



**South Central NCCESA Fall Meeting  
August 31, 2007  
Chatham County  
Pittsboro, North Carolina**

The 2007 spring meeting of the South Central District NCCESA was held in Chatham County at the Chatham County Cooperative Extension office.

Kay Morton, President, called the meeting to order. Kay thanked Susan Graham, Jane Tripp, and the Chatham County staff for hosting the meeting. Susan Graham welcomed the group to Chatham County.

Kay led the group in the pledge of allegiance, followed by LeeAnn Crump, 1<sup>st</sup> Vice President, providing a thought for the day.

Kay introduced and welcomed the new secretaries:

Debbie Humphrey – Robeson County

Pam Layfield – Anson County

Jane Tripp, Chatham County Secretary, introduced: Glenn Woolard, Chatham County Extension Director; Charlie Horne, Chatham County Manager; Chatham County Extension staff members; and Danny Shaw, South Central District Extension Director.

Danny Shaw provided a campus office update and thanked the secretaries for their role in Cooperative Extension.

Susan Brame, South Central District Administrative Associate and Danny Shaw, recognized Denese Prevatte with an "I Got Caught" Award. Denese was recognized for more than 31 years of service, outstanding duties as a secretary, and serving as an invaluable staff member in the Robeson County office.

Susan Graham introduced Dr. Sue Campeau with Campeau Chiropractic, P.C. Dr. Campeau explained chiropractic procedures. Members completed a brief stress survey before Dr. Campeau's "Stress: Deal With It" session. A handout titled "Stretches for Administrative Assistants" was given to all members with demonstrations by Dr. Campeau.

Susan Graham introduced Steve Lawson with State Employees Association of North Carolina (SEANC). SEANC is a member run association that advocates for state employees.

Susan Graham, 2<sup>nd</sup> Vice President, gave the invocation, followed by a wonderful meal.

**BUSINESS SESSION:**

Annie Freeman, Secretary, stated the minutes from our last meeting have been posted to the web. Denese Prevatte made a motion to dispense the reading of the minutes. The motion was seconded by Devona Beard. All approved and motion passed.

The roll call was taken by Annie Freeman, Secretary. Thirty active and three retiree association members were present.

<i>County</i>	<i>Active Member</i>	<i>Retirees</i>
Anson	2	0
Bladen	3	2
Chatham	2	0
Columbus	2	1
Cumberland	4	0
Harnett	2	0
Hoke	2	0
Lee	2	0
Montgomery	2	0
Moore	1	0
Richmond	2	0
Robeson	4	0
Scotland	1	0
Stanly	0	0
District Secretary	1	0
<b>TOTALS</b>	<b>30</b>	<b>3</b>

***Treasurer:***

Penny McCartney, Treasurer, provided each member a copy of the financial report. Penny stated this report contains an error, as 1 deposit has not been credited to this report.

Account balances as of August 30, 2007:

Checking Account .....	\$ 664.72
Shares Account.....	\$ 153.88
Money Market Account.....	\$5,291.32
<b>TOTAL .....</b>	<b>\$6,109.92</b>

## COMMITTEE REPORTS

**Membership** – (Jane Tripp, chair) We had two new secretaries Debbie Humphrey, Robeson County; and Pam Layfield, Anson County in the South Central District since our last meeting. It was announced at the Spring meeting that Jean Newsome Verhasset had joined the Cumberland County staff, but she did not attend the Spring meeting. Jean was introduced at this meeting. Letters of welcome were sent. We currently have a total of 42 members.

**Public Relations** – (Rhonda Gaster, chair) Please submit articles as soon as they happen; you do not need to wait until May or December to submit. Please include pictures with articles. The newsletter was posted to the web in January and June. Articles are needed by late May and late December.

**Nominating** – (Peggy Elliott, chair) The nominating committee made a motion to post the nominating form for district officers to the web. The form will be updated each year with the current nominating committee chair persons name and address. The nominating chair person will also need to send the updated form to the district webmaster to be posted on the district website. Denese Prevatte seconded the motion. All approved and motion passed.

The nominating committee submitted for approval the following slate of officers for 2008: President – Leeann Crump; 1<sup>st</sup> Vice President – Susan Graham; 2<sup>nd</sup> Vice President – Susan Johnson; Secretary – Angie Priest; Treasurer – Nan Rackley; and Advisor – Kay Morton. Brenda Gooden made a motion to close officer nominations. Devona Beard seconded the motion. All approved and motion passed.

**Finance:** (Penny McCartney, chair) See copy of treasurer's report. Penny McCartney made a motion to have a raffle during registration at the State Meeting in Kill Devil Hill, NC. Devona Beard seconded the motion. After discussion, motion to have a raffle during the 2008 state meeting failed.

**Scholarship** – (Susan Johnson, chair) Only two applications were received for the 2007 South Central District Scholarship. Applicants were Eric Mullins and Shanekia Blackshear. Ms. Blackshear had an impressive application; however, she plans to pursue a medical degree. Eric Mullins is attending Fayetteville State University and plans to get a degree in accounting. Instructions on sending the scholarship money to Fayetteville State were sent to Penny McCartney, Treasurer. Penny has sent the scholarship money to FSU. Information on the scholarship award was sent to the Fayetteville Observer.

**Reflections** – (Starla Harwood, chair) Cathy Fields gave the reflections report in Starla Harwood's absence. Please continue to send pictures/information to Starla for our scrapbook.

***Professional Improvement*** – (Sharon Williams, chair) Please sign up for special classes for professional improvement. Apply for scholarships. Please share any information that you may have that we can share with the other secretaries about educational opportunities. Encourage everyone to apply for classes at the community colleges. Reminder that there is a tuition waiver from NCSU to take 1 class per semester. If there is a local class you would like to take – check with your CED for financial support.

***Rules and Bylaws*** – (Susan Graham, chair) No Report.

***Secretary of the Year*** – (Devona Beard, chair) I was so excited this year that we had several great nominations for Secretary of the Year. Of course, only one can receive the award, so if your nominee did not receive this coveted award this year, please update and submit that person next year.

## **UNFINISHED BUSINESS**

***Delegates to Alabama*** – Kim Gibson reported she, Susan Brame, Kay Morton, and Tracy Brown traveled by car to Alabama in May to recruit members to help form a southern regional secretaries association. They attended the state meeting of Alabama's ESPA (Extension Support Personnel Association), which included in-service training, an awards banquet and a business meeting. Members of ESPA voted at their business meeting to support the formation of a regional secretaries association. Kim stated the trip was fun and she was surprised at the amount of fund raising and auctions held to support their State Meeting.

### ***Southeastern Regional Extension and Research Support Staff Association (SRERSSA)***

***Committee Update*** – Leeann Crump (see attached). Devona Beard stated possible locations for the Regional meeting are: Chatanooga, TN; Cherokee, NC; and Athens, GA. Possible dates for the meeting are in June and July of 2008. Kay forwarded the group an email from Chris Austin which asked for a count of members interested in attending the regional meeting. By a show of hands, 15 members from our district were counted. Devona stated Drs. Ort and Zublena supported the efforts to create the regional association and will allow time for our members to attend. Leeann Crump stated the regional association will determine an amount for dues at a later time when officers are elected (there are interim officers at the present time). Devona stated other states include program assistants in the secretaries association. Kay stated all states are structured differently. Cathy Fields suggested NC host the 1<sup>st</sup> regional meeting.

## **NEW BUSINESS**

***Awards Committee*** – Annie Freeman suggested an awards committee be formed to ensure our district has nominations submitted for awards. Annie made a motion to create a new awards committee to encourage and ensure nominations from the South Central District are submitted. Kim Gibson seconded the motion. All approved, motion passed. Members of the awards committee are: Annie Freeman (chair), Devona Beard, Kay Morton, Susan Graham, and

Amanda Chavis. Susan Brame stated other districts including campus have also seen less awards submitted. Susan suggested we contact Vicki Pettit to confirm awards submitted. Susan also reminded the group of the "I Got Caught" Award application which is posted online.

**Secretary of the Year Award** – Devona Beard presented the Secretary of the Year Award to Susan Johnson of Cumberland County.

**Installation of Officers** – Kay thanked the current officers for their support over the last year. Devona Beard installed the 2008 officers and presented them each with a building block. The 2008 South Central District Officers are:

Leeann Crump – President  
Susan Graham – 1<sup>st</sup> Vice President  
Susan Johnson – 2<sup>nd</sup> Vice President  
Angie Priest – Secretary  
Nan Rackley – Treasurer  
Kay Morton – Adviser

Leeann Crump led the group in showing appreciation for Kay Morton's leadership role representing our district as president for the past year.

**Invitation – 2008 Spring Meeting** - Columbus County will host the spring meeting. Information will be sent at a later date.

**Announcements** – the NCCESA State Meeting will be held on September 20 – 21, 2007 at Kill Devil Hills, NC

The half and half drawing was won by Dianne Scarboro of Hoke County.

The meeting was adjourned.