

NORTH CAROLINA COOPERATIVE EXTENSION SECRETARIES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
ELLUMINATE SESSION  
April 7, 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., Tuesday, April 7, 2009. Wendy Paschal made a motion, seconded by Christine Barrier, to approve the agenda. Motion carried.

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

Shelia Ange, Secretary, presented the minutes of the February 27, 2009 Board of Directors meeting as posted to the website. Karin Cousineau seconded the motion, to accept the minutes as posted. Motion carried.

Roll call was performed with a total of 33 members and 2 guests attending. District attendance was:

Campus – 5  
North Central – 4  
South Central – 7  
West – 4  
Northeast – 5  
Southeast – 2  
West Central – 6

### **Unfinished Business**

**HOTEL CONTRACT** – Tracy Brown, Campus Chapter President, gave an update on the hotel contract financial situation as related to the withdrawal of the invitation to host the state meeting. To date, none of the hotel space has been requested by others. Campus currently owes the Hilton approximately \$9,000. Discussion followed. The next Campus Chapter meeting will be April 14, 2009.

**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. Gwen reported that the committee has reviewed the Secretary Award of Excellence and has passed on some suggestions to Vicki Pettit that can possibly enhance the award.

**PROPOSED RULES & BYLAWS CHANGES** – Chris Austin, Rules & Bylaws Committee Chair, brought forth recommended changes to the Rules & Bylaws as proposed by the committee. Changes were recommended to Article II, Section 1 and Section 2; Article IV, Section 5 and an addition to Membership Committee Responsibilities; and Article X, Section 1, and adding Section 5 and Section 6. All recommended changes were approved to go to the membership for vote. Because we need these changes to be able to move forward on decisions concerning the Annual Business Meeting, this vote will be done via e-mail with a two-week notification. (Proposed Rules & Bylaws are attached.)

REVIEW – NCCESA – Carol Horne reviewed our next step. The Proposed Rules & Bylaws changes will go to the whole membership as recommended by the Board of Directors. Carol will send an e-mail notification of the vote to the District Presidents, who will forward to the district memberships. The Board of Directors will be notified of the results and the Executive Board and Board of Directors will meet to discuss the annual meeting format.

### **New Business**

HONORARY MEMBERSHIP – Jenny Wilson, retired administrative secretary from Alamance County Extension Center, was nominated for honorary membership by Karin Cousineau. Recommendation by the Membership Committee did not require a second. Motion carried.

NEW MODEL/ASSOCIATIONS: Carol Horne gave background information as announced by Dr. Ort concerning the new model for association meetings. These meetings will be held within subject matter trainings where the business of the association will be conducted after hours and during breaks/lunches. Vicki Pettit elaborated.

### **Other Business**

The Annual Business Meeting was discussed and suggestions made including possibly holding a one-day meeting where members would pay own way.

### **Announcements**

The NCCESA is to provide a Federation Webmaster. District Presidents are to contact Carol Horne with names of those interested. Membership will vote on this at a later date.

Carol strongly encouraged everyone to become more familiar with the NCCESA website. Items of interest will be listed on the website instead of being e-mailed out.

The quarterly SRERSSA meeting will be May 26. Topics up for discussion will be the professional development topics survey, dues, and information brochure as well as other items of interest.

Upcoming District NCCESA meetings will be as follows:

- Campus – April 14 via teleconference
- Southeast – April 22 in conjunction with CED meeting
- South Central – April 24
- North Central – May 8
- Northeast – May 29
- West – will be meeting on date yet to be set

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

Respectfully submitted,

Shelia S. Ange, NCCESA Secretary, 2009