

North Carolina Cooperative Extension Secretaries Association - NED
2005 Spring Meeting

May 20, 2005
Gates County

The NCCESA met for their Spring Meeting at Gates County Extension Center on Friday, May 20, 2005 with registration beginning at 9:30 a.m. and the meeting at 10:00 a.m.

Jean Sigmon, President, called the meeting to order and Reba Green-Holley (Gates CED) welcomed the group.

Linda Eure (Gates Administrative Secretary) introduced the speaker, Helen Eure (FCS Agent, Gates). Helen presented "Eat Smart, Move More-Eating Smart at Home" in the form of a PowerPoint, and supplied each of us with take home tools to implement her program suggestions.

MarySue Wright-Baker, 1st Vice President, provided a Thought for the Day and Shelia Ange introduced Stacie Dunlow, new secretary in Bertie County.

Denise Bunch, Secretary, did roll call. Attendance as follows:

- Beaufort: Pam Allen and Gladys Barnes
- Bertie: Belinda Belch
- Camden:
- Chowan: Denise Bunch
- Currituck: Donna Keene and MarySue Wright-Baker
- Dare: Donna Hanusik
- Gates: Linda Eure and Edna Williams
- Hertford: Jackie Jernigan
- Hyde:
- Martin: Shelia Ange and Brenda Gardner
- Northampton: Robbie Bridgers, Maryann Edwards, Jean Sigmon
- Pasquotank:
- Perquimans: Risha Foreman and Teresa Story
- Pitt: Wendy Garner
- Tyrrell: Nancy McGowan
- Washington: Janet Hardison and Wanda Williams
- District Director: Dr. Russell King

Also in attendance was Evelyn Stahling, Northeast District Administrative Secretary.

In regards to the minutes from the Fall 2004 meeting, Wendy Garner made a motion to dispense with the reading of the minutes. Linda Eure seconded the motion and it passed.

Donna Keene, Treasurer, presented the treasurer report. Checking account balance is \$1782.02 and Money Market balance is \$4335.86.

Dr. Russell King, NE District Director, gave us an update on the happenings in the district.

- Jean Balance passing.
- Bertie County FCS position open.
- Camden County still looking for Crops Agent
- Chowan County losing Amy Damrow, 4-H Agent at the end of July
- Budget: rumors, as always, floating around, but there is a sense that it will be a better situation than it has been over the past 7-8 years
- Update on Dr. and Mrs. Ort
- Happy to have Stacie Dunlow
- Update on Denise Lamb

Jean announced that we have a card for Dr. and Mrs. Ort and also for Denise that everyone needs to sign before we leave today.

Jean also mentioned that in the membership committee guidelines there is really no specified item regarding sending flowers who has been sick for a prolonged period. She suggested that we take up money to purchase flowers for Denise Lamb. Teresa Story will purchase and deliver.

COMMITTEE REPORTS

- MEMBERSHIP: no report
- NOMINATING: (Jackie Jernigan) The Nominating Committee presented at our Fall 2004 secretaries meeting the following slate of officers: Linda Eure, Gates County - 2nd Vice President; Wendy Garner, Pitt County - Secretary; Donne Keene, Currituck County - Treasurer. These ladies will be installed today to serve 2005-2006.
- RULES AND BYLAWS: (Linda Eure) The Rules and Bylaws Committee members have reviewed the district minutes. Statements specific to the district will be inserted into the state association's rules and bylaws format. Once the additions have been made, a draft will be posted on the web prior to our fall meeting. Thanks to all the committee members who read and deciphered the minutes.
- PROFESSIONAL IMPROVEMENT: (Shelia Ange) The Professional Improvement Committee encourages all secretaries to apply themselves to the following goals:
 - strive to reach and maintain the highest standards of performance.
 - exhibit loyalty and mutual helpfulness in all aspects of work.
 - establish and maintain a close professional relationship with administration.
 - foster good public relations with clientele and non-Extension groups.
 - develop and share ideas on a professional level.
- REFLECTIONS: (MarySue Wright-Baker) Presented the scrapbook and encouraged submissions for the scrapbook.
- PUBLIC RELATIONS: Amy Twiddy was not able to be with us for the meeting. She was participating in Relay for Life in honor of her mom. Jean read an e-mail from Amy that updated us on her mom's condition. Also, please get any newsletter material to her by the end of May. The state deadline is June 1 for material to be submitted.
- FINANCE: (Donna Keene) Requested that the previous report submitted stand for the committee report.
- 4-H CAMP SCHOLARSHIP: (Brenda Gardner) Reminded us that Beaufort County was the recipient of the 4-H Scholarship for the 2003-2004 year. Bertie County is the recipient for 2004-2005. We need to get working on these scholarships-camp is right around the corner.

OLD BUSINESS

- In the absence of Membership Committee chairperson, Shelia Ange presented Janet Hardison and Edna Williams with plants from the Association as listed in guidelines of the Membership Committee in regards to a member of the Association having a death in the family. A plant was also sent to Pat Braswell in Pitt County in memory of her husband. Shelia made apologies for the membership committee for these plants being given so late. She encouraged communication between all members on benevolence items to be taken care of.

MarySue requested that Dr. King announce to County Directors that they let the association know if one of the secretaries in their county is sick or has a family death.

Wendy announced that we need to send an e-mail to Suzanne Tal if we want to get notices regarding shared leave, deaths, etc. Ask to be added to the "announce" e-mail alias.

NEW BUSINESS

- Jean announced that the Horn of Plenty has been canceled for this year.
- Jean gave us information on the 2005 State Meeting: North Central District is hosting in Durham. Date: September 29 & 30, 2005.
- MarySue addressed the money tree raffle for the upcoming state meeting. Tickets will be sent out, hopefully by the first week of June. We will be hosting the state meeting in 2007 in Dare County and this money will help with those expenses. Brenda Gardner made a motion to e-mail theme ideas/descriptions to Wendy asap. Wendy will e-mail the ideas to everyone and we will vote before the fall meeting. Shelia Ange seconded the motion and it passed.
- Jean informed us that the '05 State Meeting registration is going to be \$75. She will let us know who to send it to asap.
- In the absence of Advisor Melanie Chevalier, Parliamentarian Teresa Story installed the officers in a "wedding ceremony;" these officers will begin their duties October 1, 2005.
 - Advisor: Jean Sigmon
 - Treasurer: Donna Keene
 - Secretary: Wendy Garner
 - 2nd Vice President: Linda Eure
 - 1st Vice President: Shelia Ange
 - President: MarySue Wright-Baker
- Shelia Ange presented the NE District 2004 Secretary of the Year award and a \$75 check to Jean Sigmon, Northampton County.
- Jackie Jernigan extended an invitation to everyone for our fall meeting in Hertford County. More information to come via e-mail.

ANNOUNCEMENTS

- Jean reminded us of the awards that are on the website. Most are due August 1.
- Jean attended the Board of Director's meeting in April and at that meeting the Southwest District announced that they have a secretaries retreat. She said it may be something for us to think about for our district. Dr. King agreed that this would be a good idea for our association.
- Wendy announced that Pitt County Arboretum will be having an open house on May 21.
- MarySue reminded us to keep up with our secret pals. We'll reveal at our fall meeting.

Wendy made a motion to adjourn. Donna Hanusik seconded and the motion passed.

We had a catered lunch and door prizes were drawn before leaving.

Respectfully submitted:

Denise Bunch
Secretary