

**NCCESA-South Central District Fall Meeting**  
**April 16, 2004**  
**Richmond County**  
**Ellerbe, North Carolina**

The meeting of the North Carolina Cooperative Extension Secretaries Association, South Central District was called to order by Starla Harwood, President. Starla welcomed everyone to Ellerbe and thanked LeeAnn Crump and Crystal Gainey for hosting. Followed by Pledge of Allegiance.

Thetis Williams, 1st Vice President, led the prayer followed by the Thought for the Day, "Moments That Take Our Breath Away".

Welcome was extended by Taylor Williams, Richmond County Extension Director

Danny Shaw, South Central District Director, thanked everyone for their concerns, thoughts, and prayers. Introduced Susan Brame, Administrative Assistant for the South Central District office. He thanked everyone for being the best you can be for Extension. Customer service is number one.

Starla introduced and welcomed the new secretaries:

Harnett County - Amy Holder  
Moore County -- Debbie Gibson and Bessie Bell  
Richmond County - Crystal Gainey  
Scotland County - Mary Patterson

Carolyn Hodges will take the plaque to Carolyn Newman (Past President)

Committee assignments were announced and committees met for a brief time for discussion.

LeeAnn Crump, Richmond County Administrative Secretary, introduced Skip Ragland, Moore County Master Gardener who presented a program on "Bonsai at it's Best".

Invocation was given by Devona Beard, 2nd Vice President, followed by a delicious lunch at Ellerbe Springs Restaurant.

**Secretary:** Roll Call was taken by Linda Brulet, South Central District Secretary

County	Active Members	Retirees
Anson	2	0
Bladen	3	1
Chatham	3	0
Columbus	2	1
Cumberland	5	0
Harnett	2	0
Hoke	1	0
Lee	2	0
Montgomery	2	0
Moore	2	0
Richmond	2	0
Robeson	3	0
Scotland	2	0
Stanly	2	0
District Secretary	1	0
Total Present	34	2

**Treasurer:**

A copy of the report was given to everyone by Courtenay Hansley, SC District Treasurer.

Account Balance as of 4/16/04

Checking Account Balance.....\$ 2,399.53  
Savings Account Balance.....\$ 145.65  
Money Market Account.....\$ 3,658.37  
TOTAL.....\$ 6,203.55

**Finance Committee:**

The Finance Committee recommends to Rules & By-Laws Committee that they consider amending the Rules & By-Laws to reflect that Association dues are non-refundable.

Half-and Half Raffle will be done at each District Meeting with one-half of money going toward hosting the State Meeting in 2006 and the other half to the lucky ticket holder.  
Cost is \$1.00.

Submitted by Courtenay Hansley, Finance Chairperson

**Nominating Committee:**

Nomination forms will be sent out during the summer for election of 2nd Vice President, Secretary and Treasurer. We encourage everyone to consider holding a position if nominated.

Submitted by Pearl Blount, Nominating Committee Chairperson

**Public Relations Committee:**

Members: Rhonda Gaster, Kay Morton, Susan Graham, Mary Patterson, and Cathy James

A notice was sent to committee members requesting information from the counties for the District Newsletter. Deadline for receiving articles May 21 for District Newsletter and June 1st for State Newsletter. We encourage all counties to send information and also include pictures.

**Rules and By-Laws Committee:**

Committee Members: Janet Mabry, Chairman, Dianne Scarboro, Betty Juhan, Cindy Vann, and Thetis Williams.

The state Rules & By-Laws Committee presented by attached proposed changes to our association by-laws at the Board of Director's meeting in February. The Board approved these proposed changes upon committee recommendation and said changes will be presented to the full association membership at the annual meeting for consideration. They will be posted to the association website within the time period required by our by-laws.

I believe there will also be a vote to change North Carolina Cooperative Extension Service to North Carolina Cooperative Extension. This is due to the fact that membership in our association has been opened to interested persons with NC A & T State University and goes back to a marketing policy dated July 1999 when we were told to refer to the combined Extension organization as "North Carolina Cooperative Extension".

This should be able to be changed in block throughout our by-laws, but I believe it will have to come as a state committee recommendation. I'm not sure whether or not it was presented in that manner at the board meeting. So, there may be additional information about this coming soon.

If anyone has other issues relating to the by-laws or constitution of our organization, please let me or any member of our committee know so that we can refer to the state committee.

Submitted by Janet Mabry, Chairman

**Recommendation from Finance Committee to Rules & By-Laws Committee that Association dues are non-refundable. In turn, it was recommended by the Rules & By-Laws Committee that this addition be made to the South Central District's Guidelines. Seconded by Devona Beard and passed.**

**Membership Committee:**

Members: Bessie Bell, Sharon Williams, Jane Tripp, and Amy Holder

- Needs to keep the retirees in the loop.
- Ask each county for address and phone number of each active and retired secretaries. Compile information
- Send retirees information about current events such as dues and awards
- Have 2 copies on disk (Membership Chair & President or Secretary of Association
- Hard copy sent to everyone
- Membership Chairperson responsible for all updates
- Membership package of personalized welcome letter, brochures, membership listing and awards listing.

Submitted by Patricia House, Chairman

**Professional Improvement Committee:**

By-Laws - Helping to improve secretaries

Scholarships are available on line. \$500 will go towards bill to go back to school.

Everyone can apply; [www.secretarialsite.com](http://www.secretarialsite.com) Information on website for refresher courses for Professional Improvement but this is done at State level. Bring this to our representatives that only State funded can do this:

[www.ces.ncsu.edu/vance/nccesa/awards/scholarships.html](http://www.ces.ncsu.edu/vance/nccesa/awards/scholarships.html)

Awards page gives awards and names. Use for personal information.

Submitted by Peggy Elliott, Chairman

**Reflections Committee:**

Starla Harwood, Chairman, asked that everyone look at the scrapbooks on display at today's meeting.

**Scholarship Committee:**

Cathy Fields, Acting Chairman for Beverly Burney, who was out today because of death in family. Other Members: Carolyn Hodges and Susan Johnson.

Bladen County will receive scholarship this year. Sent applications to West Bladen High School, East Bladen High School and Bladen Community College and to the newspapers. Deadline for applicants was today (April 16,2004). Have received one application to date. Will e-mail everyone with winner's name.

**Secretary of the Year Committee:** Report by Brenda Gooden, Chairperson  
Committee made recommendation to accept the guidelines for the application for Secretary of the Year with a correction of July 1 as the deadline for receiving them. You will be reminded of deadline at spring meeting. This was seconded by Janet Mabry and passed. There must be three members on this committee with the last winner always being one of the three

Because of Carolyn Newman's resignation, only two members are on the committee. Brenda Gooden offered to be a member of the Committee another year to give it a three-member committee.

Retirees can be nominated.

### **BUSINESS:**

Denese Prevatte made motion to dispense with reading minutes of August 8, 2003 since everyone received a copy by e-mail. Devona seconded and motion carried.

No unfinished business.

### **NEW BUSINESS:**

Susan Graham gave Staff Senate Update. Go to University Homepage. Representation for Extension is good with several as members and serving as officers.

Wolf Perks - most are in Raleigh area - trying to get some in counties.

Another concern - There are other activities on campus we could take advantage of if we had a campus ID. Possible to come to district meeting to take pictures (for ID). Janet Mabry commented that maybe ID pictures could be taken at the State Meeting instead of at District.

Should be getting copies of VOICE.

Information on Staff Senate website about borrowing computer for a year,

Janet commented that the Staff Senate is doing a great job and that we have some voices now.

**Sue Mills Award:** Janet Mabry and Devona Beard are on the committee. Anyone in the Association can nominate someone that has been an inspiration or lighthouse to you. The first award presentation will be at this year's state meeting.

The State Meeting for 2004 will be in Hickory, September 16 -17.

Statewide training will be held the week of October 19th , with possible location Concord, NC.

South Central District will host State Meeting in 2006. Planning Committee was set up to meet and get started with decisions of meeting place, etc. Committee members are Courtenay Hansley, Devona Beard, Starla Harwood, Sharon Williams, Denese Prevatte, and Amy Holder.

Devona Beard announced her two daughters are now Extension 4-H Agents. One in Vance and one in Duplin. CONGRATULATIONS.

Annie Clark, Scotland County, getting married July 25, 2004.

Robeson County will host the next District Meeting which will be held before the State Meeting.

Door Prizes were given out. Bessie Bell won the 50/50 drawing of \$33.50.

Be thinking about fund raisers for the State Meeting. Will discuss at the fall meeting.

Thanks again to LeeAnn and Crystal for hosting the meeting today.

Adjourned at 2 p.m.

Respectfully submitted by:

Linda Brulet, District Secretary