

North Carolina Cooperative Extension Secretaries Association - NED 1997 Fall Meeting

(October 31, 1997)

The fall meeting of the NE District NCCESA was called to order by President, Betty Cox.

Mike Williams, CED of Chowan County extended the welcome and expressed his appreciation to secretaries.

Denise Bunch gave the thought for the day entitled "The Keeper of the Spring."

Dr. King was present and gave a few remarks and told the story about how the robin got his red breast, which symbolized caring.

Tom Dyson gave a very amusing and educational program as Agent Trowel.

Roll call showed an attendance of 31 present and 2 absent.

New members present were Megan Godfrey of Pasquotank, and Pat Braswell and Barbara Campbell of Pitt County. Also in attendance were Ginny Ashley, Chowan County Office Assistant, and Ruth Smith, Retired Secretary from Bertie County.

It was motioned by Jackie Jernigan to dispense with the reading of the minutes, since they were sent by e-mail. The motion was seconded by Catherine Winslow; motion passed. Rosanna Rhea mentioned Katherine Gillam's last name should have been Gillam instead of Gilliam.

Lynn Upton gave the Treasurer's report, which showed a balance of \$2,146.36.

OLD BUSINESS

STATE MEETING - Melanie Chevalier reported that the State Meeting, which was held in Rocky Mount at the Gateway Convention Center on September 18-19 was great. Shelia Ange of Martin County received the Computer Utilization Award and Betty Cox received the Special Leadership Award for the Northeast District.

HERTER O'NEAL SCHOLARSHIP - Wanda Williams reported that Karen Joyner of Beaufort County was the recipient of the Herter O'Neal Scholarship. Karen is majoring in Business at Beaufort Community College.

SECRETARIAL STUDY - President, Betty Cox reported that Phase 1 of the Secretarial Study had been completed and a three level system has been proposed: County Extension Secretary I (Entry Level), County Extension Secretary II (Programming and a small portion of Administration), County Extension Secretary III (Administration). Salaries should be competitive with similar positions in the local market. Dr. King stated that the consultant had picked up on Administrative Secretaries are not utilized as much as they should be by the County Extension Directors. For example, some Administrative Secretaries were not opening their CED's mail.

SECRETARY AWARDS OF EXCELLENCE - President, Betty Cox said that at the State Meeting it was stated that the Secretary Awards of Excellence need to be revamped. It was decided that the Professional Improvement Committee look at criteria and make suggestions for change. Betty said that our district Professional Improvement Committee Chairman will serve on the State Committee. She welcomed input for ideas and ways of improvement. Suggestions need to be sent to the chairman and Betty.

NEW BUSINESS

1998 STATE MEETING - will be held on September 24-25, 1998 in Southern Pines at the Holiday Inn.

1999 STATE MEETING - Linda McClintock stated that the 1999 State Meeting will be held in the Outer Banks. A facility needs to be found. There needs to be planning for meals, banquet, entertainment, speakers, training, and tours for Thursday. Brenda Macioce asked if there was positive response about the location. Linda stated the response was positive.

Linda mentioned that at one of the past state secretaries meetings there had not been a hospitality room; goodie bags were distributed instead. President, Betty Cox stated that some hotels don't allow foods in, unless they have a liability policy. Betty asked if there was a motion that we not have the hospitality room. Jackie Jernigan made a motion and Catherine Winslow seconded the motion. The motion passed.

Linda said that she would get in contact with Donna Williams of Dare County to find out about a meeting facility (hotel with banquet and meeting facility).

The following committees were named and signed up for: (Linda will e-mail a list to everyone.)

1. Hospitality
2. Finance - (\$600 will come from the state)
3. Tours/Entertainment
4. Program (Educational and Speaker for Banquet)
5. Decorating (set-up for Banquet & Friday, corsages for officers)
6. Registration
7. Door Prize

President, Betty Cox suggested that each committee chairman be on an Executive Committee, in order that everything will be coordinated and everyone will know what is going on.

It was stated that the Lost Colony will not be open at that time, but the Elizabethan Gardens could be toured.

Linda stated that a theme needs to be chosen for the meeting, and ideas can be e-mailed to her. Also, meals need to be planned for the banquet, breakfast on Friday, and lunch on Friday.

Carol Hardee asked if each county will be asked to contribute a certain amount. Linda stated that the cost would need to be known first. It was mentioned that we could have a raffle at the 1998 State Meeting in Southern Pines.

MarySue Wright-Baker suggested a video on highlights of counties in the District. She also mentioned that we don't have to have door prizes for every single person. Brenda Macioce suggested giving beach towels.

At this point, the meeting was recessed for a very delicious lunch, prepared by members of the Chowan County Extension Staff. President, Betty Cox gave the blessing. Special thanks was given to Mike Williams, Marjorie Rayburn, and Shari Farless for preparing lunch.

COMMITTEE REPORTS

- FINANCE - Lynn Upton - no additional report.
- GOALS AND AIMS - Gladys Barnes - no report.
- HOSPITALITY - Pam Allen - no report.
- MEMBERSHIP - Gene Reynolds - urged everyone to pay dues and join if haven't done so. Due by November 1st.
- PROFESSIONAL IMPROVEMENT - MarySue Wright-Baker - encouraged everyone to take part in local community college and business workshops.

- PUBLIC RELATIONS - Denise Bunch - encouraged everyone to send information to her for the newsletter.
- RULES AND BY-LAWS - Carol Hardee - no report.
- NOMINATING - Rosanna Rhea - reported that although the bylaws state that an officer can serve only one term, there is nothing that says an officer can't be re-elected for a second term. The present board was presented to be voted on to serve one more term. There were no nominations from the floor. All were in favor of the present board serving one more term.

1998 SPRING MEETING - Currituck will host in April or May (after the Livestock Show).

Carol Hardee asked if the money that went with their county when they previously redistricted could be returned to us. In the minutes dated March 5, 1987, it stated that the money would go to the Southeast District to help them get off to a good start. President, Betty Cox felt that we should not ask for the money to be returned to our district.

Three new members were welcomed to the association. They were Megan Godfrey of Pasquotank, and Pat Braswell and Barbara Campbell of Pitt County.

There being no further business, the meeting was adjourned. Approximately 15 went on a trolley ride tour of Historic Edenton.

Betty Cox, President
Risha Foreman, Secretary