

**MINUTES**  
**NORTH CAROLINA COOPERATIVE EXTENSION**  
**SECRETARIES ASSOCIATION**  
**Campus Chapter**  
*August 11, 2004*

**Call to Order and Welcome:** Ramona Herring called the meeting to order and welcomed Rosanne Clapp, Bookkeeper, County Operations. Rosanne has been a member in the past and is considering joining the association again.

**Thought for the Day:** Tracy Brown shared the thought for the day from Weight Watchers. "Approach vacation, holidays, and special occasions realistically. Perhaps during these times you should focus on maintaining the weight loss you have already achieved." From Weight Watchers – 101 Secrets for Success.

**Roll Call:** Karla Frizzelle took roll.

**Approval of Minutes:** Joan Little made a motion to approve the minutes from the April 14, 2004 meeting be approved. Motion was seconded. Motion carried.

**COMMITTEE REPORTS:**

**Reflections:** Karla Frizzelle - No report. Note: The card and check for Louise Smith's family was sent on 4/30/04 and received. Louise's family was most gracious. Louise also sent the association a thank you card.

Ramona Herring discussed the possibility of adding a new committee to handle the cards, flowers, and gifts when someone is sick or a family member is sick, death in the family etc... Discussion was to see if a new committee might be necessary to handle these types of hospitality issues. Vicki Pettit shared that maybe we should keep it with an existing committee instead of creating a new one. Karla Frizzelle discussed the issue of guidelines for the reflections committee. We need to have a set of guidelines on what the association needs to send regarding sickness and other issues. Karla will work on preparing a draft of guidelines for review at the next meeting.

**Rules & Bylaws:** Vicki Pettit distributed a handout with proposed bylaw changes. Please see attached document. Diana Reneau made a motion to approve all changes, with the exception of ARTICLE III Membership. Vicki will revise and we will discuss ARTICLE III further at the next meeting. Tracy Brown seconded. Motion carried to accept all changes to the bylaws, except ARTICLE III Membership.

Vicki Pettit suggested that we designate a person from the association to be our Webmaster and to start a website for our Campus Chapter and update our information on the NCCESA state website. Karla Frizzelle motioned. Mary Cox seconded. Motion carried. We will work on designating that person(s) at the next meeting. Several members are interesting in helping.

**Membership:** Mary Cox reported we have several new members. Angie Thomas, 4H Youth Development; Vicki Ledford, POD; Evelyn Stahlings, CALS Personnel; and Mel Stoss, CALS Personnel. Rosanne Clapp may also join the association.

**Goals and Aims:** Joan Little reported that the Goals and Aims Committee met. The committee decided to raffle three gift baskets at the next NCCESA State Meeting in September, 2004. If anyone has any contributions for the baskets, please give Joan a call. Scott Enroughty has accepted a new position and will be leaving the committee, so if anyone is interested in working on the committee, please let Joan know.

**Professional Improvement:** Pat Gunter and Tracy Brown will begin the Pathways Leadership Development Program this month.

**Finance/Treasurer's report:** Charlotte Simpson, Treasurer, presented the financial report as follows:

Checking account balance: \$230.25  
Money Market balance: \$3,038.84  
Shares balance: \$25.71  
Total funds: \$3,294.80

**Hospitality:** Tracy Brown thanked everyone on the Hospitality Committee that helped with the July picnic. Everyone did a really great job and a good time was had by all.

**Public Relations:** Maryann Lofgren- No report.

**Nominating:** Debbie Cox brought a guest to the meeting, Sue Ellen McGirt, Office Assistant with the Poultry Science Department. Debbie Cox announced the nominations for the new slate of officers as follows:

President – Karla Frizzelle  
1<sup>st</sup> Vice President – Pat Gunter  
2<sup>nd</sup> Vice President – Maryann Lofgren  
Secretary – Tracy Brown  
Treasurer – Charlotte Simpson

Any other nominations open to the floor. No other nominations were made. Motion made to accept the slate of officers, seconded, motion carried. The new officers will take their positions effective October 1, 2004.

#### **OLD BUSINESS:**

Ramona thanked the Hospitality Committee for all its efforts on the picnic. The picnic was a success.

#### **NEW BUSINESS:**

Joan Little will be retiring from Cooperative Extension at the end of August. Her retirement reception is August 27, 2004 from 2:00 to 4:00 p.m. in Room 308 Ricks Hall. Congratulations Joan!

Karla Frizzelle suggested that we think about having our meetings twice a year (2 all day meetings) versus 4 to 6 meetings (approx. 2 hours each). There was discussion about some staff not being able to be away from the office for 2 days. It might not be feasible for everyone to meet. It is easier for some to do several short meetings versus two all day long meetings. Will departmental supervisors be willing to allow us to do meetings all day? There are pros and cons to both ways. Susan Brame shared that it was better for districts to have all day meetings due to location and travel. But in our case, since we are all on campus, it is easier to have more meetings. We need to do some researching on whether or not we would all be allowed to meet twice a year. And would it really be feasible. We will discuss again at the next meeting.

**The state meeting will be held on September 16<sup>th</sup> & 17<sup>th</sup> at the Holiday Inn Select – Hickory, North Carolina.** The theme this year is “Building on the Best.” The deadline for registration is August 20, 2004. If you have questions, please contact Lisa Eubanks, Union County CES, (704) 283-3801.

**2004 Horn of Plenty** – Will be held on **August 20, 2004** at the Taylor Ranch Farm in Asheville, North Carolina. You are encouraged to attend if possible.

Adjourned at 1:00 p.m.

Members present:

Ramona Herring  
Mary Cox  
Maryann Lofgren  
Pat Gunter  
Karla Frizzelle  
Charlotte Simpson  
Sylvia Edwards  
Paula Pritchard  
Susan Brame  
Diana Reneau  
Leena Kathuria  
Jackie Seale  
Rosanne Clapp  
Joan Little  
Tracy Brown  
Vicki Pettit  
Debbie Cox