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## NCCESA CAMPUS CHAPTER

August 1, 2008

203 Brickhaven – 1:30 p.m. – 4:30 p.m.

### *Minutes*

**Call to Order and Welcome:** President Tracy Brown called the meeting to order and welcomed members and guests. Jo Yarley, new Administrative Support Specialist, PODS was our guest today.

**Thought for the Day:** 1<sup>st</sup> Vice President Charlotte Simpson gave the "Thought for the Day" on *The Warm Glow of Life* by Ralph Marston.

Make the world brighter today. Do it not because you should, but because you can.

The reason for joy is joy. It needs nothing more than to be.

Feel the warm glow of life. Marvel at the exquisite beauty in every detail.

Gently accept and embrace the richness of this moment that is now. Give sweet expression to the unique voice living within you.

With each fresh gust of breeze, there are new possibilities. There is more to experience than you can even imagine.

Choose to live and to fulfill just a small fraction of the immense promise that is now. And you'll find life to be rich beyond all measure.

**Roll Call:** Karla Frizzelle called the roll – 18 members present. **Attending:** Susan Brame, Tracy Brown, Geri Bushel, Linda Cahoon, Laverta Flewellen, Karla Frizzelle, Donna Holland, Suzanne Hugus, Maryann Lofgren, Vicky Merritt, Vicki Pettit, Charlotte Simpson, Donna Stewart, Stephanie Tedesco, Makia Tillman, Monica Watkins, Dawn Piercy, Donna Warren.

**Approval of Minutes:** Minutes were emailed to each member and a hard copy was handed out at the meeting. President Tracy Brown asked if there were any corrections or additions to the minutes. There were none. Donna Stewart made a motion to accept the minutes. Vicky Merritt seconded. Minutes were approved.

**Guest Speaker:** Geri Bushel welcomed our guest speaker, Dr. Lisa Guion. Dr. Guion gave a presentation on Diversity. The group played "Diversity Bingo" and Dr. Guion gave us a handout titled "The Diversity Wheel." We all participated in the Diversity Bingo game. Diversity Bingo is an exercise that

identifies some of the characteristics that make us diverse. The key to working effectively in an increasingly diverse workplace is to truly value diversity. Therefore, BINGO represents:

- Be aware. Broaden your general knowledge of other groups.
- Include others. Have a variety of people involved in all groups and activities.
- Never assume. Ask questions. Listen carefully. Check for understanding.
- Give respect. Treat all people fairly, honestly, and with positive regard.
- Openly communicate. Share information, expectations, and unwritten rules.

**COMMITTEE WRITTEN REPORTS** – (see attached reports)

**Membership:** Written report submitted by Vicky Merritt, Chair of Membership Committee.

**Public Relations:** Written report submitted by Makia Tillman, Chair of Public Relations Committee.

**Reflections:** Written report submitted by Suzanne Hugus, Chair of Reflections Committee.

**Nominating:** Susan Brame

The Nominating Committee recommends the following slate of officers for approval for the 2008-2009 Association year:

- Treasurer – Donna Stewart
- Secretary – Laverta Flewellen
- 2<sup>nd</sup> Vice President – Geri Bushel
- 1<sup>st</sup> Vice President – Donna Holland
- President – Tracy Brown

The Committee recommends for Tracy to serve a second term as President since the current 1<sup>st</sup> Vice President gave notice that she will not be able to serve as President for the coming year.

Slate of Officers was presented and approved.

**Rules and Bylaws:** No report per Laverta Flewellen, Chair of Rules and Bylaws Committee.

**Finance:** Donna Stewart, Treasurer submitted written Treasurer's Report showing the following balances:

Checking	\$273.31
Money Market	\$3,505.59
Shares	\$27.44
TOTAL FUNDS	\$3,806.34.

Motion was made to approve the financial report by Geri Bushel. Susan Brame seconded the motion. Financial report was approved.

**Hospitality:** Written report submitted by Charlotte Simpson, Chair of Hospitality Committee.

**Fundraising:** Written report submitted by Stephanie Tedesco, Chair of Fundraising Committee. Note: If there are any other ideas for fundraising, please contact Stephanie with your suggestions.

**Professional Improvement:** Written report submitted by Geri Bushel, Chair of Professional Improvement Committee.

**Old Business:**

**New Business:** 2008 Secretary of the Year Award was presented to Suzanne Hugus. In addition to the certificate, Suzanne received a \$75.00 check. Congratulations to Suzanne!

Note: We have nominated someone from the Campus Chapter for the Executive Board Award.

**Special Reports:**

**2009 State Planning Committee Presentation:**

A video is in the process of being updated to show clips from NC State Cooperative Extension – remarks by Dr. Jon Ort and NC A&T University Cooperative Extension – remarks by Dr. Ray McKinnie. The video was not ready for presentation today. As soon as we get a copy from Mark Dearmon we will post it to the website for viewing by the campus chapter.

Vicki Pettit checked with Dr. Ort about getting permission to stay overnight at the hotel. Due to travel guidelines some of the group will not be allowed to stay, however, five members have been approved to stay overnight.

**2009 State Planning Committee Reports:**

Speaker Committee: Suzanne Hugus submitted a written report.

Decorations Committee/Favors Committee: Tracy Brown submitted a joint committee power point presentation. And Susan Brame is still working on the Cookbook. So far she does not have many recipes. She will send out another notice. We were asked to submit three recipes per member. Printing will be done in house; there should be no additional cost for printing.

Professional Development: Donna Stewart submitted a written report.

Registration Committee: Makia Tillman submitted a written report.

Door Prize Committee: Vicky Merritt submitted a written report.

Program Committee: Makia Tillman submitted a written report.

## Upcoming Meetings:

### 2008-2009 Campus Chapter Meeting Schedule:

October 10, 2008 (TBD) – (Speaker Meeting)  
December TBD, 2008 (Holiday Celebration)  
April TBD, 2009 (2009 State planning meeting)  
June TBD, 2009 (Annual Picnic – Location TBD)  
August TBD, 2009 (Officer's installation and 2009 State planning meeting)  
September TBD, 2009 (Final 2009 State planning meeting)

### Reminders/Announcements:

August 22, 2008           Horn of Plenty - Craven County, New Bern, NC  
September 17-19, 2008 2008 NCCESA State Meeting - Hilton Riverside, Wilmington, NC  
November 12-14, 2008 2008 SRERSSA Meeting - Radisson Hotel at Opryland - Nashville, Tennessee  
September 17-18, 2009 2009 NCCESA State Meeting – North Raleigh Hilton, Raleigh, NC

### Websites to bookmark:

NCCESA State Website: <http://www.ces.ncsu.edu/assn/nccesa/>  
NCCESA Campus Chapter Website: <http://www.ces.ncsu.edu/assn/nccesa-ncsu/>  
Southern Regional Extension and Research Support Staff Association (SRERSSA) Website:  
<http://www.ces.ncsu.edu/assn/sressa/>

### Installation of Officers: Susan Brame

Treasurer – Donna Stewart  
Secretary – Laverta Flewellen  
2<sup>nd</sup> Vice President – Geri Bushel  
1<sup>st</sup> Vice President – Donna Holland  
President – Tracy Brown  
Benediction

Adjourn

Next meeting is scheduled for October 10, 2008 – Location TBD