

## Minutes

Campus Chapter Meeting

Brickhaven Room 203 Raleigh, NC October 21, 2010 (1:00-4:00 pm)

The Campus Chapter enjoyed fellowship, a business meeting, and a trip to the North Carolina State Fair to participate in a Dairy Livestock Show tour conducted by Marti Day, an Area Specialized Extension Agent from Chatham County.

**Call to Order and Welcome:** President Vicky Merritt called the meeting to order at 1:15pm.

**Thought for the Day:** Anita Wright read:

### **“Bring Talent to the Team”** by Price Pritchett

One of the most basic elements of teamwork is this: Be good at what you do.

Teams need talent. The more of it you bring to the group, the more you can contribute. Build your skills, and, in a very real sense, you are building the team.

You can't have a high-powered team with low-talent people. And sometimes the weakest link in the chain sets the limit on what the group as a whole can achieve.

So keep stretching. Polish your skills and perfect your moves. Master the fundamentals of your job.

Strive for continuous improvement—the Japanese call it *kaizen*—so the team never stops growing. Keep getting better at your craft, and you can do more to help the team chalk up higher scores. Any time you level off in your learning, the potential of the overall group flattens out a little more. And teamwork always takes a hit whenever people start to lose their touch.

Also, keep this in mind—unless you're competent, people really can't afford to count on you. You're best positioned to build a high trust level in the group when you bring talent. Individual ability.

Give teammates good reasons to believe in you. Keep getting better at what you do.

**Roll Call:** 12 members were present: Devona Beard, Susan Brame, Andrea Brooks, LaJoy Evans, Karla Frizzelle, Susan Graham, Donna Holland, Suzanne Hugus, Vicky Merritt, Vicki Pettit, Ellen Reinhard, and Anita Wright.

Vicky Merritt inquired if Helena Poole intends to join and Donna Holland responded that she does. Also, per an email from Vivian Smith, she will not be a member of our association this year. Please ask Tracy to remove her from the email listserv.

**Approval of Minutes:** Susan Graham made a motion to approve the Minutes from August 6, 2010 Fall Meeting. Devona Beard 2<sup>nd</sup>. The Motion was carried.

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**Committee Reports:**

**Finance:** Vicky Merritt has spoken with Donna Stewart and reports that she hopes to return to work in November. Current balances are:

CHECKING	\$ 1,204.24
MONEY MARKET	2,672.09
SHARES	28.47
TOTAL FUNDS	\$ 3,904.80

New signature cards will be processed with the Credit Union in the next few weeks and should contain the signatures of the Advisor, the current President and the Treasurer. We have yet to establish a budget for the current year and at this time have no official set budget. Until one is set committees should refer to last year's budget as a general guideline. Vicki Pettit made a Motion to accept the Finance Report. LaJoy Evans 2<sup>nd</sup>. The Motion was carried.

**Fundraising:** Donna Holland expressed special thanks to everyone who was able to contribute to our Rest and Relaxation Basket. We received many compliments on the items in the basket and the overall look of the basket. Kudos to everyone! We raised \$339 for the R&R chest and \$28 for the shopping bags. All together, we collected a total of \$367. We could not have done this without you, your generosity, and your time selling tickets.

The Goal for this year will be 1-2 local fundraisers on each of our two Campuses and one combined fundraiser as a whole Campus Chapter. Ideas include: having a Gift card raffle, a bake sale, cupcake sale, yard sale, or another gift basket raffle. Suggested times are December, February, May and August or September.

**Hospitality:** No report at this time, but Anita Wright volunteered to chair this committee and to begin planning the Holiday Luncheon.

**Membership:** Vicki Pettit is Chairing this Committee with Anita Wright as Vice Chair. They are intending to work on a brochure but have no official report today.

**Nominating:** Donna Holland reported that two members were submitted and approved for Honorary Membership at our State Meeting – Susan Brame & Charlotte Simpson. A definition of Active/Associate/Honorary members was discussed and read from the Bylaws under Article IV, Sections 2, 3, 4 & 5.

*Section 2:* Membership in this Association shall be three classifications: Active, Associate and Honorary.

*Section 3:* Active members shall be secretaries currently employed in any North Carolina Cooperative Extension Office who have paid annual dues into the District and State Associations. Active members shall be entitled to vote, hold office, and participate in discussions and activities of the Association.

*Section 4:* Associate members shall be former active members who have retired and who have paid annual dues into the District and State Associations. Associate members shall have all privileges of active members.

*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 Chair of the Membership Committee. The Chair of the membership Committee will present recommendation to the Board of Directors 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.

**Professional Improvement:** Susan Graham will chair this committee this year. Our trip to the Fair today will be considered as Professional Development. Hopefully we will have a good time and learn a little bit along the way. No other report.

**Public Relations:** Ellen Reinhardt will chair this committee this year and has a couple of ideas but no report at this time.

**Reflections:** Alice Pennix is our Chair for the Reflections committee this year and reported that we have sent two cards out so far. The 1<sup>st</sup> card was a Get Well greeting to Donna Stewart and the other was a Condolence to the Family of Beatrice Eunice Clayton who was a retired Administrative Secretary for Granville County for 37 years.

A request was made to send a card to Dana Temple and her daughter. They were in a car accident. Dana is doing fine, but her daughter Rachel was seriously injured and will need to have physical therapy for three to six months. Vicki Pettit also encouraged us all to check our automobile insurance policies to be sure we have adequate under insured motorist coverage.

**Rules and Bylaws:** Laverta Flewellen is Chair. Laverta was not present, but Vicky Merritt has spoken with her about reviewing the Bylaws and comparing them to the State Bylaws to see if anything needs updating.

**Special Reports:**

- ✚ Webmaster is Tracy Brown. No report. Reminder to Suzanne to send request to the webmaster to post the approved Minutes.
- ✚ TERRSA Update: Vicky Merritt reported that TERRSA is setting up a virtual meeting for their annual meeting. We encourage everyone to participate and to consider joining. North Carolina has a good percentage of the membership and it would be nice to have 100% participation.
- ✚ Staff Senate Update NC A&T: Donna Holland reported that NC A&T will have a Fall Forum next month. They are working on updating their grievance policies and salary assessment practices for SPA staff. NC A&T has a new Chancellor, Dr. Howard L. Martin Sr. Dr. Martin has an open door policy and is very approachable. Anita is serving on a couple of committees which is helping Extension receive higher visibility.
- ✚ Staff Senate Update NCSU: Suzanne Hugus reported that Representative Jennifer Weiss spoke to the Staff Senate to express the House of Representatives efforts to move legislation to benefit the citizens of North Carolina. She particularly discussed the State's budget troubles and her intentions to try to block the State Health Care Plan from instituting a premium for "Employee Only" coverage which has always been free to employees. The State Health Plan is considering this option to generate more revenue and to be able to lower the premium for "Family Premium" coverage. The Staff Senate also attended a Budget Forum on October 6<sup>th</sup> where Chancellor Randy Woodson, Interim Provost Warwick Arden, and the Vice Chancellor for Finance and Business Charles Leffler discussed the current budget situation and the future budget projections. The emphasis was on the fact that NC State relies too heavily on State monies and our budget troubles therefore follow State budget troubles. We were encouraged to think of more ways to generate revenue through seeking more grant opportunities, or other charitable pursuits. One statement to make note of by the Chancellor was that "Cooperative Extension will be required to become more fee based". The current plan of action has been to develop nine task forces to dig into every aspect of the University to come up with a long term strategic plan. We are all encouraged to give our input to these groups and to attend their meetings which are open to the University population.
- ✚ NCSU Group Insurance & Benefits Committee (GIBC): Vicky Merritt reported that the GIBC Committee is working on improvements for employees, particularly related to insurance for retirees which cause the number of claims to go up and has assisted with providing lactation rooms for nursing mothers. Yvette Griffin is our advisor and is helping us to discern which issues we should move forward. One other matter brought up to the committee is the State Health Plan wants to move Chiropractic services which currently has a copay of \$45 to a Specialty category which would make it carry a \$60 copay.

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### **Old Business:**

- ❖ **The Secretary of the Year Award** for 2009/10 nominations are due to Susan Graham at NCSU Campus Box 7604 by November 12, 2010. This honor shall be presented at the Holiday Luncheon this year. The nomination form is on the website. You may ignore the original deadline of March 1<sup>st</sup> on the form.
- ❖ **Membership profiles** are important and are used for reviewing by the President to make committee assignments and also for nomination information for awards. Please submit your Membership Profile form to Vicki Pettit at NCSU Campus Box 7602 by November 1<sup>st</sup>. Vicki will send an email reminder.
- ❖ Please send any **Reflections requests** to Alice Pennix.
- ❖ **Rules & Bylaw changes** were approved at the NCCESA State Meeting. Please refer to the website if you are interested in reviewing these. In general there were two: one about changing the date that auditing is done each year, and one about removing the word "Service" to be inclusive of both NCSU & NC A&T personnel.
- ❖ **The List of Birthdays** will be posted to the website with just the month and date of anyone that wants their birthday published there. Let Suzanne know if you haven't already.
- ❖ Vicky Merritt contacted the State Office by emailing Kay Morton about the **possibility of temporarily lowering the dues** for one or two years since the savings account at the state level has over \$17,000. When this matter was brought up at the State Meeting the Executive Board did not want to consider the matter as they considered the \$17,000 to be a "nest egg". Vicky will report if further discussion comes of her inquiry.
- ❖ Vicky also contacted the State Office by emailing Kay Morton to ask if we have **501C3 status** at the State level. She is waiting for a response.
- ❖ A discussion was held about whether creating a **Facebook page** would have benefit to the Campus Chapter. Some thought it was very worthwhile. Others made note that it gives us a visibility with the younger crowd. Because of time restraints this discussion will continue in the future but questions were raised such as: What purpose would be served in having a Facebook page that is not already served by having the website? Is this a role of the Public Relations Committee? How will it be monitored? What types of security limits will it have? How would people know to go to our page? Does someone in particular want to manage this? Some also expressed that this might just duplicate the existing website and may be time consuming and not that useful. Some others were sure that it would be a good marketing tool and a way to put Extension's name out there.
- ❖ **Dues are due today.** Please give you dues to Suzanne Hugus as soon as possible. If you do not have them today, please mail them to Vicky Merritt.

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**New Business:**

- **Meeting Schedule:** A tentative meeting schedule is below. Dates are subject to change depending on decisions made by standing committees. Guilford, Forsyth, or Alamance are willing to host us and will be glad to inform us about any special events happening in the county centers.

**2010-2011 NCCESA Campus Chapter Meeting Dates & Locations**

Thursday	October 21, 2010	NCSU - Brickhaven, Room 203	1:00 p.m. – 4:00 p.m. – Business Meeting & PI
Friday	December 3, 2010	Holiday Luncheon (TBD)	1:00 p.m. – 4:00 p.m. – Business Meeting & PI
Friday	February 11, 2011	Valentine's Night Out (TBD)	5:00 p.m. – 8:00 p.m. – Optional Get Together
Friday	April 8, 2011	NC A&T State University, The Farm	1:00 p.m. – 4:00 p.m. (tentative) – Business Meeting & PI
Friday	June 10, 2011	PICNIC - 4-H Camp Center (TBD)	5:00 p.m. – 8:00 p.m. (tentative)
Friday	August 12, 2011	County Extension Center (TBD)	1:00 p.m. – 4:00 p.m. – Business Meeting & PI (Installation of Officers for 2011-12)

**2011 NCCESA State Meeting – September 22-23, 2011 – Statesville NC  
Hosted by West Central District**

- **Horn of Plenty:** The Secretaries Association usually provides beverages and serves them at the Horn of Plenty event each year. Thanks to County Operations, a budget has been established to provide funds to pay for these beverages. In the future, you may send any receipts for beverages for the HOP to Tracy Brown at NCSU Campus Box 7602, Raleigh, NC 27695.
- **Two Community Service opportunities:**
  1. The Department of 4-H and Family and Consumer Sciences is holding a food drive to help alleviate the high amount of food insecurity among children in North Carolina. It is reported that 25% of NC children are food insecure. This will be a year long effort which they have named "Hungry To Help". A suggestion was made that as a community service project we each contribute 4 cans of nonperishable goods to this cause each time that we meet for the 2010-11 year. This is not mandatory, but will be encouraged by a reminder before each gathering.
  2. Relay for Life which is the American Cancer Society's annual race/walk is encouraging the NCCES to create a team this year to participate in this worthwhile event. This cause raises money for Breast Cancer awareness. October is Breast Cancer Awareness month and we hope we can contribute to this effort. Devona Beard will provide additional information and specific details in the near future.

- **Sue Mills Lighthouse award:** A discussion was held about ideas of ways to provide additional funds to maintain the Sue Mills Lighthouse award. Devona explained how the award was created and its current status. The award is given every year at our State Meeting and the recipient receives a check for \$100, a lighthouse figure which costs about \$50 with an \$8 nameplate on it. The award equals about \$158 of expense every year. Devona has already purchased the lighthouses for the next three years and the remaining funds for the award equal \$1881.85. Suggestions offered included: 1) Setting up a table at the State Meeting requesting a \$1 donation to the fund. Since Sue Mills was a member of the campus chapter, we could start the table at the State meeting this coming year and each year after ask the host district to set the table up as part of their set up for the state meeting. The monies collected would be turned over to Devona Beard for depositing. We could develop a table design/banner that can be reused each year. 2) Seeing if it could be a selection in the choices of the Combined Campaign. 3) Asking each Chapter to make a small donation. More discussion will follow about this matter. Devona provided forms to make single contributions, or payroll deductions.
- **Committee Chairs:** Committee chairs have been assigned and Vicky Merritt has provided a notebook for each committee to use and to be passed from year to year. She also requested that Committee Reports be sent electronically to the President one week prior to each scheduled meeting.
- **Committees:** Each committee will need a Vice-Chair who is willing to serve as the Chair in 2011-2012. It is an expectation that every member should serve on at least one committee and each committee should have 3-5 members. Committees have the privilege of functioning by any means; email, phone, Elluminate, etc. A majority of members of any committee shall constitute a quorum.

### **Reminders/Announcements:**

- NCCES Campus Chapter Board of Directors Meeting will meet November 19, 2010 via Elluminate. The exact time is to be determined. Vicky Merritt briefly explained that the Executive Board is made up of the five installed officers and the advisor. This includes the Advisor, the President, the 1<sup>st</sup> & 2<sup>nd</sup> Vice Presidents, the Secretary and the Treasurer. The Board of Directors is this group plus the committee chairs of each of the appointed committees.
- Federation Forum will be December 10, 2010 in Johnston County. Vicky Merritt will be attending to represent the Campus Chapter.

Meeting adjourned with the reciting of a benediction at 3:40pm and we departed to the NC State Fairgrounds.