

## North Carolina Cooperative Extension Secretaries Association - NED 1991 Spring Meeting

The Northeastern District Association of Agricultural Extension Secretaries met for their spring meeting at the Topside Restaurant in Camden County on May 30, 1991, 10:30 a.m.

President Linda McMullen called the meeting to order. Freddie O'Neal, Camden County Extension Director, welcomed the group. Betty Cox gave our devotion.

A motion was passed to dispense with reading minutes.

Roll call showed 15 members in attendance.

Jackie Tarkington, in the absence of Denise Lamb, gave the treasurer's report showing a balance of \$1,716.53.

Linda McMullen introduced Betty Dail, Camden County Home Economics Extension Agent, who gave a program on Conflict Management. The program was very informative and everyone learned something about themselves.

Linda McMullen gave the invocation prior to lunch. Dr. Susan Lyday, District Extension Director, joined us for lunch and brought greetings.

### **Committee Reports**

- Finance - Jackie Tarkington reported, in Denise Lamb's absence - that there was no specific report except the Treasurer's report.
- Goals and Airns - Janet Hardison reported - that another day had been awarded to secretaries for professional improvement.
- Hospitality - Lou Newsome was absent, but sent the following report - The committee recommended purchasing an 8" x 10" plaque for Marie Roberson, who retired from Martin County. The cost would be \$43.95, which exceeds the limit set by the committee (\$25.00). The proposal was discussed. Betty Cox suggested another company to order the plaque from that would be less expensive. Linda will ask Lou to get in touch with Betty for specifics. Secondly, the committee reports that there has been no cards or any activity for the committee. It was asked if we should send cards for sickness, death, etc., out of our district when we are aware of it. It was decided that it would be left to the descretion of the committee.
- Membership - Catherine Winslow was absent - it was reported that we have 100 percent membership.
- Nominating - Betty Cox - no report.
- Professional Improvement - MarySue Wright-Baker - reported that she, along with other state committee members, were working on the development of a handbook for each Extension office for new secretaries coming on board. The handbook will act as an orientation to include such things as instructions for report forms, procedures, and general information. Any comments or suggestions are welcomed.
- Public Relations - Peggy Bailey was absent, but sent the following report - Peggy plans to write a news release about our spring meeting to be sent to each county. She also plans to do an article on Marie Roberson's retirement.
- Rules and Bylaws - Katherine Gillam - reported that there had been no changes.
- 4-H Camp Scholarship (Special Committee) - It was reported that the scholarship would be \$85.00. Drawing for the scholarship was awarded to Dare County, with the alternate county being Martin.

### **OLD BUSINESS**

Board of Directors Meeting held in February: Linda McMullen gave highlights of the meeting.

Nominations for Executive Board Award are due to Nancy Griffin by August 1, 1991. There is a possibility of an on-campus secretary's association being formed.

Vacancy in 2nd Vice President Position - Jo Ann Zimmerman resigned as 1st Vice President and Rosanna Rhea stepped up to that position. Nominations were opened from the floor. Belinda Banks, Gates County, was elected to serve as 2nd Vice President for our district.

### **NEW BUSINESS**

Association Name Change: The two choices for our new association name were ANCCES (Association of North Carolina Cooperative Extension Secretaries), and NCCESA (North Carolina Cooperative Extension Secretaries Association). The state board asked that each district make a recommendation for their preference. Our district voted for NCCESA.

1992 State Meeting: The Executive Board asked the Northeast District to host the 1992 state meeting to be held in Raleigh, NC, September 29-30, 1992. Betty Cox moved that we accept this invitation. Seconded by MarySue Wright-Baker, the motion passed.

Chowan County will host the fall meeting.

There being no further business, the meeting was adjourned.

Linda McMullen, President  
Tammy Smith, Secretary