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## Minutes

Campus Chapter Meeting conducted at NC A&T State University, followed by a Professional Development Tour at the NC A&T Farm, Greensboro, NC  
May 13, 2011 (1:00-4:00 p.m.)

The Campus Chapter was greeted cheerfully by the NC A&T members with tote bags for each of the members. The totes included a nice hat, gloves, a hand shovel, some snacks and literature. It was a very nice gesture and surprise.

**Call to Order and Welcome:** President Vicky Merritt called the meeting to order at 1:10 p.m. The Agenda was reviewed and approved as written.

**Thought for the Day:** The Thought for the Day was shared by Anita Wright:

**Allow Your Own Inner Light to Guide You**

- There comes a time when you must stand alone.
- You must feel confident enough within yourself to follow your own dreams.
- You must be willing to make sacrifices.
- You must be capable of changing and rearranging your priorities so that your final goal can be achieved.
- Sometimes, familiarity and comfort need to be challenged.
- There are times when you must take a few extra chances and create your own realities.
- Be strong enough to at least try to make your life better.
- Be confident enough that you won't settle for a compromise just to get by.
- Appreciate yourself by allowing yourself the opportunities to grow, develop, and find your true sense of purpose in this life.
- Don't stand in someone else's shadow when it's your sunlight that should lead the way.

**Roll Call:** 11 members were present: Andrea Brooks, Tracy Brown, LaJoy Evans, Laverta Flewellen, Karla Frizzelle, Susan Graham, Donna Holland, Suzanne Hugus, Vicky Merritt, Alice Pennix, and Anita Wright.

**Approval of the Minutes:** One correction was made in the December Minutes changing the name Kay Evans to Kay Morton in the Federation Forum announcement. A motion was made to approve the Minutes with this change for both the October 21<sup>st</sup> and December 8<sup>th</sup> meetings by Alice Pennix. Karla Frizzelle 2<sup>nd</sup> this motion. The motion carried.

**Financial Report:** Tracy Brown provided the following report:

CHECKING	\$ 1,211.03
MONEY MARKET	2,688.79
SHARES	28.65
TOTAL FUNDS	\$ 3,928.47

**Standing Committee Reports:**

- ❖ **Finance** – Tracy Brown provided a report; however, she stated that she will update it and provide it in a better format at a later date.
- ❖ **Fundraising – Mother’s Day Basket** - Donna Holland reported that our Mother’s Day Basket sale was a success and profited \$272. She expressed thanks to the membership for our participation. Special thanks to LaJoy Evans, Vicky Merritt and Suzanne Hugus for meeting in Mebane to conduct the drawing. Mary Ann Lofgren from NCSU was the baking basket winner. **Father’s Day Basket** – The raffle for the Father’s Day Car Wash Basket will be at the summer picnic. We have collected \$30 towards the cost of items for the basket. Please send contributions to LaJoy or Donna. As soon as items are collected, a flyer will be created and distributed. **Final Basket** – The final effort will be a junk food/snack basket to be raffled at the State Meeting. We have collected \$10 so far. We are still awaiting information about our 501C3 status to solicit businesses. LaJoy will draft a letter to solicit businesses about donating gift cards in the near future. Tracy believes that the association has a drafted letter already and will look for it.
- ❖ **Hospitality** – Anita Wright reported that the Hospitality Committee Sponsored a “Girl’s Night Out” that was hosted by Tracy Brown in her home on February 11<sup>th</sup>. This event afforded fellowship outside of a business setting and the opportunity to get to know one another on a more personal level. Food and drinks were provided by the Hospitality Committee. Members brought assorted dessert items. Several generations were present. Helena Poole was the oldest and Andrea Brooks was the youngest. This evening was filled with lots of fun, laughter and great conversation.
- ❖ **Membership** – Vicki Pettit had no report. Vicky Merritt did mention that Patti Colern has resigned from our membership.
- ❖ **Nominating** – Donna Holland announced that she would like to nominate Tracy Brown to represent us as the NCCESA 2<sup>nd</sup> Vice President for the upcoming 2011-12 year. Debbie Goforth will also be nominated for the State Treasurer. Nominations are still being sought for the State Secretary and Federation Forum Secretary.
- ❖ **Professional Improvement** – One application was received for the Herter O’Neal Scholarship (Herbert K. Shannon III – Culinary Arts & Food Service Management). The application was not recommended for consideration as the applicant was not pursuing a career in business or a business-related field of study but was forwarded to Elizabeth Wilson, State 2<sup>nd</sup> Vice President, for state-level review.  
--The Professional Improvement Committee respectively requested approval to extend the deadline for Secretary of the Year nominations.

Notification of the award will be sent out the first week of June with a deadline for receipt of nominations of June 20<sup>th</sup>. The committee will present the award at our August 12<sup>th</sup> meeting.

--An announcement for the Campus Chapter Professional Development Scholarship will be sent out May 17<sup>th</sup>. The deadline for submission of applications is June 1<sup>st</sup> to the Professional Improvement Committee for review. The amount available for the award will be limited to costs up to and including \$100.

--The State level Professional Improvement Scholarship deadline is August 1<sup>st</sup> to the NCCESA State Professional Improvement Committee Chair. More information may be found on the website under Awards. A total not to exceed \$500 may be awarded each year. An announcement will be sent to membership next week.

- ❖ **Public Relations** – No Report.
- ❖ **Reflections** – There was no activity during this time, but Alice Pennix will send a condolence to the Ort Family.
- ❖ **Rules and Bylaws** – Laverta Flewellen reported that the State office will be adjusting the bylaws to read that records will be kept on hand for the current year plus the four proceeding years and then sent to the University archives thereafter. A brief discussion was held about this process. Here are the changes:

1. NCCESA Secretary
  - A. Will keep on hand the current year plus the four proceeding years (total of 5 years) of Minutes.
  - B. The current NCCESA secretary will give the records to be archived to the current President at the Spring Board of Directors meeting each year.
  - C. This needs to be reflected in the Handbook-Constitution and Bylaws, Article V-Officers and Their Duties, Section 5.
2. NCCESA Treasurer
  - A. Will do the same thing with financial records.
  - B. This needs to be reflected in the Handbook-Constitution and Bylaws, Article V – Officers and Their Duties, Section 6.
3. NCCESA President
  - A. The President will forward the records from the Treasurer and Secretary to the Special Collections Research Center at the NCSU Libraries to be archived.
  - B. This needs to be reflected in the Handbook-Constitution and Bylaws, Article V – Officers and Their Duties. Section 3.

#### **Special Reports:**

- **Webmaster** – No report. It was mentioned that we do have several Vice Chair positions that need to be designated and updated on the website if some of us could rise up to take on these important responsibilities.
- **NCCESA Board of Director's Meeting Report** – Because of time constraints Vicky Merritt moved to dispense with reading this report and will add it as an addendum to these Minutes.

### Old Business:

**Sue Mills Lighthouse Award:** The Campus Chapter will set up a table at the State Meeting to collect donations for this award. Karla volunteered to make a poster. Any donations will be turned over to Devona Beard after the meeting. We will keep it simple but if you have any thematic decorations to provide for this table please give them to Vicky Merritt at the August meeting.

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### New Business:

- **Horn of Plenty** – Susan Graham reported that The Horn of Plenty will be held in Cabarrus County on August 19, 2011. Approximately 850 people will attend. We are responsible for beverages. The committee is asking for volunteers. Union County is handling this aspect. When and if the State Office sends a request for volunteers you may sign up. This is a good activity to volunteer for and can be a positive on your evaluation.
- **Committee Chair/Vice Chair/Member:** A reminder was issued to encourage the members to consider serving as a vice chair. Please try to have these vacancies filled by the picnic.
- **Nomination:** Donna Holland will continue to work on recruiting nominees. Tracy was reluctant to accept the nomination for 2<sup>nd</sup> Vice President as she is still adjusting to her new position but she will consider it.
- **Archiving:** It was mentioned that the Campus Chapter should mirror whatever the State Office is doing so we should consider adjusting our own bylaws regarding archiving.
- **Meeting Schedule:** Our Picnic is scheduled for Friday June 10<sup>th</sup> but some sentiment was expressed that Friday is not a good day for a lot of people. The hospitality committee agreed to meet together to discuss this date and the location.

### Announcements:

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

Friday June 10, 2011 PICNIC - 4-H Camp Center (TBD) 5:00-8:00 pm (tentative)  
Friday Aug 12, 2011 County Extension Center (TBD) 1:00-4:00 pm – Business Meeting

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

The Meeting was adjourned at approximately 3:10 p.m. Thereafter, the members travelled to the NC A&T University Farm. A very nice guided tour was conducted by Leon Moses, farm superintendant, on a covered trolley. We viewed and received a brief education and history of the farm including: both dairy cows and beef cows, various crops, and different types of pigs. It was a splendid time.

### **Attached - Addendum No. 1: NCCESA Board of Director's Meeting Report**