

**MINUTES
NORTH CAROLINA COOPERATIVE EXTENSION
SECRETARIES ASSOCIATION**

Campus Chapter

April 9, 2003

308 Ricks Hall

Call to Order and Welcome: Mary Cox called the meeting to order at 11:35 am. Mary introduced our guests for the day: Wanda Holloway, 4-H Department, Christa _____, 4-H Administrative Secretary, and Traci, Administrative Secretary for the South Central District.

Thought for the Day: Jan Trenbath shared a poem with us from Ruth Bell Graham's "Collected Poems," from the section "Childhood in China and High School in Korea."

Roll Call: A sign in sheet was passed around for those present. 14 members were present.

Approval of Minutes: Diana Reneau made a motion to approve the minutes from the January 2003 meeting be approved. Grace Haven seconded. Motion carried.

Secretary of the Year Award: Debbie Guthrie presented the Secretary of the Year award to Joan Little, Cooperative Extension Administration. Joan has been a tremendous asset to extension and the NCCESA organization.

COMMITTEE REPORTS:

Reflections: Jan Trenbath reported that she resent the rebate request to Kodak Advantix Company again on 12/10/02 after receiving it back. As of this date she has not received a response from them. There were several stiff stipulations and Jan believes she followed them all. She did not let them know that it was purchased for an organization, as that was one of the stipulations of whom it was purchased for.

Jan also took pictures of Mona and herself, and their dressed potatos (Shamrock Sheninagans), and of Mona, Sherry, and me at the Friday luncheon for the contest. She will also send pictures to the state and explain the photos.

She also purchased more film for the camera.

Rules & Bylaws: Debbie Cox reported on the proposed bylaw changes at the last NCCESA Board of Directors meeting on 3/15/03. The proposed changes are as follows:

ARTICLE IV – Membership

Section 4, first paragraph, last sentence

Now Reads: Associate Members shall have all privileges of Active Members except that of holding office and voting.

Change to Read: Associate Members shall have all privileges of Active Members.

ARTICLE IV – Membership

Section 5, first paragraph, last sentence

Now Reads: An Honorary Member shall pay no dues except where he/she is an Active Member.

Change to Read: An Honorary Member shall pay no dues except where he/she is an Active or Associate member.

Membership: Pat Gunter is out on shared leave due to illness. Anyone wishing to donate leave – please see Vicki Pettit’s email or give her a call.

Goals and Aims: No report.

Professional Improvement: Grace Haven reminded everyone of the Campus Chapter Scholarship nominations are due by June 1, 2003. We will select one winner and one alternate.

Finance/Treasurer’s report: No report.

Hospitality: Paula Pritchard – reminder – June Picnic will be June 11 from 5:00pm to 7:00pm at Pullen Park. The Committee has reserved a covered shelter. Please bring a covered dish or dessert. Please call Paula to find out what is needed. The committee will bring all the paper products and such. Please invite guests to attend.

Public Relations: Maryann Lofgren reminded us of the newsletter and sent an email requesting information to go into the newsletter. Please forward her anything of interest.

Nominating: There was discussion about our 2nd Vice President position that currently remains open. Do we try to fill that position now, or do we wait until the next slate of officers are selected. Everyone agreed to wait until the new slate of officers are elected. Karla is having great difficulty in finding those who are willing to serve as officers. If you are interested in serving as an officer for the campus chapter or for the state, please let Karla know.

NEW BUSINESS:

Professional Improvement Scholarship – Due August 1, 2003 (NCCESA State Professional Improvement Chair)

The **state meeting will be held September 25-26 at the Radisson in High Point, North Carolina.** The theme this year is **“You are a Star.”** Dress as your favorite star for the banquet. There will be a special reward for this event!! Registration information will go out sometime in July and will be due in August. Denise Brown is the contact person if you need further information.

Sue Mills Memorial Fund – Funds have been donated to NCCESA by Bobby Mills and a committee has been formed to make decisions on how to utilize the funds.

Competencies – PODS – Be thinking about what you want to do in the 2004 training. We will discuss options at the next meeting.

Update on Rules and Bylaws – see above details.

2003 Horn of Plenty – August 15, 2003 at the Showplace in High Point, North Carolina. You are encouraged to attend if possible.

Nomination – 2nd Vice President for State Office for 2003-2004. Our nominations have to be in to the state committee by August 1, 2003. Please, please submit nominations!!!

OLD BUSINESS:

Current Vacancy – 2nd Vice President Campus Chapter – see nominating committee report above.

Professional Improvement Committee prepared a special treat for us today. The staff from Chico's at Triangle Town Center, along with the help of our members, provided a fashion show today. **“Dressing for Success in the Workplace”** displayed some trendy new fashions that were also very professional. Catalogs and coupons were handed out.

Adjourned at 12:45pm.

Members present:

Mary Cox
Debbie Guthrie
Karla Frizzelle
Debbie Cox
Mona Rodgers
Louise Smith
Diana Reneau
Vicki Pettit
Maryann Lofgren
Jan Trenbath
Paula Pritchard
Joan Little
Donna Warren