

1976 Planning Meeting

Minutes – State Planning Meeting

North Carolina Association of Cooperative Extension Secretaries

Patterson Hall
Raleigh, NC
May 17, 1976

State and District NCACES
Officers held a planning meeting
in Patterson Hall at N. C. State
University on May 17, 1976 with
all districts represented and 28
present.

Nancy Payne, SW District, stated
that the State Meeting would be
held Friday, September 17 in
Statesville, N. C. at the Ramada
Inn starting with a coffee hour 9–
10 a.m. The meal will be \$3;
rooms single \$11; double \$17.
She said they were thinking of
having a family night the night
before for those having to travel
a long distance. She asked for
suggestions for the night before
if we would rather have
something else. Most stated that
they would not be bringing their
families so to just plan some
entertainment for the secretaries.

State President Cathy Fields

asked they set up for her to have a Board of Directors Meeting before the meeting Friday.

Janice Bissell, Robeson County, asked about the feelings of chartering a bus to go. Cathy suggested that each district work on this by themselves since we were so scattered over the state.

Nancy Payne (SW District) said they had contacted Dr. Hyatt about being the speaker but he was already scheduled for that day. Gene Causby, Dr. Black and Dr. Leo Hawkins were other suggestions. A motion was made and seconded for the host county to make the choice of speaker. State treasury will pay for expenses of speaker, decorations, coffee, etc.

Cathy Fields will let State Secretary Joyce Henderson know who will get out the notices for the state meeting. Nancy's county will be running off the programs. Cathy asked that everyone send her a copy of their district meetings and any correspondence that went out on our organization.

There was a discussion on state officers holding office for two years. President stated that the by-laws committee would have to

work on this to make an amendment. Most agreed that to accomplish much this would be a good idea. Rules and By-laws Committee should bring this up at the state meeting and if 2/3 of the attendance voted in favor it would be amended. It should be the same for the district organizations. Question was asked if the North Central District could go on record as saying they would like to see it amended to be two years. North Central will go to the By-Laws Committee in writing and By-Laws Committee will bring this up for a vote at the State Meeting. This would have to start with the 1977 officers if passed. It was later brought up that our by-laws first stated officers hold office for a period of two years and it had been amended to one year. It was felt that we would like to see it amended again and put back to two years.

Discussion was held on professional improvement. It was stated that State College offers a course for professional improvement in the fall. Another suggestion was that if each district has a good idea for improvement to write and share their ideas with the other districts. Some thought we should not inquire through the

administration as we might get more ideas than we want such as going to school one night a week when all we actually want is workshops, perhaps, or even a fashion show like one county has had. Luba Smith stated that she thought upgrading ourselves was fine but we need to go back to our districts to do these things on our own. Cathy said we should have it on our agenda for these planning sessions that each district tell what they have done to give others ideas. She asked the district having the state meeting if we could have a fashion show sponsored by some store like Belk's. They will have another district meeting before the state meeting and will see what they can work out.

Cathy would like for us to have our state letterhead. Asked that NE District submit theirs and that she would like to see some more art work sent to her to be able to vote on it at the state meeting. The SW District wants to use state letterhead for district correspondence by just typing their district below the letterhead. Cathy said it will be up to each district what they would like to do on the district level. She asked district presidents to submit to her one suggestion for state letterhead by

August 1. If no other letterhead suggestions are sent other than the one submitted we will vote on it. It will not go through the Executive Board again.

It is understood that the secretaries will receive a percentage of the \$300 plus 4% raise of their state proportion this year.

Janice Bissell stated she felt we should have a handbook which would give everyone more information about the organization than just the by-laws and might interest prospective members. It was felt the handbook would be a good idea. Cathy appointed Janice chairman of a committee to work up a handbook. Cathy asked if there was any record of original charter state members. She asked that Joyce Henderson look this up and if there was anything in the minutes send to Janice.

Suggestion was made that each district president write their district chairman with a copy to Drs. Blalock and Black thanking them for granting time for this meeting today. Send State President copy of your letter. Cathy will write Dr. Hyatt and the above people, as State President, thanking them. It was felt we

should write on district and state level also. The majority felt it was a step forward to have received time and was appreciated.

Cathy read the questions secretaries had sent to be discussed:

1. "Has any progress been made for secretaries to receive longevity pay?"

There has to be a ruling on it by the Atty. General which has not been done. It was asked if this would be a good thing to ask Mr. Burden with the State Employees Association to work on for us. Cathy stated that since a lot of the secretaries did not belong to the association she thought this would have to be done on an individual basis by someone belonging.

2. "Last year our county secretaries were given a figure by our former county chairman for a state raise besides the % who were to receive the merit raise. We were told by him that there was no way the agents could receive a raise last year but the secretaries had to due to the bill passed by the legislature. The figure that each of us was to receive was given to him by the state office. However, all we

received was the merit raise and the agents received a small raise (approximately 1 ½%). We feel we are due an explanation from the administration on this."

Each county different and we do not know enough to even discuss this. Some stated not all agents received the small raise, but several did.

3. "We feel secretaries should be given time for our district and state meetings and we should keep trying to get it. Also some county salaries are far, far behind others. No one is going to give us anything if we don't ask for it."

It was felt that we were fortunate to receive time for this planning meeting and shouldn't push for more and that eventually as we grow as an organization that we might receive time.

President stated she thought that those districts who have already had their district meeting this year need to have a letter sent to their members on what has been done at this meeting.

Things the district presidents need to do:

1. Check on your dues and new members.
2. Send copy of thank-you

letter for time to district chairman, to state president.

3. Send copy of ideas for state newsletter and letterhead by August 1 to state president.

4. Send minutes of district meetings and any activities on district level to state president.

State Vice-President Linda McMullen has a suggestion on attendance. When her district chairman scheduled a county chairmen's meeting the secretaries had their district meeting on the same day at the same place in a different room so that they could ride with their chairman to have better attendance. These are late afternoon meetings. She thought this might be a suggestion for some other counties.

One district invited the state secretaries to join the association since they are in their district. There are about 95-100 state Extension secretaries which would give us more members and strength.

Question was brought up about centralizing state meetings and having, all in Raleigh. President told it was decided at the last state meeting we would still rotate our state meetings from district to district. She also stated

she thought it was better not to have state representatives at our meetings as some would try to impress the administration and others would be afraid to speak up.

Cathy said the parliamentarian needs to be made aware of her duties before the state meeting.

Linda McMullen said she thought we needed a project. At their district meeting a suggestion was made that the state organization investigate the possibility of awarding a scholarship to a worthy high school student to attend a 2-year secretarial school who could not afford to go on her own; perhaps in the neighborhood of \$200 a year. Thought a committee could be formed to work toward it. A scholarship fund could be set up from each district contributing as a goal to work toward. We need someone to bring this up at state meeting and then if passed to form a committee to work on it. Linda was appointed to bring it up since it was her idea.

State Treasurer stated we have \$700 now in the treasury and a lot of dues not in yet. Asked all districts to please get theirs all in as soon as possible.

Suggestion made that the finance committee set up guidelines of how state funds can be used. State expenses should be paid first and not come from the counties for state expenses.

The president appointed the following chairmen of state committees to serve from now until the end of the calendar year:

- Goals & Aims – Elizabeth Weaver, Iredell Co., SW District
- Hospitality – Carol Joyner, Wayne Co., SE District
- Professional Improvement – Betty Dail, Chowan Co., NE District
- Nominating – Juanita Hight, Harnett Co., SC District
- Memberships – Juanita Dotson, Buncombe Co., W District
- Rules & By-Laws – Ernestine Talley, Person Co., NC District
- Public Relations – Susie Drayton, Forsythe Co., NW District
- Finance – Luba Smith, Caldwell Co., SW District

Cathy asked that each president go back and let these people know they are chairmen of these committees and get a report to her.

State committee members are as follows: (* denotes chairman)
district chairmen are

automatically on state committees.

- Goals & Aims:
 - o *Elizabeth Weaver, Iredell Co., SW Nancy Stainback, Wake Co., NC Katherine Chase, Wayne Co., SE Mable Jordan, Chowan Co., NE Anna Hall, Jackson Co., W Roberta Underwood, Randolph Co., NW Evelyn Marks, Richmond Co., SC
- Hospitality:
 - o *Carol Joyner, Wayne Co., SE Laura Clemmons, Halifax Co., NC Frances O'Neal, Catawba Co., SW Hilda Mitchell, Bertie Co., NE Sharon Carter, Buncombe Co., W Anna McClore, Ashe Co., NW Sarah Simpson/ Moore Co., SC
- Professional Improvement:
 - o *Betty Bail, Chowan Co., NE Lucille Ennis, Wake Co., NC Betty Greene, Union Co., SW Kathryn Rich, Duplin Co., SE Joan Caldwell, Madison Co., W Kathy Reeves, Alleghany Co., NW Alice McDiarmid, Hoke Co., SC
- Nominating:
 - o *Juanita Hight, Harnett Co., SC Phyllis Haywood, Wake Co., NC Emma Edwards, Greene Co., SE Betty Fisher, Rowan Co., SW Linda McMullen, Camden Co., NE Nancy Lunsford,

Cherokee Co., W Ruby
Crawford, Wilkes Co., WW

- Membership:
 - o *Juanita Dotson,
Buncombe Co., W Nell
Boone, Franklin Co., NC
Betty Spain, Pamlico Co., SE
Sandra Smith, Rowan Co.,
SW Marjorie Fields,
Perquimans Co., NE Ethel A.
Robinson, Alamance Co.,
NW Thetis Williams,
Robeson Co., SC
- Rules & By-Laws:
 - o *Ernestine Talley, Person
Co., NC Mary Ve ster,
Craven Co., SE Frances Blair,
Caldwell Co., SW Miriam
James, Pasquotank Co., NE
Flora Wallin, Madison Co., W
Nannie Scott, Randolph Co.,
NW Pearl Blount, Anson Co.,
SC
- Public Relations:
 - o *Susie Drayton, Forsyth
Co., NW, Lila Nelson,
Northampton Co., NC Gwen
Huddelston, Onslow Co., SE
Margaret Reynolds, Gaston
Co., SW Myrtle Rountree,
Gates Co., NE Pauline
Houston, Macon Co., W
Annie Hall, Sampson Co., SC
- Finance:
 - o *Luba Smith, Caldwell
Co., SW, Joyce Hender son,
Wayne Co., SE Betty
Harrington, Iredell Co., SW
Ruby Smith, Bertie Co., NE

Florence Woody, Mitchell
Co., W Nancy Ander son,
Watauga Co., NW Lula
Faulkner, Bladen Co., SC

Carol Joyner, Acting Secretary
Cathy Fields, President