

North Carolina Cooperative Extension Secretaries Association - NED
2008 Spring Meeting

Pasquotank County Extension Office, Elizabeth City NC
June 13, 2008

The Northeast District met at the Pasquotank County Center on Friday, June 13, 2008 for their spring meeting. Registration began at 9:30 am.

Shelia Ange, President, called the meeting to order at 10:00 am. Dr. Travis Burke, County Extension Director, welcomed us. He called us the "stars for the day". Teresa Story, 1st Vice President, gave the Thought for the Day entitled "The Pebble". Wendy Garner Paschal, 2nd Vice President, welcomed 2 new members to our Association. They are Connie Burleson, Hyde County and Tracy Phillips-Berk, Gates County. Also, the three new counties in our District have been added. Karen Whitley, Retired Secretary - Edgecombe County, Vivian Turner - Edgecombe County, Gloria Morning, Edgecombe County and Patricia Cotton - Nash County were in attendance. Wendy asked these ladies to introduce themselves.

Dr. Wanda Sykes, Northeast District Director, spoke to the group about her expectations as the new leader in our District. Dr. Sykes reminded us to be extraordinary and go the extra mile in our jobs. She plans to "raise the bar for the NE District!" She placed great emphasis on customer service, job knowledge, and professionalism.

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 - Stacie Dunlow
Camden - none
Chowan - Jennifer Harris
Currituck - MarySue Wright-Baker and Donna Keene
Dare - Donna Hanusik
Edgecombe - Gloria Morning, Vivian Turner, Karen Whitley (Ret.)
Gates - Tracy Phillips-Berk
Halifax - none
Hertford - Becky Castello & Melanie Storey
Hyde - none
Martin - Shelia Ange & Brenda Gardner
Nash - Patricia Cotton
Northampton - Jean Sigmon, Maryann Edwards, and Robbie Bridgers
Pasquotank - Lynn Weeks, Christy Boyce, & Stacy Morin
Perquimans - Risha Foreman & Teresa Story
Pitt - Carol Haywood & Wendy Garner Paschal
Tyrrell - Nancy McGowan
Washington - Janet Hardison and Wanda Williams

Wendy Paschal stated that the Fall Meeting Minutes were emailed to everyone and then placed on the website. Christy Boyce made a motion to dispense with the reading of the minutes and accept them as written. Teresa Story seconded; motion passed. Robbie Bridgers, Professional Improvement Chairman, presented the Northeast District Secretary of the Year Award to Wendy Garner Paschal.

Shelia Ange presented the Treasurer's Report in the absence of Belinda Belch, Treasurer. The checking account balance as of May 28, 2008 is \$1,860.02. The Money Market balance as of May 28, 2008 is \$4,871.78. Donna Keene made a motion to accept the Treasurer's Report. Donna Hanusik seconded; motion passed.

Committee Reports

- Finance- The proposed budget for 2008-2009 was distributed. There was some discussion regarding the fact that the budget does not balance due to rising cost of state dues and travel. Lynn Weeks made a motion to accept the 2008-2009 Proposed Budget. Teresa Story seconded; motion passed.
- Membership - Donna Hanusik reported that the Northeast District has 35 active members. A sympathy card was sent to Shelia Ange in Martin County due to the passing of her father-in-law, a get-well card to Brenda Gardner, Martin County and Belinda Belch, Bertie County. A welcome card was sent to Tracy Phillips- Berk, Gates County's new secretary. The membership committee will add the new counties to the "Let's Get Acquainted" Book. Donna passed out membership slips to those who need to update their information in the Book.
- Nominating - No report.
- Professional Improvement - Robbie Bridgers encouraged all secretaries to apply themselves to the following goals: 1) Strive to reach and maintain the highest standards of performance. 2) Exhibit loyalty and mutual helpfulness in all aspects of work. 3) Establish and maintain a close professional relationship with administration. 4) Foster good public relations with clientele and non-Extension groups. 5) Develop and share ideas on a professional level. She reminded us that we are never too old to learn a new trick or two. Let's keep making those wrinkles in our brains. To help out financially with learning opportunities, let's remember the various scholarship opportunities through the Extension organization such as the NCCESA Professional Improvement Scholarship (due August 1 each year to the State NCCESA Professional Improvement Chair) and the Dr. Jon and Mrs. Debbie Ort Scholarship Award.
- Public Relations - 4-H Camp Scholarship: For the new folks in the district, the 4-H Camp Scholarship is \$100 towards a child attending a 4-H camp awarded yearly within the Northeast District. We rotate this scholarship alphabetically and Currituck is the recipient this year. Dare County will receive it in 2009 and Edgecombe in 2010.
- Reflections - Denise Bunch sent a report that was read by Shelia Ange. Denise has not received any "personal" pictures for the scrapbook. Please send those and any other information specific to your county, pictures from the '07 state meeting, etc. to her as soon as possible. Also, if you are a new secretary, please provide a picture of yourself for the scrapbook. You may send pictures to: Denise Bunch, 730 N. Granville Street, Suite A, Edenton NC 27932.
- Rules & Bylaws - No report.

Old Business

Shelia Ange read a thank you note from Dr. King about his retirement reception and our gift to

the Endowment established in his name.

New Business

Regional support – Shelia Ange asked the group if anyone was planning to attend the Regional Meeting. A few hands went up but the discussion centered around whether travel funds would be available.

Membership – Christy Boyce made a motion to exempt all new support staff from paying dues until the next annual collection of dues (October 1st of each year). New support staff will operate under a guest membership without voting rights. MarySue Wright–Baker seconded; motion passed.

Melanie Storey reported that April Byrum, Hertford County, received the Herter O’Neal Scholarship for this year. April received her Associate’s Degree in Business Administration. She will return to RCCC this fall and begin classes for College Transfer. She plans to take 2 or 3 classes then transfer to Chowan College and major in Business Administration with an accounting concentration. April is very deserving of this award. She is a single mom who works and goes to school.

Meeting Invitation – Teresa Story and Risha Foreman, Perquimans County, invited everyone to the NED Fall Meeting!

Secret Pals – Teresa Story also reminded everyone about their secret pals and encouraged members to be diligent in sending notes, cards, and gifts. We will reveal secret pals in the fall.

Motion to adjourn the meeting for lunch. After lunch, the NE District group enjoyed a program by Deanna Padgett entitled, “Dressing for Success 101”.

Respectfully submitted,
Wendy Garner Paschal, Acting Secretary