

**\*\*\*\*PLEASE NOTE THE 2002 STATE MEETING WILL BE HELD ON SEPTEMBER 19-20, 2002 IN BOONE, NC\*\*\*\***

**MINUTES  
NORTH CAROLINA COOPERATIVE EXTENSION  
SECRETARIES ASSOCIATION**

**Campus Chapter**

*April 10, 2002*

*216 Scott Hall*

CALL TO ORDER AND WELCOME:

Susan Bennett called the meeting to order. Pat Gunter introduced Tracy McCoy, Administrative Secretary, Family and Consumer Sciences. Debbie Cox introduced Lisa Gordon, Administrative Secretary, Food Science.

THOUGHT FOR THE DAY:

Pat Gunter shared the thought for the day *“Drinking From My Saucer.”* Pat also made the thought for the day into bookmarks and handed them out at the meeting.

GUEST SPEAKER:

Vicki Pettit introduced our guest speaker Dr. Dale Safrit, Associate Professor and Extension Specialist in the Department of 4-H Youth Development. Dale’s presentation focused on a book titled *“7 Habits of Highly Effective People”* by Stephen Covey- but presented it in a way to our Extension Secretaries. Covey’s seven habits include what he calls Primary Greatness (being proactive, begin with the end in mind, and put first things first) and Secondary Greatness (think win/win, synergize, seek first to understand, then to be understood, and sharpening the saw). I think our group came away from the meeting with some new initiative on how to handle the ever-changing environment in which we work.

ROLL CALL:

Karla Frizzelle called the roll: 18 members were present.

SECRETARY OF THE YEAR AWARD:

Mary Cox presented the 2002 Secretary of the Year Award to Susan Bennett, Administrative Secretary, POD and our current President. Susan received a plaque and a \$75 check from the NCCESA. Susan has been a member of our campus chapter since December 1991. She has participated on various committees and has shown outstanding loyalty and dedication to the association, as well as to Extension, which she has been employed since 1987. Susan is prompt, conscientious, ambitious and highly productive. Her leadership skills, creativity and talent are reflected in her work, which is why she is such a valuable asset to our association. We are very proud of Susan and her achievements.

APPROVAL OF MINUTES:

Ramona Herring made a motion that the minutes of the January 30, 2002 meeting be approved as sent on email. Vicki Pettit seconded. Motion carried.

TREASURER REPORT:

Jan Trenbath distributed copies of the Treasurer’s Report. Budget is in really good shape.

Current Balances are:  
Checking Account: \$ 537.11  
Savings Account: \$ 68.21  
Money Market Account: \$3,567.16  
TOTAL: \$4,172.48

#### COMMITTEE REPORTS:

**Hospitality:** Reported under New Business.

**Nominating:** Reported under New Business.

**Public Relations:** No report.

**Reflections:** Ramona reminded us to keep Yvonne Smith in our prayers, she is still very sick. Please call her and visit when you can. We will work on a sunshine basket. Grace Haven made a motion that we as an association either purchase or rent a wheelchair for Yvonne. Joan seconded the motion. Motion carried. Tracy McCoy offered to check on wheelchair rental and purchase issues for the association.

**Rules & Bylaws:** Joan Little announced to make sure you received the email from Devonna Beard regarding the Rules and Bylaw changes. If you did not receive this email, please let Joan or Devonna know.

**Membership:** Mary Cox reported several more packets have been mailed to prospective members, no response from those to date. Still hard at work on recruiting.

**Goals & Aims:** No report.

**Professional Improvement:** No report.

**Finance:** See Treasurer Report above.

#### OLD BUSINESS:

**Professional Improvement Scholarship:** Debbie Cox distributed a hard copy of the application form and guidelines. Please encourage members to apply. The purpose of this scholarship is to cover a class or activity that you were planning to pay for yourself and not your department. The course can be on or off campus. Think about this opportunity, if chosen \$100 would go toward your course.

**Update on State Board of Directors Meeting:** Susan Bennett reported that on February 15, she, Mary Cox, Debbie Guthrie, Jan Trenbath, and Diana Reneau attended the Board of Directors Meeting at the McKimmon Center. Susan reported on our campus chapter activities, awards etc. since October of last year at this meeting. A typed copy of this report was given to the State Secretary, as well as Karla Frizzelle if you would like to see it. Susan also mentioned that Dr. Ort and Dr. Zublena attended the meeting and brought greetings and a few remarks regarding administration. They suggested making every effort to continue to keep your morale and spirits up during these trying budget situations. Diana Reneau reported on items from Staff Senate.

The **2002 Horn of Plenty** will be held August 23, 2002 in Winston Salem. If you would like to attend, it is a lot of fun. Susan, Paula, Jan and Yvonne helped with this event last year.

The **2002 State Meeting**: Laura Walters, President of the West District invited everyone to attend the **September 19-20, 2002** State meeting to be held in Boone, NC, Quality Inn. Their theme is "A Whole New You in 2002." For new members that have never attended a state meeting, you should really plan on attending. We have a great time!

**June Picnic (June 5<sup>th</sup> @5:30pm – Rain Date June 12<sup>th</sup> @5:30pm)**: Grace Haven reported we can have our June Picnic at the Raleigh Rose Garden for no charge. They have tables and covered areas available. Grace is also working on having a Master Gardener come and talk with us about roses at our picnic. Hospitality Committee will be responsible for the meat, drinks, and paper products. Members should bring a covered dish of their choice.

#### NEW BUSINESS:

**Nomination for Campus Officers for 2002-2003**: Karla Frizzelle distributed nomination forms. We are in need of nominations for 2<sup>nd</sup> Vice President, Treasurer, and Secretary. Susan Bennett will move to the Advisor position, Mary Cox will move to the President position, and Debbie Guthrie will move forward to Vice President. **Please have your nominations in to Karla Frizzelle, Campus Box 7602 no later than Friday, May 24, 2002.**

**NCCESA Executive Board Award**: Susan announced the NCCESA Executive Board Award nomination is due by July.

Next official meeting is July 10, 2002 in Room 308 Ricks Hall.

Benediction – Meeting Adjourned @ 1:00 pm

#### ATTENDANCE:

Susan Bennett  
Sandy Carpenter  
Debbie Cox  
Mary Cox  
Sylvia Edwards  
Karla Frizzelle  
Deborah Guthrie  
Grace Haven  
Ramona Herring  
Joan Little  
Mary Ann Lofgren  
Vicki Pettit  
Mona Rodgers  
Charlotte Simpson  
Louise Smith  
Jan Trenbath  
Donna Warren  
Pat Gunter

Respectfully Submitted,  
Karla Frizzelle, Campus Chapter Secretary