



Minutes

NCCESA Campus Chapter
NC State University-203 Brickhaven Building
April 13, 2012
1 p.m. - 4 p.m.

Call to Order and Welcome: President Anita Wright called the meeting to order and welcomed everyone in attendance. She then introduced new member, Margaret Browne. Margaret told the group about herself. President Wright asked members to review and approve the agenda. Devona Beard introduced Karen Czekay as a guest. Anita and the members welcomed her to the meeting.

Thought for the Day: The thought for the day was shared by Geri Bushel:

"Rejection or refusal is a temporary phase of life. Always give yourself another chance. Never surrender and don't give your last try in anything you may reattempt to do. Keep trying after every rejection and prepare yourself more strongly, wisely and make it happen. You are not a failure until you give up."

Written in 2011 by Krishna Sadh

"Life's ups and downs provide windows of opportunity to determine your values and goals. Think of using all obstacles as stepping-stones to build the life you want."

Author Unknown --- Submitted by Mohammed --- Saudi Arabia

Roll Call: Ten members were present – Devona Beard, Andrea Brooks, Margaret Browne, Geri Bushel, Karla Frizzelle, Donna Holland, Vicky Merritt, Alice Pennix, Vicki Pettit, and Anita Wright.

Approval of the Minutes: Members were asked to review minutes. No changes were noted for correction. Alice Pennix made a motion to accept minutes. Vicky Merritt seconded the motion (*motion was carried*).

Recorded by: Andrea Brooks

Committee Reports

Finance: Tracy Brown provided members with current financial stats via email and Vicky Merritt explained the fees our chapter is incurring from the IRS. We've been incurring fees because our chapter is linked to the NCCESA (state) account. Tracy is in the process of obtaining a separate tax ID for our chapter. Geri Bushel made a motion to accept the budget. Andrea Brooks seconded the motion (motion was carried).

CHECKING	\$ 366.09
MONEY MARKET	3353.40
SHARES	28.94
TOTAL FUNDS	\$ 3,748.43

Fundraising: Donna Holland reported on the upcoming fundraiser for Mother's Day. Karla Frizelle donated a scrapbook which will be used for the Mother's Day basket. Donna will collect money to purchase items for the basket, but the scrapbook will be the main focus. Additional details are forthcoming.

Hospitality: Geri Bushel reported that our holiday gathering at the Alamance Extension Center in December was wonderful. There was plenty of good food and fun activities such as line dancing. We adopted Lake Waccamaw girls at the home where boys and girls get dropped off by parents who no longer want to care for them. We made bags that provided manicuring sets and baking supplies. In addition, we made personalized Christmas ornaments. Our chapter received a thank you letter from Lake Waccamaw. An invitation was extended to our chapter for a visit in the future.

Membership: Geri Bushel reported that a membership drive was held on February 14, 2012 via teleconferencing at both NC A&T and NCSU. Employees eligible for membership to our associate were invited from each campus. Guests in attendance received flowers and light refreshments were served at each campus. NC A&T gained one new member as a result of the drive.

Nominating: Vicky Merritt reported that the committee will begin to meet in May or June to prepare presentation for the slate of officers. The positions that will be available are secretary, treasurer, and 2nd vice president.

Recorded by: Andrea Brooks

Professional Improvement: Andrea Brooks reported that an email was sent to all districts regarding applications for the Herter O'Neil scholarship. She hasn't received any additional information at this time.

Public Relations: Vicky Merritt reported for Susan Graham that the committee would collect information from members to put in a newsletter. The committee is open to suggestions on how to collect information for the newsletter. Members were urged to submit any special events, recognition, photos (personal or professional).

Reflections: No report

Rules & By-Laws: Devona Beard reported that from the survey that went out to all districts regarding a name change for the state, less than half of the members responded with an answer. Based on responses, a majority of the members want to change the name to North Carolina Cooperative Extension Administrative Professionals Association. They also agreed that the advisor, parliamentarian, and federation officer should be paid for travel expenses and per diem expenses.

Old Business:

Selection Process for the Secretary of the Year Award: Alice Pennix discussed the current process and explained the draft of the revised form for the selection process. Some of the members suggested a few minor changes. Alice agreed to incorporate those changes & email the revised form to chapter. This item will be voted on at the next business meeting.

New Business

Facebook & Social Media: Rhonda Conlon, the Director of Extension Information Technology at NC State talked about the pitfalls of social media, offered suggestions and answered questions from members. Mrs. Conlon gave the chapter a lot of good information to aid in the decision of whether to create a facebook page. Alice suggested we browse other district pages on facebook. Vicky Merritt said she would speak to North Central district to get feedback about their page. In addition, she will share the feedback via email. Anita thanked Rhonda for coming to talk with us.

Community Service Projects:

Anita shared that during the conference call on April 10, 2012, it was discussed that in past years and currently; the hospitality committee has been in charge of selecting and coordinating the community service project. She stated that it's very important to her and that she is proud of our community service projects to date. It was suggested that the responsibilities and duties for the project remain with the hospitality committee. In

Recorded by: Andrea Brooks

the future, the hospitality committee will send an email to members for suggestions. Any member who submits a suggestion should provide all necessary details (i.e. the contact person and phone number, description of project, location).

TERSSA Membership: Anita was issued a challenge aimed to increase membership. Members who submit application and fee at April 13 meeting would receive a gift. Margaret Browne, Andrea Brooks, Geri Bushel, Karla Frizelle, and Vicky Merritt joined TERSSA.

Professional Development: Vicki Pettit discussed the process and benefits of obtaining certification as an administrative professional. Each member received a magazine and handout which gave useful information about the association. Vicki shared her personal thoughts about and experience with the program. She then gave everyone a sample test, which gave everyone an idea of what to expect from the certification exam.

Andrea Brooks and Alice Pennix talked about effective communication. Alice focused on verbal and good business communication and had the members participate in an exercise that allowed members to discuss the importance of good business communication. Andrea focused on nonverbal communication and its importance. She gave the ladies a review quiz on material presented in her segment. In addition, everyone was urged to share some of their personal experiences relative to communication as each point was discussed. There was a group activity planned, but due to time, Andrea opted to save it for the next meeting. Everyone thanked Andrea and Alice and shared that they enjoyed the session.

Announcements

- ❖ Upcoming Business Meeting – June (***Date, location TBA by the hospitality committee***)

After the reading of the benediction, the meeting was adjourned.