researched this problem in Robert's Rules. She has also been in contact with a member of the National Association of Parliamentarians – North Carolina Chapter. Denise reminded everyone that we also have to follow the mandates of Administration who give us time and funds. We only have 2 options once we cannot have a face-to-face meeting: 1) break our bylaws and not follow them; or 2) or amend the bylaws. The issues with a non-face-to-face meeting are: awards, business session, and officer installation. Denise's contact suggested that when a state assembly is not feasible, go to the next biggest governing body, the Board of Directors, to conduct business. Unfortunately, our bylaws are almost too specific. A lot of questions can be answered by the proposed Rules & Bylaws changes. These will be made available soon.

Carol suggested we wait on decisions on how to meet, elections, etc. until the Rules & Bylaws Committee makes their recommendations. The Board agreed to table this issue until a follow-up meeting via Elluminate to discuss the Proposed Rules and Bylaws, Awards, and other business.

Carol encouraged members to direct any concerns to the Executive Board for discussion.

With no other business or announcements, Tracy Brown made a motion to adjourn. Shelia Ange seconded. Motion carried. Carol adjourned the meeting.

Respectfully submitted,

Shelia S. Ange, NCCESA Secretary, 2009

	Executive Board Award	Awards of Excellence	Host District	Prof Improve Sch.	Harter O'Neal Sch.	Horn of Plenty	Travel	Misc	Benevolence	Money Market	SRERSSA	Total Expenses	Budget Balance
Budget	\$250.00	\$400.00	\$1,500.00	\$500.00	\$750.00	\$175.00	\$3,300.00	\$425.00	\$100.00	\$250.00	\$3,000.00	\$0.00	\$10,650.00
October													
November							\$518.81	\$331.81			\$2,975.00	\$2,975.00	\$7,675.00
December												\$850.62	\$6,824.38
January								\$1,415.00				\$0.00	\$6,824.38
February												\$1,415.00	\$5,409.38
March												\$0.00	\$5,409.38
April												\$0.00	\$5,409.38
May												\$0.00	\$5,409.38
June												\$0.00	\$5,409.38
July												\$0.00	\$5,409.38
August												\$0.00	\$5,409.38
September	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$518.81	\$1,746.81	\$0.00	\$0.00	\$2,975.00	\$0.00	\$5,409.38
Total Exp.	\$250.00	\$400.00	\$1,500.00	\$500.00	\$750.00	\$175.00	\$2,781.19	\$1,321.81	\$100.00	\$250.00	\$25.00	\$25.00	

Includes \$1365 overpayment of membership dues

Financial Report – February 27, 2009 – Submitted by Donna Stewart, Treasurer

	Member Dues	Corn Growers	Ag Agents Association	NCCES Foundation	Interest	SRERSSA	Total
October	\$2,845.00				\$2.55		
November	\$1,920.00				\$3.36	3,000.00	
December	\$900.00				\$4.36		
January		\$250.00					
February							
March							
April							
May							
June							
July							
August							
September							
Total	\$5,665.00	\$250.00	\$0.00	\$0.00	\$10.27	\$3,000.00	
Budget	\$4,900.00	\$250.00	\$1,000.00	\$1,500.00	\$0.00	\$3,000.00	\$10,650.00
Actual to Date	\$5,665.00	\$250.00	\$1,000.00	\$1,500.00	\$10.27		
Shortfall/Surplus	\$765.00	\$0.00	\$0.00	\$0.00	\$10.27		

Includes \$1365 overpayment of membership dues



### NCFCEA - Federation

- The 1st Board of Directors Meeting will be Friday, March 22<sup>nd</sup> and will be held via *Illuminate* (computer communication).
- The 2008 Annual Forum scheduled for December 12<sup>th</sup> on NCA&T University Campus was cancelled due to state-wide travel constraints (*copy of memo attached #1*). Questions, comments and the 'Report Card' were sent to Extension Administration for their comments (*copies of responses attached #2*).
- The 2nd 'Leadership & Service Recognition Award' was presented to Vicky Pettit CPS, Executive Secretary to Extension Administration in Raleigh (*attachment #3*).

### Ex-Officio Board Memberships

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

### Horn Of Plenty

- The 2009 HOP will be held August in Catawba County and chaired by County Extension Director, Fred Miller. NCCESA is represented by the Federation President.

### JCEP – Southern Region

- **JCEP** (Joint Council of Extension Professionals) was held February 10<sup>th</sup>-12<sup>th</sup> in Orlando, Florida. '*Ethics in Today's Extension World*' was highlighted at this year's conference.

### PILD (Public Issues Leadership Development) Conference

- **PILD** (Public Issues Leadership Development) Conference was held in Arlington, Virginia, April 27<sup>th</sup>-29<sup>th</sup>. '*Connectivity: Community to the Capitol*' will engage conversation between Extension professionals, to include State Advisory Council members, and US Congressional members.

### Epsilon Sigma Phi

- Annual Meeting, typically held in October, has not been scheduled at this time. Total membership is approximately 160.
- After 3 years of continuous Extension employment, any Extension staff person is entitled to apply for membership into ESP.
- ESP offers scholarships to JCEP and PILD, mini-grants, numerous professional development opportunities and several awards.
- There are several support staff and program assistant members at this time and more are encouraged to become involved.

Submitted by:  
Christine C. Barrier  
NCFCEA President – 2008  
NCCESA Representative 2007-2009



## North Carolina Federation of Cooperative Extension Associations

November 21, 2008

To: NCFCEA Executive Officers and Board of Directors  
From: Christine Barrier, President

Due to the travel constraints that all are enduring at this time, the Federation Forum, scheduled for Friday, December 12, 2008, has been cancelled.

Thank You to everyone planning to be with us at North Carolina A&T University as a full day of activities and a very informative program had been planned by President-Elect Janine Rywak and our co-workers in Greensboro.

All questions/concerns/comments have been forwarded to Administration. Replies will be posted on the Federation website; <http://www.ces.ncsu.edu/assn/federation/>.

Please feel free to contact me if further information is needed. Your understanding of this situation at a very crucial time is appreciated.

### ATTACHMENT #2 ....

#### QUESTIONS/CONCERNS/NEEDS:

1. Employee Appreciation Week. Off-campus people can't get benefits of that. Would like to see Extension have an Employee Day/Week so we have a smaller version of what University Administration does for employees.

***County Extension faculty and staff are University employees as such, the university needs to provide or open this opportunity to the counties. Dr. Ort will bring this concern up to University Extension Operations Council since there may be similar concerns for IES and SBTDC faculty and staff that are housed off campus.***

2. Trying to get back to 80-20 for salary/operations. We are going to lose positions because we're taking money from salary to overhead. It is time to close some programs. We can't be everything to everybody and can't keep adding new programs. Extension has to take a hard look at where we can draw the line. Different generations are not going to do what 'mature' agents will do; they will walk. We need permission from Administration that we can say 'No' and we need them to back us up. We need to cut the program out, not just 'prioritize.' If our marketing is successful and there are less agents, what do we do then?

***The 80/20 rule is unattainable because we are not permitted to seek additional operation funds through the change budget process. Every year there is a legislative increase, the percentages of salary increase and the ratio skews to the left at the expense of operating. This is why we initiated an internal redistribution by closing \$2.5M in positions and moving the funds to operating. As you know, since the initiation of this effort the state and national economy has suffered and we have been issued mandatory cuts that are competing for these funds.***

***In regard to the statement of cutting programs, administration strongly supports not doing everything. This is why we initiated the comprehensive environmental scan and prioritization program planning***

***process. We have streamlined what we are supporting with only 9 program goals and 20 objectives. This is over a 50% reduction from previous long range plans. We also believe that each county has to make their own decisions on cutting further and we encouraged them to do so with local prioritization. With local support of county government and the advisory council, our local units have the support they need to say no and we have and will continue to add our support.***

3. Why did CES administration begin a policy that only 15% of state travel allocation can be used for professional associations? All counties do not receive their sole travel support from CES Administration. Those that receive mileage reimbursement from county funds and utilize state travel dollars for professional association business and professional development conferences are penalized. Stating that County Extension Directors have the ability to approve travel funds above 15% assumes all County Extension Directors hold the same beliefs about professional associations and professional development. This ruling will result in dramatically reduced attendance and participation in professional associations at all levels. How will CES employees receive professional development competencies if they cannot afford to personally finance these endeavors? This across-the-board decision from CES Administration will further lower employee morale and weaken the county-level view of state-level Administrative support. 'Don't punish the masses for the sins of a few.'

***We believe this is a reasonable business principle and a generous cap. 15% is a significant percentage of an individual's operational support especially when you look at the percent of time related to professional associations. Most agents attend less than 5 days for professional association meetings which calculate to 2.3% of their annual working time. Even if you double the attendance time it's less than 5%.***

***It also needs to be emphasized that because of the fiscal reversions, our operational funds are extremely limited. That is why this is a maximum cap. County Directors have the authority to provide from 0 up to 15% of the total travel operation allocation to professional association travel. They can allocate the total amount to one agent, divide it among several or not provide any. The highest responsibility each of us has is to meet our client's needs, so it is imperative for the CED to ensure that this is not jeopardized at the expense of professional association meetings. As mentioned in the question, some counties may have additional sources of travel and this is why this has to be a local decision.***

4. With recent budget reductions, and maybe more in the future, are plans still intact for the Secretaries Training Conference in August, 2009? We are 'formally' trained only every 4 years. With the heavy workload of all support staff, OJT can be difficult in some offices. As a new-hire, do I have to wait 4 years to learn basic Extension procedures ... what type of 'orientation program' is that?

***The training mentioned is not the type of training that is offered every 4 yrs. On the Job training (OJT) is usually done by other local secretaries or by the District Director's Administrative Associate. The district Administrative Associates have all contributed to the creation of an orientation manual for new county secretaries and each provides individualized training.***

***Whether we have the meeting or not will need to be decided by Drs. Ort and McKinnie based on their projected finances.***

5. Please explain County Operations Support Staff (COSS)? What does it mean for PAs and SPA employees? The District Directors have not been consistent in sharing the same information at the same time, statewide. Some employees have heard everything the DED knows, but some have been told nothing, not even by their County Directors.

***A joint letter from Drs. Zublena and Lineberry was sent out in November explaining the County Operations Support Staff (COSS) designation and implication for secretaries. This was based on a similar question being provided at the last Federation Board meeting. All secretaries should have received this by now. PAATs received a similar letter of explanation earlier in the year and the issue was discussed at their annual association meeting.***

6. Did a letter go out to the CEDs regarding this change of classification of secretaries?

**Yes, as noted in the previous question.**

**REPORT CARD:**

Average Grading:

**A -Open Communication/**Is Administration and Federation approachable?

**B -Equal Representation/**Do you feel your association has equal time at the discussion table?

**B -Effectiveness/Responsiveness/**Do you get answers to your questions in a timely manner that is workable?

**A -General Impression/**Level of interest to the membership.

**COMMENTS:**

'I feel that the other associations, especially the agent associations, get more time at their meetings. I understand they are the ones in the community doing these programs, but their state/national meetings last at least twice as long as ours. We cram so much information into not even a full day, hardly. More networking time with other counties and districts would be so much more helpful.'

'As an Extension Agent in 4-H Youth Development I believe my effectiveness is dependent upon relationships. When working with young people and adults, they must trust me in order for my teaching to have an impact on their lives. I believe the information I share through programming is valuable and if I want participants to remember what is being taught, they must see me on a regular basis. I must also model what I am teaching; what I show participants has a greater influence than what I tell them. If extension professionals are to succeed in *empowering people* and *providing solutions*, we must remember we deal with humans and humans need relationships.'

....4-H Agent

'Attended Organic training conducted by Jeanine Davis. It contained excellent program with good mix of classroom, field trips and social activities. Useful material and good references were provided to each student.'

..... Horticulture Agent

**ATTACHMENT #3 ....**



To: Vicki Pettit CPS  
Executive Assistant to Extension Administration

From: Christine C. Barrier  
NCFCEA President – 2008

In recognition of the high level of professionalism and dedicated service that you bring to our organization, it is with great pleasure that I award you the **2008 NCFCEA 'Leadership & Service Award.'** My only regret is that I am not able to present this certificate to you in person.

With a grateful heart and true appreciation of your outstanding contributions to Cooperative Extension since 1994, I stand humbly in your debt. Thanking you for 'helping to make the best better.'

NC Cooperative Extension Secretaries Association  
Board of Directors Meeting  
February 27, 2009

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Illuminate – Time 9:30 a.m.- 12:00 noon

[http://slms.delta.ncsu.edu/join\\_meeting.html?meetingId=1234210402600](http://slms.delta.ncsu.edu/join_meeting.html?meetingId=1234210402600)

## AGENDA

Carol Horne, Presiding  
Denise Brown, Parliamentarian

Call to Order/ Welcome	Carol Horne, President NCCESA
Approval of Agenda	
Parliamentary Review	Denise Brown, Parliamentarian
Thought For The Day	Pam Brylowe, 1 <sup>st</sup> Vice President
Approval of Minutes – September 18, 2008	Shelia Ange, Secretary
Roll Call	Shelia Ange, Secretary
Campus	Northeast
North Central	Southeast
South Central	West Central
West	
Financial Report	Donna Stewart, Treasurer

(All committee and district reports are due by February 20<sup>th</sup> to NCCESA President. Committee and District reports will be posted on NCCESA website for review prior to February 27<sup>th</sup> NCCESA Board of Directors meeting.)

### ***Standing Committee Reports:***

Finance	Donna Stewart, Campus Chapter
Nominating	Cheryl Mitchell, West District
Public Relations	Joan Hobbs – Southeast District
Membership	Brenda Brown – Southeast District
Professional Improvement	Gwen Hernandez, North Central
Rules & By-Laws	Chris Austin – South Central
Reflections	Deidra Hicks – West Central

***District Reports:***

West - Norma Chrisawn ,  
West Central – Julie Campbell  
North Central – Sandra Stafford  
Northeast – Sheila Ange  
South Central, - Susan Johnson  
Southeast – Kim Davis  
Campus – Tracy Brown

***Special Committee Reports:***

Federation	Christine Barrier – Federation Past-President
Executive Board Award	Pam Brylowe, 1st Vice President
Herter-O’Neal Scholarship	Kay Morton, 2 <sup>nd</sup> Vice President
Sue Mills Lighthouse Award	Carol Horne, President
Dr. Jon and Debbie Ort Award	Carol Horne, President

***Unfinished Business:***

Review of Secretary Awards of Excellence Program – Ad Hoc Committee – Professional Improvement State Committee, State Chair - Gwen Hernandez

***Other:***

***New Business:***

Honorary Membership Nominations	Brenda Brown, State Membership Chair
SERERSSA	Tracy Brown, SERERSSA Webmaster
2009 NCCESA State Meeting	Carol Horne, President

***Other:***

***Announcements:***

***Adjourn***