



Minutes-April 25, 2003

The meeting of the North Carolina Cooperative Extension Secretaries Association, South Central District was called to order by President, Carolyn Newman. Followed by the Pledge of Allegiance and a moment of silent prayer.

LeeAnn Crump gave the "Thought of the Day". Kashuna Little, 1st Vice President was unable to attend.

New secretaries and retirees (3) were welcomed: Tracy Brown, District Director's Office, Raleigh; Melissa Hopkins, Scotland County; and Mary Jo Watson, Harnett County.

Susan Condlin, Lee County Extension Director, welcomed the secretaries to Lee County.

Herb Hincks, Chairman-Lee County Commissioners gave remarks on changes that have affected Cooperative Extension over the years. He acknowledged Cooperative Extension has accepted these challenges by offering programs of a broader scope.

Danny Shaw, South Central District Director, welcomed the secretaries and expressed how proud he was of the district. He discussed how each county strives to deliver what is needed to their clientele. Danny discussed issues concerning state funding or possibly a five to eight percent cut in this district. Our district is in better shape than some, due to vacant positions. If we do have to take a cut, it will cost us positions. He realizes that there are some offices that are already taking up slack due to cuts. Our offices were commended in doing a good job of marketing. He encouraged us to take pride in our job, do a good job, and have fun. Danny left us with this question to think about: What is your sign? or What do you bring or offer to your job?

Rhonda Gaster, Lee County Administrative Assistant, introduced Dr. Matt Garrett, Executive Vice-President, Central Carolina Community College. The following question, Is your job good or bad, including life and marriage? Reminded us of the scripture: Be not weary in well doing. Other thoughts shared were: 1. Do not get too tired from doing a good job. 2. Whether things are good or bad is determined by our reaction. 3. One person's problem is another person's opportunity. 4. There is not another agency that has more to do with helping build the community. 5. Making a difference could be helping one person at a time. We can not do it all, but we can do something.

Kay Morton, Secretary II, introduced Barbara Worley, Lee County 4-H Program Assistant. Barbara presented a program on "Professional Grooming: Top 10 Beauty Mistakes". Rhonda and Kay served as models. Their make-overs turned out beautiful.

Starla Harwood gave the Invocation. Everyone enjoyed a Mexican lunch. A group photo was taken on the steps of the Worthy House.

BUSINESS SSESSION

Carolyn Newman -- roll call and minutes will be presented later in the business session. This allowed reports to be presented because a few members had to leave early.

Treasurer's Report: Devona Beard, Treasurer. Distributed. The proposed budget amount for 2002 - 2003 is a total of \$1,055.00. Brenda Gooden made a motion to accept the Treasurer's report. Seconded by Pearl Blount. The treasurer's report was accepted and approved by a majority vote.

Finance Report: Devona Beard. Working on a 2003-2004 budget. Devona asked if we would like to do a fundraiser that would help toward the 2006 state meeting that our district will host, and then requested suggestions. There was discussion on what kind of fundraiser. After discussion Brenda Gooden made a motion to do a half & half fundraiser. Carolyn Hodges seconded. A majority approved the vote. The half and half drawing will be held at the next district meeting.

There was some discussion concerning a state raffle and what type of raffle. A recommendation was presented that Devona coordinate this raffle since she was on the Finance Committee. Devona made a motion to raffle tickets for cash \$100, \$50.00, and \$25.00. Penny Upchurch seconded. Motion was accepted and approved by the majority. Each member is encouraged to sell at least 20 tickets. This money will be used for our district when we host the 2006 state meeting.

Starla will be sending ticket information to each county. Each county will be responsible for printing their own tickets. The money will be collected at the next district meeting if tickets have already been sold and then the rest of the money will be collected at the state meeting.

Professional Improvement: Brenda Gooden.

1. The committee will check with Mitch Owens regarding available on-line training; i.e., motivational training, web design/creation.
2. The committee encouraged each secretary to continue striving to take courses to keep up with the current technology.

There was discussion during this committee report concerning the University's policy regarding tuition for secretaries and who would be eligible to take courses & who would pay for these courses. This information is available on the intranet.

Scholarship Committee: Beverly Beverly shared information about the Herter-O'Neal Scholarship. This year the scholarship was in the South Central District. The scholarship in the amount of \$350.00 will be presented to Samantha Tillman who was chosen out of a total of four applicants. Samantha attends Anson High School. She plans to attend King's College in the legal, banking and

merchandising secretarial field. Samantha and her school counselor are being notified by a letter and Pearl Blount in the Anson County Extension Office will be making the presentation arrangements.

There was also discussion concerning the state scholarship that rotates from district to district. This year the scholarship rotates to the South Central District. It was discussed who to present this scholarship to. Discussion was that since Anson would be presenting the district scholarship to Samantha Tillman and the state scholarship had rotated to South Central; to present both the district and state scholarship to Samantha. Beverly Burney made a motion that both the state and district scholarship be awarded to Samantha Tillman. Devona made a second to this motion. The vote was unanimous to award Samantha Tillman both state and district scholarships.

Carolyn Newman requested roll call and reading of the minutes. Denese Prevatte made a motion to dispense with the reading of the minutes. Merrilyn Bowman seconded.

Motion made by Beverly Burney to amend the August 23, 2003 minutes to include Staff Senate and SEANC Reports. Cathy Fields seconded. Motion accepted by majority vote. Beverly submitted the following amendments to the August 23, 2003 minutes:

Staff Senate: She thanked everyone for their support and stated that it was an honor to represent the Extension secretaries at Staff Senate.

SEANC (State Employees Association of North Carolina). She stated that the association was keeping watch for us and if anyone had not joined, they may consider doing so.

Roll Call by Nan Rackley, South Central District Secretary:

County	Active Members	Retirees
Anson	2	0
Bladen	3	2
Chatham	2	0
Columbus	2	1
Cumberland	6	0
Harnett	3	0
Hoke	2	0
Lee	2	0
Montgomery	2	0
Moore	2	0
Richmond	1	0
Robeson	4	0
Scotland	2	0
Stanly	2	0

Membership: Denese Prevatte. We almost have a 100 percent participation. We have a total paid

membership of 42 secretaries; three are new and dues will be sent in as soon as possible. We have three new secretaries: Melissa Hopkins, Scotland County, Mary Jo Watson, Harnett County, and Tracy Brown, South Central District Director's office.

A membership brochure was developed to help inform new secretaries about the association. A welcome letter with details about the district along with this brochure will be sent to new secretaries encouraging them to join the association. The brochure will be added to the state web page. The Membership Committee now has their notebook ready. The committee is also requesting that an email be sent to all secretaries when there is a new secretary.

Denese Prevatte developed a page with Committee Guidelines that includes committee responsibilities at the state and district level. She also developed a set of guidelines for the District Association. These will be included with the packet going to the new secretaries.

Denese Prevatte suggested that the Public Relations and the Reflections committees each be responsible for taking their own pictures and submitting them to the correct committees, or people. A motion made by Penny Upchurch to accept this recommendation. Starla Harwood seconded. Motion approved by majority vote.

Nominating Committee: Betty Juhan. Nomination forms will be sent out during the summer for election of second vice president, secretary, and treasurer for the coming year.

Reflections Committee:, Starla Harwood. The committee request that we please turn in anything that you would like included in the scrapbook --- picture, newspaper clippings, etc. Please take the time to look through the scrapbooks. There were several encouraging comments about how good the scrapbook looked.

Public Relations Committee: Kay Morton. A presentation was made of the NEW South Central District Secretaries Association Web Site. We should now be able to log on to the South Central District Home Page and click on our web page link. This is a very simple page that should be very easy to keep updated. Several compliments were given concerning this achievement. It was suggested that our webmaster, Susan Brame, be notified that we now have a district web site.

Our district newsletter will be posted to our web site this year. Please submit any news to our Public Relations Committee by May 23, 2003. You will be solicited by e-mail from our committee members for news.

The state newsletter will be posted twice a year beginning in 2003. Deadlines for this newsletter will be June 1 and December 1 of each year. Please report any news for the June edition of the state newsletter to any District Public Relations Committee member or Kay Morton by the June 1, 2003, deadline.

Rules and Bylaws Committee Dianne Scarboro. The following changes to the Rules and Bylaws are being recommended. The changes are proposed for clarification for a question posed by an Honorary Member. If the Board of Directors approve, the changes will be presented to the general membership in September during the state meeting for final approval. The Board of Directors approved this at their meeting; this will be presented to the general membership in September.

ARTICLE IV - MEMBERSHIP: SECTION 4, FIRST PARAGRAPH, LAST SENTENCE *Now Reads:* Associate Members shall have all privileges of Active Members except that of holding office and voting.

Change to Read: Associate Members shall have all privileges of Active Members.

ARTICLE IV - MEMBERSHIP: SECTION 5 FIRST PARAGRAPH. *Now Reads:* An Honorary Member shall pay no dues except where he/she is an Active Member.

Change to Read: An Honorary Member shall pay no dues except where he/she is an Active or Associate member.

Secretary of the Year Committee: Linda Brulet. An email will be sent to all SC District secretaries in June asking for nominations for Secretary of the Year 2003. Nominations will be submitted to Linda Brulet in mid-July. After committee consideration, nominees will be presented for voting. Nominations will be emailed to all SC District Secretaries for voting. August 1 is deadline for vote return. Brenda Gooden, last year's recipient, will present the 2003 award at our fall meeting.

OLD BUSINESS: None

NEW BUSINESS:

Carolyn stated, we are honored to have the State President, Janet Mabry, as a member of our district. Janet was asked to present any information she wanted to share with the group.

Janet brought us greetings as our NCCESA State President.

"We are in the midst of Staff Senate elections for District 14, which represents all of the SPA employees in CALS. Beverly Burney is serving as an alternate Senator this year and has until just recently been our only representative for county secretaries. There seems to be a continuing break in communications with Staff Senate; however, I believe we are making some progress on this issue and hope to have it resolved in the near future. Please be aware that Staff Senate voting ballots will be arriving soon, if you are an SPA employee and if you receive a paycheck from NC State University, then you need to VOTE when you do receive the ballot. Choose your representatives wisely, pay attention to why they say they want to serve and make sure they are committed to doing so if elected. Beverly and others that have served on Staff Senate can attest to the fact that it does take a lot of time and energy and a definite commitment to carry out the responsibility. But, the benefits gained and the information learned have been worth the effort. Did you know that agents and administration do not have a seat on the Faculty Senate? So, we are one step ahead there and if we do not participate then we have no one to blame but ourselves."

"I am in the closing process of organizing a committee to establish a use for the Sue Mills Memorial Fund. We will be working on this in the next several months."

"We are also involved in planning for the next statewide secretarial training working with Dr. David Jenkins and Susan Bennett with the Personal & Organization Development (POD) group. Remember the core competencies completed when we met at Atlantic Beach in 2000? Well, there are a group of us working on training materials to be used to help us meet the goals of the established competencies. It is a challenge, but it is rather exciting to be involved once you actually begin to work and get down to the nitty gritty! So, you will be hearing more about this in the months to come. I look forward to hearing your feedback on the options for the 2004 training that you have been asked to consider."

"A reminder--if you are a new employee, visit the POD website and review the competencies and the module on the organization itself is already on line and ready to be put to use. It will help you learn more about the CES, who we are and what we are supposed to do. "

"Finances, our association has seen a decline in paid membership as well as a reduction in the contribution from the Ag Agent's Association. The Board of Directors has approved an amended budget as expenses were realigned to match revenues."

"Kay Morton is serving as State Chairman, Public Relations Committee. She has made it the goal of the committee to publish two issues of the state newsletter. Work has begun! Visit the association website, which Susan Brame in Vance County has continued to maintain in a wonderful fashion for us, frequently to stay informed of the "happenings" within our association."

"Denese Prevatte is serving as Chairman, State Membership Committee and a membership brochure has been developed to assist in member recruitment."

"Carolyn Newman and Billie Rosene (South West District) are serving on a Diversity Change Committee representing our association."

"Federation Board meets Monday. Any issues you would like to see addressed, I need to know today."

"I attended the NC Extension Foundation Board meeting. This Foundation is working very hard for the future of Extension and NC State University."

"Horn of Plenty, at the Show Place in High Point on Friday, August 15. If anyone wants to volunteer to help, let me know. "

"Professional Development Scholarship funds are available if you are planning to return to school, attend a workshop/seminar, or obtain a certification. The application is on-line. Remember to apply."

"State Meeting, September 25-26, 2003, High Point at the Radisson."

"Cathy Fields was approved by the Board of Directors for Honorary Membership and will be presented for vote of total membership at the state meeting in September. "

Carolyn thanked Janet for sharing some valuable information.

Eligibility list of persons eligible to hold state office for 2003-04 will be submitted to the State President by May 1. Please be encouraged to accept a position if nominated.

Diversity Change Agent Catalyst Team (Carolyn Newman, member). A project initiated by Cooperative Extension, NCSU and NC A&T, as a step in beginning to support greater cultural diversity. The positive impact related to differences in age, culture, class, ethnicity, gender, physical and mental abilities, race, sexual orientation, political beliefs, marital or family status, spiritual practice, and all dimensions of human diversity that can be applied throughout the system. Dr. Ort and Dr. McKinnie stated, "The team will have a unique role and responsibility in the continuing evolution of diversity, inclusion and pluralism within Extension at both NCSU and NCA&T.

An invitation was extended by Montgomery County for everyone to attend the next South Central District meeting on Friday, August 08, 2003.

Peggy Elliott made a motion to close the meeting. Carolyn Hodges seconded. All were in favor.

The Lee County Staff distributed door prizes.