

North Carolina Cooperative Extension Secretaries Association - NED
2007 Fall Meeting

Northampton County Extension Office, Jackson NC
October 5, 2007

The Northeast District met at the Northampton County Center on Friday, October 5, 2007 for their fall meeting. Registration began at 9:30 am.

Shelia Ange, President, called the meeting to order at 10:30 am. Craig Ellison, Agriculture Extension Agent, welcomed us. Craig reminded the group of their importance and also expressed his gratitude to the secretaries in his office who always "make him look better".

Teresa Story, 1st Vice President, gave the Thought for the Day entitled "Socrates – Ye Olde Philosopher". Wendy Garner Paschal, 2nd Vice President, welcomed 3 new members to our Association. They are Carol Haywood, Pitt County; Stacie Dunlow, Bertie County, and Stacy Morin, Pasquotank County.

Shelia Ange, President, summarized remarks from Dr. Russell King, NE District Director. The focus of his remarks was regarding travel allocations and stated that the NE should be getting notification this week.

Melanie Storey, Parliamentarian, declared that there was a quorum present for the Association to conduct business.

Wendy Paschal, Acting Secretary, conducted the roll call. Those present were:

Beaufort – Pam Allen & Gladys Barnes
Bertie – Belinda Belch & Stacie Dunlow
Chowan – Jennifer Harris
Currituck – MarySue Wright-Baker
Gates – Edna Williams
Hertford – Melanie Storey & Becky Castello
Martin – Shelia Ange & Brenda Gardner
Northampton – Jean Sigmon, Maryann Edwards & Robbie Bridgers
Pasquotank – Lynn Weeks, Christy Boyce & Stacy Morin
Perquimans – Risha Foreman & Teresa Story
Pitt – Wendy Garner Paschal & Carol Haywood
Tyrrell – Nancy McGowan

Wendy Paschal stated that the Spring Meeting Minutes were emailed to everyone and then placed on the website. Lynn Weeks made a motion to dispense with the reading of the minutes and accept them as written. Robbie Bridgers seconded; motion passed.

Belinda Belch, Treasurer, presented the Treasurer's Report. The checking account balance as of October 5, 2007 is \$4,556.62. The Money Market balance as of October 5, 2007 is \$4,752.62. Wendy Paschal made a motion to accept the Treasurer's Report. Brenda Gardner seconded; motion passed.

Committee Reports

- Finance – During the Spring 2006 meeting in Hyde County, the Finance Committee proposed a change in the NE District dues from the current amount of \$20.00 to \$25.00. The extra \$5.00 would stay in the NE District treasury. However, during the Fall 2006 Meeting in Martin County, it was announced that the State had increased our dues by \$5.00, therefore decreasing the amount to \$0 for our NE District treasury. In the last few years, travel for the President has been absorbed by the county. The new President's county will not be able to absorb these costs, so travel will once again be used.
 - The Finance Committee proposed a \$5.00 dues increase from \$25.00 to \$30.00. The extra \$5.00 will stay in the NE District Treasury Account. This is a minimal increase considering some districts have increased their dues to \$50.00. This is a proposal from the Finance Committee so no second is needed; motion passed.
- Membership – given by Brenda Gardner in Donna Hanusik's absence. The Northeast has nearly 100% enrollment, which includes 3 new members: Carol Haywood, Pitt County; Stacy Morin, Pasquotank County; and Connie Burleson, Hyde County. We have 13 retirees and 11 honorary members. A retirement card was sent to Pat Braswell in Pitt County, a get-well card to Donna Keene and a \$25 memorial donation along with sympathy cards to the family of Denise Lamb. The membership committee contacted Melinda White at the Vernon James to join our association.
- Nominating – Edna Williams; No report at this time.
- Professional Improvement – Robbie Bridgers. The Professional Improvement Committee encourages each secretary to seek out sources of improving secretarial skills. Being a secretary is an honorable profession. We all know, and our bosses know, we can make or break the organization we work for. In our profession as well as in our personal life, we need to always strive to grow. Knowledge is power! Seek out learning opportunities in your local community colleges, on-line courses or opportunities through the university and empower yourselves! This committee also has the honor of receiving nominations for the Secretary of the Year Award for the Northeast District. Nominations may be made after January 1, 2008 with the deadline being March 1, 2008. We have many deserving members so please don't forget this important opportunity to recommend a friend and co-worker. You can find the nomination form on the NCCESA page by clicking on Awards. We look forward to receiving many, many nominations.
- Public Relations – No report.
- Reflections – No report.
- Rules & Bylaws – Wendy Paschal; no report at this time.
- 4-H Camp Scholarship Committee – Brenda Gardner. Chowan County was due the 4-H Scholarship for 2007. Brenda called Jennifer and checked on the recipient. The monies

had not been allotted because there was some confusion with the 4-H Agent and the money was never requested. The applicant went to camp but Chowan County paid the money.

- Lynn Weeks made a motion to reimburse Chowan County \$100 for paying last year's camp scholarship. Brenda seconded; motion passed.
- Currituck County is next on the rotation schedule for the scholarship.
- The 4-H Scholarship Committee was put in place to redo the application and set up new guidelines. This process is now complete. The committee recommends that the 4-H Scholarship be governed under Public Relations and the 4-H Scholarship Committee dissolved. This is a proposal from the 4-H Scholarship Committee so no second is needed; motion passed.

Old Business

The Northeast District Committees for 2007-2009 are as follows:

Finance

Belinda Belch, Chair – Bertie County
Carol Haywood – Pitt County
Reta Blair – Gates County
Gladys Barnes – Beaufort County

Membership

Donna Hanusik, Chair – Dare County
Brenda Gardner – Martin County
Nancy McGowan – Tyrrell County
Risha Foreman – Perquimans County

Nominating

Edna Williams, Chair – Gates County
MarySue Wright-Baker – Currituck County
Teresa Story – Perquimans County
Melanie Storey – Hertford County

Professional Improvement

Robbie Bridgers, Chair – Northampton County
Donna Keene – Currituck County
Christy Boyce – Pasquotank County
Becky Castello – Hertford County

Public Relations

Amy Twiddy, Chair – Camden County
Maryann Edwards – Northampton County
Wanda Williams – Washington County
Stacy Morin – Pasquotank County

Reflections

Denise Bunch, Chair – Chowan County
Jennifer Harris - Chowan County

Janet Hardison – Washington County

Rules & Bylaws

Wendy Garner Paschal, Chair – Pitt County

Jean Sigmon – Northampton County

Pam Allen – Beaufort County

Lynn Weeks – Pasquotank County

A copy of the NE District Procedures and also Committee Guidelines was passed out for everyone to review.

New Business

- State Meeting Follow-up - Jean Sigmon has been contacted by several secretaries who could not attend the meeting due to medical reasons. Teresa Story made a motion to refund those who had contacted Jean and also Cheryl Tripp who was injured in an auto accident en route for registration. Christy Boyce seconded; motion passed. Sandra Stafford, Franklin County, regarding a refund for her husband's registration, also contacted Jean Sigmon. Sandra did not pay for her husband to attend until the actual meeting was almost over. Lynn Weeks made a motion not to refund Sandra Stafford her husband's registration fees. Teresa Story seconded; motion passed. The topic of having a raffle at the 2008 State Meeting was brought up. After some discussion, Robbie Bridgers made a motion that we skip having a raffle at the 2008 State Meeting. This would only be for one year. Melanie Storey seconded; motion passed.
- NE District Awards - This year at the 2007 State Meeting the Northeast District did not have any nominations for the Awards of Excellence. The group discussed the importance of nominating someone (including yourself) in order to have a representative from our District recognized. Two awards that are available on the District level are the Bright Ideas Award and the Secretary of the Year Award. Brenda Gardner made a motion to disband the Innovations Award. Edna Williams seconded; motion passed.
- Dr. King's Retirement - Dr. King's retirement celebration is scheduled for November 27, 2007 at the Vernon James Center in Plymouth. An endowment has been established with the Foundation in Dr. King's name. Lynn Weeks made a motion that the NED-NCCESA gives \$200 to Dr. King's Retirement Endowment. Pam Allen seconded; motion passed.
- Website - Wendy Paschal, Webmaster, reminded the group to send any updates to the website to her. She has updated the site completely as of 10/4/2007. She also explained about her leave of absence in the spring. All updates will have to wait until she returns to work in May 2008.

Spring Meeting Invitation - Pasquotank County invited the NE group to Elizabeth City for the spring meeting. More information with details will be coming soon.

Secret Pals - The group passed out their gifts for Secret Pals and revealed their identity. They also filled out new secret pal slips for the upcoming year.

MarySue Wright-Baker asked that anyone with pictures from the 2007 State Meeting should send them to Denise Bunch in Chowan County.

Becky Castello made a motion to adjourn the meeting for lunch. Christy Boyce seconded; motion passed. After lunch, the NE District group went to nearby Hollowell Farm for an educational tour about pond-raised prawns.

Respectfully submitted,
Wendy Garner Paschal, Acting Secretary