

**MINUTES**  
**NORTH CAROLINA COOPERATIVE EXTENSION**  
**SECRETARIES ASSOCIATION**  
**Campus Chapter**

*January 30, 2002*  
*Room 308 Ricks Hall*

CALL TO ORDER AND WELCOME:

Susan Bennett called the meeting to order and welcomed everyone. Karla brought a new guest, Sherry Hudson and Susan introduced her to the group. Sherry is the Accounting Technician for Agriculture and Extension Education in Ricks Hall.

THOUGHT FOR THE DAY:

Debbie Cox shared the thought for the day "SMILE."

ROLL CALL:

Karla Frizzelle called the roll: 19 members were present.

APPROVAL OF MINUTES:

Paula Pritchard made a motion that the minutes of the October 24, 2001 meeting be approved as sent on email. Ramona Herring seconded. Motion carried.

TREASURER'S REPORT:

Jan Trenbath distributed copies of the Treasurer's Report. All dues have been collected for the 2001-2002 year. Budget is in good shape.

Current Balances are:

Checking Account:	\$ 536.96
Savings Account:	\$ 67.89
Money Market Account:	<u>\$3,548.74</u>
<u>TOTAL:</u>	\$4,153.59

GUEST SPEAKER:

Yvonne Smith introduced our guest speaker, Dr. Judy Groff, Program Development and Advisory System Leader, PODS. Dr. Groff gave a very enlightening presentation called "This is the Place to Be." She discussed the marketing idea for our group "What's in it For Me." I think our group learned some valuable information from her presentation on how to market ourselves better to make our group stronger. She suggested things such as networking, leadership, sharing skills and knowledge, awards and scholarships and eligibility to join Epsilon Sigma Phi as some of the advantages of being in our organization. I think our group came away with some great ideas on how to bring new members in and how to gain strength in our organization.

**COMMITTEE REPORTS:**

REFLECTIONS: Ramona reported that she sent a sympathy card to Louise Smith. Louise's brother passed away.

RULES AND BYLAWS: No report.

MEMBERSHIP: Mary Cox and her committee are actively recruiting. She has sent out several membership packets and is still gathering information on those employees that might be eligible to join our organization. Their salary must have partial extension funding. The goal is 12 new members, that is one new member per month.

GOALS AND AIMS: Paula Pritchard reported that the raffle held prior to the Christmas holiday was a success. They raffled off a \$100 Money Tree. Sold 282 tickets for \$1.00 per ticket. Profit of \$182.00 for our organization. Charles Moss, Custodian for Ricks Hall won the raffle.

PROFESSIONAL IMPROVEMENT: Yvonne Smith mentioned CALS Award of Excellence due February 13 to Vicki Walton (web address: <http://www.ncsu.edu/hr/awardsaa.html>.)

Yvonne also mentioned the Professional Development Scholarship Award. She will tell more about the award at the April meeting and will send the form to you electronically.

The committee is planning the speaker for the upcoming meeting in April.

FINANCE: See Treasurer's Report.

HOSPITALITY: No report.

NOMINATING: No report.

PUBLIC RELATIONS: Mary Ann Lofgren put together a wonderful newsletter with great information regarding our organization and it's members and handed it out at the Holiday luncheon.

## **OLD BUSINESS:**

2001-2002 Proposed Budget – approved at the October 24, 2001 meeting.

“Thank you” to the Hospitality Committee for Holiday Luncheon (Grace Haven, Sylvia Edwards, Debbie Guthrie, Diana Reneau, and Donna Warren)

Committee Volunteers/Assignments for Campus Chapter: Susan suggested committees to meet and discuss any relevant information prior to the next meeting in April 2002.

Federation Meeting– Susan Bennett reported she was unable to attend this meeting in Lee County on December 7, 2001. Ella Moore and Janet Mabrey are board members representing NCCESA. Denise Brown is the new President. Susan will forward the minutes of the Federation Meeting to NCCESA Campus Chapter members.

## **NEW BUSINESS:**

“Secretary of the Year” Nomination Form – Mary Cox distributed the nomination forms to all members present at the meeting and encouraged each of us to make a nomination. Please send the nomination forms to Mary Cox by March 1, 2002.

Update Profile Sheets – Karla Frizzelle handed out new profile sheets to be filled out by all members, or you can update old forms. An electronic form will be sent to you soon.

**REMINDERS/ANNOUNCEMENTS:**

State Board of Directors Meeting – February 15, 2002 – 9:00am, McKimmon Center  
(for State and District Officers, and State Committee Chairs)

Next Meeting – April 10, 2002, 216 Scott Hall from 11:30 am to 1:30 pm.  
Guest Speaker

Meeting Adjourned @ 12:45 pm.

**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  
Diana Reneau  
Charlotte Simpson  
Jan Trenbath  
Donna Warren  
Yvonne Smith  
Pat Gunter

Respectfully submitted,  
Karla Frizzelle, Campus Chapter Secretary