

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

Call to Order and Welcome: Ramona Herring, standing in for Karla Frizzelle, called our meeting to order and welcomed everyone

Ramona presented the gavel to our new president, Mary Ann Lofgren.

Thought for the Day: Susan Brame shared the thought for the day, it was a poem.

Fill Your Moments

Fill your moments with action, and there will be little time left for worry. Fill your moments with meaning, and there will be little time left for despair.

Fill your days with discovery, and you will fill your life with valuable knowledge. Fill your hours with caring, compassion and respect, and you will fill your world with love and friendship.

Fill your thoughts with positive possibilities, and the best things in life will surely be within your reach. Fill your words with encouragement and enthusiasm, and you'll often find people and circumstances lining up in your favor.

Fill your efforts with purpose, persistence, diligence and integrity. And your life will be filled with valuable achievements.

Fill your heart with a love of truth and goodness. And your soul will be filled with the treasure of wisdom.

Your life is a most precious gift. Fill every corner of it with the best that you can.

-- Ralph Marston

Roll Call: Mary Cox called roll. There were 11 members present and 13 absent.

We had one guest, Angela Joyner, Ag and Extension Education. Angela is the new secretary for Dr. John Richardson and Dr. David Mustian. We went around the room and all members introduced themselves to Angela.

Approval of Minutes: No approval was needed, as we have not received our minutes from our last meeting yet. We will approve at our January 11, 2006 meeting.

Finance/Treasurer's Report – Charlotte Simpson handed out the new budget. Charlotte had to make a transfer of \$200 from our Money Market account into our Checking account to cover our expenses.

Motion made by Tracy Brown to accept the new budget as presented. Ramona Herring seconded the motion. Motion Passed.

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COMMITTEE REPORTS:

Tracy Brown made a motion that we have Vice Chairs on our committees so that next year they could serve as chairs and would already have some experience with the committee. Mary Cox seconded the motion. Motion Passed

Membership: Suzanne Tal, new membership chair. Tracy Brown will act as Vice Chair.

Goals and Aims: Donna Warren will chair. Suzanne Tal agreed to serve on her committee.

Professional Improvement: Suzanne Tal will chair. Vickie Merritt will serve as Vice Chair.

Hospitality: Susan Brame will chair this committee. Mel Stoss will be Vice Chair. Ramona Herring, Tracy Brown and Angela Joyner agreed to serve on this committee.

Public Relations: Evelyn Stahling will Chair. Ramona Herring Vice Chair.

Rules & Bylaws: Vicki Pettit, Chair. Vicki passed out a handout for the proposed changes. These changes will affect the campus chapter and have to be approved at the state level before we can change our bylaws.

Currently reads:

The membership of the Association shall be composed of:

1. A. All office support staff working in county offices; and
2. B. Those on NC State campus and NCSU research stations who have partial or full Extension funded salaries.

Proposed change:

B. Those of NC State campus and NCSU research stations who have partial or full Extension funded salaries.

To:

B: Those on NC State campus and NCSU research station field locations that support Cooperative Extension programs, regardless of the employee's source of salary funding.

We want to make sure anyone who is doing extension work will be able to join our association. This would open up our membership to some employees who were not qualified as candidates for membership in the past. At this late date, we will have to wait for this proposal to be passed at the state meeting next year.

Our bylaws are supposed to mirror the State bylaws. So we must change the state bylaws before we can change the bylaws for the Campus Chapter.

Vicki Pettit made a motion to present to the State and move forward with the recommendations of the public relations committee. Charlotte Simpson seconded. Motion Passed

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Reflections: Tracy Brown Chair. Makia Tillman will be Vice Chair.

Nominating: Vicki Pettit volunteered Karla Frizzelle and agreed to be her Vice Chair. Karla was unable to be at our meeting.

Finance: Charlotte Simpson

Mary Ann will be sending out emails to those not present today and asking them to serve on a committee.

NEW BUSINESS:

- **New budget was handed out by Charlotte Simpson**

Charlotte made a recommendation that we look into future ways to raise money for when we have the State Meeting (2009). We will need more money if we are to host that meeting. Expenses being the way they are now, we will either have to cut some expenses or have some fundraisers.

The Foundations Department, Soybean Association and the Corn Producers will give us \$1000 toward the expenses of our state meeting the year the meeting will be held by the Campus Chapter.

We will need to do something this year. We will need to poll our membership for ideas. We might need to look at the Reflection Committee guidelines and see where we can cut some expenses. The Goals and Aims Committee will come up with some suggestions for fundraisers.

Susan Brame suggested a White Elephant Sale with the proceeds going into a Kitty Raffle.

Vicki Pettit suggested a 50/50 Raffle. A 50/50 raffle for those of you who don't know, is selling tickets for \$1.00 each or 6 for \$5.00 and dividing half the money collected with the winning ticket holder.

Vicki Pettit made a motion that we do the 50/50 at this years state meeting, as there was no time to plan anything else. Tracy Brown seconded the motion. Motion Passed

Tracy said she had a roll of tickets left over from last year and we could use them. Donna Warren agreed to make a poster. Members are asked to stop by Tracy's office and pick up tickets to sell. Everyone should do their share in selling these tickets prior to the State Meeting. We are to have the purchaser to write their name and telephone number on the tickets when we sell them.

OLD BUSINESS:

Mary Ann reminded everyone of the new dates for our state meeting October 31 and November 1.

Hospitality will be sending our an email on the upcoming Christmas Party

Our next regular meeting is scheduled for January 11, 2006 in room 308 Ricks Hall

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New Committee Chairs- Please send Maryann a list of your committee members.

Adjourned at 1:00 p.m.

Members present:

- | | | |
|-------------------|----------------------|---------------------|
| 1. Brame, Susan | 6. Vicki Pettit | 11. Maryann Lofgren |
| 2. Brown, Tracy | 7. Charlotte Simpson | 12. Mel Stoss |
| 3. Cahoon, Linda | 8. Evelyn Stahling | |
| 4. Mary Cox | 9. Suzanne Tal | |
| 5. Ramona Herring | 10. Donna Warren | |

Absent

1. Rosanne Clapp
2. Debbie Cox (retired)
3. Sylvia Edwards
4. Karla Frizzelle
5. Lisa Gordon
6. Linda Judge
7. Leena Kathuria
8. Vickie Ledford (resigned)
9. Joan Little
10. Laura Massengill
11. Paula Pritchard (retired)
12. Diana Reneau (retired)
13. Louise Smith
14. Jan Trenbath (retired)

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