



**Minutes**  
NCCESA Campus Chapter  
Orange County Extension Center  
August 14, 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 made a few changes asked members to review and approve the agenda.

**Thought for the Day:** The thought for the day was shared by Susan Graham:

**Put on a Smiley Face**

I believe in having fun, because I know that she who laughs, lasts. Whatever you do, whether it's jumping from airplanes, visiting the sick, surfing the Net, taking care of widows, or goofing off, do it well and never lose your ability to scatter joy. Tuck some in the pocket of the stranger next to you at the grocery store. Sprinkle it on the head of an elderly lady crossing the street in front of you. Leave funny messages in your teenagers' cars or on their e-mail. Wake your spouse up with the scent of roses or honeysuckle. And never ever forget to smile.

Smiles are like two-for-one coupons. Each time you let them spread across your lips, they light up the face and heart of someone else. Sooner or later a smile will come back around to you just when you need it most. And it is something anyone – everyone – can do well. Talk about a win-win situation: move over, Stephen Covey!

**Barbara Johnson- Joy for a Woman's Soul**

**Roll Call:** Ten members were present – Andrea Brooks, Margaret Browne, Tracy Brown, Geri Bushel, Karla Frizzelle, Susan Graham, Donna Holland, Suzanne Hugus, Vicky Merritt, and Anita Wright.

**Approval of the Minutes:** Members were asked to review minutes. A few minor changes were noted for correction. Tracy Brown made a motion to accept minutes with corrections. Karla Frizzelle seconded the motion (motion was carried).

**Campus Newsletter:** Susan Graham stated that our newsletter was in need of a name. She passed out a ballot form for members to vote for their favorite name. All ballots were given to Susan, who will tally votes and send an email notifying members of the new name.

Vicky Merritt stated there was a tie for the office of Secretary for 2013-2014. Tracy Brown suggested we have a co-secretary or secretary elect. All members agreed that was a good idea. Margaret Browne agreed to be Secretary-elect for 2013-2014. Andrea Brooks will be secretary for 2012-2013. Vicky Merritt also discussed the Sue Mills Lighthouse award table. She said that \$10 will be allotted to set the table if folks want to give. Karla said she has a photo with sea shells around it and a small lighthouse. They would have one table with our raffle on one side and Sue Mills items on the other side. Members were urged to give all money to Devona Beard who will deposit into an account. Forms are also available for later donations. Geri Bushel asked if there was information on Sue Mills. Karla Frizzelle and Andrea Brooks stated "yes, online."

Tracy Brown mentioned and urged members to start submitting nominations for awards from our chapter. There was a suggestion to have an awards committee. Tracy suggested we add that responsibility to the nominating committee. Vicky Merritt said we could try it out for the upcoming year. She then asked Anita what she thought and how she felt about that. Anita said to table the item at this time. She doesn't feel a committee is needed and that it takes away from the value of the award. In her opinion, you shouldn't have to tell someone to nominate a deserving individual for an award, and everyone doesn't work closely with each other.

## **Federation**

Anita Wright stated that the Federation needs someone from NCCESA to serve as President. She went on to explain the duties and responsibilities and provided each member with a hard copy. She was asked by Teresa Story, NCCESA president, to see if anyone from the campus chapter is willing to serve. The term is for three years. No one was interested in serving in the role of Federation President.

Anita shared that five members joined TERSA at our last meeting. She forgot to distribute gifts so she gave Karla, Geri, and Vicky Merritt their gifts. The ladies from A&T had already received their gifts. She also reminded members that the TERSSA

meeting will held October 31- November 1 in Montgomery, AL. She urged members who plan to attend to start finalizing their travel plans. She hasn't received a definitive answer about the registration fee. Tracy said it's \$50 but the executive board hasn't met yet- they will meet later in the week. Anita asked Tracy if she would get a W-9 from the host committee for travel arrangements. Four members from A&T will attend the meeting. Geri, Karla, and Tracy from NCSU plan to attend as well.

### **Secretary of the Year Award**

There was no call for nominations which was an oversight due to personal reasons. Anita requested a later call for nominations with approval to present at our October meeting. The deadline for submitting applications will be September 14. Vicky Merritt asked Anita if she would include the award in this year's budget. Tracy made a motion to move the Secretary of the Year allocation for 2011-2012 in our 2012-2013 budget and to present the award in October. Karla seconded the motion (motion was carried).

### **Committee Reports**

**Finance:** Tracy Brown provided members with current financial reports. Karla Frizzelle made a motion to accept the budget. Donna Holland seconded the motion (motion was carried).

CHECKING	\$ 753.62
MONEY MARKET	3,067.53
SHARES	29.03
TOTAL FUNDS	\$ 3,850.18

**Fundraising:** Donna Holland reported that the committee worked on a basket for Mother's Day. A beautiful vintage inspired scrapbook entitled, "Back Down Memory Lane" was donated by Karla Frizzelle, whom the committee is thankful for her artistic and creative ability. They also thanked everyone who donated funds to help purchase the items that filled the basket. The items included a rustic inspired tin, scrapping sheet, Victorian picture frame, a plaque, fragrance candle, and a heart shaped pin. The drawing was held at NC A&T State University on May 10, 2012 during the Administrative Support Training for County-Based employees. The winner was Becky Castello from the Hertford County Extension Center. A total of \$200 was collected as a result of the fund-raising raffle.

**Hospitality:** Geri Bushel thanked the committee. She stated that she hasn't been the best chair but that they've kept her on task as well as made sure that all tasks were done.

**Membership:** No report. (Geri *inquired about using a query to gather ideas for membership committee*).

**Nominating:** Vicky Merritt reported that the committee's main purpose is to seek nominations for the 2012-2013 year and present a slate of officers at the last meeting of the current year. An email was sent to members for a Call for Nominations on June 25, 2012 with a deadline of July 20, 2012. A reminder email was sent out to members on July 17, 2012 along with a Call for Nominations for the Federation 2<sup>nd</sup> Vice President, NCCESA State Secretary, and NCCESA State Treasurer. We received 1 nomination for 2<sup>nd</sup> Vice President, 3 nominations for Secretary, and 1 nomination for Treasurer. One of the nominees for Secretary withdrew her name prior to the business meeting. A secret ballot election was conducted for the office of Secretary and it was a tie vote 5-5 for Andrea Brooks and Margaret Browne. After discussion, the membership agreed that Andrea Brooks will serve as Secretary with Margaret Browne as Secretary Elect and will shadow Andrea this year to learn more about the duties of the secretary. The following officers were presented at the August 14, 2012 business meeting:

President	Susan Graham
1 <sup>st</sup> President	Alice Pennix
2 <sup>nd</sup> Vice President	Suzanne Hugus
Secretary	Andrea Brooks
Treasurer	Tracy Brown
Advisor	Anita Wright

Vicky Merritt and Karla Frizzelle performed the Installation of Officers for 2012-2013 service at the business meeting on August 14, 2012.

**Professional Improvement:** Andrea Brooks reported that Bretney Webb from the West district (Yancey County) is the recipient of the Herter O'Neal Scholarship and will receive a check for \$750. In June, emails were sent urging members to apply for various scholarships and awards. The recipients will be announced at the banquet during NCCESA's state meeting in Raleigh, NC on September 13.

**Public Relations:** Susan Graham reported that the committee was charged with designing a new brochure and invitations in honor of our 20<sup>th</sup> anniversary to use for our open house/membership drive at both campuses on February 14. Invitations for NC A&T were sent to Anita Wright for distribution at NC A&T. Suzanne Hugus obtained a query of all NCSU employees on campus who were eligible for membership and sent invitations to approximately 140 individuals as well as to the NCCESA directory. The event was teleconferenced so that guests and members could interact and share the activities simultaneously at both campuses. Refreshments were provided for everyone and guests received flowers. Members talked about the association and answered questions. A draft template for our electronic newsletter was developed and the committee discussed the draft as well as possible topics to be included in the newsletter, frequency of distribution, format for webmaster, etc. The committee collected information from members to put in the newsletter. The first e-newsletter for our chapter was distributed July 13, 2012. Members voted on a name during today's meeting. The official name (and person who contributed name) will be announced at a later date.

**Reflections:** (Andrea Brooks for Alice Pennix). No cards were mailed to members since our last meeting. It was then mentioned that Anita Wright's grandfather had passed. Andrea stated she would share with Alice immediately and that it was most likely an oversight.

**Rules & By-Laws:** No report

**Professional Improvement Scholarship:** No applications were received for this scholarship. Andrea requested that the award for Professional Improvement be tabled until next meeting. She stated that she would need to get with Professional Improvement Committee for a discussion. One of our members applied for the scholarship at the state level, so she plans to see if the individual is interested in submitting application for our chapter. If so, the award would be presented at October meeting.

**Presentation of Slate of Officers:** The 2012-2013 officers were installed. The new officers are as follows: President-Susan Graham, 1<sup>st</sup> Vice President-Alice Pennix, 2<sup>nd</sup> Vice President- Suzanne Hugus, Secretary- Andrea Brooks, Webmaster- Tracy Brown, and Advisor- Anita Wright. Margaret Browne stood in for Alice Pennix. Vicky Merritt read duties and responsibilities and presented each officer with a token. Karla assisted with the installation.

**Passing of the President's Gavel:** Anita Wright passed the gavel to Susan Graham for the 2012-2013 year. She thanked everyone and stated that the job of President is

only as good as the group who works with the President. It's an opportunity to learn more about the association and each of us. She said she enjoyed her time and that it hasn't been that hard. Anita told Susan that she is "enthusiastically passing the gavel with all the authority that comes with it and she should feel free to use it." Susan then presented Anita with a plaque and thanked her for all she did for our chapter this year.

**2012-2013 Committee Formation:** Susan asked everyone if they knew what committee they would like to serve on for the upcoming year. If not, they could send to her in an email.

### **Announcements**

- ❖ Membership Dues (*Members urged to pay by October meeting*)
- ❖ Next business meeting will be in October. The date and location will be announced later.

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