

MINUTES
NORTH CAROLINA COOPERATIVE EXTENSION
SECRETARIES ASSOCIATION
Campus Chapter
April 13, 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.

The Gift Of Friends

There are days when
bubbling from us comes
the innocents child within,
who giggles at the little things
and wears a silly grin.

There are days when
melancholy comes to visit for a while;
the mind feels tired, the body weak;
we have no strength to smile.

There are days when joy abundant
grabs a hold of you and me;
wraps us up in all it's splendor,
lifts us up and sets us free.

There are days when sorrow wraps us
in its cloak of grief and fear,
'till our hearts ache to the breaking,
'till our eyes can't shed a tear.

There are days when love bestows us
with its wonderment and light;
with its beauty and its mystery,
its power and its might.

And there are days when life rewards us
and seems to make amends
by granting us a marvelous gift,
the precious gift of Friends.

Author: **Karin Schaefer**

Roll Call: Tracy Brown called roll. There were 18 members present and 9 absent.

Introduction of Guest Speaker: Maryann Lofgren - Guest speaker was Stan Dixon: Health and Humor. Handouts on file are: Stress reliever, Birthday facts.

Approval of Minutes: Karla Frizzelle made a motion to approve the minutes from the January 12, 2005 meeting. Evelyn Stahling motion and Charlotte Simpson seconded. Minutes were approved with 2 changes. See revised January 12, 2005 minutes.

COMMITTEE REPORTS:

Membership: Chair (Pat Smith) – We have 2 new members:

Goals and Aims: Chair (Donna Warren) retired – Evelyn Stahling – thought it might be a good ideal to have carnival games for our fund raiser for the state meeting, e.g. guess peoples ages, weight, date of birth. **Other suggestions:** Everyone would bring in their baby picture and the person who gets the most correct would win 50% of funds collected. Spin a wheel for prizes, but they would have to answer one question correctly before they can spin the wheel, one option can be no prize. Campus Chapter will host the State Conference in 2009.

ACTION – Goal & Aims committee: Send out a request for ideas and/or bring details on what we will be doing as a fundraiser to the next meeting.

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Professional Improvement: Maryann Lofgren – On February 2, 2005 an email was sent out to the list serve in regards to the **Scholarship – Campus chapter** applications. You can receive \$100 toward professional improvement. The due date for application is June 1, 2005. As of today I have not receive any application.

Suggestion: If you sent the request out in February you may need to send out again. **Action – Maryanne will send out this information again this week as a reminder.** **Q.** What can we use it for since we get tuition waivers? **A.** It can be used for books, seminars or anything that has to do with professional development. **Q.** Evelyn asked if anyone was on a mailing list that would provide information on seminars in the area. **A/Action.** I (Tracy) get a lot of this type of information. **I will send it to you if you are interested.** **State Scholarship** information will be sent out in the near future, value is \$400-\$500. It will be due in August.

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

<u>Previous balance</u>		<u>Current balance</u>
Checking account balance:	\$ 435.45	\$ 393.75
Money Market balance:	\$3,057.33	\$3,073.30
Shares balance:	<u>\$ 25.87</u>	<u>\$ 25.96</u>
Total funds:	\$3,518.65	\$3,493.01

We may need to transfer funds from the money market. **Q.** If we have \$393.75 in checking why would we need to transfer funds? **A.** To cover the picnic and any other possible expense that may come up between now and October. We should be ok but we really need to do something at the September meeting so that we do not have to move funds from the money market. **Decision:** Charlotte will only move funds if the checking account balance gets really low.

Hospitality: Chair (Suzanne Tal) – Suzanne thanked all those who stepped in while she was on LOA. Wednesday, June 8, 2005, 5:30 – 7:30pm, has been selected for our annual picnic. With Thursday, June 9, 2005 as an alternate date. Would like to take a hand count on other locations to have the event. Last year we had it at Pullen park, some other choices are Lake Wheeler or Lake Johnson (Lake Johnson is a little less expensive). Both Lake Johnson are pretty comparable. **Q.** Do we want it to stay at Pullen? If you do please raise you hand. **A.** First choice: Lake Johnson. Second choice: Lake Wheeler. Third choice: Pullen Park. Lake Wheeler is a little too far, so the **final choice** is Lake Johnson, on Wednesday, June 8, 2005, 5:30 – 7:30pm. **Suggestion:** We should sing Karaoke. Karla has a Karaoke machine we can use. **Q.** Will you be sending out a list of what everyone needs to bring? **A.** Yes.

Public Relations: Chair (Susan Brame) – Brought a couple of copies of the Newsletters for those who did not get it when it was sent it out. The state committee chair in regards to revamping the public relations' committee responsibilities contacted me. The public relations committee responsibilities consist of a very long list that is overlapping other committees and/or are not as useful since you can find most things on the web now. Karla: Yesterday at the board meeting we talked about this and the fact that only 2 counties submitted newsletters. This is because the newsletters are posted on each counties website and it would be a duplication.

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

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Reflections: Chair (Tracy Brown) – Everyone was supposed to send me their comments in regards to guidelines for the Sunshine fund; I received Pat's and Charlotte's. I took the guidelines that communication services are using, submitted by Charlotte. I changed "communication services" to "NCCES – Campus Chapter". I brought a copy (marked Draft as of 4.13.05) for everyone to review and if it is okay with madam president, have a discussion. More discussion followed: See new draft dated 4.15.05.

Nominating: Debbie Cox -

NEW BUSINESS:

- **Secretary of the Year Award** (presented by Pat Smith) – Winner is Karla Frizzelle, ARN/CRD. Karla received a check for \$75 and a plaque.
- **Executive Board Award Nominations** – **Due** to Karla Frizzelle **by July 29, 2005**. EBA nomination form, letters of recommendation, and supporting background information will need to be submitted in order to be considered for this award.
- **Sue Mills Lighthouse Award Nominations** – **Due** to Regina O'Pharrow Gardner – Jones County **by August 1, 2005**. Limit to 2 pages, double-spaced and 12 font. Nominations can be emailed, faxed or mailed.
- **Collecting dues** – Dues are due October 1 and due to the state by November 1. I have been late in sending this to the state. I would like some suggestion on how to collect these funds so that we stay within the state guidelines. **Decision/Action:** Karla will send out email beginning in September to remind everyone that dues are due.
- **Member's update:** Jan Trenbath had gum surgery. We need to send a card. Are we sending a card when one has tooth surgery? **Decision:** None was made.

OLD BUSINESS:

- **Sunshine Fund:** See reflection committee comments for update.
- **2004-2005 Proposed Budget** – This is still tabled until the reflection committee get the guidelines for the Sunshine fund in place. Karla Frizzelle made a motion to table the budget for the new FY. Seconded by Paula Pritchard. Budget was tabled.

Reminders--Meeting dates: June 2005 (annual picnic); August 10, 2005 (216 Scott Hall); September 2005 (annual state meeting); October 2005; December 2005.

Adjourned at 1:00 p.m.

Members present:

Brame, Susan	Judge, Linda	Smith, Pat
Brown, Tracy	Ledford, Vicki	Stahling, Evelyn
	Lofgren, Maryann	Tal, Suzanne
Cox, Debbie	Pettit, Vicki	
Edwards, Sylvia (mail minutes)	Pritchard, Paula	Warren, Donna
Frizzelle, Karla	Simpson, Charlotte	
Herring, Ramona	Smith, Louise	