

*** 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 Suzanne Hugus from NCSU
Campus Wake County for the office of State Secretary
Dana Holland
Signature of Nominating Person(s)
Campus Chapter - Guilford
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: NCSU Campus Box 7602, Raleigh, NC 27695
Home Address of Nominee: 1233 Stone Manor Drive, Raleigh, NC 27610
Years in Extension 9 Qualifications: WILLING & ABLE

*** AGREEMENT STATEMENT ***

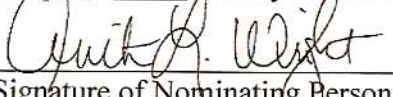
I agree to have my name placed in nomination for SECRETARY
State Officer and I further agree that should I be nominated, I will serve in this capacity to the best of my ability and will conscientiously, willingly and unselfishly serve the Association to the betterment of all members and to achieve our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

Suzanne Hugus
Nominee's Signature

*** 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 Tracy Brown from NC State University – Campus Chapter, Wake County for the office of 2nd Vice President


Signature of Nominating Person(s)

Guilford
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:

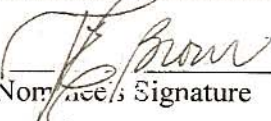
NC State University, Extension Administration – County Operations, Campus Box 7605, 120 Patterson Hall, Raleigh, NC 27695.

Home Address of Nominee: 3787 Burtons Barn Street, Raleigh, NC 27610

Years in Extension: 8 Qualifications: Ms. Brown has a wealth of knowledge and experience which makes her more than qualified to serve in the office for which she is being nominated – 2nd Vice President for NCCESA. She has been actively involved in the association for almost seven years and has held various positions during her tenure. At the campus chapter level she has served on the hospitality committee, reflections committee, finance committee, webmaster, and secretary. She is a leader in her own right as she successfully led the campus chapter as president for two years (2007-09) consecutively. During her reign, she was faced with many challenges because of budget issues; however she handled these challenges with ease – never letting the chapter feel that there was no hope. She is currently serving on the campus chapter as an advisor to the current president. She has served on the Bylaws committee for TERSSA and SRERSSA. Tracy's commitment to Cooperative Extension and our peers are noteworthy. She's been a recipient of many awards in recognition of her talents, skills and abilities (i.e. 2007 professional improvement scholarship, Wolfpack award, 2004 and 2006 award of excellence for technology utilization and implementation, 2008 Epsilon Sigma Phi, Xi Chapter – State Meritorious Support Awards, and 2009 professional improvement scholarship – state level). She is currently pursuing a Masters in Liberal Arts w/ an Adult Education Focus. She's professional and always puts the best foot forward. She is an excellent role model and represents us well.

*** AGREEMENT STATEMENT***

I agree to have my name placed in nomination for Tracy E. Brown 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.


Nominee's Signature

*** 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 DONNA Holland from

Campus Chapter County for the office of Federation Secretary

Signature of Nominating Person(s)

Guildford Campus Chapter
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:

NC A&T State University PO Box 21928 Greensboro NC

Home Address of Nominee:

912 Broadway Dr HP NC 27465 27465

Years in Extension: 9

Qualifications:

served as Vice president
& president of Campus Chapter Association. Also
chair of committees within the Association -
Chair of nomination committee -

*** AGREEMENT STATEMENT ***

I agree to have my name placed in nomination for 2012 Federation Secretary
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.

DONNA Holland
Nominee's Signature

Article V - Officers and Their Duties

Section 1:

- The elected officers of this Association shall be President, 1st Vice President, 2nd Vice President, Secretary and Treasurer.

Section 2:

- The President shall:
 1. preside at all meetings of the Association and Board of Directors;
 2. call special meetings of the Board of Directors at her/his discretion or upon the request of a majority of the Directors;
 3. appoint annually chair-persons of standing and special committees;
 4. serve as an official representative of the Association at meetings of groups working for the advancement of Extension and this Association;
 5. be a member ex-officio of all committees except the Nominating Committee; and
 6. recommend to the Board of Directors, for their appointment, persons to fill vacancies occurring on the Board of Directors between elections, except that of President and District President.

Proposed Addition:

7. forward minutes received from NCCESA Secretary and financial records received from NCCESA Treasurer at the Spring Board of Directors meeting each year to the Special Collection Research Center at NCSU Libraries to be archived.

Section 3:

- The 1st Vice President shall perform the duties assigned by the President with the approval of the Board of Directors and preside in the absence of the President. In the event of a vacancy in the office of the President, the 1st Vice President shall become President and assume the duties of the office for the unexpired term.

Section 4:

- The 2nd Vice President shall perform the duties assigned by the President, with the approval of the Board of Directors, and preside in the absence of the 1st Vice President. In the event of a vacancy in the office of 1st Vice President, the 2nd Vice President shall become 1st Vice President and assume the duties of that office for the unexpired term.

Section 5:

1. The Secretary shall keep an accurate record of the proceedings of the Association and the Board of Directors. In addition to these minutes, she/he shall file in the Official Minute Book:
 2. a copy of all amendments to the Constitution and Bylaws;
 3. all resolutions which are adopted by the Association; and
 4. a list of honorary and retired members. The secretary shall search the records for information requested by officers or members; shall mail copies of the minutes of all meetings to the Board of Directors within six weeks after the conclusion of the meeting; shall conduct the correspondence of the Association as directed by the President and/or the Board of Directors.

Proposed housekeeping change:

- The Secretary shall:
 1. keep an accurate record of the proceedings of the Association and the Board of Directors. In addition to these minutes, she/he shall file in the Official Minute Book:
 - a copy of all amendments to the Constitution and Bylaws;
 - all resolutions which are adopted by the Association; and
 - a list of honorary and retired members. The secretary shall search the records for information requested by officers or members; shall mail copies of the minutes of all meetings to the Board of Directors within six weeks after the conclusion of the meeting; shall conduct the correspondence of the Association as directed by the President and/or the Board of Directors.

Proposed addition:

2. keep on hand the current year plus the four proceeding years (total of 5 years) of minutes. The current NCCESA secretary will give the records to be archived to the current President at the Spring Board of Directors meeting each year.

Section 6:

- The Treasurer shall be responsible for receiving the funds of the Association and shall disburse them in accordance with the adopted budget. In cases of emergency and funds need to be transferred between accounts, the Treasurer is authorized to do so upon approval of the President. The Treasurer shall serve as Finance Committee Chair and Advisor to said committee the following year. The accounts of the

Treasurer shall be audited at the close of the association year by an Audit Committee, to be appointed by the President.

Proposed Housekeeping Change:

- The Treasurer shall:
 1. be responsible for receiving the funds of the Association and shall disburse them in accordance with the adopted budget. In cases of emergency and funds need to be transferred between accounts, the Treasurer is authorized to do so upon approval of the President. The accounts of the Treasurer shall be audited at the close of the association year by an Audit Committee, to be appointed by the President.
 2. serve as Finance Committee Chair and Advisor to said committee the following year.

Proposed Addition:

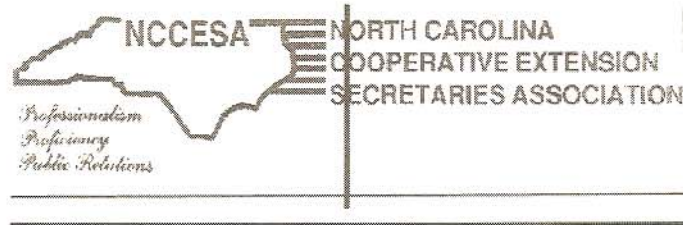
3. The Treasurer will keep on hand the current year plus the four proceeding years (total of 5 years) of financial records. The current NCCESA treasurer will give the records to be archived to the current President at the Spring Board of Directors meeting each year.

Respectfully submitted,
Rules & Bylaws Committee
Laverta Flewellen, Chair

NC Cooperative Extension Secretaries Association	
Fiscal Year 2011-2012	
<u>PROPOSED BUDGET</u>	
<u>Revenue</u>	
210 Members x \$20	4,200.00
Corn Growers	250.00
NCCES Foundation	1,000.00
Ag Agents	1,000.00
TOTAL REVENUE	\$6,450.00
<u>Expenditures</u>	
*Executive Board Award	250.00
Awards of Excellence	550.00
Host District Professional Improvement	1,000.00
Professional Improvement Scholarship	500.00
Herter O'Neal Scholarship	750.00
Horn of Plenty	125.00
Travel & Subsistence	2,925.00
**Miscellaneous	225.00
Benevolence	125.00
TOTAL EXPENDITURES	\$6,450.00
*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.	
<u>2010-2011 Finance Committee</u>	
Cheryl Mitchell, Chair - West	
Janice Dotson-West	
Tracy Brown - Campus	
Marie Bruff - NC	
Carol Haywood - NE	
Rhonda Gaster - SC	
Patty Cain - SE	
Leslie Brown - WC	

Pam Layfield
Anson County
Reflections Committee Report
NCCESA State Meeting
09/23/2011

I have with me at this meeting the past photo's of the state meetings on CD's. I will record this meeting on a CD for future reference.



Professional

Improvement Committee Report

September 22, 2011

Members:

Robbie Bridgers, Northeast
 Leeann Crump, South Central
 Kim Davis, Southeast
 Susan Graham, Campus
 Tami Hagie, West
 Carol Horne, West Central
 Sandy Ruble-Chair, North Central

Goal:

- To keep association members up to date with awards available to them with deadlines and criteria; workshops and trainings available that would help in the education and time management of all members.
- Annual Scholarship -- In accordance with the Professional Improvement Scholarship guidelines, Professional Improvement Committee Chairperson will request applications for Professional Improvement scholarships and coordinate with committee to determine recipient(s) and awarded amount(s) within said guidelines.

Herter O'Neal Scholarship

Revised application to make it more user friendly for electronic submission.

2/24/11 - Solicitation sent by email on.

Email Tips and Ideas

3/18/11 - Marketing toolbox ideas

4/26/11 - Developed and shared idea for a motivational district project for Spring meetings.

6/11 - Announced upcoming online spreadsheet and Google application courses offered through the LMS registration.

Professional Improvement Scholarship

6/11 - Developed spreadsheet or online versions of the application form to make it easier to apply.

7/11 - Developed a process, criteria and a rubric for scoring applications with the input of committee members.

7/8/11 - Scholarship solicitation sent out to membership.

8/22/11 - Applications received an online review and selection completed. Recipients are Mary Ann Edwards, Northampton Co., Northeast District (\$200) and Mary Kim Davis, Wayne Co., Southeast District (\$300).

Conference Support

8/11 - Dream survey form sent to members to establish main interest for conference workshops for 2012 State conference.

Respectfully Submitted,
 Sandy Ruble

Federation Report- Jane McDaniel- 2011 Federation Treasurer, NCCESA Representative

NCCESA continues to be actively involved with the Federation of Association.

The 2010 Federation Forum was held on December 10 at the Johnson County Agricultural Center.

_____ NCCESA members attend the forum.

Dr Zublena, Dr Stewart, Dr. Stovall and Dr. Baldwin attend the forum. How to succeed in tough times seemed to be the topic of the forum.

Christine Barrier, Extension Administrative Secretary, received the 2010 Leadership and Service Recognition Award.

The Spring Board Meeting was held on March 25, 2011 in Raleigh. Kay Morton, Theresa Story, and I represented the NCCESA.

The 2011 Federation Goals were adopted.

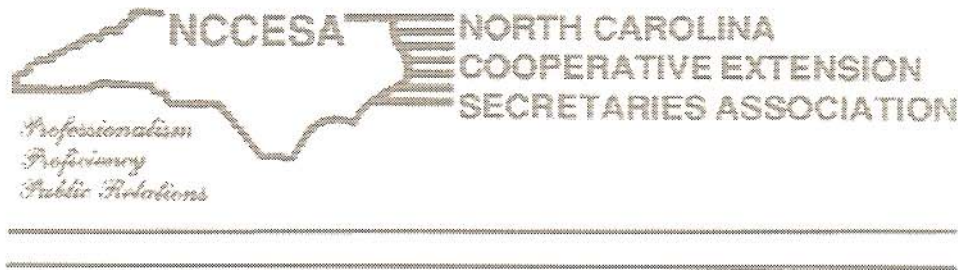
2011 Federation Goals are

1. Adopt 2011 Federation Goals
 - Utilize video conferencing format for Board meetings to save travel and time
 - Offer Board meetings and Administrative updates to total membership
 - Encourage membership in all associations to apply for Leadership and Service Awards
 - Request all Extension Associations to forward appropriate issues to the administration via the Federation
2. Educate association members about purposes and objectives of Federation
 - Pass out Federation brochures / Elevator speech at conference
3. Update and revise Federation brochure
 - Kay Morton - revamp federation brochure

The Fall Board Meeting was held on September 7 via Elluminate. Kay Morton, Theresa Story, and I represented the NCCESA. An administrative update was given by Dr. Zublena

The Annual Federation Forum was planned and will be held on December 9th, in Lee County. The keynote speaker will be Dr. Wanda Sykes. 10 members from the NCCESA will be invited to attend. If you are asked to attend this meeting please consider attending.

The 2011 Leadership and Service Recognition Award Nominations will be accepted until October 30th. Criteria for this award are listed on the Federation website. Nominations should be sent to Eleanor Summers. The award will be presented at the December 9 Federation Forum.



September 22, 2011

Herter O'Neal Scholarship Report

The Herter O'Neal Scholarship Committee received scholarship applications from every district. I would like to thank every District 2nd Vice President and the Professional Improvement Committee for doing an outstanding job getting this information out.

The Herter O'Neal Scholarship is given to an individual who is pursuing a college degree in a Business and/or Business related field. Each of this year's applicants are very deserving of this scholarship. We can only have 1 winner.

I'm pleased to announce this year's winner is Miss Briana Gover from the West District. Miss Gover is planning on attending Blue Ridge Community College, where she will be getting her Associate in Accounting degree.

A few of Briana's activities that she was involved in are 4-H, FFA, Youth Ministry at her church, nursery worker at her church, and Tap/Jazz Dance Classes. She was inducted into the 4-H Honor Club of 2010, was named West District Youth Volunteer of the Year, and also received the Jim Graham Agriculture Award.

Miss Gover stated that this scholarship would benefit her to pursue an education in accounting where she will be able to fulfill her goal of becoming an agricultural accountant and that it would allow her to give back to the people who have helped her in becoming the young person that she is today.

Denise Sherrill, 4-H Agent with the NC Cooperative Extension Service in Henderson County, stated that Briana has been an active member in 4-H for twelve years. She also stated that Briana has volunteered in many livestock shows at the Mountain State Fair and helped with various 4-H activities.

Briana has also worked as an intern with the Henderson County Cooperative Extension Service serving as a secretary for all of the staff. She helped put together newsletters, creating displays, making copies, creating a telephone tree for emergency contacts, and typing.

Sue Janowiak, 4-H Program Assistant with the Henderson County Extension Office, stated that Briana works hard in academics and other activities. Mrs. Janowiak also stated that Briana was a 4-H mentor and is always looking for ways to share her skills with others.

“With Briana proven excellence in academics and 4-H, and her caring attitude toward others, she will be an asset to any institution. I believe she is an exceptional person and student, one who will carry on the legacy of dedication and service begun by Edith Herter and Frances O’Neal.

Again, please join me in congratulating Miss Briana Gover from the West District for receiving the 2011 Herter O’Neal Scholarship.

Respectfully submitted,

Elizabeth Wilson
NCCESA 2nd Vice President
Herter O’Neal Scholarship Committee

Sue Mills Lighthouse Award "Spirit of Light"				
		As of September 2011		
2010 Balance Brought Forward				\$1,989.95
2010-2011 Deposits				
Gifts			510.00	
Total Deposits				510.00
2010-2011 Expenses				
Printing plate for lighthouse 2010			8.00	
Administrative Fee			8.25	
Karen Whitley (40.00 of 100.00 award)			40.00	
Total expenses				56.25
Balance in Fund				2,443.70

SC District Hosted
Horn of Plenty 2011 August 19th

Union County secretaries secured the donation of water and lemonade for the event.

Cabarrus County ^{took on the responsibility of ordering} ~~purchased~~ the tea concentrate for the beverage stations.

A total of 16 secretaries for the SC District helped with decorations, setup, food and beverage stations.

I was very proud of everyone and the way they represented our district and the Secretaries Assoc. as well.

Ruth Ann Pope
SC District President



The Extension & Research Support Staff Association

NCCESA Annual Conference

Board of Director/Business Meeting

Statesville, NC

September 22-23, 2011

I do appreciate the opportunity to share updates with you from *The Extension & Research Support Staff Association* and Association President, Glenda Jenkins, Office Associate with the Carroll County Mississippi Extension Service.

Plans are being finalized for the 2011 Annual TERSSA Conference to take place on the campus of Mississippi State University in Starkville, MS on October 17-19. State association presidents, along with all members have received the meeting agenda and information relevant to making plans to attend the meeting. The Call for Nominations for officers will soon follow.

I am so very pleased to be able to report that there are 109 TERSSA members to date and 37 of those members represent renewals from 2010, new and retiree members from North Carolina. The 2012 Membership Drive started September 1 and renewals are already being received.

On February 14th, I challenged each member to pass on 'The Gift of Membership.' Ladies who were bestowed this honor were: Leann Crump, Rhonda Gaster, and Elizabeth Wilson, allowing NC to become the state with the largest membership.

To all members, please know that Tracy Brown and I sincerely appreciate your dedicated desire to be a part of an association on the national level. And anyone who is not a member is cordially invited to become a part when you feel the time is right.

I welcome the opportunity to answer any questions anyone might have.

Again, Thank You for the opportunity to represent TERSSA.

Christine C. Barrier
2010-2011 TERSSA Membership Secretary

**Honorary Membership
In
The North Carolina Cooperative Extension Secretaries Association**

Nominee's Name: Nancy H. Miller

County: Catawba

Address: 1048 Whispering Pines Drive, Newton, NC 28658

Years in Extension: 25

Years in NCCESA: 25

Retired from NCCES: December 31, 2010

Association Data – District: West Central
State: NCCESA
National: TERSSA

Offices Held: District – W-C: 2008-09 Treasurer; 1991-1994, Treasurer in NW District; Second Vice-President, First Vice-President and President of Southwest District.

Office Held State – None

Committees Served On (use * to indicate served as chairman):

State Meeting Fund Raising Committee (*) 1994, 2004
State Meeting Planning/Steering Committee 2004
2009-10 Finance Committee;
2008-09 Finance Committee(*);
2009-10 District By-Laws Committee(*);
2009-10 State By-Laws Committee(*)
2007-08 Herter-O'Neal Scholarship Committee (Committee met and re-structured scholarship selection process)
2003-04 District By-Laws Committee(*);
2003-04 State By-Laws Committee(*)
2003-04 District Goals and Aims Committee (*)
2003-04 State Goals & Aims Committee(*)
Various other committees on both district and state level over the past 25 years.

Number of Meetings Attended: District –50 State 25 - National - 1

List any other contributions to and cooperation with the NCCESA:

West Piedmont Secretary of Year Award 1998
State Excellence Award – Leadership 1998
Sue Mills Lighthouse Award 2008

Nominated by: Fran Little District: West Central County: Catawba

Remarks:

Nancy is a very devoted member and supporter of NCCESA. Over the years her love for Extension and 4-H has overflowed into the association that she graciously serves with zeal, determination and devotion. Her service to our association and Extension has been acknowledged as the recipient of several prestigious awards.

**Honorary Membership
In
The North Carolina Cooperative Extension Secretaries Association**

Nominee's Name: Linda Cahoon County: Campus

Address: 8001 Thrush Ridge Lane, Raleigh, NC

Years in Extension: 25 Years in NCCESA: 25

Retired from NCCES: September 1, 2011

Association Data – District: North Central District & Campus Chapter State: NCCESA

Offices Held:

North Central District – Treasurer in early 90's and was on state committee

Campus Chapter – Treasurer 1996-1997 and served on state committee

Campus Chapter – 2nd Vice President 1997-1998

Campus Chapter – 1st Vice President 1998

Campus Chapter – President 1998-1999

Campus Chapter – Advisor 1999-2000

Committees Served On (indicated chairman with *):

North Central District – served on all committees during 1986-1996 – she was chair of some of the committees but could not remember which ones.

Campus Chapter – served on all committees from 1996-2010

Number of Meetings Attended: Exact number of meetings attended unavailable to me. Linda was an active member in the District and on Campus up until her husband developed dementia and later Alzheimer's disease resulting in his death this past year. She attended meetings when she could the last 2-3 years.

List any other contributions to and cooperation with the NCCESA:

Linda received the Award of Excellence in Leadership Skills in 1992 (District) and WE SALUTE in 1996. She also received the Award of Excellence in Leadership Skills in 1999 (Campus). Linda used her leadership skills and professional expertise throughout her 25 years as she remained involved and loyal to the North Carolina Cooperative Extension Secretaries Association. She was a Pathways participant in 2001-2002 and received a Certificate of Excellence for Outstanding Performance and Lasting Contributions from Family and Consumer Sciences (FCS) in 2004. Linda's professional approach to her duties as Accounting Clerk for the Expanded Food and Nutrition Education Program (EFNEP) in the FCS Department exemplifies what NCCESA is all about and strives to achieve.

Nominated by: Vicky Merritt, President-NCCESA Campus Chapter
District: Campus Chapter County: NCSU/Wake

Remarks:

The Campus Chapter members voted at their August 17, 2011 meeting to bring Linda's name forward for honorary membership. Linda has retired and has expressed her desire to stay involved with Campus Chapter NCCESA. It is our feeling that she is deserving of the Honorary Membership status and appreciates the committee's review and support of this nomination.

**Honorary Membership
In
The North Carolina Cooperative Extension Secretaries Association**

Nominee's Name: Linda Gurkin. Brulet County: Columbus
 Address: 1254 Brown Maultsby Rd., Whiteville, NC 28472
 Years in Extension: 38 years – 8 months Years in NCCESA: 34 years
 Retired from NCCES: January 1, 2011
 Association Data – District: South Central State: NC
 Offices Held:
 District Treasurer 1986
 District Treasurer 1995
 District Secretary 2004

Committees Served On (indicated chairman with *):

State Finance Committee 1986
 State Executive Board 1986
 Chairman – Secretary of the Year Committee (SC District)
 Chairman - Finance Committee (twice)
 Served on "many" committees and served as chairman for several

Number of Meetings Attended:

Only missed 1 or 2 state meetings in thirty four years and only missed a few district meetings during that time frame.

List any other contributions to and cooperation with the NCCESA:

Search for Excellence Leadership Award 2008
 SC District Secretary of the Year – 2000
 Recognized in "We Salute"
 Pride of the Pack Award- 2003

Nominated by: Nan Rackley District: South Central County: Columbus

Remarks:

As a secretary with the NC Cooperative Extension Service, Linda was a valued employee with over 38 years of service. Linda has been involved in NCCESA (District and State) for over 34 years. The first state meeting she attended was in 1977 and has not missed more than a couple of meetings since then. She has served in various district positions and served on various state committees. She received South Central Secretary of the Year Award in 2000, Pride of the Wolfpack Award in 2003 and was recognized in "We Salute". In 2008 she received the Search for Excellence – Leadership Award at our state meeting.