

## North Carolina Cooperative Extension Secretaries Association - NED 1995 Fall Meeting

(November 1, 1995)

The fall meeting of the Northeast District NCCESA was called to order by Belinda Banks, President. Thought for the Day was given by Denise Lamb. Welcome was given by Gene Reynolds, Tyrrell County Secretary.

President, Belinda Banks presented Arnette Parker as our new State President. Arnette was given a corsage in appreciation and recognition of her new office.

Roll call showed an attendance of 24 present.

It was moved that we dispense with the reading of the minutes by Tammy Smith and seconded by Melanie Chevalier; the motion passed.

Lynn Upton gave our Treasurer's report showing a balance of \$1,507.53; the report was distributed to members and it was motioned by Betty Cox that we accept the report as presented. Seconded by Peggy Bailey, the motioned was passed.

### **OLD BUSINESS**

Belinda Banks, President, reported that at the State Meeting in Charlotte, there were 12 association members who represented the NE District (Myrtle Rountree, Gene Reynolds, Arnette Parker, Betty Cox, Melanie Chevalier, Jackie Jernigan, MarySue Wright-Baker, Brenda Macioce, Catherine Winslow, Donna Williams, Joy Davis, and Belinda Banks).

In 1996, the State Training will be April 25-26 in Raleigh at the Sheraton. Arnette Parker and Belinda Banks were on the committee.

Arnette Parker reported that the State Training will be separate from the State Meeting. At the training we have a choice of 4 classes. The sessions are as follows:

- Pre-Retirement
- New Secretary Orientation (5 years or less)
- Self Discipline
- Keep Yourself Balanced Through Humor
- Newsletter Design
- Myers Briggs (which will count as 2 classes)
- CQI
- Time Management
- Improving Memory Skills

There will be a Fashion Show by Hudson Belk and a tour of the Arboretum or Ricks Hall.

At the State Meeting, there were 208 secretaries attending. Tammy Smith received a 15 year Service Award, Belinda Banks received a 10 Year Service Award, Risha Foreman received a 5 Year Service Award, and Donna Williams received a Special Leadership Award. Arnette Parker stated that there were no computer awards. President, Belinda Banks encouraged us to talk up for ourselves for awards next year.

It was reported that \$806 was raised for the Gnome Raffle.

State Association's New Officers are as follows:

- President - Arnette Parker
- 1st Vice President - Debbie King
- 2nd Vice President - Gwen Roberts
- Secretary - Brenda Gail Saye
- Treasurer - Sandra Smith

The 1996 State Meeting will be held in Chapel Hill at the Omni Europa.

## **NEW BUSINESS**

State President's Report, Arnette Parker: Arnette Parker hopes everyone attends the State Meeting in September. Board of Directors meeting will be held on February 16, 1996 - Officers of the Federation need to attend. President Elect of the Federation from the Secretaries Association is Janice Dotson. Janice will be President in 1997. Horn of Plenty will be held in August. The Secretary Association has been permanently assigned the responsibility of providing beverages. Arnette Parker said anyone from our association who would like to help may do so. The Secretaries Association will not pay for travel, so it will have to come out of county money. Arnette needs to know the names of those who would like to help.

Following the State President's Report, Frances Voliva - Retired Tyrrell County Extension Director - gave an update on the 4-H Environmental Center.

## **COMMITTEE REPORTS**

FINANCE: Lynn Upton - no additional report.

GOALS AND AIMS: Catherine Winslow, absent - no report.

MEMBERSHIP: Melanie Chevalier - 25 members last year, 26 members this year. When we get a new secretaries, please let everyone know.

MarySue Wright-Baker asked should grant people join the association or not? Arnette Parker thinks they probably can, but it is an issue that should be addressed.

NOMINATING: Katherine Gillam - no report.

PROFESSIONAL IMPROVEMENT: MarySue Wright-Baker - Stress Removal Workshop for Women to be held on December 13 in Norfolk at the Norfolk Airport Hilton. Cost \$49.

PUBLIC RELATIONS: Tammy Smith - no report.

RULES AND BY-LAWS: Arnette Parker - Revision should be made to take new matters into consideration.

The President and First Vice President will serve as Representatives to the Federation Forum. Officers will participate in the Rotation System. They must have been District Officers and attended a Federation Forum. Term will be from January to December.

Secretaries Handbook and Get Acquainted Book will be done loose leaf on computer.

## **ANNOUNCEMENTS**

The spring meeting will be held in Washington County; date will be announced.

Belinda Banks asked that we share in the loss of Katherine Gillam's brother.

Tammy Smith was married on August 25 and will be leaving for South Korea in December.

Belinda Banks' husband has been promoted to Sergeant and has been transferred to Goldsboro, NC. Belinda will be joining him in the near future. Belinda asked that we keep everyone in our thoughts and prayers.

There being no further business, the meeting was adjourned.

Potpourri baskets, door prizes, and goodie bags were provided by the Tyrrell County Extension Secretaries.

Belinda Banks, President

Risha Foreman, Secretary