

MINUTES

NORTH CAROLINA COOPERATIVE EXTENSION SECRETARIES ASSOCIATION

Campus Chapter

October 12, 2007

308 Ricks Hall

Call to Order and Welcome: Tracy Brown called the meeting to order. Tracy introduced our guests for the day: Monica Watkins, Ag & Extension Education, Alice Pennix, Anita Wright, Linda McCain, and Andrea Brooks, from NC A&T State University. All are interested in joining the Campus Chapter.

Thought for the Day: Charlotte Simpson shared the thought for the day, "Attitude" by Charles Swindoll.

"The longer I live, the more I realize the impact of attitude on life. Attitude, to me, is more important than facts. It is more important than the past, than education, than money, than circumstances, than failures, than successes, than what other people think or say or do. It is more important than appearance, giftedness or skill. It will make or break a company...a church...a home. The remarkable thing is we have a choice every day regarding the attitude we will embrace for that day. We cannot change our past...we cannot change the fact that people will act in a certain way. We cannot change the inevitable. The only thing we can do is play on the one string we have, and that is our attitude...I am convinced that life is 10 percent what happens to me and 90 percent how I react to it. And so it is with you...we are in charge of our Attitudes!"

Roll Call: Karla Frizzelle, Secretary called the roll. 12 members present.

Approval of Minutes: Vicki Pettit made a motion to approve the minutes from the August 2007 meeting. Charlotte Simpson seconded. Motion carried.

Approval of Treasurer Report: Alice Pennix made a motion to approve the Treasurer Report. Vicky Merritt seconded. Motion carried.

Approval of Proposed Budget 2007/2008: Vicky Merritt made a motion to approve the Proposed Budget for 2007/2008. Susan Brame seconded. Motion carried.

FINAL COMMITTEE REPORTS 2006/2007:

Membership: Evelyn Stahling - No report.

Public Relations: Linda Judge - No report.

Reflections: Makia Tillman - The Reflections Committee submit the final report for 2006-07:

- ❖ October 12, 2006 I received two newspaper articles from Susan Brame. Susan Brame received an *Award of Excellence* during the '2005 NCCESA State Meeting' in Research Triangle Park. Also, she received the *NCCESA Executive Board Award* at the '2006 NCCESA State Meeting' in Southern Pines. Both will be placed in the campus chapter's scrapbook.
- ❖ November 10, 2006 Tracy and I purchased a digital camera with accessories (camera bag, batteries, etc.). Total was under: \$250.00
- ❖ December 11, 2006 I received a newspaper article from Vicki Pettit. Vicki Pettit received an *Award of Excellence* for special leadership

at the '2006 NCCESA State Meeting' in Southern Pines. The article will be placed in the campus chapter's scrapbook.

- ❖ March 16, 2007 I forwarded photos from 2006 June Picnic and Holiday Luncheon to Linda Judge, Chair of the Public Relations Committee for the chapter newsletter and Melissa Lynch, Chair of the Reflections Committee to include in the PowerPoint presentation for the September 2007 NCCESA State Meeting that will be held in Kill Devil Hills, NC.
- ❖ May 22, 2007 A sympathy card was sent to the family of Mrs. Ellen Majewski. Ellen Majewski, a former member of the NCCESA fell asleep on May 13, 2007.
- ❖ June 18, 2007 Photos were forwarded from the 2007 June Picnic (held at Lake Wheeler) to Linda Judge, Chair of the Public Relations Committee for the chapter's newsletter and Tracy Brown, Webmaster for the chapter's website.
- ❖ September 17-19, 2007 Prepared the 2006-07 Campus Chapter scrapbook for the secretaries to view at the NCCESA State Meeting in Kill Devil Hills, NC.
- ❖ October 12, 2007 Photos were forwarded from the 2007 State Meeting (held in Kill Devil Hills, NC) to Tracy Brown, Webmaster for the chapter's website.

Nominating: Maryann Lofgren – No report.

Rules and Bylaws: Karla Frizzelle - No report. No Rules & Bylaws changes have been submitted.

Finance: Charlotte Simpson - To date: Checking Balance is \$247.04, Money Market Balance is \$3401.03, and Shares Balance is \$27.05, for a total of \$3,675.12.

Hospitality: Mel Stoss - The Holiday Celebration was held on Monday, December 18, 2007 in the Brickhaven Conference Room with a "Scents of the Season" theme. The lunch was catered by Square Rabbit and followed with a gift exchange, door prizes, and the Snowman game. We had 19 members in attendance.

The Annual Picnic was held on Tuesday, June 12, 2007 at Lake Wheeler Park. We had 18 members and guests in attendance. Our guest speakers were Mariah McPherson and Helen Miller and guest Kay Evans all from Orange County.

The committee will be meeting soon to plan the Holiday Luncheon for 2007. Invitations will be sent via email to the members.

Fund Raising: Ramona Herring and Stephanie Tedesco – This year has been a busy year for the Campus Chapter and the Fundraising Committee, we are now on our way to having enough money for the 2009 State Meeting! Thanks to the committee members and all who helped in making and selling baskets for this year's state meeting, we were able to raise \$541.00. This will give us a good start for 2009. The winners of this year's baskets were: Jennifer Walker, (Harnett Co. CED) who won the CALS basket and our very own Mel Stoss, (CALS Personnel) who won the Bath & Body Works Basket. We had ten members who chose not to participate in the fundraising activities, which is very important in meeting our goal for 2009, but over all we

had great success. I would like to thank everyone who donated items, made baskets, sold tickets, and ran the booth at this year's meeting. You all worked very hard to make this year a success.

It has been suggested that next year: "We may want to try another raffle with a blanket and see tickets on the website or look into selling them with a profit." We had several people this year who bought tickets because they wanted the blanket that was in the CALS basket. Since this was a particular item of interest, this option may need to be further reviewed for next year.

Thanks for a great 2006-2007!

Professional Improvement: Vicky Merritt – The Professional Improvement Committee has been very active this past year. Invitations were extended to the following guest speakers to our meetings this year:

April 20, 2007 – Mr. Wade Harris, Personal Trainer with Phase II who talked about "Working for a Healthier You"

August 10, 2007 – Mr. Ralph Whisnant, Tour Guide Leader for the JC Raulston Arboretum gave us a virtual tour of the Arboretum. Plans were to do an outside tour, but due to the extreme heat, the tour was done inside.

This year the Professional Improvement Scholarship of \$100 was awarded to Ms. Tracy Brown who is working towards getting her Masters degree.

During the year, members were sent articles of interest in professional improvement.

Thanks to Geri Bushel and Laverta Flewellen for serving with me on the Professional Improvement Committee this year.

SPECIAL REPORTS:

Financial Audit: Suzanne Hugus – Books are in order per accounting standards. A suggestion was made to get an outside source to complete the next audit.

2009 State Planning Committee Update: - Vicki Pettit and Karla Frizzelle – Vicki Pettit handed out committee sign-up sheets. We need Chairs for the following committees; Speakers, Decorations, Professional Improvement, Favors, Registration, Door Prizes, and Program. We voted to eliminate the Hospitality committee.

We have chosen and secured the North Raleigh Hilton as the location for the 2009 State Meeting. We discussed ideas for a theme for our meeting and the group finally voted on "Inside Extension – Campus Style."

OLD BUSINESS:

Award Winners: None from our Chapter. There was discussion regarding the fact that we need to nominate each other for awards and work on helping each other out more.

5-Year Service Recognition: Tracy E. Brown, Suzanne Hugus, and Angela Thomas.

20-Year Service Recognition: Charlotte Simpson

Honorary Members: None

Rules & Bylaws Change: None submitted

NEW BUSINESS:

2007-2008 Proposed Budget Report: Donna Stewart – see above – budget was approved.

DUES: \$25.00 make checks payable to “NCCESA Campus Chapter” and give to Donna

Herter O’Neal Scholarship changes: 2nd Vice President will be in charge.

2007-2008 Committee Chairs and Vice Chairs

<u>Committee</u>	<u>Chair</u>	<u>Vice-Chair</u>	<u>Members</u>
Membership	Vicky Merritt	Maryann Lofgren	Mel Stoss/Andrea Brooks
Public Relations	Mel Stoss	Makia Tillman	
Reflection	Suzanne Hugas	Vicky Merritt	Linda McCain
Nominating	Susan Brame	Tracy Brown	
Rules & Bylaws	Laverta Flewellen	Vicky Pettit	Alice Pennix
Finance	Donna Stewart	Charlotte Simpson – Advisor	
Hospitality	Charlotte Simpson	Makia Tillman	Mel Stoss/Vicky Merritt
Fund Raising	Stephanie Tedesco	Anita Wright	Andrea Brooks
Professional Dev.	Geri Bushel	Monica Watkins	Donna Stewart/Laverta Flewellen

Break-Out Session with Committee Chairs: All State Committee Chairs broke out into groups and began discussing their planning strategies for hosting the 2009 State meeting.

REMINDERS/ANNOUNCEMENTS:

2008 State Meeting: September 17-19, 2008, Hilton Riverside, Wilmington

Upcoming Chapter Meetings:

December 2007 – Holiday Celebration (TBA)

April 4, 2008 – Speaker Meeting (TBA)

June, 2008 – Annual Picnic (TBA)

August 1, 2008 – Installation of officers and speaker meeting (TBA)

Horn of Plenty – August 22, 2008, New Bern – Craven County

NCCESA Website: <http://www.ces.ncsu.edu/assn/nccesa/>

Campus Chapter Website: <http://www.ces.ncsu.edu/assn/nccesa-ncsu/>

Members present:

Susan Brame	Mel Stoss
Tracy Brown	Makia Tillman
Laverta Flewellen	Karla Frizzelle
Suzanne Hugas	Maryann Lofgren
Vicky Merritt	
Vicki Pettit	
Charlotte Simpson	
Donna Stewart	