

Northeastern District Association of Cooperative Extension Secretaries 1977 Spring Meeting

The Northeastern District Association of Cooperative Extension Secretaries met on Wednesday, May 25, 1977 at 3:30 p.m. in the Pitt County Extension Office, Greenville. Katherine Gillam, president, presided at the meeting. Myrtle Rountree, Vice President, gave the devotion.

Mr. Ed Yancey, Pitt County Extension Chairman, extended a cordial welcome to the group.

Hilda Mitchell, Secretary, read the minutes which were approved.

The roll was called and 25 secretaries were present.

The Treasurer's report was given by Linda McMullen reporting a balance of \$171.23 on hand.

Comments were given by Mr. J. C. Jones, District Extension Chairman. He reported a committee has met twice and is still working on a training workshop for secretaries. He stated that the committee is working on two proposals: (1) Fall one-day workshop including all districts on campus at NCSU, 9:30 - 3:00 which includes touring university facilities and maybe a fashion show. This recommendation has not been approved because of funding; (2) One-day workshop on campus at NCSU and districts attending in blocks. Mr. Jones also expressed appreciation to secretaries for their contribution and support to the Extension Service.

Mrs. Josephine Patterson, District Extension Agent, stated it was a privilege and a treat to meet with the secretaries, because she had been unable to attend a meeting previously. She based her comments on professionalism, proficiency and public relations which was taken from the association's stationery. She challenged us to do a better job in the future and develop a code of ethics. One goal Mrs. Patterson suggested was that 100 percent of the secretaries in the Northeastern District attend the state meeting.

Mr. Yancey introduced our guest speaker, Rev. Willis Wilson, Reedy Branch Free Will Baptist Church, Winterville. Mr. Willis is an excellent speaker and the group enjoyed his remarks very much. He used each letter in the word SECRETARY to challenge and inspire the secretaries to do a better job: Service, Enthusiasm, Conscience, Ready, Ethics, Tact, Activity, Reputation, and Yoke.

At this time the meeting had a 10 minute break for committees to have a planning session. Immediately after committee meetings, a delicious dinner was served by Pitt County Extension Staff sponsored by C. J. Merriman, Representative of Ciba-Geigy Company, Winterville.

The meeting reconvened.

Committee Reports

- Public Relations - Celeste Speers: On February 2, 1977 the Public Relations Chairman sent a letter to association members giving each secretary an opportunity to participate in an Association Newsletter. News was received from one member. Mrs. Smith has sent one District Association Newsletter to association members. The committee plans to send one more newsletter for 1977. For the last newsletter for 1977, we would like to list each secretary's name and her years of service to the North Carolina Agricultural Extension Service. Slips of paper were passed out for this information.
- The committee decided to work up a news release to be sent to each county for their local newspaper after district and state meetings. This news release will be presented at the next district meeting for approval.
- Professional Improvement - Betty Dail: The committee recommended that secretaries pursue educational courses on individual basis, and check courses offered at community colleges and technical institutes.

- Goals and Aims - Carol Baker:
 - To recommend that Extension Secretaries receive longevity pay following the State Personnel Guide for longevity pay.
 - To adopt a project to be carried out by the District Association.
 - To have 100% participation in membership in the district (counties).
 - Better working relationship and communications between agents and secretaries.
 - Exchange of ideas through newsletters to accomplish work more efficiently.
 - More secretaries to take advantage of workshops and schools to advance training.

Linda McMullen, State President, read the minutes of the Executive Board Meeting held in Raleigh on March 22, 1977, and the following was discussed: \$50.00 has been tentatively set aside for the scholarship fund for a worthy prospective business student for 1978. She stated that the amount of the scholarship fund would be flexible for the time being until the state treasury could be built up and the organization be self sufficient. The money for the scholarship fund would be deposited in a separate account. She appointed the State Board of Directors on the Scholarship Fund Committee.

She also stated that the State Finance Committee recommended to the Executive Board that state dues be raised to \$6.00.

The outcome of the admendment to the bylaws vote was that we admend the bylaws to read: Article V, Section 1: The elected officers of this Association shall be President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer.

Miss Gillam announced that the 1977 State Meeting will be held in Asheville with the Western District as host on September 23 or September 30 depending on when reservations can be made. The Northeastern District will be responsible for one door prize for the State Meeting.

She announced, also, that the 1983 State Meeting will be held in the Northeastern District.

The Beaufort County Extension Secretaries issued an invitation to host our Fall District Meeting.

A project was adopted by the association to send one worthy youth to 4-H Camp each year, beginning in 1978. Miss Gillam is to appoint a committee to work out details for this project.

The group discussed ways to carry out a money making project to help defray expenses of members to attend the State Meeting and other projects. Linda Hollowell made a motion to adopt this project and it was seconded by Myrtle Rountree. The motion carried, Miss Gillam appointed Celeste Speers, Sharon Doxey, Linda Hollowell, Linda McMullen, and Myrtle Rountree to serve on this committee.

A discussion was held on obtaining a telephone credit card for use in the Northeastern District Association. Frances Cobb made a motion to obtain a telephone credit card and Mabel Jordan seconded the motion. The motion carried. Miss Gillam is to obtain the card.

The meeting adjourned.

Respectfully submitted,

Katherine M. Gillam, President
Hilda E. Mitchell, Secretary