

Minutes

Campus Chapter Spring Meeting
Meet Me Call #919-515-7150 April 9, 2010 (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: Suzanne Hugus read the thought of the day entitled "A Couple Quotes from the Heart".

- ✦ The mind never rules the heart, but just becomes its partner in crime.
-Mignon McLaughlin
- ✦ Beware what you set your heart upon, for it shall surely be yours.
-Ralph Waldo Emerson
- ✦ If my mind can conceive it, and my heart can believe it, I know I can achieve it.
-Jesse Jackson
- ✦ A good heart is better than all the heads in the world.
-Edward George Earle Bulwer-Lytton
- ✦ Blessed are the pure in **heart**, for they shall see God.
-The Apostle Matthew

Roll Call: 11 members were present: Susan Brame, LaJoy Evans, Laverta Flewellen, Karla Frizzelle, Donna Holland, Suzanne Hugus, Alice Pennix, Vicki Pettit, Vivian Smith, Donna Stewart, Anita Wright.

Approval of Minutes: Alice motioned to approve the minutes from October 9, 2009. Suzanne 2nd. Motion was approved unanimously.

Committee Reports:

Membership:

- As of today I have only received 5 membership profile sheets. The first email request was sent on November 2, 2009. The second notice was sent on March 3, 2010.

- An Honorary Membership Application was submitted to Martha Smith, State Committee Chair-Membership for Susan Brame on March 11, 2010. Nominations can be taken through September.
Respectfully submitted,
Karla Frizzelle, Membership Chair
- Donna Holland and Vicki Pettit will work on the nomination for Charlotte Simpson to be nominated for honorary membership.

Public Relations:

No formal report. Donna Stewart did made a request for suggestions for a newsletter template.

Reflections:

Cards were sent to two families of secretaries that had passed away and also a Get Well Card was sent to Karla Frizzelle. Reported by Vicki Pettit

Nominating:

The nomination committee is making arrangements to recruit a replacement for the vacant 2nd Vice President position. Vicky Merritt has ascended to the 1st Vice Presidency vacated by Geri Bushel. Current officers are:

- Secretary – Suzanne Hugus
- 2nd Vice President – vacant
- 1st Vice President – Vicky Merritt
- President – Donna Holland
- Advisor – Tracy Brown

A brief discussion was conducted about the matter led by Donna Holland. Susan Brame mentioned that the current President was allowed to appoint a replacement without holding a vote.

Rules and Bylaws:

No official report.

Finance:

Donna Stewart provided bank account reports. Current balances are:

CHECKING	\$ 946.37
MONEY MARKET	2,649.34
SHARES	28.23
TOTAL FUNDS	\$3,623.94

Hospitality: The Holiday luncheon was held at the Golden Corral in Durham on December 9th. A Thank You note was received from the Salvation Army to acknowledge our contribution to a needy family. Plans are underway for the

annual picnic which will be held on June 11th. Donna Holland offered to have the picnic at her house.

Fund Raising: Donna Holland reported that plans are to review and update the fundraising guidelines and to set an annual goal.

Professional Improvement: The Professional Improvement Committee forwarded an invitation from IAAP Chairman Ellen Joseph-Stewart for interested parties to attend the annual IAAP Administrative Professionals Day event at the Brownstone on April 24, 2010. The registration deadline is April 10th.

Old Business:

- Reminder that there are still some dues outstanding from members. Please make the \$25 check payable to NCCESA Campus Chapter. Send your check to
Mrs. Donna Stewart
NCSU Campus Box 7606
Raleigh, NC 27695
- Secretary of the Year information will need to be sent out by the 1st Vice President.

New Business:

- Request for members to consider filling vacant officer position.
- Reminder to attend IAAP event on April 24, 2010.
- Brief discussion was conducted about the need for the membership to respond to the Chapter Survey. The deadline to complete the survey is April 16th. It was emphasized that each member's input was important to help to improve the association.
- The Professional Improvement Committee announced the opening of nominations for the annual Professional Improvement Scholarship. Deadline for nominations is June 1st. Application and instructions will be forwarded to the membership this week.

Reminders/Announcements:

- June 11, 2010- Annual Picnic (TBD)
- August 6, 2010- Officer Installation (TBA)
- August 26, 2010- Horn of Plenty in Pitt County
- September 15-17, 2010- 2010 NCCESA State Meeting to be held at the Mountain Hort. Crops Research & Extension Center in Mills River, North Carolina.

Meeting was adjourned before 2:00 pm.