



North Carolina Cooperative Extension Secretaries Association
Board of Directors Meeting

September 22, 2011
9:00 am

Coastal Room, Ramada Inn
Statesville, NC

AGENDA

Kay Morton, Presiding
Christine Barrier, Acting Parliamentarian

Call to Order Kay Morton, President

Approval of Agenda

Roll Call:

Campus	South Central
Northeast	West
North Central	West Central
Southeast	

Parliamentary Review Christine Barrier, Acting Parliamentarian

Thought for the Day Teresa Story, 1st Vice President

Approval of Minutes Donna Tulley, Secretary

Financial Report Cheryl Mitchell, Treasurer

Reports:

Campus	Vicky Merritt
Northeast	Teresa Story
North Central	Martha Smith
Southeast	Nita Walton
South Central	Ruth Ann Pope
West	Karen Ball
West Central	Sandy Kanupp

Standing Committee Reports

Membership	Pam Brylowe
Public Relations	Kim Gibson
Nominating Committee	Donna Holland
Rules & Bylaws	Laverta Flewellen

Finance Committee Cheryl Mitchell
Reflections Pam Layfield
Professional Improvement Sandy Ruble

Other Reports/Updates

Federation Jane McDaniel, Federation Treasurer
Executive Board Award Teresa Story
Herter-O'Neal Scholarship Elizabeth Wilson, 2nd Vice President
Sue Mills Lighthouse Award Kay Morton
Sue Mills Award Enhancement Fund Devona Beard, NCCES Foundation
Horn of Plenty Ruth Ann Pope, South Central District President
TERSSA Update Christine Barrier, TERSSA Membership Chairman

Old Business

501(c)(3) Tax Exempt Status - Update Kay Morton
Archiving NCCESA Records - Update Kay Morton

New Business

2011-2012 Budget – approved 2/25/11 for general vote
Bylaws – Proposed Changes Laverta Flewellen
Honorary Membership Nominations Pam Brylowe
 Nancy H. Miller, West Central District - approved 2/25/11 for general vote
 Linda Cahoon, Campus
 Linda Brulet, South Central District
2011-2012 Slate of Officers
2012 Federation Secretary

Other

Awards – Presentations to be done at banquet on 9/23/11
 Executive Board Award
 Professional Improvement Scholarship
 Secretary Awards of Excellence
 Sue Mills Lighthouse Award

Announcements

Adjourn

NC Cooperative Extension Secretaries Association
Financial Report
Board of Directors Meeting
September 22, 2011

CHECKING ACCOUNT

Beginning Balance from 9/27/2010 **\$ 6,080.04**

Revenue:

Membership Dues (2010-11)	\$4,380.00
Corn Growers Association (2010)	\$ 250.00
NCCES Foundation	\$1,000.00
NCACAA	\$1,000.00
Interest Earned (from 10/25/10-8/23/11)	<u>\$ 20.50</u>

Total Revenue to Date \$6,650.50

Total Revenue **\$12,730.54**

Expenditures:

Check #750 – Leukemia & Lymphoma Society (Bea Clayton memorial)	\$ 25.00
Check #751 – Jane McDaniel (Federation mtg)	\$ 365.64
Check #752 – NCCESA-SE Dist (overpaid)	\$ 20.00
Check #753 – NCCES Foundation (Donna Stewart memorial)	\$ 25.00
Check #754 – Sandra's Bakery(refreshment for '11 NCCESA Bd mtg)	\$ 19.99
Check #755 – Donna Tulley ('11 NCCESA Bd Mtg)	\$ 99.25
Check #756 – Teresa Story ('11 NCCESA Bd Mtg)	\$ 228.36
Check #757 – Elizabeth Wilson ('11 NCCESA Bd Mtg)	\$ 94.81
Check #758 – Jane McDaniel ('11 NCCESA Bd Mtg)	\$ 323.49
Check #759 – Cheryl Mitchell ('11 NCCESA Bd Mtg)	\$ 28.63
Check #760 – Friends of the Library (Arnette C Parker memorial)	\$ 25.00
Check #761 – NCCESA-West Central District (Host district for '11 State Mtg)	\$1,000.00
Check #762 – American Cancer Society (Brenda Gardner memorial)	\$ 25.00
Check #763 – Jane McDaniel (Spring BOD Federation mtg)	\$ 305.72
Check #764 – Kay Morton (refreshments for NCCESA BOD mtg)	\$ 87.05
Check #765 – NCSU - Horn of Plenty 2011	\$ 100.00
Check #766 – Columbus County Hospice (Ann Pridgen memorial)	\$ 25.00

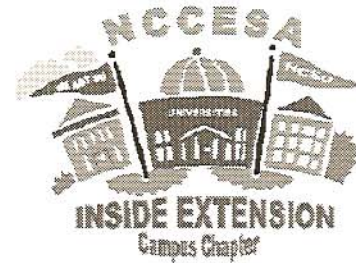
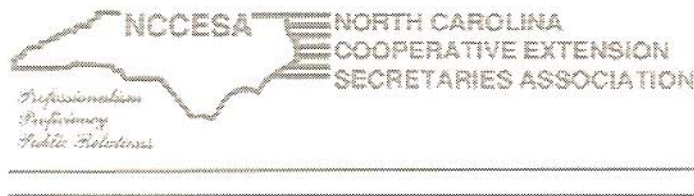
Check #767 – Blue Ridge Community College (Herter-O’Neal Scholarship- Tara Gover)	\$ 750.00		
Check # 768 – NCSU- Horn of Plenty 2011	\$ 25.00		
Check #769 – Carolina Trophy Engraving (Executive Bd Awd plaque)	\$ 21.30		
Check #770 – Award of Excellence W District	\$ 50.00		
Check #771 – Award of Excellence WC Dist	\$ 50.00		
Check #772 – Award of Excellence-SC Dist	\$ 50.00		
Check #773 – Award of Excellence-SE Dist	\$ 50.00		
Check #774 – Award of Excellence – NE Dist	\$ 50.00		
Check # 775 – Award of Excellence- NC Dist And State winner	\$ 250.00		
Check # 776 – Executive Board Award 2011	\$ 200.00		
Check # 777 – Executive Board Award 2010 Kay Morton	\$ 200.00		
Service Fees & Federal back-up withholding (from 10/25/10-8/23/11)	\$ 13.82		
Total Expenditures to Date		\$4,508.06	
Total Expenditures			\$4,508.06
Account Balance			<u>\$8,222.48</u>

MONEY MARKET ACCOUNT

Beginning Balance			\$14,576.39
Interest Earned (from 10/25/10-8/23/11)	\$ 165.15		
Total Revenue to Date		\$ 165.15	
Account Balance			<u>\$14,741.54</u>

SHARES ACCOUNT

Beginning Balance			\$ 58.72
Interest Earned (from 10/25/10-8/23/11)	\$.66		
Total Revenue to Date		\$.66	<u>\$ 59.38</u>



September 22, 2011

Greetings from Campus Chapter...

Campus Chapter has 17 paid members, 14 honorary members for a total membership of 31 with one new member this year. Our professional improvement goals for this past year were to learn more about Extension work at the county level in addition to the two universities.

Our Fall business meeting was held on October 21, 2010 with our professional improvement segment of the meeting being an educational tour of the Dairy Cow exhibit at the North Carolina State Fair. The tour was conducted by Marti Day, Area Dairy Agent, who explained the different types of cows, gave us a tour of the milking stall, introduced us to several dairy farmers, and served as an excellent resource for all kinds of questions.

Campus Chapter was saddened to learn of the passing of Donna Stewart, Campus Chapter Treasurer on October 27, 2010. She will be remembered for her dedication and love of NCCESA.

On December 8, 2010, the Campus Chapter holiday luncheon was held at the Durham County Extension Center. A posthumous Secretary of the Year Award for 2010 was given to Donna Stewart. Her daughter, Hope Ritter accepted the framed certificate and monetary award on behalf of Donna's family. Members participated in two community service projects--Adopt a Family and Hungry to Help. Campus Chapter members donated toys, clothes, gift cards to Donna Stewart's grandchildren, our adoptive family of choice for 2010. Non-perishable food items were collected for the "Hungry to Help" initiative headed by the 4-H & Youth Development Department.

The hospitality committee sponsored a "Girls Night Out" hosted by Tracy Brown at her home on February 11, 2011. This function provided opportunities for members to fellowship outside of a business setting and for members to get to know each other on a more personal level.

Our Spring business meeting was held on May 13, 2011 at Coltrane Hall at NC A&T State University. The professional improvement segment of the meeting was an entertaining and informative tour of the University Farm at NC A&T State University. Leon Moses, Farm

Superintendent, coordinated and conducted an excellent tour of the 492-acre working farm for the group and explained the research going on in the seven different units of the farm. The tractor trolley ride was enjoyed by all on such a gorgeous Spring day.

The Hospitality Committee coordinated the Campus Chapter's annual summer picnic on June 14, 2011 at Southern Community Park in Chapel Hill, NC. After enjoying good food, members participated in a team-building exercise working together to create a transport device for an egg. Both teams displayed creativity in the orchestration and design of their device, and both teams were successful in the challenge.

Our final business meeting was held August 15, 2011 in Room 308 Ricks Hall at NC State University. At this time, we voted to nominate Linda Cahoon for Honorary Membership who retired September 1, 2011. This nomination will be brought forward at the 2011 State Meeting for approval by the Board and voting of members. The 2011 Secretary of the Year Award was presented to Donna Holland who received a plaque and check. The Professional Improvement Scholarship Award was presented to Anita Wright who received a framed certificate along with a check which Anita will use towards tuition as she continues pursuing her degree. Donna Holland, Chair of the Nominating Committee presented the slate of officers from the Nominating Committee for 2011-12. Officers for the coming year are installed as follows:

President – Anita Wright; 1st Vice President – Susan Graham; 2nd Vice President – Alice Pennix; Treasurer – Tracy Brown; Secretary – Andrea Brooks; and Advisor – Vicky Merritt.

Outgoing President Vicky Merritt passed the President's gavel to Incoming President Anita Wright. Donna Holland, Advisor presented the Outgoing President's plaque to Vicky Merritt at this time.

Campus Chapter will be celebrating our 20th Anniversary on November 8, 2011. Research of minutes revealed the Campus Chapter was organized November 8, 1991. Happy 20th Year Anniversary!

Respectfully submitted,
Vicky Merritt
Campus Chapter President, 2010-11

NCCESA- NE DISTRICT
SPRING 2011
Submitted by
Teresa S. Story
President, NCCESA-NE District

The NE District of the NCCESA met at the Dismal Swamp State Park in South Mills, NC on May 27, 2011. Camden County Secretary, Amy Twiddy was our host.

Camden County Interim County Extension Director, Mark Powell, welcomed us to Camden.

Dr. Travis Burke was our guest speaker. He gave a presentation on secretarial/administrative assistant practices for the office.

We had a total of 27 secretaries present at this meeting.

We are updating our "Let's Get Acquainted" directory and this year we decided to "go green" and do everything electronically.

We had two secretaries who died this year, Brenda Gardner and Arnette Parker and we had a moment of silence to remember them.

Our 4-H Camp Scholarship went to Gates County this year.

We brought non-perishable items to be donated to the local food bank.

Robbie Bridgers, Northampton County, was given the 2011 Secretary of the Year award.

We inducted our new officers and they are:

Teresa Story, Advisor
Sherry Lynn, Treasurer
Amy Twiddy, Secretary
Edna Williams, 2nd Vice President
Vivian Turner, First Vice President
Melanie Story, President

Sherry Lynn and Donna Keene invited us to Currituck County for our Fall Meeting.

North Carolina Cooperative Extension Secretaries Association**North Central District****2011 Annual Report**

The North Central District's Fall Meeting was held Friday, October 22, 2010 and hosted by Durham County but was held in Wake County. Guests attending were Jim Cowden, NC District Director and Delphine Sellars, Durham County CED.

Highlight of our meeting included:

- 23 members attending and 2 guest
- Report from fund-raiser (raffled off 17-gift cards totaling \$320). Total collected was \$649.00. Winner was Brenda Wilson
- Sandy Ruble was recognized as the winner of the District Secretary of Excellence and the State Secretary of Excellence Award. This make two years in a row that the State Secretary of Excellence Award has been awarded to a member of the North Central District
- The District voted to give \$40 annually to the Sue Mills Lighthouse Award to keep it funded.
- Contacting retirees concerning the Spring Mtg, Fall Mtg and State Meeting was discussed. This was turned over to the Membership Committee to collect mailing / emailing contact for as many as possible.
- Plans for the 2012 State Meeting were discussed since North Central will be the host district. A committee was formed, chairman elected and a few sub-committees developed.
- Our Service Project for each meeting has been the responsibility of the Host County. Durham County has requested members bring staples, cleaning supplies, paper towels, mops, etc for the Durham Rescue Mission. Durham County was responsible to see these items were delivered.
- Welcomed two counties to the District that had been inactive previously: Forsyth and Guilford.

Jim Cowden had our program in two parts: the first being at the meeting place as he relayed childhood memories of growing up on a rural farm in Piedmont NC on a Dairy Farm. He participated in the local County Fairs as a 4-Her and it was a 'big deal' to be selected to represent his county at the NC State Fair.

For the second part of the program, our group moved to the NC State Fair (which was in Raleigh for this week) and we were given a guided, behind the scenes tour by Marti Day, Agriculture Agent in Chatham County and Mr. Cowden. We had a chance to talk with the exhibitors, ask about details they felt would make their livestock give its best presentation and problems they have run into. We toured the washing station, milking barn, dairy expo, goats and sheep.

North Central District*Officers:*

Martha Smith – President
 Vacant - 1st Vice Pres
 Vacant - 2nd Vice Pres
 Pam Jordan-Carrington- Sect
 Sandra Stafford – Advisor
 Gwen Hernandez – WebSite

Membership by Counties:

Alamance County Laurie Newlin
 Caswell County Sherry Ramsey
 Tonya Wingate
 Davidson County Marie Bruff
 Leslie Vinesett
 Franklin County- Margaret Green
 Sandra Stafford
 Orange County- Karin Cousineau
 Kay Evans
 Forsyth- Rachel Herring
 Kathy Hepler
 Chatham- Brenda Talton
 Jane Tripp
 Carla Thomann
 Durham- Pana Jones
 Juliette Perry
 Pam Carrington
 Deborah Waterman
 Granville- Sandy Ruble
 Nancy Wilson
 Gwen Hernandez
 Person- Betsy Paul
 Leah Hester-
 Clayton Marion Jay
 Debbie Harrelson
 Guilford Darby Ellison
 Randolph Carmen Boswell
 Dawn Cheek
 Wanda Howe
 Rockingham Melissa Lynch
 Beth Jones
 Stokes Tammy Caldwell
 Shawn Senter
 Vance Carolyn Bagley
 Ann Burrows
 Warren Tonia Hargrove
 Wake Martha Smith
 Faye Black

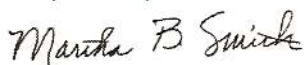
The remainder of the day was spent enjoying the NC State Fair and socializing with other Cooperative Extension members.

The North Central District's Spring Meeting was held on Friday, May 6, 2011 in Forsyth County. Guest attending were Jim Cowden, District Director; Vicky Merritt, District Administrator and Mark Tucker, County Director for Forsyth County. Mr. Tucker extended a welcome from his county and Jim Cowden gave us District & University updates.

Highlight of our meeting included:

- Total of 31 Members and 3 Guest attended
- Invitations were sent to eight (8) new secretaries / administrative assistances across the North Central District to attend our associational meeting. These were new-hires since our last meeting. Five accepted and attended.
- The retiree's list was updated since the past meeting and 28 invitations were mailed out with only one being returned with incorrect address.
- Rules & By-Laws Committee: *proposed attendance at each District meeting reflect individuals who attended by name as opposed to "3 from Wake County"*. Martha Smith served as Chair on the State Membership Committee and found that those names being submitted for Honorary Membership did not have documentation of District and State Meetings the candidates have attended as requested on the application. If we start now documenting names in permanent records, future members will not have a problem verifying attendance for this nomination. Proposal accepted.
- New officers for the 2011-2012 year were installed. They were:
 - President – Pamela Jordan-Carrington, Durham County
 - 1st Vice President – Sandy Ruble, Granville County
 - 2nd Vice President – Margaret Greene, Franklin County
 - Secretary – Ann Burrows, Vance County
 - Treasurer – Marie Bruff, Davidson County
 - Advisor – Martha Smith, Wake County
- Herter-O'Neal Scholarship was presented to Tara Gover from the West District
- 2012 State Planning Committee: changes to the committee. Faye Black and Martha Smith are now Co-Chairs for the Planning Committee.
- Meeting was adjourned and members enjoyed a guided tour of The Tanglewood Gardens.

Respectfully Submitted



Martha Smith

Out-going President 2010-2012

North Central District

September 22, 2011

Report from the Southeast District for the State Meeting

On April 15, 2011, we had our Spring Meeting in the Wilson County office. The program for the day was "Facebook Privacy" given by Kyleen Burgess. She is an Area Agent, along with Information Management.

On August 26, 2011, we had our Fall Meeting early, in the Brunswick County office. The programs for that day were "Say It With Salsa" and "Watching Turtles on Holden Beach." Given by Cheryl Syrause, a retired CED and FCS Agent from Ohio.

Along with the meeting, our New Officers were installed by Debby King/Onslow County. The following ladies are:

Elizabeth Wilson/Johnston County – President
Gina Britton/Brunswick County – 1st Vice President
Linda Hill/Lenoir County – 2nd Vice President
Connie Bailey/Wilson County – Secretary, and our
Treasurer – Dawn Coleman/ Brunswick County.

These ladies will start their duties October 1, 2011 thru October 1, 2013. We are proud of these ladies for stepping up to be our new Officers. And we (the Southeast District) would like to "thank all of you".

As of today we have 33 members, along with 8 honorable members. And look forward to meeting again at the Craven County Office (This meeting will cover for the following counties: Carteret, Craven & Pamlico. These three counties are willing to work together being they only have only one secretary to each office that is a member. The date will be announce at a later time) for our upcoming "Spring" meeting for 2012.

**Thank you,
Nita Walton/Onslow County
President/Southeast District**

South Central District Report

The SC District Secretaries met for their **Spring Meeting** in Carthage NC, hosted by the Moore County secretaries. Myra Johnson and Angie Priest. It was Wednesday, April 27th "Administrative Professionals Day". We enjoyed music on the porch provided by the "Crawley Creek & Cuttin' Grass Bluegrass Band" prior to the meeting. Our meeting was held in the historical Sinclair House dating back to 1912. We enjoyed a tour of the Home & the Methodist Church next door. We were presented a Program and Craft project by two local Moore County Bee Keepers. During lunch we enjoyed music by the Union Pines High School Advanced Ensemble.

Business session:

We had 27 members present plus 2 retirees. Our Community Service Project was to offer support to our Local County Libraries, a total of value of donations and time totaled approximately \$2750.00. Our committee chairs gave their reports. Plans were made for the upcoming Horn of Plenty in Cabarrus County on August 19th. Our district is responsible for providing beverages for the event. An invitation to the fall district meeting in Richmond County was given and the dates for the state meeting in Statesville as well.

The SC District Secretaries provided and served beverages at this year's **Horn of Plenty** in Cabarrus County. They also assisted with table decorations and food service. I was very proud of the representation that they provided. And most of all we survived and were glad it is over for a while!

SC District Secretaries met for their **Fall Meeting**, August 26th, in Richmond Co at Millstone 4-H Camp in Ellerbe.

Registration and hospitality was provided by the Richmond County Secretaries.

The group enjoyed a tour Camp Millstone, which included the new construction of the courtyard and House/Museum as it is being renovated.

Carol Capel shared "A Memorial" with a beautiful message in memory of Ann Pridgen, former Columbus County secretary. Carol also sang a short version of "Angels" while butterflies were released.

After the tour our new community project was announced. Mrs. Pat Weber gave a brief outline of the upcoming "Linus Project". We will be making quilts for this project to be collected at the Spring Meeting.

Business Session:

There were a total of 27 members present for the meeting.

Committee reports were given at this time.

The nomination committee presented the slate of new officers.

Lisa Mauldin gave an update on the present community service project "Generations" Eight counties participated; some counties did gift bags for local nursing homes, some collected and

distributed magazines, some purchased games for senior centers, personal items and craft kits were provided and Carol Capel sings at local nursing homes as well.

We are starting to plan for the upcoming State Meeting in 2013, which will be hosted by the SC District.

Secretary of the Year was presented to Angie Priest, Moore County by Diane Scarboro last year's secretary of the year.

The new slate of officers for 2011-2012 were installed and will be on the web.

The invitation to the Spring Meeting in Robeson County, the date will be announced at a later time.

Presented by:

Ruth Ann Pope
SC District President



West District

North Carolina Cooperative Extension Secretaries Association

September 21, 2011

The West District Spring meeting was hosted by Swain County Secretary Melissa Vaughn on April 29, 2011 with 18 members present. A lecture was given by David Monteith, Swain County Commissioner, on the formation of the Great Smoky Mountain National Park creation and the impact on the citizens of Swain County and the group took a bus tour along the "Road to Nowhere." Our Community Service project was providing items for the Pregnancy Care Center of WNC. We also brought canned goods for the local food pantry.

The West had fourteen great applicants apply for the Herter O'Neal Scholarship. Tara Brianna Grover from Henderson County was the winner!

Our Fall meeting was hosted by McDowell County Secretaries Jane McDaniel and Cheryl Mitchell on August 26, 2011. Officer Jack Wood with the Marion Police Department gave a great program on Self Defense. Molly Sandfoss, McDowell County Director, lead us through a team building workshop. Our Community Service project was focused on providing items for the McDowell Pregnancy Care Center. *At this meeting, the Secretary of the Year award was received by Cheryl Mitchell - McDowell County*
New officers were elected for the 2011-12 year. They are:

Donna Tulley, President
Tami Hagie, 1st Vice President
Cathy Brackins, 2nd Vice President
Brenda Wilson, Secretary
Janice Dotson, Treasurer

We have 30 active secretaries in our West District Association.

We are looking forward to our 2012 Spring meeting hosted by Madison County Secretaries.

Respectively submitted:

Karen Ball
West District President

West Central District Report to Board of Directors

NCCESA Annual Meeting –September 22, 2011

The West Central District met on April 21, 2011, at the Ramada Inn, Statesville, with 33 in attendance. That number included three retirees and two new secretaries. Although it was technically held in Iredell County, it was hosted by Cleveland County and. Our community service project was the Pregnancy Resource Center of Cleveland County, Inc. and their Showers of Blessings program. Everyone brought in baby supplies for new families in need. The Secretary of the Year Award was presented to Fran Little of Catawba County.

Most of this meeting was devoted to the planning of the state meeting, with lots of discussion and nailing down details.

At our September 9, 2011, meeting, hosted by Davie County, we had 30 in attendance, including four retirees and one new secretary. While much of this meeting was also devoted to planning of the state meeting, we elected new officers. They are:

President – Joyce Dorsey, Lincoln County

1st Vice-President – Chrystal Whitt, Surry County

2nd Vice-President – Jan Taylor, Surry County

Secretary – Jamie Miller, Alexander County

Treasurer – Sally Southard, Surry County

Submitted by:

Sandy Kanupp, 2010-11 President
NCCESA – West Central

NCCESA

2011-2012 Membership Report

	Southeast District	Northeast District	North Central District	Campus Chapter	West District	West Central District	South Central District	Totals
Paid Active Members	33	32	34	16	28	35	35	213
Honorary Members	8	10*	0	14*	10	6	9	33
Associate Members (Retired - pays dues)	0	1*	2	1*	0	0	0	4

Nomination Committee Report

September 22, 2011

The state offices to be filled and the nominees for the 2011-2012 term are:

- 2nd Vice President (Campus Chapter) - Tracy Brown
- Treasurer (Madison County) – Debbie GoForth
- Secretary (Campus Chapter)- Suzanne Hugus
- Federation Secretary YR 2012 (Campus Chapter)- Donna Holland

Attached are the nomination forms for each.

A hearty thank you goes out the nomination team for their efforts to get these offices filled.

Team Members:

Kim Davis- Avery County

Susan Johnson- Cumberland County

Julie Campbell- Alexander County

B.J. Okleshen- Gates County

Jennifer Stroud- Lenior County

Tonya Wingate- Caswell County

Respectfully Submitted:

Donna Holland, Chair Nomination Committee

2011-2012 Upcoming State Officers:
President - Teresa Story
1st V.P. - Elizabeth Wilson
Advisor - Kay Morton

*** NOMINATION FOR STATE OFFICE***

Nominee's name, county and office to be filled in by nominating person(s) and signed. Form should then be forwarded to nominee for her to fill in remaining portion and sign statement.

I (We) nominate Debbie Goforth from
Madison County for the office of Treasurer

Garni Dotson
Signature of Nominating Person(s)

West District Office
County

Nominee to fill in remaining information and sign statement below. Upon completion, a copy is to be made and sent to nominating person(s). The original is to be sent to the State Nominating Committee Chairman by August 1.

Office Address of Nominee: 258 Carolina Lane Marshall NC 28753

Home Address of Nominee: 466 W4K DR, Marshall NC 28753

Years in Extension: 16 Qualifications: _____

District Treasurer

Served on several committees

active Dist. Assoc. member

*** AGREEMENT STATEMENT***

I agree to have my name placed in nomination for Treasurer
State Officer and I further agree that should I be nominated, I will serve in this capacity to the best of my ability and will conscientiously, willingly and unselfishly serve the Association to the betterment of all members and to achieve our goals and aims.

Debbie Goforth
Nominee's Signature