

Northeast District NCCESA Spring Meeting
May 29, 2009

Pitt County Extension Center
Greenville NC
10:00 a.m.

The NE District of the NCCESA met at the Pitt County Extension Center, in Greenville NC on May 29, 2009. The meeting was hosted by Pitt County secretary Carol Haywood and former 2nd Vice President, Wendy Paschal. Registration began at 9:30 am.

The meeting was called to order by President Shelia Ange. Pitt County Extension Director, Mitch Smith, gave the welcome to our group.

Motion was made by Teresa Story and seconded by Robbie Bridgers to approve the agenda. Motion carried. Teresa gave the Thought for the Day entitled "The Window Through Which We Look, then recognized our new secretaries and guests.

Dr. Wanda Sykes brought remarks concerning Extension budget issues and positions.

Parliamentarian Jean Sigmon gave parliamentary review finding sufficient attendance to conduct association business.

Guests present were Mitch Smith, Dr. Wanda Sykes, and Wendy Paschal – newly hired 4-H Agent in Craven County.

In the absence of Secretary Amy Twiddy, Shelia performed roll call. Those attending were:

Beaufort: Pam Allen, Gladys Barnes
Bertie: Belinda Belch, Sheila Powell
Camden:
Chowan: Jennifer Harris
Currituck: Donna Keene, Sherry Lynn
Dare:
Edgecombe: Gloria Morning, Addie Sugg, Vivian Turner
Gates: B. J. Okleshen, Edna Williams
Halifax:
Hertford: Melanie Storey, Rebecca Castello
Hyde: Connie Burleson
Martin: Shelia Ange, Brenda Gardner
Nash:
Northampton: Jean Sigmon, Robbie Bridgers
Pasquotank:
Perquimans: Risha Foreman

Pitt: Carol Haywood
Tyrrell:
Washington: Janet Hardison, Wanda Williams

There were a total of 24 secretaries present.

Fall meeting minutes were posted on the website. In the absence of Secretary Amy Twiddy, Shelia asked for corrections or a motion to approve the minutes as posted. Motion was made by Melanie Storey and seconded by Jean. Motion carried.

Treasurer Belinda Belch gave the financial report with checking balance of \$1,884.98 and a money market balance of \$5,013.60. Donna Keene made a motion and Vivian Turner seconded to approve the financial report. Motion carried.

Committee Reports

- **Finance** - Belinda Belch, Treasurer: no additional report.

- **Membership** - Brenda Gardner gave the report in the absence of Donna Hanusik, committee chair. The NE has 36 active members and 2 active retirees. A welcome e-mail was sent to new secretaries: Sherry Lynn – Currituck, Sheila Powell – Bertie, and Chrissy Poole – Halifax. A get well card was sent to Jean Sigmon following her fall which resulted in a broken bone in her lower right arm. A farewell card was sent to Wendy Paschal wishing her the best in her future endeavors. The membership committee has completed the 2009 “Let's Get Acquainted” Book. Copies were distributed. Membership Committee Members are: Donna Hanusik, Chair – Dare; Brenda Gardner – Martin; Nancy McGowan – Tyrrell; Risha Foreman – Perquimans; Addie Sugg – Edgecombe; and Cheryl Tripp – Halifax.

- **Nominating** - Edna Williams, Chair gave the following report: The Nominating Committee recommends the following slate of officers to take office in the fall:
 - President – Teresa Story, Perquimans
 - 1st Vice President – Jennifer Harris, Chowan
 - 2nd Vice President – Melanie Storey, Hertford
 - Secretary – Belinda Belch, Bertie
 - Treasurer – Carol Haywood, Pitt
 - Advisor – Shelia Ange, Martin

A recommendation from a committee does not require a second. With a unanimous vote, motion carried. These officers will be installed at the close of this meeting to take office October 1.

- **Professional Improvement** - Robbie Bridgers gave the committee report. Robbie thanked the committee members: Donna Keene, Christy Boyce, Denise Bunch, and Connie Burlison, (with guidance from Wendy Pascal) for their assistance with the selection of a Herter-O'Neal Scholarship nominee from our district and the selection of our district Secretary of the year winner.

Robbie also thanked the secretaries in each county office who helped get the word out in the counties regarding the Herter-O'Neal Scholarship. The committee received 20 applications to be read and considered. Mary Hancock was selected from our district and her application was forwarded to compete at the state level. Mary is a single mother of two teenage children and she is working toward an Associate Degree in Business Administration. As always, the committee reminded those present of the many award opportunities in our organization. Robbie encouraged everyone to visit the NCCESA website and check the deadlines for each award.

Robbie encouraged all to take advantage of opportunities for professional growth through workshops, classes, periodicals, etc.

- **Public Relations** - Shelia Ange gave the report in the absence of Amy Twiddy, Chair. The \$100 4-H Camp Scholarship went to Currituck County in 2008 and goes to Dare County this year. The recipient county for 2010 will be Edgecombe.
- **Reflections** - Becky Castello, Chair gave the report. When Becky receives the reflections book, she will determine what needs to be done. If anyone has any pictures they would like to include, please forward them to Becky in Hertford County.
- **Rules & Bylaws** - Pam Allen, Chair, gave the report. (copy attached)

Old Business

- **Honorary Membership** – Shelia Ange: As requested by this membership, President submitted the application for honorary membership for MarySue Wright-Baker to the state association. This nomination was accepted by the Board of Directors and is to be voted on at the annual meeting in September.

New Business

- **NED Secretary of the Year Presentation** – On behalf of the Professional

Improvement Committee, Robbie Bridgers, Chair, thanked everyone for all the nominations received for Secretary of the Year for the Northeast District, stating all are valuable assets to our organization.

The winner this year is an active member, having been part of this organization around 15 years. She is a leader – holding offices such as district Vice President, President, Advisor, and Parliamentarian; served on Nominating Committee, State Hospitality Committee; served as state President, Herter-O’Neal Scholarship Chair, Staff Senator, and more. In 2007, she attended the 1st Organizational/Planning Meeting for the purpose of forming a Regional & National Association of Cooperative Extension Support Staff. She takes great pride in the NE District Secretaries Association by her participation, contributions, and cooperation. Congratulations go to Melanie Storey, Hertford County!

- **NCCESA Annual Meeting** – Shelia Ange read an update from Carol Horne, NCCESA state President. “Wow! Half the year is gone, where does the time go? In the last 6 months we have gone through a new way of “taking care of business” – Elluminate. Climbing challenging mountains together created unity within our association. Redirection of communication methods is often a mess, but we, as a team, formed new by-laws and kept right on going. In the month of April, a vote was passed to make a change in the Bylaws: Article X – Meetings, adding Section 5. The Executive Board was able to move forward in planning our 2009 State Business Meeting. We are in the beginning stages of planning, therefore I have very little information today. What I can share is the day – September 18th in a central location (Greensboro area); time – 11:30 a.m. with lunch provided. Section 5 allows the Board of Directors to meet on behalf of the membership to carry on the association business. All members will receive a registration form, and may attend. Please keep check on the NCCESA web page for updates and announcements. Thank you again for your support and I will see you soon!”
- **SRERSSA Regional Meeting (Southern Regional Extension & Research Support Staff Association)** – Melanie Storey reported attending the regional secretary’s association meeting November 12-15, 2008 in Nashville TN. There were three professional development workshops offered: “Customer Service,” “Generation Gumbo,” and “Has Casual Friday Gone Too Far?” Banquet motivation on Wednesday night was titled, “It’s All About Me.” Everyone went on the General Jackson Dinner Cruise on Thursday night. Friday morning, the business meeting was held with 99 attending from Alabama, Louisiana, Kentucky, Mississippi, North Carolina, Ohio, South Carolina, and West Virginia. North Carolina had 37 present. Mississippi had the most present with 41 attending. Officers were elected. The next president is from Louisiana, Mary Baronet. She gave an invitation to the 2009 convention. Since that time, the meeting has been cancelled due to national budget restraints. The Board is planning a one-day session using technology, such as video

conferencing and web cameras. The Board has been meeting periodically to discuss ways to grow and enhance our association.

- **Herter-O'Neal Scholarship** - Throughout the state, over 30 applications were submitted to county centers for consideration. Of those 30, five were forwarded on to the state committee to make the final decision. Gabriela Mendieta, from the West Central District, was chosen to receive the scholarship this year. She is a senior at Ashe County High School in West Jefferson NC. Gabriela plans to attend a 4 year college to obtain a degree in business that will later allow her a career in the fashion industry.
- **District NCCESA Website** – Shelia encouraged all to use the district and state association websites as they have a lot of information and are frequently updated. With Wendy Paschal having resigned as webmaster due to accepting the position of 4-H Agent in Craven County, Shelia is currently maintaining both the state and district association websites and asked if anyone would be interested in fulfilling the position of district webmaster. Vivian Turner, Edgecombe County, expressed an interest in the position. Arrangements will be made at a later date.
- **Invitation to the Fall Meeting** – Shelia reported that Nancy McGowan, Tyrrell County, was unable to attend today and asked that the invitation to the fall meeting be extended on her behalf. More information will be available soon.
- **Secret Pals** – Teresa Story reminded everyone to remember our secret pals. We will reveal with a \$5 gift at the fall meeting.
- **Retirement Discussion** – Dr. Sykes is retiring as of October 1, 2009. When Dr. King retired, we sent a \$200 donation to Dr. King's Endowment in his honor. As of today, Dr. Sykes has not announced an endowment. Shelia called for discussion concerning Dr. Sykes' retirement. General consensus was to spend a similar amount, but would be addressed closer to time for her retirement.

Installation of Officers – Vivian Turner and Addie Sugg of Edgecombe County installed the upcoming officers to take office October 1, 2009.

Shelia thanked Pitt County for hosting the spring meeting and each member of the district association for supporting the Executive Board. Shelia thanked the committee chairs and stated that chairing a committee and holding an office allows you to be more involved in the association and gives you first-hand knowledge of how the association works. Shelia thanked the Executive Board members for the guidance provided to the association. She challenged everyone who is approached in the future about holding an office or chairing a committee to give it serious consideration.

A motion was made and seconded to adjourn the meeting. Motion carried.
Danny Lauderdale guided the group on a tour of the Pitt County Arboretum.
Beautiful! Following the tour, we enjoyed a box lunch.

Respectfully submitted by President Shelia Ange in the absence of Secretary
Amy Twiddy.

Rules & Bylaws Report: Pam Allen

NCCESA Constitution and Bylaws

Article II - Purpose and Objectives

Section 1:

- The primary purpose of the Association is to establish and maintain a structure through which members may be united in a professional development and improvement effort for the benefit of themselves and the (REMOVE the) North Carolina Cooperative Extension Service (REMOVE Service).

Section 2:

The objectives of this Association shall be as follows:

- First, and most important, we shall strive to always perform our duties with conscientious dignity to help make the (REMOVE the) North Carolina Cooperative Extension Service (REMOVE Service) the best Extension Organization (ADD Extension Organization) in the nation.
- To be recognized in our profession as professionals.
- To request State Administration to provide opportunities for professional improvement.
- To exert much effort to have County Extension Secretaries classified under one unified system.
- To invite district and state personnel to meet with us with suggestions, information, answers to pertinent questions, etc., so that we will always stay abreast of the latest in Extension.
- To continue our aim to avail the general public with the many services offered by the (REMOVE the) North Carolina Cooperative Extension Service (REMOVE Service).
- To improve working relationships and communications between agents and secretaries (CHANGE TO secretaries and their co-workers) in regard to planning time and work.

Article IV – Membership

Section 5:

- Honorary membership may be bestowed upon a member/nonmember in recognition of outstanding service to the Association. Recommendation in writing shall be made to the Board of Directors (CHANGE TO Chair of the Membership Committee). (ADD The Chair of the Membership Committee will present recommendations to) the Board of Directors, (ADD who) after two-thirds vote, shall recommend the candidate to the Association at an annual meeting. A majority vote of the members assembled shall be required to confer the honor. An Honorary Member shall pay no dues except where he/she is an Active or Associate Member.

NCCESA Standing Committees and Guidelines for Committees

Each State Committee is composed of District Chairs of said committees. The President appoints the chair of each committee from the committee membership. Committee meetings are called by each chair at her (his) discretion.

The Standing Committees of this Association and their functions are listed as follows:

1. MEMBERSHIP

◦This committee is responsible for contacting non-members and encouraging them to join the Association. Committee members are responsible for sending cards of welcome to each new member.

CHANGE ABOVE TO READ –

°This committee is responsible for contacting non-members and encouraging them to join the Association. The Chair of this committee is responsible for receipt of honorary membership forms. Recommendations for Honorary Membership are then presented by the Chair to the Board of Directors for a vote on the acceptance of candidates. The Chair will also present recommendations as approved by the Board of Directors to the membership for approval at the annual meeting. (ADD) Committee members are responsible for sending cards of welcome to each new member.

Article X - Meetings

Section 1:

- The Association shall hold an annual meeting in Add: (or around) September. Districts will host the state meeting on the following rotational basis: West, Delete: (Northwest, Southwest,) Add: (West Central,) North Central, South Central, Northeast, Southeast, Campus. Following this rotation, the district that is next in line, shall contact and work with the President when scheduling the dates of the upcoming state meeting. The invitation shall be extended to the entire membership at the state meeting by the upcoming year's host district. The host district will provide a planned educational activity to promote professional improvement during the days provided by Administration for the state meeting.

Section 2:

- The Association may hold special meetings at such time and place as may be determined by the Board of Directors.

Section 3:

- Members should be notified in writing at least two weeks prior to the date of each meeting.

Section 4:

- At least one meeting shall be held annually in each district at a time and place to be determined by each District and the County hosting the meeting. The host county will provide a planned educational activity to promote professional improvement during this day provided by Administration for the district meetings.

Section 5:

- In the event that an annual meeting of the Association cannot be held as stated in Article X, Section 1, the business of the Association shall be conducted by the Board of Directors operating on behalf of the general membership. A meeting of said Board shall take place during the same timeframe of the normally scheduled annual Association meeting in a format chosen by the Executive Board. Proposed meeting agenda shall be mailed to the general membership at least two weeks prior to the Board meeting in order to allow individual input. Members wishing to include business items on the agenda should have those submitted to the State President no later than one month prior to the scheduled meeting.

Section 6:

- In the event that any biannual meeting cannot be held on the district or chapter level, the business of the District or Chapter shall be conducted by the District or Chapter Board of Directors, which shall consist of the District or Chapter Officers and District or Chapter Committee Chairs. Meeting of said Board shall take place in a format chosen by the District or Chapter President. Proposed meeting agenda shall be mailed to the general district or chapter membership at least one month prior to the Board meeting in order to allow individual input. Members wishing to include business items on the agenda should have those submitted to the District or Chapter President no later than two weeks prior to the scheduled meeting.

North Carolina Cooperative Extension Secretaries Association
Northeast District
Spring Meeting

May 29, 2009
Hosted by Pitt County

Agenda

Registration: 9:30-10:00 a.m.

Call to Order Shelia Ange, President

Welcome Mitch Smith, County Extension Director

Thought for the Day Teresa Story, 1st Vice President

Recognition of New Secretaries and Guests Teresa Story

Remarks Dr. Wanda Sykes, Northeast District Extension Director

Parliamentary Review Jean Sigmon, Parliamentarian

Roll Call

Fall Meeting Minutes

Treasurer's Report Belinda Belch, Treasurer

Committee Reports

- Finance Belinda Belch
- Membership Brenda Gardner
 - Let's Get Acquainted Book
- Nominating Edna Williams
- Professional Improvement Robbie Bridgers
- Public Relations Shelia Ange
 - 4-H Camp Scholarship
- Reflections Becky Castello
- Rules & Bylaws Pam Allen

Old Business

- Honorary Membership Shelia Ange

New Business

- NED Secretary of the Year Presentation Robbie Bridgers
- NCCESA Annual Business Meeting
 - Comments from Carol Horne, NCCESA State President
- SRERSSA Regional Meeting

- Membership
- Herter-O'Neal Scholarship
- District Website
- Invitation to Fall Meeting
- Secret Pal
- Retirement

Donna Hanusik

Tyrrell County
Teresa Story
Shelia Ange

Installation of Officers

Gloria Morning and Addie Sugg

Announcements

Comments

Lunch

Tour

Pitt County Arboretum

Danny Lauderdale

Dates to Remember

- Horn of Plenty – August 28, 2009 – Hickory NC
- NCCESA Annual Business Meeting – September 18, 2009 – Greensboro NC
- SRERSSA Regional Association Meeting – cancelled this year due to budget constraints

NE District NCCESA website: <http://www.ces.ncsu.edu/assn/nccesa-ne/>

State NCCESA website: <http://www.ces.ncsu.edu/assn/nccesa/index.html>