

MINUTES
NORTH CAROLINA COOPERATIVE EXTENSION SECRETARIES ASSOCIATION
Campus Chapter
July 11, 2002
300 Ricks Hall

CALL TO ORDER AND WELCOME: Susan Bennett called the meeting to order. Vickie Pettit introduced Suzanne Tal, Processing Assistant III, Extension Administration. Susan also informed members to keep the following folks in their prayers: Pat Gunter, Debbie Guthrie and Ramona Herring who could not be at the meeting today, due to unforeseen circumstances. Due to these three members not being present, we did not go on with the Installation Service. We will set a date in August to have the Installation Service.

ROLL CALL: Karla Frizzelle called the roll. 11 members were present.

APPROVAL OF MINUTES: Mary Cox made a motion that the minutes of the April 10, 2002 meeting be approved as sent on email and hard copy. Sandy Carpenter seconded the motion. Motion carried.

TREASURER'S REPORT: Jan Trenbath was not present. Susan presented the report. The budget is still in really good shape.

Current Balances are:

Checking Account:	\$ 599.62
Savings Account:	\$ 68.67
Money Market Account:	<u>\$3,093.58</u>
TOTAL:	\$3,761.87

COMMITTEE REPORTS:

Public Relations: No report.

Reflections: Ramona Herring was not present. Susan Bennett passed around the reflections photo album with the new photographs from the last two meetings and the June picnic.

Rules and Bylaws: No report.

Membership: Mary Cox reported that packets are still being mailed to prospective members. Still hard at work.

Goals and Aims: In regards to the state meeting in September, Charlotte Simpson has two options on fundraising; 1) take a breather since budget was in good shape 2) Have a raffle. Mary Cox offered to donate three nesting tables, and Karla Frizzelle agreed to hand paint them with cardinals, dogwoods and pines. Suggestions being that we only sell raffle tickets at the State Meeting in Boone, NC. We will not sell tickets prior to the meeting. Charlotte made a motion that we do the tables. Diana Reneau seconded the motion. Motion carried.

Professional Improvement: Debbie Cox announced the recipient of the Professional Improvement Scholarship award-campus chapter is Charlotte Simpson. She also reminded us the State Professional Improvement Scholarship award nomination is due August 1.

Finance: See Treasurer's Report.

Hospitality: Grace Haven was not present. Susan Bennett offered her thanks to the committee for such a great job on the June picnic. We all really enjoyed our time at the Rose Garden.

Nominating: Karla Frizzelle reported the nominees for our new officers, however, the Installation of New Officers has been postponed until August (date TBA).

OLD BUSINESS:

- Update – Professional Improvement Scholarship – Campus award went to Charlotte Simpson.
- NCCESA Executive Board Award due August 1 to State 1st Vice President, Janet Mabry.
- NCCESA Professional Improvement Scholarship (State) due August 1 to State Professional Improvement Committee Chair, Sheila Ange.

NEW BUSINESS:

- NCCESA Awards of Excellence – nominations due to Vicki Pettit by August 2, 2002.

THOUGHT FOR THE DAY: Hold for the next meeting in August.

Dates of Importance:

- 2002 Horn of Plenty, August 23, Winston-Salem.
- 2002 State Meeting – September 19-20, Boone, NC – Quality Inn
- Our next regular chapter meeting is scheduled for October 10, 2002, 308 Ricks Hall. Note: This is on a Thursday.

Benediction

Meeting Adjourned @ 12:30pm

ATTENDANCE:

Susan Bennett
Sandy Carpenter
Debbie Cox
Mary Cox
Sylvia Edwards
Karla Frizzelle
Joan Little
Mary Ann Lofgren
Vicki Pettit
Diana Reneau
Charlotte Simpson