

**NCCESA South Central District  
Fall Meeting Minutes  
August 27, 2010  
Montgomery County, North Carolina**

Kim Gibson, Montgomery County, welcomed the group to King's Mountain Point Fishing Pier and Picnic Area.

Lisa Mauldin, Stanly County led the Pledge of Allegiance. Molly Alexi, Montgomery County Extension Director welcomed the South Central District Secretaries to the county.

Judy Stevens, Executive Director of Montgomery County Chamber of Commerce, also welcomed the secretaries to the county bringing gold nuggets and county seal pins to be added to the prize drawing for the day. Judy described the wonderful events, sites and rich history that Montgomery County is known for. She also proudly highlighted the companies that have fanned the economic fire over the years and revealed plans for future industrial development. She also encouraged visitation to the Uwharrie Mountain Festival held at Kings Mountain Point on October 9th. The Peach Festival is held every year on the third Saturday of July of which the local Cooperative Extension joins in hosting.

Carol Capel, Richmond County, pleasantly sensationalized the "Thought for the Day" by singing an inspirational song. A snippet of the encouraging message was "What do you do when you've done all you can.....you stand." This was one of the many highlights of the day.

Susan Graham, District Office Administrative Assistant, represented Clinton McRae, District Director in giving an overview of the professional development surveys that were returned from the South Central District secretaries. The topic that received the highest interest was on customer service, so they will be planning a training soon for the district. Susan explained that the new travel authorization system should be filled out by all those employees who are traveling regardless of whether the funding is available. The travel system may be accessed through My Pack Portal. There will be an illuminate training on Monday for administrative assistants on the new contacts system that replaced LIMS. For questions on the system, please contact Susan at the district office.

Kim Gibson, President, called the business session to order with the district secretary, Becky Lewis, calling the roll. (See next page) Becky referred to the minutes of the April meeting that were submitted to the membership on the district secretarial website. Kim asked for a motion to accept the minutes as posted. Kay Morton made the motion and Pam Layfield seconded. Motion passed.

COUNTY	ACTIVE MEMBERS PRESENT	RETIREEES PRESENT
ANSON	2	
BLADEN	0	
CABARRUS	2	
COLUMBUS	2	
CUMBERLAND	3	
HARNETT	2	
HOKE	2	
LEE	2	
MONTGOMERY	2	
MOORE	2	
RICHMOND	1	
ROBESON	1	
SCOTLAND	2	
STANLY	2	
UNION	0	
SOUTH CENTRAL DISTRICT	1	
<b>TOTAL</b>	26	0

Christine Barrier, Cabarrus presented the treasury report on behalf of the treasurer, Denese Prevatte. (See attachment I) Christine Barrier made the motion to accept. The report was seconded by Peggy Elliott and approved as submitted.

The committee chairmen were called upon and submitted reports as follows:

**Awards**-Dana Braswell, Union County, no report.

**Community Service**-Becky Lewis, Cabarrus County for Chris Austin, Union County. (See attachment II) The recommendation as submitted from the committee was seconded and approved as written.

**Finance**-Denese Prevatte, Robeson, no report.

**Membership**-Brenda Gooden, Bladen (retired), no report.

**Nomination**-Ann Pridgen, Columbus (See attachment III)

**Professional Improvement**-Kay Morton, Lee (See attachment IV)

**Public Relations**-Sherry Hall, Bladen, no report.

**Reflections**-Brandi Carter, Montgomery. Brandi announced that the scrapbooks were available for viewing today and that submissions were always needed.

**Rules and By-laws**-Peggy Elliot, Cumberland (See attachment V)

**Scholarship**-Rhonda Gaster, Lee, no report.

**Secretary of the Year**-Nan Rackley, Columbus. An idea was sent to the membership to discuss the possibility the secretaries who are nominated but do not receive the SOY award each year to automatically be in the nominations for the following year. After discussion, the general consensus was that this not become a recommendation. (See attachment VI)

Christine Barrier, TERRSA Treasurer, gave a report on TERRSA with an invitation for membership. (See attachment VII)

### **Unfinished Business**

Becky Lewis gave a report for Chris Austin, Chairman of the tri-county Community Service Grouping and presented the project selected by the committee "Assisting Local Libraries." (See attachment VIII)

### **New Business**

Kim Gibson, President, asked the group if we would like a district secretary Facebook page created and how many people would utilize it. It was among general consensus that it was not high priority at this point to do so.

An invitation to the 2011 Spring Meeting was given by Angie Priest, Moore County. (See attachment IX)

The 2010 award and check was presented by Annie Freeman (the 2009 winner) to Diane Scarboro from Hoke County with 28 years of service with the NC Cooperative Extension.

Susan Johnson called the newly elected officers up for installation. She charged them with the duties of leading the association for the 2010-2011 year which will begin in October. Each officer was given a seaside memento representing the specific assignments each officer would be responsible for. (See attachment III for list of officers.)

The business meeting was adjourned.

Kacy Cook, Piedmont Land Conservation Biologist with NC Wildlife Resources Commission presented a program on "Song Birds" in the area as well as an exercise on creating a housing development with less destruction of wildlife.

Brandon Garrison, NC Wildlife Officer gave an overview of fishing and boating. We had a fishing permit for the day.

We were told that the fish were mingling at the bottom of the lake due to the temperature at that particular time. Fully equipped cane poles were presented to everyone to fish with and to take home. A particular good time was had by all whether they caught a fish or not.

Respectfully Submitted,  
Becky Lewis  
District Secretary 2009-10

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**NCCESA  
South Central District  
Fall Meeting**

**THE GREAT  
OUTDOORS**



August 27, 2010

King's Mountain Point  
Fishing Pier and Picnic Area

Attachment I a

**North Carolina Cooperative Extension Secretaries Association  
South Central District  
August 27, 2010**

**Treasurer's Report**

**Checking Account**

Beginning Balance \$ 2,813.80

**Credits:**

05/26/10 Half and Half Deposit \$ 39.00  
Dividends 6.07

Credits \$ 45.07

**Debits:**

07/12/10 Janet Mabry - Lisa Mauldin's Get Well Gift \$ 17.00  
07/30/10 Ruth Ann Pope - President's Plaque 31.89  
08/18/10 Susan Johnson - SOY Plaque 30.24  
08/24/10 Secretary of the Year Recipient 50.00  
08/24/10 Montgomery County Extension Program - Fall Meeting 100.00  
SECU Foundation 5.00

Debits \$ 234.13

**Total Balance \$ 2,624.74**

**Share Account**

Beginning Balance \$ 160.86

Interest Earned \$ 1.02

**Total Balance \$ 161.88**

**Money Market Account**

Beginning Balance \$ 4,430.17

Dividends Earned \$ 28.14

**Total Balance \$ 4,458.31**

**Total Cash on Hand \$ 7,244.93**

Denese Prevatte (Robeson County)  
NCCESA-SCD Treasurer

## Attachment I b

NCCESA-SOUTH CENTRAL DISTRICT  
2009 - 2010 PROPOSED BALANCED BUDGET

Income

District Membership Dues - 39 members @ \$30	\$ 1,170
Fund-Raisers - half and half, etc.	80
Amount Currently in Checking Account	2,661
TOTAL	\$ 3,911

Expenses

District Membership Dues to State - 39 members @ \$20	\$ 780
District Educational Scholarship	200
District Officer Mileage	100
Secretary-of-the-Year Plaque	40
Secretary-of-the-Year Monetary Gift	50
Exiting President's Plaque	40
Benevolence - flowers, cards, gifts for illness or death (\$30 each)	200
Retirement Gifts (\$40 - \$60 each)	180
Host Counties Meeting Expenses (\$100 per county)	200
Community Service Expenses	100
Miscellaneous Expenses - postage, SECU Foundation, scrapbook supplies	75
TOTAL	\$ 1,965

Attachment II  
 North Carolina Cooperative Extension Secretaries Association  
 South Central District  
 Organizational Committee for Community Service Project Report  
 August 27, 2010

The following report is presented to the membership present at the August 27, 2010 South Central NCCESA meeting.

Members of the committee include:

Chair – Chris Austin, Union  
 Becky Lewis, Cabarrus  
 Carol Capel, Richmond

The Community Service Committee would like to recommend the following:

- 1) The rotation of tri-county groups of office assistants/secretarial staff as listed and grouped below for community projects.
- 2) The tri-county groups will communicate with each other in their cluster to make the unanimous decision of what the community project will be.
- 3) The same community project will be carried out for a **6-month period** from the Spring to the Fall district meeting, or either from the following Fall to Spring district meeting respectively.
- 4) The entire South Central District will be informed of the upcoming project for the following 6 months at **each meeting** by the assigned tri-group of counties whereby each county will be encouraged to participate in and asked to give a quick synopsis of at what they did to assist in the "joint district project" at the meetings if applicable.
- 5) The tri-county group will decide for each project whether the county office assistants/secretaries of each county in the South Central District will need to complete the project in their own county or whether each county will be asked to bring the collection/etc. to the district meetings to be dispersed by the tri-county group that selected the project.
- 6) **The tri-county group will:**
  - Decide on the chairman of the group that will give the oral and written report at each meeting.
  - The chairman will:
    - \*be responsible to see that all the counties in the district are informed of the project,
    - \*give recommendations as to how they may carry the project out,
    - \*spread kudos for creativity and outstanding service to all other district counties.
    - \*inform the next tri-county group that they will be deciding on the next project prior to the next meeting so that they may plan on what the project will be
  - The tri-county group is also responsible to encourage the media coverage of each county's participation in the project by sending out a media template with the information needed on it.

**Tri-County groups of office assistants/secretarial staff as listed and groupings**

Cabarrus/Richmond/Union : Fall 2010 to Spring 2011

Montgomery/Stanly/Anson : Spring 2011 to Fall 2011

Moore/Lee/Harnett: Fall 2011 to Spring 2012

Hoke/Scotland/Robeson: Spring 2012 to Fall 2012

Cumberland/Bladen/Columbus: Fall 2012 to Spring 2013

A Hochment III

North Carolina Cooperative Extension  
Secretaries Association

South Central District

**Officers - 2011**

President – Ruth Ann Pope, Anson

1<sup>st</sup> Vice President – Sharon Williams, Harnett

2<sup>nd</sup> Vice President – Christine Barrier, Cabarrus

Treasurer – Rhonda Gaster, Lee

Secretary - Dana Braswell, Union

Advisor – Kim Gibson, Montgomery

Submitted by Nominating Committee

Ann Pridgen, Chair, Columbus

Debbie Humphrey, Robeson ✓

Aletha Mebane, Robeson

\* Approved \*

8-27-10

**PROFESSIONAL IMPROVEMENT COMMITTEE FALL REPORT  
AUGUST 27, 2010**

The South Central District Committee Guidelines for the Professional Improvement Committee do not reflect the responsibilities that the Professional Improvement Committee is required to carry out for the State Herter O'Neal Scholarship.

The NCCESA-SCD Professional Improvement Committee recommends the following changes to NCCESA-SCD Standing Committees and Guidelines for Committee:

***Current:***

**7. PROFESSIONAL IMPROVEMENT**

To keep association members up to date with awards available to them with deadlines and criteria; workshops and trainings available; and any magazines, internet pages etc. that would help in the education and time management of all members.

District Decision: The Professional Improvement Committee will prepare certificates for outgoing committee chairpersons and officers to be presented to them at the fall meeting.

***Recommended:***

**7. PROFESSIONAL IMPROVEMENT**

To keep association members up to date with awards available to them with deadlines and criteria; workshops and trainings available; and any magazines, internet pages etc. that would help in the education and time management of all members.

District Professional Improvement Committee Herter O'Neal Scholarship  
Responsibilities: Working with the District 2<sup>nd</sup> Vice President, provide updated material and deadlines to each County Administrative Secretary in their district, receive all applications from their respective district and meet with the District 2<sup>nd</sup> Vice President to review applications and select a district finalist.

District Decision: The Professional Improvement Committee will prepare certificates for outgoing committee chairpersons and officers to be presented to them at the fall meeting. The Professional Improvement Committee will not be responsible for awards as NCCESA-SCD has an Awards Committee.

Respectfully Submitted,

Kay Morton  
Chair, Professional Improvement Committee

NOTES: RECOMMENDATION WAS WAS NOT PASSED



## Attachment V

Rules and Bylaws – Submitted by Peggy Elliott, Chair, and Committee Members - Linda Brulet, Ingrid Bell, and Lisa Mauldin (August 27, 2010 in Montgomery County).

On August 10, 2010 our state chair of Rules and Bylaws made the following recommendation:

The State Bylaws Committee would like to recommend the following change be made to the State Rules and By Laws:

Reads now:

### PUBLIC RELATIONS

- To interpret to the public the objectives and purpose of our Association and the contribution secretaries make to the North Carolina Cooperative Extension Service work.

Change would read:

### PUBLIC RELATIONS

- To interpret to the public the objectives and purpose of our Association and the contribution secretaries make to North Carolina Cooperative Extension work.

The State committee recommended removing the word service so that our association is open to all of us – both NCSU and A&T employees.

This recommendation will be voted on at the state meeting in September.

## Attachment VI

The SC District Secretary members who cast their votes have selected our Secretary of the Year. The award will be presented by the previous year's winner, Annie Freeman.

A member contacted our committee about presenting the following, not as a recommendation from our committee, but for discussion from the membership: **that the secretaries that are nominated, but do not receive the SOY award, will automatically be in the nominations for the next year. Thank you for your support and votes!**

**Nan Rackley, Chair**

**Annie Freeman**

**Susan Johnson**

## Attachment VII d



**NCCESA-WCD Spring Meeting  
Montgomery County  
August 27, 2010**

**TERSSA**

*(The Extension & Research Support Staff Association)*

Again, it is indeed a pleasure to represent TERSSA and President Mary Baronet, who is with Louisiana State University.

TERSSA continues to grow ... 131 members at present, representing 9 states (Alabama, Arkansas, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Ohio, West Virginia). Several of these states have held their state conferences this spring, so our membership did increase as a result of those meetings. Of these 131, 93 are charter members with 23 of them being from North Carolina. North Carolina memberships were the very first received last October, and were the last ones received this spring for a total now of 27.

From the August 12<sup>th</sup> Board Meeting, with points of interest that included:

- A Budget Overview from the 6 states represented was given. All indicated heavy budget restrictions, with possibly more in the forecast, but maintaining 'business as usual.'
- Committees have been established. Annual Meeting, Finance, Public Relations, By-Laws, Nominating, and Awards.
- A rotation schedule of the states will be recommended by the Nominating Committee in order to proceed with elections in the fall.
- Finance Committee will be drafting a balanced budget for the new association year.
- Plans are in place to hold a Virtual Association Meeting in November with the assistance of *eXtension*, working Beth Rainey-Penn State and Dr. Debra Davis-LA University. The President, who chairs the Annual Meeting Committee, is working with her committee, of which Devona Beard, AA in the State 4-H Office, is a member. Each state will have input as it relates to topics and presenters.
- Webpage is routinely updated by Web Master Tracy Brown and a *Facebook* page will be established soon.

TERSSA Board of Directors Meeting is held on the second Thursday of each month.

**Please be mindful that we are only bringing to reality what Frances O'Neal and Edith Herter started for us 30+ years ago.**

Please know that if you are not a member, you are very cordially invited to become a part of this committed association, and help strengthen our efforts as Extension and Research support professionals.

Membership forms have been made available to you, along with the updated brochure, and I welcome the opportunity to answer any question or address any concern you may have.

Thank You for your continued support and the opportunity to represent TERSSA.

Christine C. Barrier  
2009-2010 TERSSA Treasurer/Parliamentarian



Y11b

Print Form

## 2010 Membership Form

The Extension and Research  
Support Staff Association

Please make copies for any support staff who did not receive this information!

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Office Address: \_\_\_\_\_ Email Address: \_\_\_\_\_  
\_\_\_\_\_  
Office Phone: \_\_\_\_\_  
\_\_\_\_\_  
Office Fax: \_\_\_\_\_

Name of University, Organization or Institution: \_\_\_\_\_

Support Staff Association's Name (if available): \_\_\_\_\_

Number of Years in Association: \_\_\_\_\_

Leadership Roles Held: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Select all that apply:

Extension

Research

Parish

County

Area

District

Region

State

Campus

Check Membership Type:

New: \$10

Renewal: \$10

Retiree: \$10

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the constitution and bylaws on the TERSSA web site: <http://www.ces.ncsu.edu/assn/tessa/>

Make check payable to: *The Extension and Research Support Staff Association (TERSSA)*

Write on the back of your check "For Deposit Only."

Mail payment and form to:

Christine Barrier, Treasurer

NC State University - Cabarrus County CES

PO Box 387

Concord, NC 28026-0387

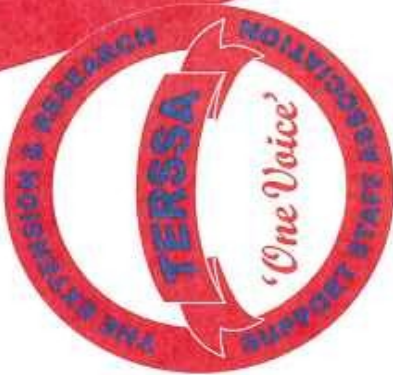
Dues must be received by December 31st in order for membership to begin on January 1st.

Membership is for calendar year.

Vllc

# WELCOME

to  
**The Extension and  
 Research  
 Support Staff  
 Association**



**Information Brochure**

<http://www.ces.ncsu.edu/assn/tessa/>

## Mailing Information

The Extension and Research Support Staff Association  
 c/o Mary S. Baronet, President  
 1373 Caffey Road  
 Rayne, LA 70578  
 Phone: 337/788-7547  
 Fax: 337/788-7553



Established July 13, 2007

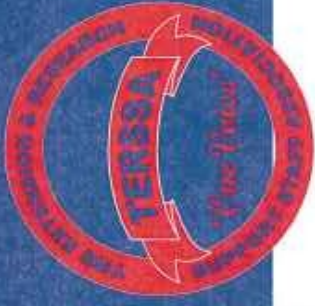
For more information about TERSSA, please visit: <http://www.ces.ncsu.edu/assn/tessa/>

## Mission Statement

*The Extension and Research Support Staff Association will improve the lives and careers of members by providing one voice to improve the development of Extension and Research across Regions through professional recognition, networking with states, administration advocacy, and professional and personal improvement.*

**Participating States:**

- Alabama
- Arkansas
- Kentucky
- Louisiana
- Mississippi
- North Carolina
- Ohio
- South Carolina
- West Virginia



**Last Update January 28, 2010**

# TERSSA Standing

## Committees

## Membership

### Standing Committees

Unless otherwise designated, the President will appoint chairs in consultation with other officers. All states will be represented. The President and/or Chair of each committee will then appoint individual committee members to the respective committees for a one-year term. A majority of the members of any committee shall constitute a quorum. A report will be submitted by each committee to the membership at the annual meeting as deemed necessary.

### Awards Committee

Committee shall plan for the annual meeting recognition of members' years of service awards and other awards as established by the association. The Chair will be appointed by President.

### Annual Meeting Committee

Committee shall plan the details of the annual meeting.

Professional Development Committee for the annual meeting will explore educational opportunities and professional growth where association membership will be promoted.

Activities and Events Committee shall plan social activities for the annual meeting to enhance professionalism, as well as personal involvement of the association members, and encourage area activities.

Consideration will be given to the presiding President as to the location of the annual meeting. The planning committee will work with the President on suggestions of holding the annual meeting and opportunities of professional development sessions. The Chair will be appointed by the President.

### Nominating Committee

Committee shall secure nominations for the officer positions from the membership. The committee chair will report on secured nominations at the annual meeting, at which time additional nominations from the floor shall be permitted. Members nominated from the floor must be present to accept or decline the nomination. Voting will be conducted by secret ballot. The Chair will be appointed by the President.

### Finance Committee

The Treasurer will serve as Committee Chair. Committee shall be responsible for developing and proposing the budget.

### Bylaws Committee

The Vice President will serve as Committee Chair. Committee shall be responsible for research and review of proposed changes, recommendations to Executive Committee and/or Executive Board regarding proposed changes and following approval of any action by vote of membership. Chair of committee will update the bylaws by submitting to Webmaster for posting on official association website.

### Public Relations Committee

The President will appoint Committee Chair. Committee shall be responsible for compiling and editing articles for newsletter. This committee shall also be responsible for preparing and distributing newsletter via webpage/e-mail to membership, including retiree and honorary members.

### Special Committees

The President may appoint any special committee deemed necessary. These special committees will report to the Executive Committee and perform the duties so designated. A majority of the members of any committee shall constitute a quorum.

### Qualifications

Any person currently employed by or retired from an extension and/or research institution shall be eligible for membership without regard to race, color, age, sex, religion, disability, or national origin.

### Classifications

- A. Active — Those support staff members who have paid current dues.
- B. Retired — Those support staff members who are retired from their state agency who have paid current dues.
- C. Honorary — May be bestowed to those who have performed some meritorious service as determined by the Executive Board in the interest of *The Extension and Research Support Staff Association*.

### Dues

Dues are payable by the individual on or before January 1 of each year which is the beginning of each membership year. See website for mailing address.

Vild

## Attachment VIII

IF the above is approved then

Cabarrus/Richmond/Union project : Fall 2010 to Spring 2011

Entitled "Helping Our Local Libraries"

Each county secretarial support team is asked to assess their local library needs for ways they can assist. The project may be opened up to their Extension Office, affiliates, family members or just to the county secretaries themselves. The goal set by this tri-county project committee is that each county secretarial support member give 1 hour per month or obtain donations equal to one hour of secretarial salary for six months to a county library. Suggestions may consist of a drive for donations of books if needed/time donated in the local library reading stories etc. Due to cut backs in county funds Cabarrus County is short staffed and supplies are hard to come by. In their newsletter just released they said:

*Cabarrus county libraries are asking the public to donate time to shelving books, handing out Summer Reading Program prizes, labeling items, assisting patrons, folding newsletters, stamping discards, and generally offering help wherever it was needed. Our volunteers donated over 1,098 hours of their time during the month of July alone.*

Respectfully Submitted by:

Chris Austin, Chair  
Becky Lewis  
Carol Capel

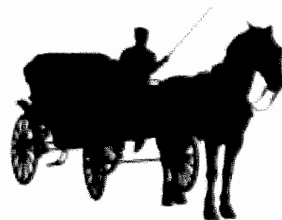
## Attachment IX

*Spring 2011 South Central District  
Secretaries Meeting*

*Please join us in Moore County as we  
Step back in time...*

*Wednesday, April 27, 2011*

*At the Sinclair House  
McReynolds St., Carthage, NC*



*Myra &  
Angie*