

MINUTES
NORTH CAROLINA COOPERATIVE EXTENSION
SECRETARIES ASSOCIATION
Campus Chapter
August 23, 2006

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

Thought for the Day: Susan Brame, South Central District Director's Office.

BEFORE YOU

Before you complain about how bad things are, take a few moments
To make them better. Before you consider the day to be wasted,
Spend some time and effort to bring it real value.

Before you allow frustration to consume you, step back and put things
in perspective. Then take a deep breath and choose to move forward
with a peaceful, more effective approach.

Before you begin to fret about your own troubles, give your help to
another. When you give of yourself, you'll discover resources and
abilities you never before knew you had.

Before you give yourself over to anger, take time to listen and to
understand. Before you lash out and tear down, look instead for
ways to build bridges and create value.

Before you give yourself over anger, take time to listen and to
Understand. Before you lash out and tear down, look instead
For ways to build bridges and create value.

Before you sink into the depths of self-pity, see if you can find
Something to laugh about. When you avoid taking yourself too
Seriously, many more opportunities can open up to you.

Before you say or do something you know you'll regret, remind
Yourself of your highest purpose and vision. Before you take
The next step, look where you're going, and choose the path that
You know is best.

--Ralph Marston

Roll Call: Mary Cox, Secretary called roll.

Approval of Minutes: Secretary, Mary Cox handed out a copy of the minutes.

Motion by Suzanne Hugus to accept Minutes of our April 12, 2006 meeting, with one correction
2nd. By Charlotte Simpson

MINUTES
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Campus Chapter
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Minutes of our April 12, 2006 meeting approved.

Finance/Treasurer's Report – Charlotte Simpson handed out the Treasurer's Report. Charlotte pointed out to the group that the reflections Committee, and the Sunshine committee have a budget line.

Suzanne Hugus had a question about the \$500 gift from the NC Agriculture Foundation. Suzanne wanted to know if it had been deposited into a CD for a better return in interest? We have this money earmarked for use when we next host the state meeting in 2009. We are currently getting about 4 3/4% interest on it, and if we put into a CD, we will get about 5%. Discussion centered on having to tie up this money, and not being able to use it if we needed to. No motion was made on the CD. This will be up for discussion at a later time.

Motion to approve the treasurer's report as submitted by Karla Frizzelle

A second was received from Donna Warren

The treasurer's report was approved and accepted

COMMITTEE REPORTS:

Membership: Suzanne Hugus, Membership Chair. We have one new member, Angie Thomas. Welcome back Angie!

Goals and Aims: Donna Warren. Chair. No Report

Professional Improvement: Suzanne Hugus, Chair reminded the group that we had no nominations for the Professional Improvement Award this year.

Hospitality: Susan Brame, Chair. The picnic was held on Tuesday, June 13th at Pullen Park the theme for the picnic was Patriotic and activities included a Flag Quiz and Patriotic Songs Game. There were 17 individuals in attendance. The Committee would like to thank those who attended for their participation, and for those who were unable to be with us, we hope you can attend future events.

Susan thanked her committee members: Tracy Brown, Ramona Herring and Mel Stoss

Public Relations: Evelyn Stahling, Chair. No report.

Rules & Bylaws: Vicki Pettit, Chair. Was not in attendance at today's meeting. Mary Ann told the group that we would have to approve two things at the State meeting (1) the changes in our by laws, and (2) approving our honorary members.

Reflections: Tracy Brown, Chair. Tracy had pictures of the picnic. The pictures were passed around for all to enjoy.

Nominating: Karla Frizzelle. Today is the installation of our new officers and Karla presented our nominees to the group:

**MINUTES
NORTH CAROLINA COOPERATIVE EXTENSION
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Campus Chapter
August 23, 2006**

President – Susan Brame
2nd Vice President – Angie Thomas
1st Vice President – Tracy Brown
Treasurer – Charlotte Simpson
Secretary – Vicky Merritt
Advisor – Mary Anne Lofgren

**A Motion was made by Tracy Brown to accept our nominees
A Second was made by Donna Warren
Our new slate of officers were approved as presented**

Karla Frizzelle and Mary Anne did the installation of our new officers. Our theme was a Building Blocks Officer Installation ceremony. Each new officer was presented a block, as she was presented.

Congratulations to all our new officers!

NEW BUSINESS:

Donna Warren, Goals and Aims Committee Chair and Suzanne Hugus, Vice Chair have come up with some **fund-raising ideas**. They wanted to try gift baskets. Suzanne has a large basket that she will donate for this cause.

Ideas were:

- A basket of coffee, coffee mugs, tea, mints etc.
- A basket of bath and body works, foot products and beauty supplies
- NCSU stuff like we have previously done
- Garden basket – Karla volunteered to paint some small birdhouses if we chose this one.

This would be a \$25-\$30 value. We could sell tickets for \$1.00 each, or six for \$5.00. The group was asked to donate items and decide which basket we wanted to select

**Motion by Karla Frizzelle to do the Bath and Body Works basket
2nd by Tracy Brown
Motion to do the Bath and Body Works Basket approved**

Donna gave everyone until next week to bring a contribution to this basket. These items are to be taken to Suzanne, no later than Wednesday of next week. You can either bring a product, or make a donation.

The committee will determine if they can use all the products, and will use any leftovers for a white elephant sale.

Tracy Brown said she had another basket that she would donate.

Sunshine Basket Committee Meeting – Tracy Brown, Chair. The executive committee met this week and discussed sending cards only. Our options were:

- Send Cards

**MINUTES
NORTH CAROLINA COOPERATIVE EXTENSION
SECRETARIES ASSOCIATION
Campus Chapter
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- Volunteer to pay into a Benevolence Fund, and when funds run out, ask for more money.

Questions were:

What would happen if we had a lot of incidents at the same time? Should we really be using our money this way? Cooperative Extension already has this type of fund. Are we doubling this effort?

If we continue to have the Sunshine Basket, we will definitely have to establish guidelines.

Motion was made by Suzanne Hugus to send cards only

2nd was made by Donna Warren

The motion was approved to send cards only to active members

Membership:

Recommendation by the Executive Board that we eliminate paying first year dues for new members effective October 1, 2006. This recommendation is being made due to budget constraints and because of the new members for whom dues were paid, that did not remain active.

Exception: According to the 2005-06 membership list, we are already obligated to pay for the following members dues for 2006-07: Patti Woodbury, Jean Pittman, Autumn Hoban, Geri Bushel, Donna Stewart and Meredith Blair. These members' dues will still be paid for 2006-07 if they desire to become active members.

The executive board also discussed as new prospective members come in, they can still come as a guest, but not as an active voting member, until they pay their dues and join in October.

Motion was made by Ramona Herring to accept the Executive Board's recommendation

2nd by Tracy Brown

Recommendation was approved

OLD BUSINESS:

Mary Ann reminded the group about the State Meeting. September 14 & 15. The theme this year is Striving For Excellence. The meeting will be held in Pinehurst.

Also, Dues of \$20 are due at the October meeting. Please make out your checks to NCCESA Campus Chapter.

Members and Honorary Associates Present:

Susan Brame	Mel Stoss
Mary Cox	Suzanne Hugus
Ramona Herring	Donna Warren
Mary Ann Lofgren	Charlotte Simpson
Vicky Merritt	Tracy Brown
Karla Frizzelle	Angie Thomas
Donna Warren	Donna Stewart

**MINUTES
NORTH CAROLINA COOPERATIVE EXTENSION
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Campus Chapter
August 23, 2006**

Absent

Linda Cahoon
Debbie Cox
Linda Judge
Evelyn Stahling
Vicki Pettit
Paula Pritchard
Joan Little
Louise Smith
Makia Tillman

Guests:

No Guest at this meeting

Our next Campus Chapter meeting will be October 11, 2006 in room 308 Ricks Hall.

Adjourn

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