

Northeastern District Association of Agricultural Extension Secretaries 1989 Fall Meeting

October 25, 1989

The Northeastern District Association of Agricultural Extension Secretaries met for their Fall meeting at the Tyrrell County Extension Office, 10:00 a.m. The meeting was called to order by Arnette Parker, President.

Frances Voliva, County Extension Director, welcomed everyone to the county. Devotion was given by Janet Hardison.

Arnette then introduced our speakers, Frances Voliva and Ivy Brantley, who gave us a fun program on "Personality Pursuit." After the program, we toured a local shop, "Country Things." We then enjoyed a delicious lunch.

After lunch, we held our business session.

Minutes were dispensed of since everyone received a copy by mail.

Roll call was taken with 25 members present. Rosanna Rhea was welcomed as a new secretary in Bertie County.

Treasurer's report was given by Catherine Winslow showing a balance of \$1,569.62 (treasurer's report attached).

COMMITTEE REPORTS

Finance - no report.

Goals and Aims - Jackie Tarkington - passed out the Goals and Aims Committee Report (attached). She asked everyone to be thinking about No. 7 (project).

Hospitality - Tammy - sent cards to Myrtle Rountree (sympathy); Gennie Williams (baby); and Peggy Bailey (get well). Continue to let Tammy know of "happenings" in your county.

Professional Improvement - Janet Hardison - urged each secretary to pursue any courses being given (computers, etc.)

Public Relations - Betty - passed out a Secretary Directory to each secretary.

Membership - no report.

Rules and ByLaws - no report.

We were delighted to have Dr. Hobgood with us. He wanted our concerns on problems and issues we may have with the computer, particularly Caroline. We then discussed and pointed out some problems we are having with Caroline:

1. Connecting.
2. Messages not getting to appropriate counties.
3. To get the full understanding of some letters at times, extensive editing is necessary because a different program has been used other than PC-Write.
4. Why are so many different programs used within Extension? (pc-write, wordperfect, etc.)
5. Training on CIPS was excellent.

6. More training on PC-Write; use mail merge.
7. Computers at each secretary's desk.

Appreciation was given to Dr. Hobgood for helping us to get more training in our District.

OLD BUSINESS

Katherine Gillam reported on the State Meeting in Burlington. One hundred seventy secretaries registered; ten from NE District. Arnette Parker received the Leadership Award.

NEW BUSINESS

Belinda Banks reported Inga Miner received the Herter-O'Neal Scholarship. She will be attending Paul DeCamp Community College in January. The scholarship was \$350.00.

A committee of Betty Cox, Arnette, and Pam Ballance will check into accommodations in our area and at the beach for the State meeting if we should decided to host the meeting in 1991. This committee will report on their findings at the Spring meeting.

MarySue Wright-Baker, Chairman of the Nominating Committee, presented a slate of officers for 1989-90:

- President - Arnette Parker
- 1st Vice President - Linda McMullen
- 2nd Vice President - JoAnn Zimmerman
- Secretary - Tammy Smith
- Treasurer - Jackie Tarkington
- Advisor - Katherine Gillam

Betty Cox made a motion that we accept this slate of officers. Louise Newsome seconded. Motion carried.

Ivy Brantley led in the Installation Ceremony of officers.

Washington County will host the Spring meeting.

Gene Reynolds then passed out door prizes. The meeting was adjourned.

Arnette Parker, President
Wanda Williams, Secretary