

1977 Planning Meeting

Minutes – Planning Meeting
North Carolina Association of
Cooperative Extension
Secretaries

Jane S. McKimmon Center
Raleigh, NC
May 22, 1977

The meeting was called to order by State President, Linda McMullen, Camden, N.C. She welcomed the 28 District officers, State officers, State finance committee members and Advisor. She read a letter from Mrs. Edith Herter thanking the association for making her an honorary member at our last State meeting held in Statesville, N.C. last September.

The group was asked for suggestions to help the finance committee set up a budget. There were several suggestions from the floor and the finance committee retired to another section to hold their meeting.

The treasurer gave the following report:

- Balance Brought Forward:
\$758.73
- 111 paid members to date:
222.00

- Balance on Hand: \$980.73

Linda said she has not been able to appoint a Scholarship Committee because she has not received a list of paid members. She urged the officers, especially the Presidents, to appoint their committees by January 1 when they go into office so the State and Districts can proceed on schedule. It was decided that the State Executive Board serve as the Scholarship Committee until one can be appointed later this year. No scholarship will be given this year due to time limitations. The following are some of the things that may need to be done when offering a scholarship:

- Contact principals at each high school in county.
- Inform superintendant of schools and give outline of program.
- Outline: What is offered and where
 - How much is offered
 - Statement that Association is not discriminatory of race, creed or sex
 - Copy of application
 - Statement of how students' privacy is protected.

The Scholarship Committee will work up an appropriate application form.

A suggestion was made at the last State meeting that a charter be drawn up for the association. Nancy Payne gathered information on this and gave to Linda McMullen. Linda discussed the charter with two attorneys and both felt that a legal charter is not necessary for an association such as ours. There are legal fees and much paper work involved. It was felt by those present that we would not pursue this any further at the present time.

Word was received from Janice Bizzell that work is continuing on the Association Handbook.

Frances O'Neal and Edith Herter are working together on the history of the association. Hopefully, this will be ready in time for the State meeting.

The outcome of the amendment to the by-laws vote (each member voted by mail) was that we amend the bylaws to read:

Article V, Section 1: The elected officers of this Association shall be President, 1st Vice President, 2nd Vice President, Secretary and Treasurer.

Each member will receive a copy

of amendment at State meeting. A scrapbook committee will be appointed by the President. Pictures will be taken at the State meeting for the scrapbook. The publicity and scrapbook committees will work together on this.

The Annual State Meeting will be held in Asheville9 N.C. this year on Friday,, September 23rd (1st choice) or Sept. 30th, depending on when reservations can be made. The Western District is the host this year and are working very hard for an exciting time. Activities, such as a tour of the Biltmore House, are being planned for those who coma in on Thursday. Husbands and children are invited. To lighten the load on the host, it was decided that each district will be responsible for bringing a door prize. District Presidents, please let Betty Penland in Franklin know in advance what the door prize is and who it's from.

The following are recommendations from the Finance Committee:

1. Proposed Budget – 1977
 - o Postage: \$200.00
 - o Stationery: 75.00
 - o Speaker: 50.00
 - o Host County Expenses:

75.00

- o *Telephone: 65.00
- o *Scholarship: 50.00
- o *Subsistence per State Officer: 25.00
- o Travel per State Officer: 10 cents per mile not to exceed \$25.00: 25.00
- o Miscellaneous: 50.00
- o \$765.00

2. That the association set aside the scholarship fund in a separate account.
3. That the state dues be raised to \$6.00 per person.
4. 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.
5. 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.

The above recommendations were approved by the Executive Board.

Linda McMullen asked if any districts would like to share their ideas on district programs they have had or plan to have. Betty Penland, Western, said their next meeting will be a training session

with Gene Causby and Curtis Trent on communications. Louvenia McIntosh, North Central, said they plan to have a session on parliamentary procedure. The Southwestern district plans a trip to the N.C. State campus in 1978.

Mr. J.C. Jones, Northeast District Chairman, met for a brief period with us. He said the administration is planning District Secretarial Workshops in the near future. He asked for suggestions on what the secretaries would like to have at these workshops. Those present suggested the following:

1. Retirement, Federal vs. State, etc.
2. Communications
3. Mini-courses in subject matter areas.
4. Evaluation of secretaries
5. Job Description
6. Business machines, display, etc.
7. Clip art workshop

Linda McMullen and the Northeast District secretaries prepared a delicious spaghetti luncheon for the planning meeting, and was enjoyed and appreciated by all.

Pat Sykes, State Secretary

