

1976 3rd Annual Meeting

Minutes – Annual Meeting
North Carolina Association of
Cooperative Extension
Secretaries

Ramada Inn
Statesville, NC
September 17, 1976

The Third Annual Meeting of the North Carolina Association of Cooperative Extension Secretaries was held on September 17, 1976 at the Ramada Inn in Statesville. Eighty-three secretaries attended; North Central 20; Northeastern 8; Northwestern 10; South Central 14; Southeastern 7; Southwestern 18; and Western 6.

The meeting was called to order by Catherine Fields, President. She introduced those seated at head table, which included Linda McMullen, Vice-President; Joyce Henderson, Secretary; Luba Smith, Treasurer; Nancy Payne, Parliamentarian; Mr. Kenneth Vaughn, Iredell County Extension Chairman; and Mr. Gene Causby, Speaker. Katherine Chase and Frances O'Neal, past presidents, were recognized. Frances O'Neal and Edith Herter, original organizers of our association were also recognized.

Invocation and welcoming remarks were made by Mr. Kenneth Vaughn, Ire-dell County Extension Chairman.

Joyce Henderson, Secretary, called the roll by districts, with each district president giving number attending in her district. The district presidents were then recognized.

Linda McMullen, Vice-President, introduced our speaker, Mr. Gene Causby, Assistant Superintendent for Personnel Relations and Public Affairs. Mr. Causby gave us a very informative – and unusual – talk on communications and understanding each other. Points he placed emphasis on were (1) Assuming; (2) Quality of communications; (3) Kind of relationship we have with people we are dealing with; (4) Confidence; and (5) Attitude. Mr. Causby then entertained us with a couple songs relative to his remarks. He closed with a very impressive poem. Mr. Causby received a standing ovation at the end of his speech. Everyone agreed he was the best speaker they had ever heard! The group then asked for further entertainment from Mr. Causby.

Nancy Payne, Southwestern

District President, presented Mr. Causby with a gift of a bushel of apples from Alexander County.

The meeting was recessed for lunch.

After a delicious buffet lunch, the meeting was reconvened by Catherine Fields, President.

The minutes of last Annual Meeting were read by Joyce Henderson, Secretary. A motion was made, seconded and passed that the minutes be changed to read "The Second Annual Meeting...." instead of "The Third Annual Meeting..." A motion was made, seconded and passed that the date September 26, 1975 be added to minutes. Minutes were approved as read and corrected.

Catherine Fields informed the members that the roses on head table were furnished and arranged by member Elizabeth Weaver, Iredell County. Elizabeth also made the individual jars of jelly that were placed at each member's seating place.

Luba Smith gave Treasurer's report. We had a balance of \$903.92 on hand. She also told of some recommendations made by the Finance Committee, which were (1) Our organization begin

paying its own expenses –paper, postage, etc.; and (2) Set up scholarship fund. Motion was made to accept treasurer's report. Seconded and passed.

Old Business:

Letterhead – Board of Directors recommended we accept letterhead submitted by Northeastern District. Motion was made we accept this letterhead; seconded and passed.

Question was asked from floor on how we would get the letterhead printed. Betty Dail and Nancy Payne told us that most newspaper offices could produce it cheaper than getting it mailed in quantity to all districts, as it would need to be run on an off-set machine. Betty Dail was asked to mail each district president a copy of the letterhead. Each district could have their district name printed on letterhead.

Motion was made, seconded and passed that each district be responsible for their own letterhead and that the state officers would be responsible for their supply.

New Business:

Amendment – Amendment to

have officers hold office for two years instead of one year had been submitted in writing to Catherine Fields, President. Letter was submitted to Cathy within ample time, but letter to general membership had not been mailed two weeks prior to Annual Meeting, as per our Constitution and By-Laws. Therefore, we were un-able to have a vote on the amendment at Annual Meeting. However, Ernestine Talley, Rules and By-Laws Chairman, is to work up a written ballot on this and written ballot will be mailed with the minutes of this meeting within six weeks. Ballots are to be returned to Joyce Henderson, Secretary. Members will be notified results of ballot. Cathy Fields urged everyone to give a lot of serious thought before voting on this amendment. Much discussion followed. The main points discussed were:

1. A lot of work and time involved in holding office for two years;
2. Able to get more people involved by electing officers for one year?
3. Vice-President would be serving as an officer for four years if officers are elected for two years;
4. Serving as an officer for one year does not allow enough time

to get officers' desired goals accomplished;

5. Suggested officers serve for one year and elect 1st and 2nd Vice-President, therefore allowing vice-president more time to become familiar and set goals before coming in as president.

Janice Bissell (SC) made motion for all members to send their suggestions to Ernestine Talley prior to October 15th so Ernestine's committee would have guidelines to work up ballot. Motion seconded and passed.

Handbook – Janice Bissell (SC) was appointed chairman (by Executive Board) to work up a handbook or procedure manual for our Association. She discussed general outline of what her committee had suggested to be included in the handbook.

Motion was made, seconded and passed that our Association compile a handbook or procedure manual. Janice asked that all committee chairmen send her reports of recommendations on duties and functions of all state officers and committees by October 15th. She also requested members to send her any suggestions or ideas by November 15th.

Janice's committee would also like to have a correct list of the 1974 paid members of our Association to list as Charter Members. She asked that each district get this information to her. Katherine Chase, past President questioned if we could have charter members since we did not have charter. It was determined the Charter Members had nothing to do with the Charter. It was felt we did not need a Charter. If so, Rules and By-Laws Committee would take care of. After handbook is compiled, one copy will be sent to each county for approval or disapproval.

Scholarship – It is felt we need a concrete project. Thought a scholarship for a student for business school would be a worthy project. Linda McMullen, Vice-President, presented to members two proposed guidelines in establishing such a fund. Plan number one stated "Scholarship awarded to one recipient from the state"; Plan number two stated recipient would be from "rotating districts – to insure that all districts are represented in the scholarship program by rotating recipient districts."

Motion was made, seconded, and passed that we adopt scholarship idea for someone in business school.

Motion was made, seconded, and passed that we adopt plan number two –rotating districts.

Discussion was held:

1. Luba Smith, Treasurer, said we did have ample funds to present a scholarship. Finance Committee had also recommended this and the amount to be decided each year, depending on money we had on hand. Finance Committee also recommended we begin paying all our own expenses.
2. Juanita Dotson (W) suggested we have scholarship fund set up separate from general treasury.
3. Katherine Gilliam (NE) suggested we get to work on this right away to show administration we are doing something concrete and worthwhile.

Motion was made that the President appoint a Scholarship Committee to work on this and that they consider discussions brought out. Seconded and passed. Cathy will soon appoint this committee so they can get specifics worked out. Would like

to be able to present a scholarship in June of 1977. Motion was made, seconded and passed that scholarship recipients be awarded in same order that our Extension Directory has districts set up: W, NW, SW, NC, SC, NE & SE.

Scrapbook – Recommended by Executive Board to compile a scrapbook for our Association. Motion was made we have a scrapbook for our Association. Seconded and passed. Motion made for Executive Board to appoint committee to work on scrap-book. Seconded and passed.

Motion made, seconded and passed to have a Historian for our Association, and for Executive Board to appoint. Executive Board appointed Frances O'Neal and Edith Herter as Co-Historians.

Motion was made, seconded and passed that Edith Herter who retired recently be made an Honorary member for life.

Door prizes were awarded at this time by Frances Blair, Southwestern District.

President, Cathy Fields, thanked the Southwestern District for

their splendid hospitality and accommodations for this meeting. We were told coffee and doughnuts served were compliments of Federal Land Bank and PCA of Statesville.

Committee reports were asked for from each chairman:

1. 1) Goals and Aims – Elizabeth Weaver, Iredell County (SW)

1. Have newsletter for each district
2. More members in our Association
3. Keep our district and county chairmen informed about our Association.

2. Hospitality – Carol Joyner, Wayne County (SE)

1. Send note of welcome to each new member
2. Help host district at Annual Meeting – perhaps each district supply a door prize for state meeting

3. Professional Improvement – Betty Bail/Chowan County (NE)

1. Continue to go to Administration thru our district chairmen requesting more workshops, training sessions, etc.

2. Request more professional training – more efficient methods, etc. (Same number of personnel – more workload)
 3. Request illustrations to use on letters, posters, etc. we have to get out
 4. Request our Association to tour Ricks Hall and get to meet people we talk with on phone so much
 5. Get professional people to speak at our district meetings
4. Membership – Juanita Dotson, Buncombe County (W)
1. Recruit new members. Suggested we get State College and A&T secretaries involved. (Much discussion followed. Membership Committee to work on details on this and report back later)
5. Rules and By-Laws – Ernestine Talley, Person County (NC)
1. Will work on things discussed today and get ballots out
6. Public Relations – Susie Drayton, Forsyth County

(NW) Unable to attend – no report

7. Finance Committee –
Luba Smith, Caldwell County
(SW) Report given earlier
regarding scholarship, etc.

Cathy Fields read letter from Eleanor Starnes, honorary member.

Invitation for 4th Annual Meeting letter from Western District was read by Cathy Fields. She also read letter of invitation from the Northeastern District for the 1978 meeting.

Motion was made that we have the 1977 Annual Meeting in the Western District and the 1978 Annual Meeting in the Northeastern District.

President Cathy Fields thanked the Executive Board, other officers and members for all their help and cooperation during the past year.

Phyllis Haywood (NC), acting Nominating Committee Chairman, submitted the following slate of officers for 1977:

- President, Linda McMullen (Camden County NE)
- Vice-President, Erma

Williamson (Caswell County

– NW)

- Secretary, Patsy Sykes

(Durham County – NC)

- Treasurer, Betty Penland

(Macon County – W)

Motion was made, seconded and passed to accept these officers. The 1977 officers were installed by Frances O'Neal, first President of our Association, in a very impressive installation ceremony.

Appreciation was again expressed to the Southwestern District for being such gracious hosts. Cathy Fields closed the meeting with a prayer. Meeting was adjourned.

Respectfully Submitted,

Joyce Henderson, Secretary
NCACES