

North Carolina Cooperative Extension Secretaries Association - NED  
2011 Spring Meeting

May 27, 2011  
Dismal Swamp State Park  
South Mills, NC - 10:30 a.m.

The NE District of the NCCESA met at the Dismal Swamp State Park, in South Mills, NC on May 27, 2011. Camden County Secretary, Amy Twiddy hosted the meeting. Registration began at 10:00 a.m.

President Teresa Story called the meeting to order. She thanked Camden County for hosting our meeting. She stated that she was glad to see everyone this morning.

Motion was given by Melanie Storey and seconded by Becky Castello to approve the agenda. Motion carried.

Camden County Interim Extension Director, Mark Powell welcomed all the ladies to Camden County- the home of the Great Dismal Swamp State Park. He told all the ladies to enjoy the day.

Vivian Turner, 2nd Vice President recognized new secretaries and guests. There were no new secretaries. She introduced Dr. Travis Burke, guest speaker for our program development. Dr. Travis Burke is the Northeast District Director and he gave a presentation on secretarial/administrative assistant practices for the office. He also offered ways to improve our professional manner as a Secretary. He also stated that there was training available for those that need it for preparing newsletters.

Secretary Belinda Belch performed roll call. Those attending were:

Beaufort: Gladys Barnes, Pam Allen  
Bertie: Belinda Belch, Sheila Powell  
Camden: Amy Twiddy  
Chowan: 0  
Currituck: Donna Keene, Sherry Lynn, Mary Sue Wright-Baker (Retired)  
Dare: 0  
Edgecombe: Gloria Morning, Vivian Turner, Karen Whitley (Retired)  
Gates: B.J. Okleshen, Edna Williams  
Halifax: 0  
Herford: Melanie Storey, Becky Castello  
Hyde: Connie Burleson  
Martin: Shelia Ange  
Nash: Jo Ann Zimmerman  
Northampton: Robbie Bridgers, Jean Sigmon, Mary Ann Edwards  
Pasquotank: Lynn Weeks, Christy Boyce  
Perquimans: Teresa Story, Risha Foreman  
Pitt: Carol Haywood  
Tyrrell: 0  
Washington: Janet Hardison

There were a total of 27 active secretaries present.

Melanie Storey, 1st Vice President presented the Thought for the Day, "Burnt Biscuits."

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

Fall meeting minutes were posted on the website. Secretary Belinda Belch asked for corrections or a motion to approve the minutes as posted. It was revealed that Sherry Lynn was added in the roll call, however she did not attend the Fall meeting. With the revision, removing Sherry Lynn, a motion was made by Jo Ann Zimmerman and seconded by Sheila Ange. Motion carried.

Carol Haywood presented the Treasurer's Report. She stated that the checking account balance as of 05/18/11 was \$2237.21. Money Market account balance is \$5175.02. See copy attached. Motion to accept the Treasurer's Report was given by Lynn Weeks and seconded by Sherry Lynn. Motion Carried.

### **Committee Reports**

- Finance – A check in the amount of \$25.00 was sent to Kitty Hawk Fire Department in honor of Donna Hanusik's father. The total fundraising for the silent auction last Fall was \$201.00. A thank you note from St. John Church of Christ, Gladys Barnes, and Kitty Hawk Fire Department were received.
- Membership – Risha Forman gave the report. The NE District has 32 paid members. At the present, there are 30 active members, 1 active honorary (Karen Whitley), and 7 honorary. A sympathy card was mailed to Jacob Parker in the loss of his wife Arnette Parker, retired Extension Secretary from Tyrrell County. A get well card was mailed to Gladys Barnes. A sympathy card was mailed to the family of Brenda Gardner, Secretary from Martin County and a \$25.00 donation was mailed to the Bear Grass Fire Department in her memory. A sympathy card was mailed to Gladys Barnes and a \$25.00 donation to St. John Church of Christ in her mother's memory. A sympathy card was mailed to Donna Hanusik and a \$25.00 donation to the Kitty Hawk Fire Department in her father's memory. It was decided to update the "Let's Get Acquainted" directory. The committee decided to "go green" and do everything electronically this time. A moment of silence was given to honor Brenda Gardner and Arnette Parker who are no longer with us.

Membership Committee: Risha Foreman – Chair – Perquimans County, Donna Keene – Currituck County, Gloria Morning – Edgecombe County, Sheila Powell – Bertie County.

- Nominating Committee – BJ Okleshen and the nominating committee gave a recommendation for the new slate of officers as follows: Treasurer, Sherry Lynn; Secretary, Amy Twiddy; 2nd Vice President, Edna Williams; 1st Vice President, Vivian Turner; President, Melanie Storey; and Advisor, Teresa Story. Donna Keene gave the second and the motion carried.
- Professional Improvement – Robbie Bridgers gave the committee report. She encouraged everyone to take advantage of training offered through the statewide

webinars, local community colleges, your fellow co-workers, periodicals and more. Another set of classes will be offered June 1 beginning around 9:30 for those unable to attend the May 25th classes. She also listed some of the awards, scholarships and recognition opportunities that are available for Secretaries such as: Herter-O'Neal Scholarship, NCCESA Professional Improvement Scholarship, NCCESA Executive Board Award, Sue Mills Lighthouse Award, Secretary for Excellence, Pride of the Wolfpack Award, Ort Family Scholarship Award, The Dr. Russell C. and Mrs. Connie H. King Extension Program Teamwork Award for the NE Region of North Carolina and she added that the list goes on. See attached report.

- Public Relations – Vivian Turner – The food received from the Fall meeting was donated to the Good Shephard Food Pantry in Bertie County. A thank you note was received by Jack Hern and was read to the group.
- Reflections – Becky Castello presented the report. A Facebook page will be developed soon. She encouraged to keep the photos coming. Look for the Facebook page in the coming months.

### **Rules & Bylaws – No Report.**

### **Other Reports**

- February Board of Directors Meeting –Teresa Story gave the report. She encouraged everyone to be an advocate for Extension and to talk to your senators. She stated Sandy Wiggins discussed and reviewed office attire in the workplace. Also announced was the State meeting scheduled for September 22-23 in Statesville, NC. Professional improvement and workshops will be available and registration will be \$40.00. Discussion was made about archiving State minutes and the treasurer reports at NC State.

### **Old Business**

- Staff Senate Report – Becky Castello gave the report. Edna Williams and Becky Castello are our Staff Senators. They get to meet a lot of people and learn a lot. Recently discussed were budget issues and no one knows right now what to expect regarding the State budget. They will make a point to share info as they become aware. Google transitions will be a work in progress.
- Fundraiser for 2014 State Meeting - Teresa Story suggested we raffle lottery tickets. After much discussion, it was decided that each secretary would sell 25 tickets each, tickets would sell for \$1.00 each or 6 for \$5.00, selling would start August 1 and end Sept 2nd. Vivian Turner will make the numbered tickets per the advice of Dr. Travis Burke and mail them to all counties. Money and stubs are to be mailed back to Carol Haywood in Pitt County. A motion was made by Christy Boyce and seconded by Jean Sigmon to sell tickets for a lottery worth over \$160.00 in lottery tickets, each secretary will sell 25 tickets each, drawing will be held in Statesville, NC at the NCCESA state meeting. Fundraiser approved by Dr. Travis Burke and Vivian Turner will make numbered tickets and mail to each secretary. Actual lottery tickets will be purchased using the NE District funds. Tickets will be sold as \$1.00 each or 6 for \$5.00. All money

and stubs will be returned to Carol Haywood in Pitt County by September 2, 2011.  
Motion carried.

## **New Business**

- Herter-O'Neal Scholarship – Robbie Bridgers thanked everyone for putting the info out about the Herter-O'Neal scholarship. The Herter-O'Neal scholarship is a once a year, statewide scholarship worth \$750.00 for some lucky NC resident to use to pursue a college degree (Associates and/or Bachelors) in a business related field of study. The committee read through 19 applications. The group selected Christian Walker Rogers to compete at the state level. Christian is from Jamesville, NC and will be attending East Carolina University in the fall of 2011 seeking a degree in business. He is from a single parent home and has two older brothers. He has a long list of honors and a GPA of 4.21. We wish him well at the state level of competition.
- 4-H Camp Scholarship – Teresa Story stated that Gates County would receive the \$100 4-H Camp Scholarship.
- Secretary of the Year Award - Robbie Bridgers was named our 2011 Secretary of the Year. Robbie received a plaque and instead of receiving a monetary award, Robbie decided to donate her monetary award to the Bertie County Tornado Relief Fund. A check for \$75.00 will be sent to Bertie County in honor of this fund.
- Invitation to 2011 Fall Meeting in Currituck County –Sherry Lynn and Donna Keene, Secretaries for Currituck County, invites everyone to attend the Fall meeting in Currituck County. Details will follow soon.
- Induction of New Officers – B.J. Okleshen led the induction of new officers. Using a flower theme B.J. began the induction. Advisor, Teresa Story (Tulip), Treasurer, Sherry Lynn (Marigold), Secretary, Amy Twiddy (Pansey), Second Vice-President, Edna Williams (Sunflower), First Vice-President, Vivian Turner (Zinnia), and President, Melanie Storey (Daisy).

## **Other**

- Donation to Food Bank – Each County provided cans for the local food bank. A table was provided for everyone to place their donation. A group picture was taken and would be presented in the local newspaper announcing how many pounds were donated and where the food was donated
- Silent Auction – Each member had the opportunity to view the items for the silent auction. With everyone making their final “bid”, the auction was closed. Teresa Story announced the winners. All proceeds go to the NE District to help with hosting the 2014 State Meeting.

## **Adjourn**

A motion was made by B.J. Okelshen and seconded by Vivian Turner to adjourn the meeting.

Motion carried.

Tours

The group had the opportunity to tour the Dismal Swamp State Park.

Respectfully submitted by Secretary, Belinda Belch.