

# 1977 4th Annual Meeting

Minutes – 4th Annual Meeting  
North Carolina Association of  
Cooperative Extension  
Secretaries

Sheraton Motor Inn  
Asheville, NC  
September 23, 1977

The Fourth Annual Meeting of the North Carolina Association of Cooperative Extension Secretaries was held on September 23, 1977 at the Sheraton Motor Inn, Asheville, N.C.

Eighty-eight secretaries attended:

- Western – 17
- Northeastern – 6
- Northwestern – 8
- Southwestern – 21
- North Central – 18
- Southeastern – 9
- South Central – 9

The meeting was called to order by Linda McMullen, State President. Mr. David Burnett, Buncombe County Extension Chairman, gave the invocation and Mr. Denver Robinson, Western District Extension Chairman, welcomed the association to the beautiful city of Asheville.

Pat Sykes, Secretary, called the roll by districts, with each district president giving number attending in her district.

Honorary members, Edith Herter and Eleanor Starnes, were recognized.

Sharon Carter, State Hospitality Chairman, introduced the Gospel Belles of Yancey County who entertained the group with several gospel songs. The girls, Ann, Audrey and Audell Biddix, are sisters and active 4-H'ers in Yancey County. Their mother, Mrs. Elizabeth Burleson, accompanied them on the piano.

Mr. Robinson presented a slide set showing some of his own photography of beautiful scenes and wildflowers taken from the mountains to the sea.

The meeting was recessed for lunch.

The meeting reconvened with Linda McMullen recognizing all the past presidents of the association. Frances O'Neal, 1973-74; Catherine Chase, 1975; Catherine Fields, 1976.

Dr. Paul Dew, District Extension Chairman, telephoned the Southwestern District secretaries

wishing the association luck for a successful meeting.

The minutes of the last state meeting were read by Pat Sykes, Secretary. Frances O'Neal made a correction to use the word "recess" instead of "adjourn" for luncheon. They were approved as corrected.

The treasurer's report was given by Betty Penland, Treasurer. The report was given in two parts: Balance on hand as of Dec. 31, 1976, \$758.73; Balance on hand as of Sept. 22, 1977, \$959.06. Copies of the treasurer's report were given to each member.

### Old Business

- Scholarship Fund – At the planning meeting in Raleigh, March 22, 1977, it was decided that the Board of Directors would serve as Scholarship Committee for 1977. A form was drawn up for applications by this committee. A motion was made, seconded and passed that the Board of Directors continue to serve in this capacity, with the stipulation that the member of the Board representing the recipient district be excluded on the decision of the scholarship recipient.

### New Business

- At the planning meeting on May 22, 1977, the Finance Committee recommended that the dues of the State Association be raised from \$2.00 per year to \$6.00. In order to do this, the Bylaws would have to be changed. In order for the Bylaws to be changed, the membership has to be notified at least 2 weeks prior to the meeting where the voting will take place. This notification was sent out to the membership 2 weeks prior to this meeting. Nancy Payne, Southwestern District, presented the proposal to the membership. A motion was made, seconded and the membership voted to raise the dues to \$6.00. The Rules and Bylaws, Article X, Section 1 will now read: "The annual State Association dues shall be \$6.00 per member."

Erma Williamson, Vice President, awarded door prizes donated by merchants in all the Extension districts. She asked that each person receiving a door prize please write a thank you note to the person donating the prize.

Erma Williamson announced that Linda McMullen has given the association a gavel with all the past presidents' names on it for use by future presidents.

## Committee Reports

- Membership Committee –  
Juanita Dotson and Ernestine Talley, reporting.
  - o The North Central District sent out personalized invitation cards to all non-members. The Western District sent out special letters to non-members and past members who had dropped out of the association. Other districts have not reported their activities. There are presently 166 members in the association.
  
- Hospitality Committee –  
Sharon Carter reporting.
  - o Contacted people who either were non-members or had dropped out of the association and invited them to join the association. Orange and Moore counties had their meals sponsored for their district meetings. Favors were also secured. Cards were sent on special occasions if there was not a benevolence committee in the district. A great deal of work had gone in the state meeting and everyone was thanked for that. Everyone was asked to be sure to

thank donors of door prizes.

- Goals and Aims Committee – Helen Miller reporting.

- o We, the members of the Goals and Aims Committee of the NCACES feel that our association has accomplished much in the 4 years since its organization. There is still much that we can look forward to doing to improve the association and our–selves individually as members of the Extension staff in county offices. We submit the following goals and aims for 1978:

1. Keep line of communication open between secretaries, County and District Chairmen.
2. Continue to work toward having all secretaries in the district become members of the association.
3. Encourage all county Extension secretaries to become members of the N.C. State Employees Association.
4. Encourage each secretary to work toward improving herself professionally by taking advantage of workshops and schools.
5. To recommend that Extension secretaries

receive longevity pay following the state personnel guide for longevity pay.

6. To recommend that each district prepare a newsletter, sending a copy to each office in the district and to the presidents of other districts in order to exchange ideas and accomplish work more efficiently. We suggest this be done twice a year.

• Professional Improvement Committee – Phyllis Haywood reporting. We feel the objectives of the Professional Improvement Committee are:

1. To advance the professional status of Extension secretaries.
2. To encourage professional improvement through in-service training, workshops and other study programs.
3. To provide opportunities for the exchange of ideas, methods and techniques.

Our recommendations are:

4. To encourage administration to provide more in-service training through workshops, programs, etc.
5. For a more effective

report, the professional improvement committee could compile a form to be sent to all Extension secretaries to determine the different ways and means used for professional improvement.

6. That we improve ourselves professionally by simply being a member of our association and participating in the different programs.

- Rules and Bylaws Committee

- Nancy Payne reporting.

- o Rules and Bylaws were voted on at this meeting concerning dues. The committee sent copies to each member of the change in by-laws pertaining to elected officers; Article V, Sections 1-7; Article VI, Elections, Sections 1-8; Article VII, Sections 1-4.

- Public Relations Committee – Annie Hall reporting.

- o This committee recommends that there be a newsletter for the association members in which we would exchange ideas, methods and special programs. This newsletter would be sent to all members of the state



association quarterly. The committee further recommends that someone in each county be responsible for sending news articles, etc. to local newspapers relative to district and state meetings of the NCACES.

- Finance Committee – Lula Faulkner reporting.

0. Proposed Budget – 1977
  - Postage: \$200.00
  - Stationery: 75.00
  - Speaker: 50.00
  - Host County Expenses: 75.00
  - Telephone: 65.00
  - Scholarship: 50.00
  - Subsistence per State officer: 25.00
  - Travel per State Officer (10 cents per mile not to exceed \$25.00): 25.00
  - Miscellaneous: 50.00
  - TOTAL: \$765.00

1. That the association set aside the scholarship fund in a separate account.
2. That the state dues be raised to \$6.00 per person.
3. That vouchers be submitted when requesting reimbursement of funds. The voucher should include: name, address, room receipt, meals receipts. Send to president to o.k. She sends to treasurer for payment.

4. Keep long distance calls log to include your name, office, date, person called, time, number called, and reason for call. A telephone credit card to be obtained for use by State officers.

### Special Reports

- Handbook – Linda McMullen reporting. Each member present received a copy of the handbook compiled by Betty Dail, Janice Bissell and Linda McMullen. This handbook will be professionally printed. There was some discussion. Any corrections to the handbook should be sent to Linda McMullen by November 1st 1977.
- Scrapbook Committee – Marjorie Fields reported that Helen Vann, Chairman, she and committee members are working with Public Relations Committee on the scrapbook and requested that articles, pictures, etc. be sent to them for the scrapbook.
- Historians' Report – Frances O'Neal and Edith Herter have written the history of the association and it is included in the handbook.

Linda McMullen announced that Frances O'Neal will contact other southern states about making the

association national. She will report back her findings.

Letters were read from Dr. Hyatt, Dr. Black and Dr. Blalock expressing their regrets that they could not attend the meeting.

Mr. J.C. Jones, Northeastern District Chairman, has informed Linda that the secretarial workshops will be held in the near future. It is still in the planning stage and it is unknown whether the workshop will be 1 day or 2.

Linda reported that Dr. Black has approved Time for the 1978 planning meeting. Catherine Fields was recognized for her efforts in organizing the first planning meeting.

Erma Williamson presented the "Executive Board Award" which goes to a secretary in the state who has done outstanding service for the association during the current year. The award goes to Betty Dail, Northeastern District, for the outstanding job she did on the handbook. Betty Dail was not present at the meeting.

Linda McMullen read a letter from the Northeastern District Association inviting the association to hold their 1978

meeting at Nags Head, NC.

Betsy Crews, Chairman of the Nominating Committee submitted the following slate of officers for 1978:

- Erma Williamson,  
Northwestern District,  
President
- Betsy Crews, North  
Central District, 1st Vice  
President
- Juanita Dotson, Western  
District, 2nd Vice President
- Nancy Payne,  
Southwestern District,  
Secretary
- Katherine Gillam,  
Northeastern District,  
Treasurer

A motion was made, seconded and carried that the slate of officers be accepted as presented.

Catherine Fields installed the 1978 officers in a very impressive ceremony.

Linda McMullen expressed the association's thanks to the Western District for hosting this meeting. She expressed appreciation to all the members, Board of Directors and Executive Board for their cooperation and support this year.

The meeting was adjourned.

Respectfully submitted,

Pat Sykes,  
Secretary NCACES