

North Carolina Cooperative Extension Secretaries Association - NED  
2006 Fall Meeting

Christian Hope Church of Christ

**\*\*Please note that this is not a complete copy of the minutes.  
We did not wish to share the details about plans for the upcoming State Meeting!\*\***

The NE District of the NCCESA met at Christian Hope Church of Christ in Plymouth, NC on October 27, 2006. The meeting was hosted by Martin County. Registration began at 9:30 am.

The meeting was called to order at 10:00 am by MarySue Wright-Baker, President of the NE District. Martin County Extension Director, J.B. Coltrain, gave the welcome to our group. Brenda Gardner introduced Sheri Copeland from the Martin County Chamber of Commerce as our guest speaker. Ms. Copeland handed out items to the group of upcoming events in Martin County.

Shelia Ange, 1st Vice President, gave the Thought for the Day entitled "A Moment For You". Jean Sigmon, Advisor introduced our new secretaries in the district. They are Jennifer Harris, Chowan County, Rebecca Castello, Hertford County and Reta Blair, Gates County.

MarySue Wright-Baker, President, read remarks from Dr. King, via his email message to her. Dr. King plans to donate \$100.00 to our District for the Annual Meeting in 2007. He also shared that the Banding process is still under review for implementation at the county level. Donna Hanusik is back to work in Dare County.

Wendy Garner, Secretary, did the roll call. Attendance was as follows:

Beaufort - 2	Bertie - 1	Camden - 0
Chowan - 1	Currituck - 2	Dare - 0
Gates - 1	Hertford - 2	Hyde - 1
Martin - 2	Northampton - 2	Pasquotank - 0
Perquimans - 1	Pitt - 1	Tyrrell - 0
Washington - 1		

There were a total of 17 secretaries present.

The reading of the minutes was dispensed with since everyone received a copy via email. Jennifer Harris made a motion to accept the minutes as read, Brenda Gardner seconded; motion passed.

Donna Keene, Treasurer, gave the Treasurer's Report. The checking account has a balance of \$2,709.47 and the money market account has a balance of \$4,557.95. Edna Williams made a motion to accept the treasurer's report, Shelia Ange seconded; motion passed.

### **Committee Reports**

#### **Membership**

Brenda Gardner gave the report in the absence of Donna Hanusik, committee chair. The NE has 25 paid members. An invitation was sent to non-members asking them to attend today's

meeting. The NE District received a Thank You card from retired Hertford County Secretary, Jackie Jernigan. The membership committee will be revising the 'Let's Get Acquainted' booklet. The information will need to be submitted again due to the time that has passed. Please fill out the 'Let's Get Acquainted' form and fax to Donna Hanusik by November 8, 2006.

### **Rules & Bylaws**

Shelia Ange gave the report for the Rules and Bylaws committee. The following Rules and Bylaws change was approved by the members at the 2006 NCCESA Annual Meeting:

#### **FORMERLY READ:**

##### **Article IV - Membership**

##### **Section 1:**

The membership of the Association shall be composed of:

- a. All office support staff working in county offices; and
- b. Those on NC State campus and NCSU research stations who have partial or full Extension funded salaries.

#### **APPROVED CHANGE:**

- b. Those on NC State Campus, NCSU research station field locations, and NCA&T that support Cooperative Extension programs, regardless of employee's source of salary funding.

This is the only Rules and Bylaws change currently under discussion. Some members are not satisfied with this wording and consider it to be too complicated a statement, so don't be surprised if another change is suggested at the Winter Board Meeting in February on this same subject.

### **Professional Improvement**

Robbie Bridgers gave the committee report for Teresa Story, committee chair. The committee would like to recognize the two winners of the Awards of Excellence. Belinda Belch, Bertie County, won the Secretary Award of Excellence for Special Leadership and Wendy Garner, Pitt County, won the Secretary Award of Excellence for Technology Utilization and Implementation. Congratulations to both for a job well done! The North Carolina Cooperative Extension Service Foundation Search for Excellence Awards should be postmarked by December 16th. The nomination form is located on the State Association web page. The NE District Secretary of the Year Award has a deadline of March 1st. There are other awards listed on the NCCESA State web page but all of those have due dates later in the year. Please nominate a qualified person for these awards. We have a lot of secretaries who deserve recognition.

### **Reflections**

Jennifer Harris gave the report in the absence of Denise Bunch, committee chair. The scrapbook is in the process of being updated with pictures and information from our state meeting. It will be available for viewing at our Spring meeting. Denise requested at our last meeting that everyone send a "get to know you" picture/pictures so that a new section can be added to each county section. She received ONE! Please send her a picture as soon as possible.

### **Public Relations**

MarySue Wright-Baker gave the report in the absence of Amy Twiddy, committee chair. The committee's purpose is as follows (taken from the NCCESA-NED website):

- To interpret to the public the objectives and purpose of our Association and the contribution secretaries make to the North Carolina Cooperative Extension Service work.
- To promote good relations with local and state administrations, key legislative bodies, other agricultural - related organizations and the public in general.
- To write news articles on state association meetings, before and after meetings are held, using pictures with articles as much as possible.
- To alert news media representatives in the city of the annual meeting and personally acquaint them with the objectives and purpose of the Association, prior to the meeting in order to reflect the true and accurate image of Extension.
- To work with the President of our organization in letting the Director of Extension know the value of the program of work of our Association.

### **Finance**

Donna Keene, Treasurer, gave the report. She explained about how the state dues were raised last year, so the extra that the NE District had built into our budget went towards the new amount. She suggested that our District dues will probably be raised again in the near future.

### **Old Business**

The Horn of Plenty was held September 8, 2006 at Tanglewood Park. Three secretaries from our District attended, MarySue Wright-Baker, Teresa Story, and Shelia Ange. These ladies assisted other state association secretaries in making and serving tea and lemonade and distributing bottles of water. They encouraged us all to help with the Horn of Plenty when a future opportunity arises.

### **2006 State Meeting Report**

Shelia Ange presented this report with contribution from Amy Twiddy. The 2006 NCCESA State Meeting was held in Southern Pines at the Mid Pines Inn and Golf Resort on September 14 and 15. Many secretaries traveled far and wide, we all gathered for the start of our Annual Meeting for a wonderful luncheon. And let me say, the food was truly unbelievable.

During the afternoon, tours were conducted of 2 beautiful homes or a walking tour of the antique district. Workshops included: Building Your Leadership Impact Through Social Powers as presented by Dr. Mitch Owens with PODS; Look at The View as presented by Dr. Cathy Graham, Scotland County CED; and Extension Information Technology - Skill Building Opportunity as presented by Adrian Gaskins - Extension Information Management Agent.

After the tour and workshops, we attended a banquet consisting of a vast array of delicious foods. We were entertained and enlightened by the keynote speaker Bill Thompson - President of Boys and Girls Homes of NC, Inc. Mr. Thompson shared his unique perspective and appreciation of the rural history of North Carolina communities through humor and nostalgia. The awards ceremony followed. Extension Service Certificates and award recipients were:

Jennifer Harris, Chowan County, 5 year service award  
Denise Bunch, Chowan County, 10 year service award and certificate  
Shelia Ange, Martin County, 15 year service award and certificate  
Melanie Storey, Hertford County, 15 year service award  
Robbie Bridgers, Northampton County, 20 year service award.

NE District Award of Excellence winners were:

Technology Utilization and Implementation: Wendy Garner - Pitt County

Special Leadership: Belinda Belch - Bertie County

Congratulations ladies on these well deserved awards!

Two other awards of interest were the Executive Board Award, which went to Susan Brame from Campus and the Sue Mills Lighthouse Award, which went to Carol Home in Rutherford County.

After a hearty breakfast on Friday, we proceeded with the business session, where committee reports were given and new officers were installed. Winners of countless raffle items were drawn and door prizes were handed out with a lot of fun and flair. I think everyone will agree the SC District hosted a successful meeting!

#### **Innovations Award** - report by Shelia Ange

I would like to remind everyone that the Innovations Award Guidelines and Submission forms are located on our District website and submissions are due to the 1st Vice President by the close of business September 15th of each year. To date, we have not had any submissions for the Innovations Award. Therefore the money will stay in the treasury this year. I would like to encourage each of you to submit your innovative ideas.

#### **New Business**

MarySue Wright-Baker gave a report of the Staff Senate. The Staff Senate is an advisory body to the University Chancellor. The role of the Senate includes:

- Initiates the review of policies and/or procedures and makes recommendations regarding interest/concerns that affect staff members.
- Receive proposed policies or policy changes from the Chancellor for review and recommendations.
- Assist in the communication of issues and activities affecting staff members.
- Promotes and facilitates staff participation in the University community.
- Encourage a sense of community among all University employees.
- Meets the first Wednesday of every month, Faculty Senate Chambers in D.H. Hill Library from 10-12 noon.

The NE District is proud to announce representation of 2 Staff Senators. This year we have Jean Sigmon and Melanie Storey representing our district.

Brenda Gardner reported that the 2007 4H Camp Scholarship will go to Chowan County.

MarySue Wright-Baker led the discussion about the upcoming State Meeting.

Jean Sigmon made a motion that the NE District hold our Spring meeting in Dare County so that all members are able to sample lunch at the Ramada prior to our meeting. Her motion also stated that lunch will be dutch and everyone should bring a \$5.00 door prize to the meeting. Donna Keene seconded; motion carried. Since our Spring meeting will be held at the Ramada, Northampton County will officially host the 2007 Fall meeting following the scheduled rotation.

Donna Keene made a motion to dismiss the meeting. Melanie Storey seconded; motion carried.

Respectfully submitted,

Wendy Garner  
Secretary