



**NCCESA South Central District
Spring Meeting Minutes
April 27, 2011
Moore County, North Carolina**

Myra Johnson and Angela Priest welcomed everyone to Moore County. From 9:00 – 10:00 am Registration and Hospitality were provided and we were shown a Tyson-Jones Buggy on display by Doug Brown.

We enjoyed music on the porch by Crawley Creek & Cuttin' Grass Bluegrass Bands. Our Meeting was held at the Sinclair House dating back to 1912 in Carthage, North Carolina.

Ruth Ann Pope, President called the meeting to order and in the absence of Kim Gibson, she led the group in the Pledge of Allegiance. Craven Hudson, County Extension Director in Moore County welcomed the South Central District Secretaries to the county.

Sharon Williams, Second Vice-President shared the thought of the day, "South Sermon".

Ruth Ann Pope shared that Clinton McRae and Susan Graham were unable to meet with us today, but shared a note with the group from both of them. See below.

Ruth Ann,

As President of the South Central District, NCCESA, would you please share the following for Campus update?

First, Happy Administrative Professionals Week and Day to you all. We appreciate everything you do for your county and hope that, along with the Association business you will be taking care of today, you have an opportunity for good fellowship, great food, and some well-deserved relaxation. Both Clinton and I regret we could not join you today for your wonderful meeting. Looks like the Moore County staff has worked extra hard to give you just that sort of day!

We still have not received an official budget for next year. In expectation of budget cuts, Dr. Zublena and the Administrative Team have hired prudently and worked very hard to keep us in a position where we should have sufficient vacant positions to cover a 10% budget but. The team continues to investigate our challenges and opportunities should a 15% cut be passed down from the Legislature. We appreciate your advocacy efforts and encourage you to continue to share with your communities just how important Cooperative Extension is to the citizens of your counties. We will share information about the budget as we receive it and keep you informed of any new situation as they arise. Please feel free to contact wither of us at any time you have questions or concerns.

Have a great day and, again, thanks for all you do for the South Central District!

Clinton and Susan *

TOUR OF CHURCH, GRAVEYARD AND 1912 SINCLAIR HOUSE

Myra Johnson introduced our tour guide, Reverend Chuck “Charles” Plowman of the United Methodist Church. Rev. Plowman shared with us that the Sinclair House is now known as the “Sinclair Christian Life House”. The house was a mail-order house kit from Sears and Roebuck and was shipped by rail. The house has 10 fireplaces, 10 mantles, brick, and light fixtures and cost \$5140.00 when purchased. The Sinclair Family paid a local contractor \$1600.00; and painter \$75.00 to construct the home. The house has 4 floors. In the entrance way arch there are still original Edison hand blown light bulbs (2,4,5,13). The kitchen was equipped with 6 different sounding bells, so the servants would know which room to go to. The bottom floor was the servant’s quarters. Rev. Plowman led the group on a tour of the home and then a tour of the United Methodist Church.

MOORE COUNTY BEEKEEPERS AND MASTER GARDENERS

After returning from the tour, we were introduced to Bob and Ruth Stolting, local Moore County Beekeepers and Master Gardeners. They shared with the group the “History of Beekeeping” and provided each secretary with bees wax and showed us how to make bees wax candles.

LUNCH AND INVOCATION

Myra Johnson shared with the group a story about Aprons and said the invocation. We enjoyed a lunch of wonderful potato salad, chicken salad, deviled eggs, cheeses, pickles, meatballs, and much, much more. While we enjoyed our lunch, the Union Pines High School Advanced Ensemble, directed by Cathy McCanless provided music.

CLARA BRYSON BERNICKEN

We then were introduced to Clara Bryson Bernicken, President of Friends of the Library. Mrs. Bernicken shared with us several stories of “Southern Hospitality” and a story of “The Relatives Came”. Mrs. Bernicken was definitely entertaining - “lost a hand & found a man”.

BUSINESS SECTION

Ruth Ann Pope started the Business Session with Dana Braswell, Secretary doing the roll call.

South Central District – NCCESA – Roll Call

County	Active Members Present	Retirees Present
Anson	2	
Bladen	0	
Cabarrus	2	
Columbus	1	1
Cumberland	2	
Harnett	2	
Hoke	2	
Lee	2	
Montgomery	2	
Moore	2	
Richmond	2	
Robeson	3	
Scotland	0	
Stanly	2	
Union	3	
District Secretary	0	
TOTAL	27	1

MINUTES

Minutes from our last meeting in August 2010 were available via the web. Kay Morton made the motion to accept the minutes as posted. Chris Austin seconded the motion and the motion passed unanimously.

COMMUNITY SERVICE PROJECT

Becky Lewis shared with the group information about the Community Service Library Project. Anson, Bladen, Cabarrus, Columbus, Cumberland, Moore, Montgomery, Richmond, and Scotland counties reported their volunteer time, monies, etc. The approximate dollar value on time and donations was \$2750.00. No expenses were incurred for this project. *

Becky requested that the Community Service Project be listed on our web-page with the counties listed for our next meetings.

SPRING 2011 COMMUNITY SERVICE PROJECT

Lisa Maudlin, Chair of the Spring 2011 Community Service Project shared with the group our next project, "Caring and Sharing – Generations in Action". Each county secretarial support team is asked to assess the needs of a local nursing home, assisted living, or adult daycare and see how they could assist. This project was submitted by Lisa Maudlin from Stanly County; Ruth Ann Pope from Anson County; and Brandy Carter from Montgomery County. *

REPORTS

TREASURER'S REPORT

Rhonda Gaster, Treasurer presented the treasurer's report. No questions were asked.

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

Treasurer's Report

Checking Account \$2624.74
Beginning Balance

Credits:

09/01/10	Half & Half Deposit	\$35.00
11/02/10	Dues Deposit	\$1050.00
11/09/10	Dues Deposit	\$60.00
	Dividends	\$4.57
	Credits	\$1149.57

Debits:

11/08/10	NCCESA-37 Member's State Dues	\$740.00
11/24/10	Cooperative Extension Advisory Committee – Moore Co. Host Mtg.	\$100.00
12/20/10	Nan Rackley – Linda Brulet Retirement Gift	\$50.95
	SECU Foundation	\$8.00
	Debits	\$898.95
	Total Balance	<u>\$2875.36</u>

Share Account \$161.88

Beginning Balance		
	Interest Earned	\$1.28
	Total Balance	<u>\$163.16</u>

Money Market Account

Beginning Balance		\$4458.31
	Dividends Earned	\$35.43
	Total Balance	<u>\$4493.74</u>

Total Cash on Hand \$7532.26

Rhonda Gaster (Lee County)
NCCESA-SCD Treasurer

MEMBERSHIP

Dana Braswell reported that we had received an application for Honorary Membership for Linda Brulet from Columbus County. Linda retired with 38 years-8 months of service and has been a member of NCCESA for 34 years. Pam Layfield made the motion to recommend to the NCCESA Board of Directors that this request be accepted. Motion was seconded and passed unanimously. Dana Braswell, Membership Chair will submit this recommendation in writing to the NCCESA Board of Directors this request. *

FINANCE

Rhonda Gaster presented the proposed budget. After much discussion, a motion was made to have the Finance Committee present a proposed balanced budget for 2011-12 at our Fall meeting. The motion was seconded by Chris Austin and it passed unanimously. *

PUBLIC RELATIONS

No Report

SECRETARY OF THE YEAR

The Secretary of the Year Committee would like to encourage all members to nominate themselves or another deserving secretary for the 2011 Secretary of the Year Award. Applications are due by July 1st and should be mailed to Annie Freeman in Scotland County. Please see our District web-site for application on-line.

NOMINATING COMMITTEE

Susan Johnson, Chairman shared that the following positions will need officers for the 2011-12 year: 2nd Vice-President, Secretary, and Treasurer.

Applications will be accepted beginning June 1, 2011 and must be received by August 1, 2011. The application can be found on the homepage of South Central District website, which is linked from the State Association website. The officers will be installed at the fall meeting by the outgoing advisor. Please note that two persons from the same county may not serve in the capacity of officer in the same year. We would like to encourage each of you to consider serving as an officer and look forward to an abundance of applications.

Nominating Committee for 2010-11: Susan Johnson, Chairman; Janet Mabry;
Kay Morton; Amanda Taylor *

PROFESSIONAL IMPROVEMENT

The NCCESA South Central District 2011 Professional Improvement Committee would like to encourage all support staff to find a way to improve themselves in small ways each day. Some suggestions would be to log on to an inspirational website to find ideas for self- improvement; find a class either online or locally to improve your office/people skills; or just take time to take stock of where you are now, where

you'd like to be....and figure out how you're going to get there! Sometimes, just taking time for you is a way to improve your general outlook and helps make you a better co-worker. As an example of what's available from the university, NCSU has offered trainings in Excel spreadsheet skills in the recent past; John Dorner has offered to teach this online class again to our association if enough folks are interested. His first Excel handout is online at http://collaboate.extension.org/wiki/Excel_Basics. (Please let a committee member know if you'd be interested in taking this class.)

When we improve ourselves, we improve our association!

Respectively submitted by:

Leeann Crump, Chair

Myra Johnson

Aletha Mebane *

AWARDS

No Report

REFLECTIONS

Pam Layfield, Chairman reported that the reflections notebooks are available to look at – please send her any information you would like included in the notebooks.

RULES AND BY-LAWS

No Report

SCHOLARSHIP

Christine Barrier, Chairman shared that we received 21 applications for the Herter-O'Neal Scholarship. Ms. Elizabeth Hieronymus from Moore County was chosen by your committees and her peers as the winner. Her information has been passed along to the State Professional Development Committee with high hopes of being able to present her with the state scholarship award. *

TERSSA

Christine Barrier, TERSSA Membership Secretary shared with us that there will be a “face-to-face” TERSSA conference in October on the campus of Mississippi State University. More details will be coming through our state association president. *

FEDERATION REPORT

Kay Morton shared with us that she has attended 2 federation meetings since becoming State President. At the last meeting revisions to officer responsibilities were made and will be updated on the website soon. Next meeting will be Dec. 9, 2011 in Lee County. Nominations are being accepted for the NC Federation of Cooperative Extension Associations Leadership and Service Recognition Award. Forms are located on the Federation website. Deadline is Oct. 30, 2011. *

NCCESA - BOARD OF DIRECTORS REPORT

NCCESA Board of Directors Meeting Report
NCCESA-South Central District Meeting
Carthage, NC

The NCCESA Board of Directors met on February 25, 2011 in the Farm Bureau Auditorium at the McSwain Extension Education and Agriculture Center in Lee County. 28 members attended. Dr. Joe Zublena gave us an administrative update. Dr. Sandy Wiggins gave us a great presentation on "Professional Protocol in the Workplace".

Pam Brylowe was in touch with Cintia Aguilar concerning the Latino Initiative. There is no update about the Spanish course for secretaries. Cintia will let Pam and I know as soon as she hears any news. In regard to other initiatives for Extension staff to learn Spanish, per a memo sent by Dr. Zublena on August 18, 2010, "NCCESA is offering the option for staff to receive credit for taking undergraduate Spanish courses (in the past this option was offered only for graduate courses)."

NCCESA does not have a 501(c)(3) tax status. I have made arrangements to meet with a local accountant, after tax season, to find out what options we have. Please send me any questions, suggestions or concerns that you have in the next few weeks before I meet with the accountant.

When Donna Tulley became NCCESA Secretary, she inherited a great deal of material that has accumulated over the years (old association minutes, recorders, etc.) She inquired about finding a safe place to store them without having to pass them from Secretary to Secretary. Vicki Pettit put us in contact with NCSU Archives and they are willing to archive our association's records. This was discussed at the Executive Board Meeting and then Donna presented it to the Board of Directors whom voted to go ahead and have the records archived. The Secretary and Treasurer should hold onto records for the five most recent years. The Secretary and Treasurer should turn over the oldest year's records to the association President during the state association's spring Executive Board meeting while keeping the latest five years of records. The association President should be responsible for getting the records to NCSU Archives for storage at the end of the spring state association board meetings. The by-laws committee will work on changing the Officers duties in the by-laws and presenting the by-laws changes at the annual business meeting in September for vote. We will keep the working equipment, discard non-working equipment and donate surplus equipment to an organization or individual that could use it. These records will be inventoried and turned over to NCSU Archives sometime this summer.

Sandy Kanupp and Deidra Hicks gave a 2011 State Meeting update. Meeting will be held September 22-23, 2011 at the Ramada Inn in Statesville. Registration will be \$40.00 and include two meals. State rate will be charged for hotel rooms. Sandy asked for input about interest in tours or other suggestions for the state meeting. A Hospitality Room was suggested as opposed to having a tour.

Honorary Membership for Nancy H. Miller was presented to and accepted by the Board of Directors. Honorary membership for Nancy Miller will be voted on at the Annual Business meeting in September.

2011-2012 Proposed Budget was presented by our Treasurer, Cheryl Mitchell. This will be voted on by the membership at the Annual Business Meeting in September.

The Sue Mills Lighthouse Award is presented annually by the North Carolina Cooperative Extension Secretaries Association (NCCESA). The award is funded via memorial funds held by the North Carolina Cooperative Extension Foundation (NCCEF) and is dedicated to the memory of Susan Austin Mills. Recipient will receive a Lighthouse, a certificate and a check in the amount of \$100. The person being nominated must be a paid member of the North Carolina Cooperative Extension Secretaries Association. Selection of the Sue Mills Lighthouse 'Spirit of Light' award winner will be based on the nomination narrative. Criteria for the award should include how and why the nominee has been an inspiration to you and how the individual has made a difference within the organization. Leadership qualities, enthusiasm and zest for life should be included because this award is designed to recognize an individual who has made a difference.

Applications will be received at any time but a notification will be sent in June and a reminder in July. Deadline to apply for this award is 5 p.m. on August 1. Late submissions will not be considered. Updated information is on the NCCESA website. Please take the time to nominate a deserving co-worker for this prestigious award!

The funds for this award are dwindling. Last year it was decided that we would set up a donation table at our state meetings to help the fund along. Districts may donate or you may personally donate as well. Donations may be sent to:

Crystal Green
Campus Box 7645
Raleigh, NC 27695

Make your check payable to NC Ag Foundation with Sue Mills Fund on the memo line.

Respectfully Submitted,
Kay Morton
2010-2011 NCCESA President

HORN OF PLENTY

Dana Braswell shared with the group that the South Central District is responsible for tea, lemonade, and water for the HOP this year to be held on August 19, 2011 in Cabarrus County. Union County will be providing the lemonade and the bottled water. Volunteers are needed for 38 gallons of tea and we have 1 gallon jugs to distribute. Several counties volunteered and got their jugs – some volunteered to make tea on site. Ruth Ann Pope also shared that she was responsible for the decorations and asked for volunteer help that morning. Please consider helping with this event.

STATE MEETING

Kay Morton shared that the State Meeting will be held in Statesville this year on September 22-23rd, 2011.

INVITIATION TO FALL MEETING

Lee Ann Crump invited the South Central District to the 2011 Fall meeting to be held at Camp Millstone. A fun day will be planned. More details soon.

HALF & HALF

Nan Rackley from Columbus County won the half and half drawing.

Each secretary was provided an aloe plant and a “goodie” bag to take home with them.

Adjourn

[*Full Committee Reports can be found in the 2011 South Central District Secretaries Notebook](#)

NOTE:

COMMUNITY SERVICE PROJECT SCHEDULE

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

Respectfully Submitted:

Dana Braswell

NCCESA SCD, Secretary