

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

(May 24, 1995)

The spring meeting of the Northeast District NCCESA was called to order by President, Belinda Banks. Devotion was given by Risha Foreman, who read a poem entitled "Pause a Moment" followed by a prayer. The welcome was extended by Lewis W. Smith, Jr., Perquimans County Extension Director.

Roll call showed an attendance of 22.

It was moved and seconded that we dispense with reading of the minutes, since they were enroute by E-mail from Tammy Smith.

Lynn Upton gave our Treasurer's report showing a balance of \$1,582.41.

Dr. Russell King, NE District Director was the special guest. Dr. King spoke about the budget and the direction Extension needs to go in order to keep up with changes. Dr. King challenged us to look at programs being conducted and evaluate whether they are meeting the county's needs. Dr. King also mentioned that positions are being filled fairly rapidly in the NE District. There are between 8-10 positions open and qualified people are being sought to fill them. Dr. King welcomed input from secretaries on open positions. He mentioned that some secretaries are up for grade adjustments and if we feel we should be under another grade, we should talk with our County Director.

President, Belinda Banks, recognized Ruth Smith, retired secretary from Bertie County, and two new secretaries: Brenda Macioce of Currituck and Sherri Harris, Breastfeeding Secretary of Pasquotank.

### **Committee Reports**

Finance - Lynn Upton - no additional report.

Goals and Aims - Catherine Winslow - gave the following suggestions, which were received from Devona Beard:

1. Encouraged 100% membership state wide.
2. Encouraged district and state meeting attendance.
3. Initiate a Flex-time schedule.
4. Emphasize professional training.
5. Cross-county computer class among counties for agents and secretaries.
6. I.D. cards for secretaries (probably arrange at 1996 Spring State Training).

Next, Betty Cox suggested that when new secretaries are employed, an E-mail message would be nice to introduce them.

Membership - Melanie Chevalier - stated there are 28 members (100% membership).

Nominating - Katherine Gillam - no report.

Professional Improvement - MarySue Wright-Baker - encouraged participation in seminars and workshops at community colleges.

Public Relations - Tammy Smith - no report.

Rules & By-Laws - Arnette Parker - had nothing on the district level, but hoped everyone voted on the proposed rules and by-laws on the state level.

4-H Camp Scholarship - Gene Reynolds - reported that Camden County will get scholarship this year.

## **OLD BUSINESS**

State Executive Board Meeting - President, Belinda Banks stated that the State Executive Board Meeting that was held on February 17, 1995 at the McKimmon Center in Raleigh was attended by three Northeast District members (Belinda, Melanie, and Arnette). At the meeting, Dr. Everette Prorise, Interim for County Operations, offered assistance to the Association in any way possible. Dr. Billy Caldwell, Interim Associate Dean and Director, stated the importance of secretaries as support staff. He also discussed openings. Dr. Bob Wells, Retired Associate Dean and Director, received a Secretary Gnome from the Association in appreciation for what he had done for the Association.

The Book of Maps was distributed at the Executive Board Meeting and everyone should have received a copy. (Belinda passed out a sheet of corrections to the book of maps.)

Federation Changes - Everyone should have voted on the proposed by-law changes for the Federation Officer and Delegates, and e-mailed to Lois Caison.

## **NEW BUSINESS**

Staff Senate - Nomination forms for the Staff Senate should have been mailed by 5:00 p.m. today. The Administrative Council and NCSU Board of Trustees approve implementation of the NCSU Staff Senate, which purpose is to give the support staff direct input to the decisions made by the Chancellor. The senate will be used to bring forth information of importance and it will represent the University and county staffs.

Horn of Plenty - will be held on August 21, 1995 in Pinehurst, NC. Secretaries are to provide drinks (soft drinks, coffee, tea, etc.) for about 800+ people. Each district is to donate \$25 and each association should contribute \$1.00 per member. If it works out and is better for the association, it may be our job to provide drinks each year.

It was motioned by Betty Cox that we take money from the treasury to cover these expenses. It was approved.

Benevolence Plan - The Executive Board approved that a \$25 donation be sent to an approved charity in memory of deceased NCCESA member. When a death occurs within our district, Christine Barrier, State Treasurer, needs to be contacted and given the necessary information.

Fund Raiser - Dr. Dalton Proctor donated a 4-H Gnome to the NCCESA. Each county is to get 10 raffle tickets for the 4-H Gnome. Tickets are \$1.00 each. President Belinda Banks, received 150 tickets (each county was to receive tickets from Risha Foreman at the end of the meeting).

1995 State Meeting - will be hosted by the SW District and be held in Charlotte, NC at the University Hilton on September 28-29. Theme will be *The Winning Team*. President Belinda Banks had tickets for everyone.

1996 State Training - will be held on April 25-26, 1996 at the Sheraton Crabtree. If no budget cuts, expenses will be handled by the state as previously done. County Directors will not share in the training with us. A tentative list of workshops is attached.

Executive Board Award Nominations - Arnette Parker stated in order to nominate someone, a letter needs to be sent to her with the name of the nominee and why they are being nominated by August 1, 1995. Nominations for Executive Board can be done by individual or organization. This award is based on participation, contribution, and

cooperation with the association. Betty Cox mentioned that most have served on all levels, especially the state level, but it is not required for the position. It was suggested that nominations be in by August 1st.

District Leadership and Computer Utilization Awards - Arnette mentioned that we have a chance to nominate people for District Leadership and Computer Utilization Awards. The campus will not be awarded separately; there will only be one overall state winner in each category. Arnette stressed the importance of nominating someone for these awards, because last year, some districts did not have anyone nominated.

District Performance Award - Arnette mentioned that the paperwork for these awards has to be done very precisely. She mentioned that nominees are in competition with high level administrative assistants. Dr. King suggested working as a team to do applications.

Re-districting - The same districts that were in effect in 1994 will be in effect 1995-96. Arnette mentioned that there is rumor that there may be more re-districting changes.

President, Belinda Banks stated that Beaufort and Pitt Counties do not plan to join us at this time.

1996 State Secretaries Meeting - probably will be held in Durham; date has not been confirmed yet (usually the third week in September).

1995 Fall NE District NCCESA Meeting - will be hosted by Tyrrell County in September or October. It will probably be held the week of October 16th at Sentel's Restaurant. Specific date and location will be announced later.

Betty Cox mentioned the sadness of Ernestine Talley's death and suggested sending a card to the family.

President, Belinda Banks, read a poem entitled "Every Person Is Important."

Brenda Gardner thanked everyone for the flowers and cards during her husband's death.

Peggy Bailey thanked everyone for their sympathy during the death of her mother.

There being no further business, the meeting was adjourned.

Prior to lunch, Betty Cox gave the invocation. After lunch, door prizes were distributed and a program was given by Beth Ehrhardt, Creative Memories Consultant on preserving family photos.

Afterwards, the group was given the opportunity to go to the Newbold-White House to see a slide presentation and tour the house.

Belinda Banks, President  
Risha Foreman, Secretary