

MINUTES
NORTH CAROLINA COOPERATIVE EXTENSION
SECRETARIES ASSOCIATION
Campus Chapter
January 12, 2005

Call to Order and Welcome: Karla Frizzelle called the meeting to order and welcomed

Thought for the Day: Pat Smith shared the thought for the day, it was a poem.

A Recipe for Joy

Forget the kindness that you do,
As soon as you have done it.
Forget praises that falls on you,
The moment you have won it.

Remember every promise made,
And keep it to the letter;
Recall those who gave you aid,
And be a grateful debtor.

Forget the slander that you hear,
Before you can repeat it;
Forget the slight, spite, or sneer,
Whenever you may meet it.

Remember all the happiness
That comes your way in living;
Forget each worry and distress,
Be hopeful and forgiving.

Remember every kindness done
To you wherever it's measure;
Remember praise by others won,
And pass it on with pleasure.

Remember good, remember truth,
Remember heavens above you,
You will find thru age and youth
True joy and hearts to love you.

Author unknown.

Roll Call: Tracy Brown called roll. There were 19 members present and 7 absent.

Introduction of Guest Speaker: Maryann Lofgren - Guest speaker was Dr. Wanda Sykes: Topic Keeping the Moos Alive! 17 Indisputable Laws of Teamwork (see handout on file). Exercise material: Balloons and Panty Hose. Instructions given were (3 or 4 to a group), fill the pantyhose with the balloons.

Approval of Minutes: Karla Frizzelle made a motion to approve the minutes from the October 13, 2004 meeting. Seconded by Tracy Brown. Minutes were approved.

COMMITTEE REPORTS:

Membership: Chair (Pat Smith) – No report.

Goals and Aims: Chair (Donna Warren) retired – No Report. Other committee member as of today are; Ramona Herring and Evelyn Stahling.

Professional Improvement: Maryann Lofgren – No Report.

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

Holiday Luncheon

meal only:	\$ 7.50 (Member paid their expenses)	Checking account balance:	\$ 435.45
	<u>\$127.91</u> (decorations/door prizes)	Money Market balance:	\$3,057.33
	\$135.41 (Total Expenses)	Shares balance:	<u>\$ 25.78</u>
		Total funds:	\$3,518.65

Hospitality: : Chair (Suzanne Tal), on LOA – Report given by Tracy Brown. The Holiday party was a success. Dudley Flood was our guest speaker this year. He gave a great/humorous 15 minutes inspirational speech on how valuable we are. Thanks to the other committee members; Paula Pritchard, Susan Brame and Evelyn Stahling for helping to pull this together while Suzanne was out. This year instead of picking names from the Christmas Tree, Evelyn asked those that want to partake to in Toys-For-Tots to bring a gift and she would drop them off at the Western Boulevard location on behalf of the association. **Maybe we should create an evaluation form to see if the event was a success and/or suggestions.**

Public Relations: Chair (Susan Brame) – Sent out a general email for needs for the State Newsletter that needs to be done this month. Sent them general information about what we have going on. She will be doing a newsletter on our chapter and will send an email out requesting info/suggestion. Please keep an eye out for this email.

Rules & Bylaws: Chair (Vicki Pettit) – No report.

Reflections: Chair (Tracy Brown) – Purchased a number of items to help send out cards from the association in a timely manner, e.g. Stamps, Get Well and Sympathy cards. Also make labels with our logo on it so that the person receiving the card will know who sent it without opening the envelope. Also purchased scrapbook and stickers for pictures.

Nominating: Debbie Cox - No Report.

NEW BUSINESS:

- **Federation Forum Updates** – meeting held on December 3, 2004 at the Lee County Extension Center. Report by Karla – The only thing that concerned us was the vote to allow Epsilon Sigma Phi into that group. It was a close vote but they did not make it in.
- **Secretary of The Year Nominations** – **Due to Pat Smith by March 1, 2005** – Form was a handout. There is monetary value (\$100) that goes along with this. No one got the campus one last year. Karla will send this form out to everyone via email.
- **Professional Development** -

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OLD BUSINESS:

- **Sunshine Fund:** At the October 2004, meeting handouts were given on some guidelines to use for the Campus Chapter Memorial/Sunshine Funds managed by the Reflections Committee. It was agreed to table these guidelines until the new chair and the committee gets a chance to look at other such guidelines. Charlotte said she would share what her department is currently doing with the new reflections chair, which can be shared at the next meeting.
 - Since than Charlotte has provided me with her departments guideline and I have made a copy for each of you.
 - **ACTION:** Karla needs to send Tracy what she has done so far. The rest of the members need to review the handout Tracy provided (Charlotte's dept. guidelines) and send their comments via email to her so that Tracy can merge all the comments for discussion at the next meeting.

However, at this time we need to make a decision on how we handle a retired member who is not current on their dues, but was very active before they retired. **Situation:** This person was previously a very active person with this chapter, before she retired. AS of today she is not current with her dues. The reflections committee is aware a card should be sent. But we also decided that if a memorial fund was set up we would send the same amount we would have spent on flowers. Hence the question, if the person is not current on their dues do we still send flowers/memorial gift? **Decision:** 1. We need help on the finance committee to help call those members that are late on their dues. 2. We will send a card. 3. If they are inactive we only send a card. 4. I think, Sylvia agreed to be on the Finance committee and one of her responsibilities will be to call any member who has not paid their dues on time.

- **Campus chapter shirts** – JDS can do anything we ask. He is going to give us the same deal that he gives Cooperative Extension Service. Donna Warren loaned me the shirt that was done in the past so that I could get our logo. At this time JDS can do what ever we want. The screen is between \$35 - \$50. The best part about this company is that we do NOT have to order a certain quality. We can order just what we need and he will keep our screen of file forever.

Current Prices are:
Twill (cotton) Long or Short sleeves - \$24
Polo – Long sleeves - \$20
Polo – Short sleeves - \$18
T-Shirts – Long sleeves - \$?
T-Shirts – Short sleeves - \$?
- **2004-2005 Proposed Budget** – This is still tabled until the reflection committee get the guildlines for the Sunshine fund in place. Karla Frizzelle made a motion to table the budget for the new FY. Seconded by Paula Prichard. Budget was tabled.

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Reminders:

Meeting dates: December 14, 2004 (Holiday party); January 12, 2005, April 13, 2005 (216 Scott Hall), June 2005 (annual picnic); September 2005 (annual state meeting); October 2005; December 2005.

Committee Chairs- Send Karla a list of your committee members.

Adjourned at 1:00 p.m.

Members present:

- | | | |
|-----------------------------------|------------------------|----------------------|
| 1. Brame, Susan | 8. Judge, Linda | 15. Smith, Pat |
| 2. Brown, Tracy | 9. Ledford, Vicki | 16. Stahling, Evelyn |
| 3. Cahoon, Linda | 10. Lofgren, Maryann | 17. Thomas, Angie |
| 4. Cox, Debbie | 11. Pettit, Vicki | 18. Tranbath, Jan |
| 5. Edwards, Sylvia (mail minutes) | 12. Pritchard, Paula | 19. Warren, Donna |
| 6. Frizzelle, Karla | 13. Simpson, Charlotte | |
| 7. Herring, Ramona | 14. Smith, Louise | |