

**MINUTES  
NORTH CAROLINA COOPERATIVE EXTENSION  
SECRETARIES ASSOCIATION**

**Campus Chapter**

*October 24, 2001*

*Room 308 Ricks Hall*

**CALL TO ORDER AND WELCOME:**

Paula Pritchard called the meeting to order and welcomed everyone. Paula introduced our guest Norma Dunlap-Odom, CALS Personnel Administrative Secretary for Harvey Lineberry. Norma is officially joining our group.

**THOUGHT FOR THE DAY:**

Mary Cox shared her thought for the day "I asked God."

**PASSING OF THE PRESIDENT'S GAVEL:**

Paula Pritchard thanked everyone for their support and hard work and passed the President's gavel on to Susan Bennett, our new president, so she could take over the meeting.

**PRESENTATION OF PAST PRESIDENT'S PLAQUE:**

Susan Bennett presented Paula Pritchard with a Past President's Plaque recognizing her service as President this past year.

**ROLL CALL:**

Karla Frizzelle called the roll: 17 members were present

**APPROVAL OF MINUTES:**

Vicki Pettit made a motion that the minutes of the July 26, 2001 meeting be approved as sent on email. Linda Cahoon seconded. Motion carried.

**TREASURER'S REPORT:**

Jan Trenbath distributed copies of the Treasurer's Report. She is also working on collecting dues for the 2001-2002 year of \$25.00 per member, due November 9, 2001.

She submitted a proposed budget for 2001-2002. Bill still outstanding at this date from the Annual meeting (Motor Pool for the Vans). Jan also noted that she refunded \$50.00 for a member that was unable to attend the annual meeting. And she collected \$8.00 from an individual for breakfast that was not on our original attendance list.

**Current Balances are:**

Checking Account: \$ 1,488.82

Savings Account: \$ 67.30

Money Market Acct: \$ 2,438.82

**TOTAL: \$ 3,994.94**

#### COMMITTEE REPORTS:

Susan Bennett gave a special thanks to all of the committee chairs for 2000-2001. She also recognized Sandy Carpenter for serving as our Secretary for 4 years and recognized Jan Trenbath, as this is her 5<sup>th</sup> year serving as our Treasurer.

#### MEMBERSHIP:

Mary Cox – Mary has prepared a packet of information to give to new employees for membership. She has plans to invite others to our meetings. Please make her aware of anyone new in your department or anyone who is eligible to join our group.

#### GOALS AND AIMS:

Mona Rodgers – No Report.

#### PROFESSIONAL IMPROVEMENT:

Yvonne Smith – No Report.

#### FINANCE:

Jan Trenbath – nothing additional to report – see Treasurer's Report.

#### HOSPITALITY:

Grace Haven – No Report. Please hold December 5<sup>th</sup> on your calendar for our Holiday Luncheon. We will most likely have it at the Talley Student Center.

#### NOMINATING:

Karla Frizzelle – No Report.

#### PUBLIC RELATIONS:

Mary Ann Lofgren – No Report.

#### REFLECTIONS:

Ramona Herring – Ramona brought the reflections photo album for everyone to see the most recent pictures taken at the annual meeting in September 2001.

#### RULES AND BYLAWS:

Joan Little – No Report.

#### OLD BUSINESS:

Susan Bennett thanked Paula Pritchard for her role as President, and congratulated everyone for their hard work at the 28<sup>th</sup> Annual State Meeting. The meeting was a great success! Paula Pritchard shared some email messages with compliments to our chapter for a great job done on hosting the annual meeting.

Other announcements were NCCESA Executive Board Award went to Debbie King, Onslow County. NCCESA Award of Excellence went to Linda Kern, Animal Science, NCSU Campus.

Professional Scholarship Awards went to Diana Reneau and Karla Frizzelle.

Honorary Members were voted and accepted at the state meeting; Connie Wade, Sylvia Edwards, Diana Rogister, Berniece Deal and Sue Mills.

NEW BUSINESS:

Jan Trenbath presented a proposed budget for 2001-2002. Mona Rodgers made a motion to accept the proposed budget. Charlotte Simpson seconded. Motion carried.

Susan then had the group break to meet with their committees for about thirty minutes to plan their tasks.

Please hold December 5<sup>th</sup> on calendar for the Holiday Luncheon.

REMINDERS/ANNOUNCEMENTS:

- Membership Dues are \$25.00. Make check payable to “NCCESA Campus Chapter” and submit to Jan Trenbath no later than November 9.
- District Committees due to State President November 1<sup>st</sup>.
- **Next meeting – January 9, 2002 – 11:30 – 1:30, 2405 Williams Hall**

The meeting was adjourned with the members reciting the Benediction.

ATTENDANCE:

Susan Bennett  
Linda Cahoon  
Sandy Carpenter  
Debbie Cox  
Mary Cox  
Sylvia Edwards  
Karla Frizzelle  
Deborah Guthrie  
Ramona Herring  
Joan Little  
Mary Ann Lofgren  
Vicki Pettit  
Paula Pritchard  
Mona Rodgers  
Charlotte Simpson  
Jan Trenbath  
Donna Warren

Respectfully Submitted,  
Karla Frizzelle, Campus Chapter Secretary

