

North Carolina Cooperative Extension Secretaries Association - NED 1996 Fall Meeting

(October 31, 1996)

The fall meeting of the Northeast District NCCESA was called to order by President, Denise Lamb. Thought for the day was given by Tammy Sawyer, entitled *Answered Prayer*. Welcome was given by Rosanna Rhea, Bertie County Extension Secretary.

The following new staff members and guest were introduced: Pamela Allen and Gladys Barnes of Beaufort County, Denise Bunch and Shelia Russell of Chowan County, Sharon Woolard of Martin County, Sandra Early, Carol Hardee, and Patricia Satterfield of Pitt County, Katherine Gillam and Ruth Smith, retired secretaries from Bertie, and Dr. Russell King, NE District Director.

It was moved and seconded that we dispense with the reading of the minutes since they were sent by e-mail; the motion was passed.

Roll call showed an attendance of 29.

Treasurer's report, which was given by Lynn Upton, Treasurer, showed a balance of \$1,662.25.

Committee Reports

FINANCE - no additional report.

GOALS AND AIMS - Catherine Winslow - stated that we need to strive to be the best secretary and helper we can be and reach out to those who come to us seeking information and help.

HOSPITALITY - no report.

MEMBERSHIP - Gene Reynolds - stated that membership was 100% the last time before redistricting. She urged those who haven't joined to please join.

NOMINATING - Rosanna Rhea - gave the following slate of officers:

- President - Denise Lamb
- 1st Vice President - Betty Cox
- 2nd Vice President - Linda McMullen
- Secretary - Risha Foreman
- Treasurer - Lynn Upton

PROFESSIONAL IMPROVEMENT - MarySue Wright-Baker - stated that we should continue to improve. She mentioned Career Track Seminars held in Virginia. She also suggested checking with community colleges for classes and acquiring tapes from campus.

PUBLIC RELATIONS - no report.

RULES AND BY-LAWS - no report.

OLD BUSINESS

STATE MEETING - Arnette Parker, NCCESA Advisor, talked about the State Meeting held in Chapel Hill at the Omni Hotel. There was an entertaining program from the Hat Lady, who had about 200-300 hats and a story for each. Betty Cox received a Service Award, Computer Utilization and Leadership Awards. There were approximately 12 from the NE District to attend.

RE-DISTRICTING - Arnette said re-districting was handled without too much grief. It is in the best interest of everyone to adopt the same guidelines proposed for the districts as the NCCES. Dr. Zublena doesn't feel like another change will happen soon.

HORN OF PLENTY - Arnette talked about the Horn of Plenty which was held at Tanglewood in Winston Salem. It was mentioned that we need to send the \$25 plus the \$1.00 per member. She said that there were other districts who had not paid also. She said that next year's budget needs to include the amount for the Horn of Plenty.

FEDERATION FORUM - Arnette said that the forum will be held in Winston Salem at the Capitol Club. She stated that the Federation Forum is a clearing house for the Associations to meet and address submitted questions and concerns from the Associations which have been prioritized. Arnette said that when she was asked for questions and concerns, there were only two (reclassification and merit raises). Arnette said that she will be going as NE representative, because she is still advisor on the State Board. Janice Dotson will represent the NCCESA as President this year.

Arnette said we were represented for choice of Director of County Operations.

Arnette mentioned that if we are ever asked to serve in a state officer role, we should consider it. It needs to be discussed with the agents and the county director before accepting, because there may be conflicts at times.

A study will be funded in reference to secretarial classification. Positions up for reclassification have been frozen until the study is done.

Rosanna Rhea thanked Arnette for the job she had done as State President. Arnette said she enjoyed it and that it was fun and informative. Betty Cox said the only way to know what is going on is to be involved.

Dr. King elaborated on reclassification. He said that a secretary review was done about three or four years ago for campus secretaries, which was requested by Human Resources. Leadership at that time felt the county secretaries would not be looked at. This sent a negative message to counties, because they were not looked at. It was stated that the last time some positions in the counties were classified was in the 1950's and 60's. Counties were looked at differently based on economic situation and how other secretaries were paid in the county. According to the formula used, some positions were at a classification level that did not need to be addressed. However, some were at a level where they could be addressed, if the County Director supported that and went through a strenuous process to write it up. This formula said that some were eligible to be looked at for reclassification, and some were not. When this was explained to the County Directors, it was hard to give a rationale as to why. We are now at a point of trying to get every position looked at. Dr. King also mentioned that a higher grade doesn't necessarily mean a pay increase.

Arnette said that Dr. Zublena wants everyone to be accountable enough that if state money wasn't available, the county could pay salaries. Dr. King said several counties have a step and grade system already in place.

Lock-in and send-in was also discussed.

Dr. King congratulated Betty Cox on being the recipient of two awards. He also mentioned that some counties did not have any nominees. He said that we can nominate each other; it doesn't have to be a particular person on staff to nominate you.

NEW BUSINESS

The spring meeting will be hosted by Camden County.

Installation of officers was performed by Rosanna Rhea.

Betty Cox suggested sending information to Helen Miller for the scrapbook. She said information can be sent at anytime. MarySue Wright-Baker suggested taking a picture of the County Secretaries doing something. Betty Cox suggested sending a picture of a District Meeting.

After a 15 minute break, Linda Boyette, Extension Agent, Family & Consumer Education gave a program on Recycling Fabrics by making yo-yos. Each secretary was given a packet in order to make a yo-yo ornament.

A delicious lunch was prepared and served by the Bertie County Extension Staff. Grace was said by Patricia Satterfield of Beaufort County.

Numbers were drawn and pumpkin decorations and bags of peanuts were given as door prizes.

There being no further business, the meeting was adjourned. The group went on a tour of a local bed and breakfast inn.

Denise Lamb, President
Risha Foreman, Secretary