

MINUTES
NORTH CAROLINA COOPERATIVE EXTENSION
SECRETARIES ASSOCIATION
Campus Chapter
January 11, 2006

Call to Order and Welcome: Mary Ann Lofgren called our meeting to order and welcomed everyone.

Presentation of Past President's Plaque: Mary Ann presented Karla Frizzelle with the past president's plaque.
Thank you Karla!

Thought for the Day: Makia Tillman, Personal and Organizational Development

How To Get From Here To There

*It's hard to get from here to there
If you never get out of bed
You lie a lot to fool your friends
But you've fooled yourself instead*

*It's hard to get from here to there
If you set your goals too high
Then nothing ever works out right
too soon you no longer try*

*But the hardest way to get from here to there
Is when all you ever do
Is count up the years and miles to go
Then you're through before you're through*

*So how do you get from here to there
Well you first must believe you can
Let no one tell you differently
It's your life and it's in your hands*

*Then turn your dreams into your goals
And see what you need now
To satisfy the requirements
The why the where the how*

*At first you are overwhelmed of course
There is so much that you don't know
But keep your faith be strong and sure
For you have a way to go*

*Take careful steps and do them right
Take pride in each thing done*

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*Don't look too far ahead of yourself
Just that next step yet to come*

*Before you know it you'll be there
Your dream will then be real
And you'll be standing where I am now
Telling others how good it feels*

*You tell them not to quit themselves
To have faith though it's hard to bear
So they will know it can be done
They too can get from here to there.*

Roll Call: Mary Cox called roll. There were 13 members, 4 Associate Members and 5 guests present. Susan Brame was out due to the recent death of her mother and Tracy Brown was out due to the recent death of her sister.

Introduction of Guest Speaker: Suzanne Tal, Professional Improvement Chair, introduced our speaker:
Mary Cassandra Wiggins, Ed.D, Extension Specialist, Environmental Health and Housing

Dr. Wiggins's topic for our meeting was Business Etiquette. This included Netiquette for E-Mail, Introductions, Telephone Manners, Table Manners, Appointments, Dressing in Business etc.

The manner in which you conduct yourself in any professional or social setting today has a direct impact on the goals that you are striving to achieve. Appearance, manners and demeanor are all influential factors of success. Professional Etiquette is a program designed to instruct individuals on how they may maximize their personal and professional goals by developing and or improving social and business skills. Formal dining and buffet etiquette, along with wine tips was also shared with the group.

Dr. M. Cassandra (Sandy) Wiggins is an Extension Specialist, Environmental Health and Housing at North Carolina State University. Her major responsibilities are to develop and administer educational outreach programs addressing environmental health and housing issues. Dr. Wiggins is the state program manager for Healthy Indoor Air for America's homes project, Children's Environmental Health partnership with North Carolina State University and Lead-Based Paint Education Outreach Program for Children. Dr. Wiggins is also the coordinator of the Department of Family and Consumer Sciences New Field Faculty Orientation Process.

Dr. Wiggins received her undergraduate degree from Appalachian State University, and her Masters and Doctorate of Education from North Carolina State University. Prior to her appointment to the state level, Dr. Wiggins was a County Extension Agent for twenty-one years in Tyrrell, Johnson, Wilson and Wake Counties.

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Approval of Minutes:

The minutes of October 12, 2005 meeting were approved, with corrections.

Mary Ann made a motion to approve the minutes with corrections, Suzanne Tal, 2nd, the minutes were approved with corrections.

Finance/Treasurer's Report – Charlotte Simpson handed out the check register for the period of October 1, 2005-September 30, 2006. Charlotte will need to transfer funds from the Money Market Account to fulfill our commitments.

Paula Pritchard made a motion to approve the treasurer's report as presented. The report was approved and accepted.

COMMITTEE REPORTS:

Membership: Suzanne Tal, Membership Chair has sent out a mailing. We now have put the profile sheet on our website. This will make it easier for new members to access and old members to update.

Goals and Aims: Donna Warren. Chair was not present. Suzanne Tal gave the report. We received \$152 from the raffle. Tracy Brown and Donald Cobb were the winners of gift certificates to Target and Harris Teeter.

Professional Improvement: Vicky Merritt, Vice Chair, told the group that Eleanor Stell, Organizational Development Leader, Personal Organization Development System, North Carolina Cooperative Extension at North Carolina State University will be the speaker at our April 12, 2006 meeting. The topic will be "Crucial Conversations." You will not want to miss this meeting!

Hospitality: Susan Brame, Chair was not present. Mel Stoss, Vice Chair, told the group that the results from the questionnaire would be discussed at our next meeting. We should get some good feedback, as well as, good ideas for next year.

Public Relations: Evelyn Stahling, Chair. No report! Vicki Pettit told the group that she has pictures of our holiday luncheon. The pictures will be scanned into the computer, and put on our webpage, for all to see.

Rules & Bylaws: Vicki Pettit, Chair. No Report.

Reflections: Sympathy cards have been mailed to Tracy Brown in death of her sister and a card and a monetary gift was sent to Susan Brame, in the death of her mother.

Nominating: No Report

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Finance: Charlotte Simpson – No further report on finances

NEW BUSINESS:

- Mary Ann attended the Federation Forum meeting on December 9, 2005 at the Lee County Center. Mary Ann asked the group to visit their website.
- Honorary Members Discussion - Mary Ann asked the group who would like to nominate our honorary retiree members. Our retirees must have a recommendation nomination put in writing and submitted to the State Board of Directors for their approval.
 - Karla agreed to write the recommendation for Debbie Cox and Paula Pritchard.
 - Vickie Pettit would do the recommendation for Joan Little.

Mona Rodgers and Jan Trenbath have dropped out of our organization so there was no need to write recommendations for these two retirees.

Motion - Vicki Pettit made a motion that we write the recommendation for our honorary members. Ramona Herring, 2nd, the motion was passed.

- Mary Ann announced that the Secretary of the Year Award nominations were due to Susan Brame by March 1, 2006. All are encouraged to nominate a deserving individual from our organization.
- Professional Development Scholarship Nominations are due to Suzanne Tal, Professional Improvement Chair, by March 1, 2006.

OLD BUSINESS:

- Mary Ann recognized our Campus Chapter Award Recipients.
 - Susan Brame – Award of Excellence in Technology Utilization.
 - Ramona Herring – Received her five-year service award.
 - Vicky Merritt - Received her five-year service award.
 - Vickie Pettit – State Executive Board Award.
- Mary Ann gave an update on the NCCESA State meeting held in Durham.
- Rules and By-Law Change – Vicki Pettit and Karla Frizzelle gave an update
- Mary Ann thanked the Hospitality Committee for the Holiday Luncheon – They did a wonderful job and everyone had a great time.
- Our next State Meeting will be held in Pinehurst, N.C. and will be hosted by the South Central District on September 14-15, 2006. The theme for the meeting is "Driving For Excellence."
- Executive Board Meeting and Board of Directors Meeting dates have not yet been announced.

Our next Campus Chapter meeting will be April 12, 2006 in room 216 Scott Hall.

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Members and Associates Present:

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| Linda Cahoon | Paula Pritchard | Donna Stewart, Associate Member |
| Debbie Cox | Charlotte Simpson | Makia Tillman, Associate Member |
| Mary Cox | Evelyn Stahling | Geri Bushel, Associate Member |
| Karla Frizzelle | Mel Stoss | Autumn Hoban, Associate Member |
| Ramona Herring | Suzanne Tal | |
| Mary Ann Lofgren | Vicki Pettit | |
| Vicky Merritt | | |

Absent

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|--------------|---------------------------------|
| Susan Brame | Carol Reilly, Active Associate |
| Tracy Brown | Blanch Stokes, Active Associate |
| Joan Little | |
| Louise Smith | |

Guests:

Jean Pittman, Forestry Extension
Patti Woodbury, Wood Products Extension
Carolyn Richardson, CALS Business Office
Patricia Holloman, CALS Deans Office
Claudia Mello, CALS Dean's Office

Adjourn

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