

1978 5th Annual Meeting

Minutes – 5th Annual Meeting
North Carolina Association of
Cooperative Extension
Secretaries

Ramada Inn
Nags Head, NC
September 15, 1978 – 10 a.m.

The Fifth Annual Meeting of the North Carolina Association of Cooperative Extension Secretaries was held September 15, 1978 at the Ramada Inn, Nags Head, NC.

The meeting was called to order by President Erma Williamson at 10:00 a.m. The invocation was given by Dr. Glenn Andrews, Southeastern District Extension Chairman.

Recognition of the head table was made by Erma Williamson. Special guest were Mrs. Josephine Patterson, Northeastern District Extension Chairman, Dr. Glenn Andrews, Southeastern District Extension Chairman and Dr. Dalton R. Proctor, Associate State 4-H Leader. Also President Erma recognized the past state presidents. All were in attendance except Katherine Chase who is ill.

Nancy Payne, Secretary, called the

roll by districts with the president of each district giving the number present. They were:

- Western – 4
- Northwestern – 5
- Southwestern – 11
- North Central – 16
- South Central – 11
- Northeastern – 22
- Southeastern – 16
- for a total of 85 secretaries attending.

She also read a letter from Dr. Carlton Blalock, Director of Extension, who sent his regrets for not attending the meeting. He indicated in the letter that the prospects for the secretaries getting longevity pay was good.

Betsy Crews, 1st Vice President, introduced Dr. Dalton Proctor, guest speaker for the day, who had some very inspiring words on the Extension secretary's role in the Extension organization. He ended with a quote from John Wesley.

Marjorie Fields, Hospitality Committee Member, introduced Mrs. Cherry Winslow of the Eternal Springs Health Spa who gave an interesting and challenging talk on "Fitness In The Office."

Betty Penland, acting 2nd Vice

President, gave out several door prizes.

The meeting recessed for lunch at 11:30 a.m. For the entertainment of the secretaries during this time, the Galleon Esplanade, clothing store at Nags Head, presented a fall and winter fashion show.

The meeting reconvened at approximately 1:30 p.m. with President Erma Williamson presiding.

A motion was made, seconded and carried that we dispense with the reading of the minutes since everyone had a copy and no changes needed to be made. Katherine Gillam, Treasurer, gave the treasurer's report with a balance of \$1,431.34 on hand as of September 1, 1978. The treasurer's report was approved as read and everyone received a copy.

OLD BUSINESS

- The State Handbook was given out before the meeting. The Handbook Committee is to be commended for an outstanding job.
- Material for the association's scrapbook is to be sent to Helen Vann, Sampson County, South

Central District.

- The organization of Extension secretaries in South Carolina was reported on by Frances O'Neal. She stated that she is to meet with South Carolina officials and secretaries on September 28 for organizational purposes.
- At the May 17 Board of Director's meeting in Raleigh, the board voted to start a State Extension Secretaries Newsletter. Articles for the newsletter are to be sent to the chairman of the Public Relations Committee by May 15 of each year.

NEW BUSINESS

- Scholarship Fund – The recipient of this years scholarship is Carol Taylor, Murphy, N. C. (WD). The amount of the scholarship is \$150.00.

COMMITTEE REPORTS

- Finance:
 - o Postage: \$175.00
 - o Stationary: 75.00
 - o Speaker or Entertainment: 50.00
 - o Host County Expenses: 125.00
 - o Telephone: 75.00
 - o Scholarship: 50.00
 - o Handbook: 100.00
 - o Dr. Hyatt Scholarship

Fund: 30.00

- o Subsistence for Officers to attend State Mtg (\$25.00 limit for each officer):

100.00

- o Travel for State Officers to attend State Mtg (10 cents/mile not to exceed \$25.00): 100.00

- o Miscellaneous: 25.00

- o Subtotal: \$905.00

- o \$50 from last year's budget for scholarship: 50.00

- o Total: \$955.00

- Goals & Aims:

1. To be known through the North Carolina Association of Cooperative Extension Secretaries as Professional Secretaries. To extend an invitation and promote membership to new secretaries as well as those who are not now members of our Association.

2. To keep abreast of training advantages through workshops and self improvement classes in order to more effectively serve our clientele, and to carry out the duties of the office in a more professional manner.

3. To remain constantly aware that Extension Secretaries are usually the

first contact with the public and should strive to improve Extension's image.

4. To communicate and exchange ideas that will enhance a more favorable work–ing atmosphere among personnel of the North Carolina Agricultural Extension Service.

5. To continue to work for approved time for our District and Annual Meetings.

6. To recommend that Extension Secretaries receive longevity pay following the state personnel guide for longevity pay.

7. To keep the North Carolina Association of Cooperative Extension Secretaries visible by means of news releases of activities and accomplishments made by the Association members through Extension News and local news media.

- Membership:
 - o There are 156 secretaries in the North Carolina Association of Cooperative Extension Secretaries this year, however, there needs to be a "special" effort put forth to encourage more

participation in the Association. Some of the effort put forth this year...

- o Northeastern – Wrote letters, also asked those attending training meeting to join – 4 joined.
- o Southwestern – Invited all secretaries in the district to join when the spring tour of N. C. State University Campus was conducted.
- o South Central – Wrote letters, had one new member to join.
- o Western – The membership chairman wrote letter to each county chairman in each county in the district and sent a copy of the minutes to each secretary of the district meeting.
- o Northwestern – There is a very strong need to work on membership in this district.
- o North Central – Had a telethon from different secretaries to each of the counties where secretaries were not members of the Association. They were asked to join and given a little "pep talk" on why they should join.
- o Southeastern – Sent special letters inviting other secretaries to join.

- o Recommendations –
Secure stamps for letters or monies for telephone calls from district treasurer to make more contacts. Ask chairmen for their support and also state administration.

- Hospitality, Professional Improvement, Public Relations, and Rules & By-Laws did not report.

- Nominating:
The following slate of officers was presented by Lillian Briggs, Chairman for the Nominating Committee, for approval with the exception of the secretary. Nominations were to be made from the floor for this office.
 - o President: Betsy Crews (NC)
 - o 1st Vice President: Betty Penland (W)
 - o 2nd Vice President: Margaret Reynolds (SW)
 - o Secretary:
 - o Treasurer: Reba Hodges (NW)
 - o Pam Ginn (SE) was nominated from the floor for the office of secretary. Pam accepted and motion was made, seconded

and passed that she fill the office of secretary for 1979.

Motion made that we accept the slate of officers for 1979 as presented by the Nominating Committee. Seconded and passed.

Betsy Crews, 1st Vice President, presented the "Executive Board Award" to Linda McMullen for her outstanding contribution to the Association, Linda has worked diligently on the Association Handbook and was instrumental in the formation of the Scholarship Fund.

Linda McMullen, President NE District, installed the in-coming officers for 1979.

The South Central District will be host for the 6th Annual Meeting of the North Carolina Association of Cooperative Extension Secretaries.

President Erma thanked the Northeastern District for the outstanding job they did hosting the 1978 meeting.

Betty Penland, acting 2nd Vice President, gave out the remainder of the door prizes. She asked that each winner please write a thank

you note to the donor.

President Erma closed with a prayer and many thanks to everyone for their contribution in making the NCACES 5th Annual Meeting a success.

The meeting adjourned at 2:05 p.m.

Respectfully submitted,

Nancy C. Payne,
Secretary NCACES