



**NCCESA South Central District  
Fall Meeting Minutes  
August 28, 2009  
Hoke County  
Raeford, North Carolina**

The NCCESA South Central District secretaries met in Raeford for their fall meeting at the Raeford Hoke Museum on Friday, August 28, 2009. Refreshments were served at 9:30 a.m.

Susan Johnson, President, called the meeting to order at 10:00 a.m. Christine Barrier, Treasurer, led the group in the Pledge of Allegiance. An inspirational thought on being thankful was given by Ruth Ann Pope, 2<sup>nd</sup> Vice President. Hoke County Extension Director, Keith Walters, welcomed the group to Raeford. His appreciations were given to Dianne Scarboro and Cathy James for their hard work in making preparations for the meeting. Susan Johnson led the group in a word search icebreaker; prizes were given.

Susan Johnson introduced newly hired SC District Extension Director, Clinton McRae and Susan Graham, SC District's Administrative Associate. Both greeted the group. Susan Brame, recently retired SC District Administrative Associate, was also recognized and welcomed.

Clinton McRae extended his thanks and appreciation for all the secretaries do on a daily basis. He shared that Cooperative Extension's voice remains strong within the state. There was not much new he could share in regards to the budget situation; funds have been released to the UNC system and from there will go to NC State to be distributed to the different departments. Within the next couple of weeks, they expect to know specific funding amounts. Clinton's been meeting recently with various county managers. He shared their desire to hear from Extension in an even greater way in addressing current issues and challenges.

Dianne Scarboro introduced Joyce Monroe, Raeford Hoke Museum Board of Directors Chair. Joyce took the group on an educational and entertaining tour of the museum.

**BUSINESS SESSION:**

Susan Johnson called the business session to order and shared thank you notes from recent retirees Carolyn Hodges and Susan Brame.

**Roll Call and Minutes:**

*Leeann Crump, SC District Advisor, gave the roll call as acting Secretary, standing in for Myra Johnson.*

<b>County</b>	<b>Active Members</b>	<b>Retiree</b>
Anson	2	
Bladen	3	1
Cabarrus	3	
Columbus	2	1
Cumberland	4	
Harnett	2	
Hoke	2	
Lee	2	
Montgomery	2	
Moore		
Richmond	2	
Robeson	4	
Scotland	2	
Stanly	2	
Union	2	
District Secretary	1	1
<b>Totals</b>	<b>35</b>	<b>3</b>

As minutes were read and posted online, a motion was made by Kay Morton and seconded by Pam Layfield to dispense with the reading of the minutes. All approved.

**Treasurer’s Report:**

Christine Barrier, Treasurer, provided all with a copy of her full report. An overview follows:

Account balances as of August 28, 2009 ~

Checking Account.....	\$ 2,892.66
Shares Account.....	\$ 159.26
Money Market Account.....	\$ 4,380.58
<b>TOTAL.....</b>	<b>\$ 7,432.50</b>

**Committee Reports:**

**Membership** ~ Rhonda Gaster, Chair

The South Central District Secretaries Association currently has 40 active members and 18 retired members. Since our April meeting, we had one of our members retire: Cindy Vann. Susan Brame, SC District Administrative Associate retired June 30, 2009. We also would like to welcome Susan Graham from Chatham County back to our district as our new South Central District Administrative Associate.

**Nomination** ~ Dana Braswell, Chair

The Nominating Committee submitted for approval the following slate of officers for 2010: President - Kim Gibson, Montgomery County; 1<sup>st</sup> Vice President – Ruth Ann Pope, Anson County; 2<sup>nd</sup> Vice President – Sharon Williams, Harnett County; Treasurer – Denese Prevatte, Robeson County; Secretary – Becky Lewis, Cabarrus County; Advisor – Susan Johnson,

Cumberland County. As there were no further nominations from the floor, a motion was made on behalf of the Nominating Committee by Dana Braswell to accept this slate of officers; vote taken and motion passed to accept the 2010 officers as nominated.

### **Professional Improvement ~ Peggy Elliot, Chair**

The Professional Improvement Committee would like to encourage everyone to take advantage of the educational opportunities around you. Continue to check your intranet for Elluminate live classes that may enhance your educational skills. Apply for scholarships that are made available to the Extension Secretaries. Subscribe to tech talk, if not already, to receive computer tips and upcoming interesting computer classes. Also, please take advantage of the tuition waiver that NCSU allows for 1 class per semester to Extension state employees only.

Any professional improvement information you may run across that you feel would benefit association members, please feel free to share. The Professional Improvement Committee has prepared certificates for outgoing committee chairpersons and officers to be distributed at this time.

### **Rules and By-Laws ~ Chris Austin, Chair**

As stated in the South Central District Guidelines, we are to follow the guidelines of the state association. With that in mind, the following changes were voted upon by the membership via e-vote and were adopted on April 7, 2009. (Copies of the detailed changes were distributed to the group for their reading.)

A summary of these changes affecting SC District are:

1. Article II, Section 2, Bullet 7 – To improve working relationships and communications between agents and secretaries (**CHANGED TO – secretaries and their co-workers**) in regard to planning time and work.
2. Article II, Section 5, **READ CHANGES.**
3. NCCESA Standing Committees and Guidelines for Committees. **READ CHANGES.**
4. Article X – Meetings, Section 5, and 6 added. **READ ADDITIONS.**

The Rules and By-Laws Committee recommends no changes at this time. (End of report.)

At this time there was a brief discussion on the upcoming Board of Directors meeting on September 18 in Greensboro. The NCCESA state meeting was cancelled for this year due to financial issues. In response, this one day open meeting, for all constituents willing to pay their own way, will serve as a vehicle to conduct needed state association business.

Article X, (proposed) Section 6 states: **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.

Susan Johnson stated that we would discuss the proposed articles further under New Business.

**Awards** ~ Janet Mabry, Chair

The Awards Committee is available to assist anyone applying for an award. Members of the committee can be available to assist in reviewing an award application if another opinion is needed or desired. (There have been no awards submitted this year.)

**Community Service Project** ~ Annie Freeman, Chair

The NCCESA South Central District Community Service Committee members are proud to lead our 1<sup>st</sup> community service project entitled “Adopt A US Soldier”. E-mails have been sent to all secretaries in our district listing items needed/requested by US soldiers in Iraq. These items were then compiled by secretaries to be packaged and shipped to US soldiers. A link to the ‘adopt a us soldier.org’ website was also included in the e-mails, as a reference, and to encourage our secretaries to adopt a US soldier. We would like to encourage all secretaries to submit ideas or suggestions for future community service projects. (End of report.)

A recommendation was made by this committee for shipping costs to be covered by our association treasury. The motion was made by Annie Freeman; seconded by Chris Austin. Suggestions were made for shipping items in USPS pre-paid shipping boxes. Also suggested was using Uni-Lever in Hoke Co. in the future as a source for lower cost items to distribute to the troops. Christine Barrier, Treasurer, shared that there is \$75.00 in the Misc. line item that could be used to cover shipping costs. The membership voted unanimously to support shipping costs for collected items for the “Adopt a US Soldier” service project. As there was not a committee set up to establish guidelines or a rotation system for future projects, this may need to be decided in the future.

**Secretary of the Year** ~ Susan Johnson, Chair

The call for nominations for the 2009 Secretary of the Year was sent via e-mail on Monday, June 1, 2009. A reminder e-mail was sent on Monday, June 22. Nominations were received and the selection was made. The committee, consisting of Susan Johnson, Nan Rackley, and Linda Brulet met via e-mail as requested. Two nominations were received; however, they were for the same person. Winner to be announced later today.

**Reflections** – Becky Lewis, Chair

Appreciations for all pictures submitted and the ongoing help with names as the scrapbooks were kept updated. We will be happy to forward the material to the next chairperson.

**Public Relations** – Dianne Scarboro, Chair

We only received news from two counties so we have not published the June newsletter. We are sure that everyone had a vacation, wedding, family reunion or other event that you would like to share with everyone. Please send your news and pictures and we will plan for a Fall newsletter. Articles and pictures will be accepted at any time and may be sent to any committee member.

**Scholarship** – Cathy James, Chair

We followed up with Hoke County High School and Sandhills Community College and were unable to award the scholarship for 2009. Unfortunately, the contact person at the high school was dismissed prior to the end of the year.

**Federation Report from Christine Barrier:**

NCCESA continues to be actively involved with Federation...

***Board Meetings***

The first Board of Directors Meeting was held on Friday, March 27<sup>th</sup> via Elluminate. President Janine Rywak (Anson County) led the board through a very productive meeting to include remarks from Dr. Jon Ort and reports from Board Officers and District Presidents. Discussion was held regarding the 2009 Forum; final decision was to hold a Forum of some type with arrangements being made after each association has had an opportunity to make recommendations through their state president.

The Fall Board Meeting will be held on Tuesday, October 6<sup>th</sup> via Elluminate.

As I will be fulfilling the 3-year commitment as NCCESA representative to Federation, the 2010 Web Master position will need to be filled by our association. At present Donna Stewart, Campus Chapter and Karen Cousineau, Orange County have placed their names in nomination for this position. Voting will take place at our September 18<sup>th</sup> Association Business Meeting. Anyone interested in serving as the Web Master should contact Carol Horne, NCCESA State President.

***Federation Forum*** - December, 2009

After lengthy discussion during the March 27, 2009 Board of Directors Meeting, plans for the Forum will be researched and presented for review during the October 9<sup>th</sup> meeting by Heather Lifsey, President-Elect. The Leadership and Service recognition Award will be awarded at that time.

Horn of Plenty – August 28 – Hickory, NC (Catawba County) – Fred Miller, CED.

Presently, NCCESA is to provide and service Ice Tea, Lemonade, and Ice Water. NCCESA is the only association sponsoring in-kind donations to HOP, along with the requested \$100 donation. Federation President is the representative for all associations on the Horn of Plenty Planning Committee, and will notify the state presidents of their responsibilities for this event. The following association members will be volunteer servers: Julie Campbell, Jamie Miller, Linda Lemons, Annie Thompson, Carol Horne, Sandy Kanupp, Patsy Richardson, Deidra Hicks Leslie Brown, Dawn Esposito and Glenda Burgess.

### **Staff Senate:**

Chris Austin, Staff Senator, told of ongoing budget challenges with travel costs as senators continue to try to represent their constituency. Senate meetings are once a month on the first Wednesday of every month. Chris encouraged everyone to bring any concerns, big or small, to her so that she might be a voice for us in the Senate.

### **Old Business:**

***SRERSSA dues*** ~ If you are interested in membership, dues are \$10 and payable between October 1 and December 31<sup>st</sup>.

### **New Business:**

***State Meeting Agenda Items on website*** ~ Susan Johnson directed the groups' attention to the agenda for the September 18 Board of Directors meeting in Greensboro for their approval. Also needed: approval of the minutes from the Board of Directors follow-up meeting from those that attended, approval for the annual state meeting minutes from 2008, selection of a Federation webmaster from our District and approval of the slate of state officers. Nominated for state office are: Pam Brylowe, President; Kay Morton, 1<sup>st</sup> Vice President; Teresa Story, 2<sup>nd</sup> Vice President; Tracy Brown, Secretary; Janice Dotson, Treasurer. Also needing district approval are the new state by-law changes discussed earlier today. There was no further discussion; approval for these items will be given.

***Community Service Project Committee*** ~ Chris Austin made a motion for a committee to be appointed by the SC District President to write guidelines and operating procedures for future Community Service Projects; seconded by Peggy Elliot and unanimously voted for. This would be a one time committee for writing guidelines only.

**Committee Notebooks** ~ Susan Johnson asked the group for their input and opinions on continuing to pass along committee notebooks each year as instituted in the 2003 by-laws. As time has passed, some of the notebooks have not made the transfer to the new committee chairs. The notebooks represent compiled history for each committee, making it easier for someone not familiar with the committee to take leadership as chair. Discussion ensued. Susan asked everyone to make an effort to locate missing notebooks, or create a new one if the old one can't be found. When chairs are ready to pass on their notebooks, they could send them with their CEDs to the December CED meeting for transfer to the new county chairperson. This would help save postage. Everyone agreed that continuing the notebooks was advantageous.

(At this time, Susan Johnson paused the meeting and Kim Gibson, 1<sup>st</sup> Vice President, gave the invocation. A wonderful lunch was served and enjoyed outside on the grounds.)

**BUSINESS SESSION resumed ~**

**Secretary of the Year Award:**

Susan Johnson made the SOY award presentation to Annie Freeman from Scotland County.

**Installation of Officers:**

Officers were doubly installed by Leeann Crump, Advisor and Dana Braswell, Nominating Committee Chair. Leeann used a history theme with articles gained from the museum and Dana dressed the new officers in dashing Harley attire. The officers felt duly installed; it was a Kodak moment!

**Passing of the Gnome:**

Susan Johnson passed the secretarial gnome to newly installed 2010 President, Kim Gibson.

**Invitation to the 2010 Spring Meeting:** Lee County secretaries, Rhonda Gaster and Kay Morton, issued an invitation to the Spring NCCESA South Central District meeting on April 23, 2010.

**Announcement:** Brenda Gooden announced her retirement November 30th.

Gifts were distributed and the meeting adjourned.