

NORTH CAROLINA COOPERATIVE EXTENSION SECRETARIES ASSOCIATION  
EXECUTIVE BOARD MEETING  
TELECONFERENCE  
February 19, 2009

President Carol Horne called to order the North Carolina Cooperative Extension Secretaries Association Executive Board meeting via teleconference at 9:30 a.m., Thursday, February 19, 2009. The agenda was approved.

Those present were recognized for the purpose of roll call with the following present: 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, Parliamentarian Denise Brown, and special guest Brenda Brown, Membership Committee Chair.

The minutes were posted to the website. 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 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. The treasurer's report was accepted as presented.

Committee reports will be presented at the Board of Directors meeting Friday, February 27, 2009 via Elluminate session.

An abbreviated Federation report was given by Christine Barrier, 2008 Federation President. The new Federation webmaster is Lucy Bradley, Urban Horticulture Specialist. The questions and answers from the Forum are included in the full report and will be soon added to the Federation website. This is Christine's 3<sup>rd</sup> year in Federation, so NCCESA will need to provide a webmaster for 2010. Donna Stewart has shown interest in the position. Federation fiscal year is January 1 thru December 31. Federation was finally able to award the leadership and service recognition award – this year's recipient was Vicki Pettit. The full Federation report will be included in the Board of Directors meeting.

Pam Brylowe reported on the Executive Board Award. Nominations are due August 1<sup>st</sup> to the 1<sup>st</sup> Vice President.

Kay Morton reported on the Herter-O'Neal Scholarship. All scholarship items have been updated to reflect changes made at our Sept. 19, 2008 meeting and sent to the webmaster to update on the website. Scholarship information has been mailed to all district 2<sup>nd</sup> Vice Presidents and all district selections should be mailed to Kay Morton no later than April 1, 2009.

Carol reported that the Sue Mills Lighthouse Award will also be available this year. 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 for the presentation in 2009 if the award is available.

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

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. This recommendation will be presented to the Board of Directors for vote on Friday, February 27, 2009.

The e-mail vote on combining the state meeting with the state secretaries training was positive. However, it appears the state secretaries training will probably be cancelled as well. The Campus Chapter has withdrawn the invitation to host the 2009 NCCESA State Meeting due to budget constraints and emergency guidelines from Administration. The amount of money the Campus Chapter will lose in canceling with the hotel is rising daily; therefore the Executive Board of the Campus Chapter withdrew their invitation. Possible ways of meeting were discussed. Campus Chapter is still willing to host in another venue, but their budget is severely depleted due to canceling the hotel contract. One of the questions that arising from this situation is Can a district cancel a state meeting according to our bylaws? Discussion followed.

Chris Austin, Rules & Bylaws Committee Chair was not able to attend today. 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. The suggestion of Denise's contact was 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. Section 6 could also state: Districts will determine their own plan of direction. The district Board of Directors could easily be made up of the Executive Board and the District Committee Chairs.

Pam Brylowe made a suggestion that the Rules & Bylaws Committee work on rewording the rotational basis to remove the list of districts in the event districts change. Carol will send this request to Chris Austin for the Rules & Bylaws Committee to address also at the Board of Directors meeting last week.

The Board of Directors meeting will be via Elluminate on Friday, February 27, 2009 at 9:30 a.m.

Pam 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  
February 19, 2009  
Via – Conference Call at 9:30  
Call number: 919-515-7150

**AGENDA**

Carol Horne, Presiding  
Denise Brown, Parliamentarian

Call to Order/ Welcome Carol Horne, President NCCESA

Approval of Agenda

Minutes – September 17, 2008 Shelia Ange, Secretary

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	Membership
Nominating	Professional Improvement
Public Relations	Rules & By-Laws
Reflections	

***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

***New Business:***

Honorary Membership Nominations Brenda Brown, State Membership Chair

2009 NCCESA State Meeting

Carol Horne, President

*Announcements:*

*Adjourn*