



Minutes

Campus Chapter Fall Meeting
Orange County Food Lab October 9, 2009 (1:00-4:00 pm)

Call to Order and Welcome: President Donna Holland called the meeting to order and welcomed members.

Thought for the Day: Geri Bushel gave the thought of the day entitled "It Can Be Done".

It Can Be Done

The ones who miss all the fun
Are those who say, "It can't be done."
In solemn pride they stand aloof
And greet each venture with reproof.
Had they the power they'd efface
The history of the human race.
We'd have no radio or motor cars,
No street lit by electric stars;
No telegraph nor telephone,
We'd linger in the age of stone.
The world would sleep if things were run
By those who say, "It can't be done."
-Author Unknown

Roll Call: Suzanne Hugus called roll. 17 members present: Susan Brame, Andrea Brooks, Tracy Brown, Geri Bushel, Linda Cahoon, LaJoy Evans, Laverta Flewellen, Karla Frizzelle, Donna Holland, Suzanne Hugus, Vicky Merritt, Alice Pennix, Vicki Pettit, Dawn Piercy, Ellen Reinhard, Vivian Smith, Donna Stewart, Anita Wright.

Introduction of Speaker: Suzanne Hugus introduced Dr. Shirley McNeil who spoke on Developmental Theory, Leadership and Decision-Making and the stages of brain development.

She encouraged us to focus on ourselves once in a while because we are always doing so much for others all the time. One important issue she discovered last year was about setting boundaries for herself and also for others around her. She presented the theory that brain development is critical and you have to go through each of the four stages of it successfully before moving onto the next. That is why so many people, especially youth, have difficulties in life. They need to have learning experiences through communications to bring them through each stage.

A PowerPoint was viewed about effective leaders being well prepared, group-minded, responsible, etc.

Dr. McNeill also discussed three leadership styles: Democratic - dictators, Autocratic – ruled over, and Laissez-faire – go with the flow personalities.

She recommended a decision making process: 1. Define the problem, 2. Review all the Options, 3. Consider the choices, 4. Make a decision, and 5. Accept consequences and benefits.

She recommended some books: Her own book, Exploring Sensational You, which is about soul searching and emotional searching. You are responsible for your own happiness. No one can take your joy from you. Take a minute to look at yourself. Also recommended were Secrets of the Six Figure Women by Barbara Stanney, Big Sister's Guide to the World of Work by Marcelle DiFalco & Jocelyn Greenky Herz and one by TD Jakes, Reposition Yourself - We all keep habits that we shouldn't. Changing behavior is very hard to do. So you really have to work on it and reinforce your desire to change. First, you have to change what you think.

Lastly Dr. McNeill discussed the matter of allowing children to grow by not giving them everything. We give children stuff because we didn't have this stuff. But it is dangerous to do so. We do what we have to do but it is not always good. She gave an example of her doing her brother's chores so he wouldn't get a whipping.

Approval of Minutes: Karla motioned to approve the minutes from August 7, 2009 with two spelling corrections. Suzanne 2nd. Motion approved with no opposition.

2008/2009 Committee Final Reports:

Membership: **Ellen Reinhart is new member.**

Public Relations: **No report.**

Reflections: **Vicky Merritt reported the following:**

- Cards were given to Susan Brame and Charlotte Simpson congratulating them on their retirement.
- Pictures were taken at the NCCESA Campus Chapter meeting on August 13, 2009 that was held at Tracy Brown's house.
- Pictures were taken at the NCCESA State Meeting on September 18, 2009 held at NC A&T State University in Greensboro, NC
- Vicky will be working on trying to get all the pictures uploaded next week so they can be put on our web site and on getting the pictures for our year in a scrapbook.

Nominating: **Susan Brame reported the following Slate of 2009-2010 Officers was approved and installed at the August 7, 2009 meeting:**

- Treasurer – Donna Stewart
- Secretary – Suzanne Hugus
- 2nd Vice President – Vicky Merritt
- 1st Vice President – Geri Bushel
- President – Donna Holland
- Advisor – Tracy Brown

Rules and Bylaws: **Vicki Pettit reported that the Campus Chapter Bylaws will be amended to mirror State bylaws.**

The following Rules and Bylaws changes were adopted by the NC Cooperative Extension Secretaries Association at their annual meeting on September 18, 2009. These changes will be incorporated into the Campus Chapter's Rules and Bylaws where applicable.

**North Carolina Cooperative Extension Secretaries Association 2009
State Business Meeting
Coltrane Hall, NC A&T State University, Greensboro, NC
September 18, 2009
11:30 am - 3:30 pm**

The Rules and By-Laws Committee of the NC Cooperative Extension Secretaries Association is responsible for receiving proposed changes from members, drawing these proposed changes up, presenting the changes to the Board of Directors, and upon their approval, posting these proposed changes to the website at least two weeks prior to the state meeting. If the proposed changes are accepted by a two-thirds majority vote, the committee shall make corrections to the NCCESA Constitution and Bylaws web page. The following changes were presented to the membership on the association website for review, were voted upon by the membership via e-vote from April 23rd to April 30th, and were adopted by at least a two-thirds majority vote. The changes were as follows.

NCCESA Constitution and Bylaws

Article II - Purpose and Objectives

Section 1:

The primary purpose of the Association is to establish and maintain a structure through which members may be united in a professional development and improvement effort for the benefit of themselves and **the (REMOVE the) North Carolina Cooperative Extension Service (REMOVE Service).**

Section 2:

The objectives of this Association shall be as follows:

- First, and most important, we shall strive to always perform our duties with conscientious dignity to help make **the (REMOVE the) North Carolina Cooperative Extension Service (REMOVE Service) the best Extension Organization (ADD Extension Organization)** in the nation.
- To be recognized in our profession as professionals.
- To request State Administration to provide opportunities for professional improvement.
- To exert much effort to have County Extension Secretaries classified under one unified system.
- To invite district and state personnel to meet with us with suggestions, information, answers to pertinent questions, etc., so that we will always stay abreast of the latest in

Extension.

- To continue our aim to avail the general public with the many services offered by the (REMOVE the) North Carolina Cooperative Extension Service (REMOVE Service).
- To improve working relationships and communications between agents and secretaries (CHANGE TO secretaries and their co-workers) in regard to planning time and work.

Article IV - Membership

Section 5:

- Honorary membership may be bestowed upon a member/nonmember in recognition of outstanding service to the Association. Recommendation in writing shall be made to the Board of Directors (CHANGE TO Chair of the Membership Committee). (ADD The Chair of the Membership Committee will present recommendations to) the Board of Directors, (ADD who) after two-thirds vote, shall recommend the candidate to the Association at an annual meeting. A majority vote of the members assembled shall be required to confer the honor. An Honorary Member shall pay no dues except where he/she is an Active or Associate Member.

NCCESA Standing Committees and Guidelines for Committees

Each State Committee is composed of District Chairs of said committees. The President appoints the chair of each committee from the committee membership. Committee meetings are called by each chair at her (his) discretion.

The Standing Committees of this Association and their functions are listed as follows:

1. MEMBERSHIP

- This committee is responsible for contacting non-members and encouraging them to join the Association. Committee members are responsible for sending cards of welcome to each new member.

CHANGE ABOVE TO READ -

- This committee is responsible for contacting non-members and encouraging them to join the Association. The Chair of this committee is responsible for receipt of honorary membership forms. Recommendations for Honorary Membership are then presented by the Chair to the Board of Directors for a vote on the acceptance of candidates. The Chair will also present recommendations as approved by the Board of Directors to the membership for approval at the annual meeting. (ADD) Committee members are responsible for sending cards of welcome to each new member.

Article X - Meetings

Section 1:

- The Association shall hold an annual meeting in **Add: (or around)** September. Districts will host the state meeting on the following rotational basis: West, **Delete: (Northwest, Southwest,)** **Add: (West Central,)** North Central, South Central, Northeast, Southeast, Campus. Following this rotation, the district that is next in line, shall contact and work with the President when scheduling the dates of the upcoming state meeting. The invitation shall be extended to the entire membership at the state meeting by the upcoming year's host district. The host district will provide a planned educational activity to promote professional improvement during the days provided by Administration for the state meeting.

Section 2:

- The Association may hold special meetings at such time and place as may be determined by the Board of Directors.

Section 3:

- Members should be notified in writing at least two weeks prior to the date of each meeting.

Section 4:

- At least one meeting shall be held annually in each district at a time and place to be determined by each District and the County hosting the meeting. The host county will provide a planned educational activity to promote professional improvement during this day provided by Administration for the district meetings.

Section 5:

- **In the event that an annual meeting of the Association cannot be held as stated in Article X, Section 1, the business of the Association shall be conducted by the Board of Directors operating on behalf of the general membership. A meeting of said Board shall take place during the same timeframe of the normally scheduled annual Association meeting in a format chosen by the Executive Board. Proposed meeting agenda shall be mailed to the general membership at least two weeks prior to the Board meeting in order to allow individual input. Members wishing to include business items on the agenda should have those submitted to the State President no later than one month prior to the scheduled meeting.**

Section 6:

- **In the event that any biannual meeting cannot be held on the district or chapter level, the business of the District or Chapter shall be conducted by the District or Chapter Board of Directors, which shall consist of the District or Chapter Officers and District or Chapter Committee Chairs. Meeting of said Board shall take place in a format chosen by the District or Chapter President. Proposed meeting agenda shall be mailed to the general district or chapter membership at least one month prior to the Board meeting in order to allow individual input. Members wishing to include business items on the agenda should have those submitted to the District or Chapter President no later than two weeks prior to the scheduled meeting.**

Finance: **Donna Stewart provided bank account reports & state meeting expenditure review. Current balances are:**

CHECKING	\$ 825.26
MONEY MARKET	2,617.45
SHARES	27.96
TOTAL FUNDS	\$3,470.67

Hospitality: **Alice Pennix reported that because of budget and travel restrictions there was no picnic this year.**

Fund Raising: **Anita Wright reported that we had three fundraisers this year:**

Basketball raffle \$667, money tree \$247, basketball sales \$300. We still have the NC A&T ball.

Professional Improvement: **Geri Bushel reported that several of the group went to Greensboro for professional development.** We attended an all day seminar entitled "Get Motivated".

Following the committee reports, committees for 2009-10 were formed including confirmation of committee chairs, vice-chairs and committee members.

NCCESA Campus Chapter 2009-10 Committees

	Chairs	Vice-Chairs	Members
Membership.....	Dawn Piercy	Karla Frizzelle	
Public Relations... ..	Donna Stewart	Ellen Reinhard	Susan Graham
Reflections.....	Vicki Pettit	Alice Pennix	Laverta Flewellen
Nominating.....	Tracy Brown	Donna Holland	
Rules and Bylaws.....	Karla Frizzelle	Laverta Flewellen	
Finance.....	Donna Stewart	Tracy Brown	
Hospitality.....	Andrea Brooks	Vivian Smith	Alice Pennix Geri Bushel Ellen Reinhard Anita Wright
Fund Raising.....	Dawn Piercy	Donna Holland	LaJoy Evans Geri Bushel
Professional Improvement.....	Suzanne Hugus	Vicky Merritt	Anita Wright
Webmaster	Tracy Brown		

Recognition of Past President: **Donna Holland presented Tracy Brown with a jeweled crown, a VIP badge and a door hanger “live, love, laugh”**. Donna will make sure that Tracy gets a plaque as soon as possible.

Old Business:

- 2009 Professional Development Scholarship was given to Andrea Brooks at a previous meeting.
- Discussion was initiated about the State meeting bags which were left over. Possibly distribute them to new members when they join.
- State meeting wrap up. Thanks all around to A&T ladies and to Tracy specifically for all the hard work. Overall consensus was “It was awesome.”

New Business:

- **2009-2010 MEETING SCHEDULES:**

December 9, 2009- Holiday Luncheon 1-4 (TBD) Possibly the Friday Center

January 1st reports due to Donna Holland.

April 9, 2010- Meet me call

June 11, 2010- Annual Picnic (TBD)

August 6, 2010- Officer Installation (TBA)

- Donna Holland will work on nominations for Susan Brame and Charlotte Simpson to be nominated to honorary membership.
- New profile sheet created by Evelyn. Membership committee should discuss profile and make decision about whether or not to continue to use the new form.
- Donna Stewart presented a proposed budget for 2009-10 which was reviewed and approved.

**NC Cooperative Extension Secretaries Association Campus Chapter
Fiscal Year 2009-2010 Budget**

Revenue

23 Members x \$25.00	\$ 575.00
Interest	2.00
Checking Account	<u>825.00</u>
	\$1,402.00

Expenditures

State Dues 23 Members x \$20.00	\$ 460.00
Bank Charges	12.00
Prof. Improvement Scholarship	100.00
Secretary of the Year Award	75.00
Reflections	100.00
Hospitality	325.00
Miscellaneous	<u>330.00</u>
	\$1,402.00

Benediction: Let us go forth satisfied but eager to know more, happy but ready to face challenges, feeling loved and eager to love, aware of simple pleasures available to us, and aware of our own importance within Your world.

Adjourn.

Recorded by: Suzanne Hugus