

**MINUTES  
NORTH CAROLINA COOPERATIVE EXTENSION  
SECRETARIES ASSOCIATION  
Campus Chapter  
April 12, 2006**

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

**Introduction of Guest Speaker:** Suzanne Tal, Professional Improvement Chair, introduced our speaker, Eleanor Stell. Eleanor delivered a timely message about a potential upcoming development opportunity for our group. It is titled "Crucial Conversations." Eleanor gave us a brief introduction to the workshop and taught 2-3 useful conversation skills.

Eleanor Stell is Organizational Development Leader in the Personal Organizational Development System for North Carolina State University. She holds a M.A. degree in Adult Education and Counseling from North Carolina State University and a BS degree in Business Management

Eleanor's professional roles include: senior-level coach, consultant and trainer in professional, career and organizational development. She has extensive experience in management, performance and psychological assessments; Areas of expertise include strategic planning, group process, teambuilding, process improvement, program development and teaching. She is certified and experienced as a mediator, negotiator and facilitator.

During her 28 years experience working in the private and public sectors she has made numerous presentations at professional associations and has been published in peer reviewed journals.

**Thought for the Day:** Susan Brame, South Central District Director's Office. The Lost Dr. Seuss Poem:

**I Love My Job!**

I Love my job, I love the pay!  
I love it more and more each day.  
I love my boss, he is the best!  
I love his boss and all the rest.  
I love my office and its location.  
I hate to have to go on vacation.  
I love my furniture, drab and grey  
The piles of paper that grow each day!  
I think my job is really swell.  
There's nothing else I love so well.  
I love to work among my peers.  
I love their leers and jeers and sneers.  
I love my computer and its software.  
I hug it often though it won't care.  
I love each program and every file.  
I'd love them more if they worked a while.

I'm happy to be here. I am. I am.  
I'm the happiest slave of the firm, I am.

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I love this work, I love these chores.  
I love the meetings with deadly bores.  
I love my job-I'll say it again.  
I even love those friendly men.  
Those friendly men who've come today  
In clean white coats to take me away!!!

**Roll Call:** Mary Cox, Secretary called roll. There were 13 members and 1 guest present. Our guest was Melody Woodyard, CALS Personnel.

**Secretary of the Year Award:** Susan Brame presented our Secretary of Year Award to Charlotte Simpson.

*"Our 2006 Secretary of the Year has been an active member since 1991 and has worked on campus for 18 years. She comes to every meeting, always has our reports prepared and is ready to answer any questions. She is very organized and thorough. She has always been helpful, courteous, professional, friendly and always willing to help wherever needed. She has served on numerous committees including Professional Improvement, Nominating, Membership, Goals and Aims, and has served as Chair of the Reflections Committee. For the last three years, she has served as our Treasurer and Finance Chair – and with that, you all know I am talking about Charlotte Simpson."*

Charlotte was presented a framed certificate, and a check.

Mark Dearmon, Communication Services (also Charlotte's boss), was present to take pictures of the special occasion and to congratulate Charlotte.

**Approval of Minutes:** Secretary, Mary Cox handed out a copy of the minutes. The minutes were accepted and approved.

**Finance/Treasurer's Report** – Charlotte Simpson handed out the check register for the period of October 1, 2005-September 30, 2006.

**Susan Brame made a motion to approve the treasurer's report as presented.**

Ramona Herring, 2<sup>nd</sup>

The report was approved and accepted.

**COMMITTEE REPORTS:**

**Membership:** Suzanne Tal, Membership Chair. We have two new members: Patti Woodbury from Wood Products Extension and Jean Pittman, Forestry Extension.

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**Goals and Aims:** Donna Warren, Chair. Donna told the group that her committee had met a couple of times on fund raising ideas. We need to build up our account before we have to be host to the state meeting (2009). They are hashing around some ideas at the present time.

**Professional Improvement:** Suzanne Tal, Chair reminded the group about the professional improvement award of \$100 to be used to further education or any educational training. The deadline is June 1, 2006.

**Hospitality:** Susan Brame, Chair. Susan passed out a flyer on our Annual Picnic. The picnic will be held on Tuesday, June 13<sup>th</sup> at the Pullen Park shelter #4 from 5-7 PM.

Susan encouraged everyone to bring a guest (prospective new member) and passed out a sign-up sheet for food. Susan will also be sending out an email. Susan reminded everyone to dress patriotically.

Susan also passed out a Summary of Survey Responses from our Holiday Celebration of December 8, 2005.

**SUMMARY OF SURVEY RESPONSES**

*"To get the full effects of enjoying an event like this one, you really need to be involved in all activities (that is what makes it really fun), but the cost of the meal, the \$10 exchange gift, and the stuffed animal (I agree was for a great cause) brings the total cost of an event like this to around \$30-\$35 and this does seem a little high. As most of us enjoy getting together during the Holiday season and having fun I would rather see light refreshments, or even a covered dish and continue the tradition of gift exchange (that was really fun and brought lots of laughs). I know the gift exchange was voluntary but put yourself in the place of someone who may not be able to afford it, you would not want to be left out either. I know we don't want to add any stress to the season and maybe that is why some members do not participate (hopefully they will respond to this survey, should that be the case). Personally, I would be just as happy to do refreshments, have door prizes, and play a game or two (like Snowman) it is just as much fun. Sharing this time with other co-workers is what I like best. I will support the Hospitality Committee in whatever plans they decide for further events, but simple sometimes is the best. Again, I thoroughly enjoyed this event and I think the committee did a great job in planning."*

*"Instead of Dirty Santa why not just a Secret Santa?"*

*"Catering service should have given us the option to have additional servings if we wanted instead of waiting to take our plate as soon as we laid down our forks. We paid \$16 for the food and everyone should have gotten seconds, if they wanted."*

*"I am always concerned about \$\$ and was surprised to see so many prizes both this year and last. It might be a budget consideration to get a cheaper meal somewhere, but charge the same prices to try to have the fee for the event cover some of the cost of the prizes also."*

*"Just a thought. It was a fun event. You all did a super job."*

**Public Relations:** Evelyn Stahling, Chair. No report!

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

**Reflections:** Someone asked about Debbie Cox's father who was scheduled to have surgery today. We have had no follow-up on this yet!

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Nominating: No Report

Finance: Charlotte Simpson – No further report on finances

NEW BUSINESS:

- Mary Ann reminded the group that the Professional Development Scholarship Nominations are due to Suzanne Tal, Professional Improvement Chair, by June 1, 2006.
- Upcoming Officer Nominations are due to Karla Frizzelle by June 30, 2006.
- Mary Ann announced that the NCCESA Campus Chapter has won the 2006 Resource Development Award. This award is sponsored by the NC Ag. Foundation to recognize outstanding efforts and success in private fund raising for CALS.

Thanks to Vicki Pettit (who nominated our chapter for this award---thanks Vicki!!!!!!) we will be presented with a \$ 500 check at a luncheon on April 13. This money will be used to offset costs associated with hosting our 2009 state meeting in Raleigh.

- Mary Ann also reminded the group about the Sue Mills Lighthouse Award. Nominations are due to the State President by August 1, 2006.

OLD BUSINESS:

- 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." Registration this year will be through the iLMS System. Retirees will be sent hard copies of the information. The meeting will be held at the Mid Pines Golf Course Resort.
- Executive Board Award Nominations are due to Mary Ann Lofgren by July 29<sup>th</sup>, so they can be submitted to the State 1<sup>st</sup> Vice President by August 1, 2006. Simply fill out the EBA Nomination Form and write a letter of recommendation as to why you think your nominee should receive the award, include supporting background information. This information and nomination form is available on the following website:  
<http://intra.ces.ncsu.edu/awards/secretariesawards.html>

Members and Honorary Associates Present:

Susan Brame	Mel Stoss
Mary Cox	Suzanne Tal
Ramona Herring	Autumn Hoban
Joan Little	Jean Pittman (new member)
Mary Ann Lofgren	Patti Woodbury (new member)
Vicky Merritt	Donna Warren
Charlotte Simpson	

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**Absent**

Tracy Brown	Evelyn Stahling
Linda Cahoon	Makia Tillman
Debbie Cox	
Karla Frizzelle	
Vicki Pettit	
Paula Pritchard	

**Guests:**

Melody Woodyard, CALS Personnel

Our next Campus Chapter meeting will be August 23, 2006 in room 308 Ricks Hall.

**Adjourn**

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