



**NCCESA South Central District**

**Fall Meeting Minutes**

**August 26, 2011**

**John F. Lentz Hunter Education Complex**

**4-H Camp Millstone in Ellerbe, NC**

Carol Capel and Leeann Crump welcomed everyone to Richmond County. From 9:30 – 10:00 am Registration and Hospitality were provided. Kim Gibson led the group in the Pledge of Allegiance. Diane Scarboro shared the “Thought for the Day”. Paige Burns, Interim County Director in Richmond County welcomed the South Central District Secretaries to the county.

Susan Graham, SCD Administrative Secretary shared administrative greetings.

Brad Dixon, Assistant Director of Development for N.C. 4-H Development Fund shared information with us about 4-H Camp Millstone. After a short talk, the group went to Camp Millstone for a walk around tour. Mr. Dixon shared with the group the new construction of the courtyard and along with a tour of the House/Museum as well in renovation.

**TOUR OF CAMP MILLSTONE**

We enjoyed a tour of Camp Millstone, with being shown the dining hall, cabins, pool and a special place “Matt’s Nook”. Carol Capel shared “A Memorial” with us by reading a beautiful message and releasing of butterflies in memory of Anne Pridgen former Secretary in Columbus County. Carol also sang a short version of, “Angels” while releasing the butterflies.

**COMMUNITY SERVICE PROJECT**

After our tour of Camp Millstone, we returned to the John F. Lentz Hunter Education Complex and enjoyed a presentation by Pat Weber, Chapter Coordinator for Sandhills/Moore County, NC for “Project Linus”. Mrs. Weber shared with us the history behind Project Linus and showed up examples of several different quilts that can be made, most requiring no sewing capability at all. Project Linus will be our next Community Service project and there may be a prize for the person/county turning in the most

quilts at our next meeting. Mrs. Weber also gave everyone a copy of the instructions for each quilt along with her business card and contact information.

#### INVOCATION AND LUNCH

Aletha Mebane led the group in invocation and we enjoyed a box lunch from Ellerbe Springs Inn & Restaurant.

#### CALL TO ORDER

Sharon Williams, 1st Vice President called the meeting to order in the absence of our President Ruth Ann Pope.

#### **BUSINESS SECTION**

Sharon Williams started the Business Session with Dana Braswell, Secretary doing the roll call.

South Central District – NCCESA – Roll Call

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

#### **MINUTES**

Minutes from our last meeting in April, 2011 were available via the web. Kay Morton made the motion to accept the minutes as posted. Pam Layfield seconded the motion and the motion passed unanimously.

#### **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  
August 26, 2011**

**Treasurer's Report**

Checking Account

|                   |  |                  |          |
|-------------------|--|------------------|----------|
| Beginning Balance |  | \$               | 2,875.36 |
| Credits:          |  |                  |          |
| 05/27/11          | Half and Half Deposit                              | \$               | 30.00    |
|                   | Dividends  |                  | 2.34     |
|                   |  | Credits \$       | 32.34    |
| Debits:           |  |                  |          |
| 04/27/11          | Pam Layfield – Scrapbook Supplies                  | \$               | 10.78    |
| 06/24/11          | Columbus County Hospice – Memorial for Ann Pridgen |                  | 30.00    |
| 07/21/11          | Jeb Designs, Inc – SOY Plaque                      |                  | 32.40    |
| 08/08/11          | Richmond Co. Advisory Council – Fall Meeting       |                  | 100.00   |
| 08/25/11          | The Trophy Case – President's Plaque               |                  | 40.63    |
| 08/26/11          | Secretary of the Year Recipient                    |                  | 50.00    |
|                   | SECU Foundation                                    |                  | 4.00     |
|                   |  | Debits \$        | 267.81   |
|                   |  | Total Balance \$ | 2,639.89 |

Share Account

|                   |                 |    |        |
|-------------------|-----------------|----|--------|
| Beginning Balance |                 | \$ | 163.16 |
|                   | Interest Earned | \$ | .67    |
|                   | Total Balance   | \$ | 163.83 |

Money Market Account

|                   |                  |                       |          |
|-------------------|------------------|-----------------------|----------|
| Beginning Balance |                  | \$                    | 4,493.74 |
|                   | Dividends Earned | \$                    | 18.35    |
|                   |                  | Total Cash on Hand \$ | 7,315.81 |

**NCCESA-SOUTH CENTRAL DISTRICT**  
**2011 - 2012 PROPOSED BALANCED BUDGET**

Income

|  |    |       |
|--|----|-------|
| District Membership Dues - 37 members @ \$30 | \$ | 1,110 |
| Fund-Raisers - half and half, etc.           |    | 80    |
| Amount Currently in Checking Account         |    | 2,640 |

TOTAL \$3,830

Expenses

|   |    |     |
|---|----|-----|
| District Membership Dues to State - 37 members @ \$20                 | \$ | 740 |
| 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 \$ 1,925

Rhonda Gaster (Lee County)  
NCCESA-SCD Treasurer

### **MEMBERSHIP**

Dana Braswell reported that we had received a request from Pam Brylowe requesting our membership totals, etc. for the state meeting and also I reminded Pam that we had submitted a request to the NCCESA Board of Directors on 5/28/11 requesting honorary membership for Linda Brulet from Columbus County.

### **FINANCE**

Rhonda Gaster presented the proposed budget while doing the Treasurers report. There were no questions.

### **PUBLIC RELATIONS**

Kim Gibson reported that she has requested several times for information for the newsletter, but to date had not received anything. She encouraged members to share any news whether personal or business.

### **SCHOLARSHIP**

Christine Barrier shared that Ms. Elizabeth Hieronymus from Moore County was selected as the district nominee for the state scholarship. Thank you again to the Professional Improvement Committee for their aid in the process.

Tara Briana Gover from the West District was chosen as the 2011 recipient of the Herter-O'Neal Scholarship and will be recognized at the NCCESA Annual Conference in Statesville in September. Ms. Gover is pursuing a degree in Accounting.

Respectfully submitted

Scholarship Committee  
Christine Barrier, Chair  
Sherry Hall  
Penny McCartney

### **REFLECTIONS**

Pam Layfield shared that the reflections notebooks were available for anyone to see.

### **NOMINATING COMMITTEE**

The Nominating Committee would like to recommend the following individuals to serve as the slate of officers for the South Central District of the NCCESA for 2011-2012:

Treasurer – Debbie Humphrey – Robeson County  
Secretary – Lisa Mauldin – Stanly County  
2<sup>nd</sup> Vice President – Chris Austin – Union County  
1<sup>st</sup> Vice President – Christine Barrier – Cabarrus County  
President – Sharon Williams – Harnett County

Advisor – Ruth Ann Pope – Anson County

A big thank you to each of you for agreeing to serve as officers for our District!

Susan Johnson, Chair

Janet Mabry

Kay Morton

Amanda Taylor

Sharon Williams asked if there were any nominations from the floor – none. Motion was made by Pam Layfield to accept slate of officers as recommended by committee. Motion passed unanimously.

### **PROFESSIONAL IMPROVEMENT**

Professional Improvement Committee Report – Fall 2011

Many thanks to all of you who were able to attend July's Elluminate Excel trainings with John Dorner. He gave lots of useful information; feedback was very positive! I learned so much just watching him as he manipulated data while teaching us the basics. The Professional Improvement Committee encourages everyone to keep actively looking for and sharing ways to do our jobs more efficiently in an increasingly fast-paced work world!

Thanks to Sherry Hall for sharing the website

<http://www.adminprotoday.com> which has lots of useful information in an easy to access format.

Keeping personally inspired and motivated to improve ourselves a little bit each day is a task that pays great dividends; both to you, your clients, and co-workers.

Respectively submitted by:

Leeann Crump, Chair

Aletha Mebane

Myra Johnson

### **RULES AND BYLAWS**

No Report

### **AWARDS**

Annie Freeman reported that the Secretary of the Year Award committee received 4 applications in July. Votes were received from members, tallied and a winner will be announced later today. The committee encourages secretaries to apply for this award again next year.

Respectfully submitted:

Annie Freeman, Chair and Dianne Scarboro, Member of Secretary of the Year Committee 2011

Dana Braswell suggested that maybe Clinton McRae would encourage the CED's and Agents from every county to nominate one of their secretaries. Dana did not think that a person should have to nominate themselves for such an award. Later during the meeting, Sharon Williams, 1<sup>st</sup> Vice President asked Dana to share this concern with Clinton.

## TERSSA REPORT



The Extension & Research Support Staff Association

NCCESA - South Central District Meeting  
Richmond County – Millstone 4-H Camp  
August 26, 2011

I do appreciate the opportunity to share updates with you from The Extension & Research Support Staff Association and Association President, Glenda Jenkins, Office Associate with the Carroll County Mississippi Extension Service.

Plans are being finalized for the 2011 Annual TERSSA Conference to take place on the campus of Mississippi State University in Starkville, MS on October 17-19. State association presidents, along with all members should be receiving more information before or by the first week of September.

I am so very pleased to be able to report that there are 108 TERSSA members to date and 37 of those members represent renewals from 2010, new and retiree members from North Carolina.

To those of you who are members, I sincerely appreciate your dedicated desire to be a part of an association on the national level. And anyone who is not a member is cordially invited to become a part when you feel the time is right.

I welcome the opportunity to answer any questions anyone might have. Again, Thank You for the opportunity to represent TERSSA.

Christine C. Barrier  
2010-2011 TERSSA Membership Secretary

## **FEDERATION UPDATE**

Federation Report for 2011 Fall NCCESA-SCD Meeting  
NCFCEA Update by Kay Morton, NCCESA President

The North Carolina Federation of Cooperative Extension Associations is an umbrella organization of Cooperative Extension professional associations. Federation was formed in 1974 to foster professional development, to build consensus among member organizations, and to dialogue with Extension Administration. Member organizations are:

North Carolina Association of County Agricultural Agents (NCACAA)  
North Carolina Extension Association of Family & Consumer Sciences (NCEAFCS)  
North Carolina Association of Extension 4-H Agents (NCAE4-HA)  
North Carolina Cooperative Extension Secretaries Association (NCCESA)  
North Carolina Association of Cooperative Extension Specialists (NCACES)  
North Carolina Association of Extension Program Assistants, Associates & Technicians (NCAEPAAT)

At the last board meeting, Federation board members decided to update the Federation brochure found on the website. I have printed a copy of the updated brochure for each of you. It is available on the NCFCEA website as well.

Please take the time to go to the NCFCEA website if you haven't done so to see what Federation is all about.

Nominations are being solicited for the NC Federation of Cooperative Extension Associations Leadership and Service Recognition Award. Please check the website for a nomination form and nominate a deserving person today. Nominations are due by October 20, 2011.

The next Federation Board meeting will be held by Elluminate on September 7, 2011 at 1:00pm. Dr. Zublena will be joining us. If you have any questions you would like presented at the board meeting, e-mail them to me and I will relay them.

The 2011 Federation Forum is scheduled for December 9, 2011 at the McSwain Extension Education and Agriculture center in Lee County.

## **OLD BUSINESS**

### **Spring Community Service Project**

Lisa Mauldin reported that 8 counties participated in the project. Projects ranged from making gift bags for local nursing homes, collection of magazines to distribute, purchasing of games for senior centers, personal supplies, craft kits, donations of food and Carol Capel sings at local nursing homes as well.



## **NEW BUSINESS**

Kay Morton reported the following:

### **State Meeting Report for 2011 Fall NCCESA-SCD Meeting** **2011 NCCESA State Conference**

West Central District has issued an invitation for everyone to attend The NCCESA 2011 State Conference September 22-23, 2011 at the Ramada Inn in Statesville, NC. The theme for this year is "Taking Care Of Business". Registration is \$40 per person and includes 2 meals. State rates are being charged for hotel rooms. Conference information can be found on the NCCESA website. You must register online in LMS as well as send in your registration form with your payment.

Two Professional Improvement Concurrent Workshops are being offered. Ambition – The Drive to Take Care of Business will be presented by Nicole Greer and Social Media for Marketing and Outreach will be presented by Sarah Pinnix.

The West Central District has chosen Operation: Military Kids (OMK) as a very worthwhile community service project for us to participate in this year. Each attendee is asked to bring at least two items that can be included in a "Military Kids Hero Pack." These items will be collected at registration on September 22. A list of items is posted on the NCCESA website as well. The Hero Pack initiative is an outreach effort of Operation: Military Kids (OMK). Hero Packs contain both fun and educational material for youth as well as informational material for parents/guardians. The main purpose of the pack is to say "Thank You" to children of Guard and Reserve soldiers for the sacrifices that they make during the deployment of a loved one.

Who is planning to attend the conference?

My challenge to you is...Even if you are not planning to attend the conference, please try to purchase 2 items and send them with someone who is attending. Let's ALL try to support this worthwhile cause!

Looks like the West Central District has a great meeting planned...September 22 will be here before we know it. I hope to see each of you there!

### **State Meeting Fund Raiser**

Pam Layfield reported that they had collected \$285.00 in gift cards so far. Several counties had not turned their cards in yet. A schedule will be set for people to help/work the booth at the upcoming State Meeting.

### **State Meeting 2013 Planning Committee Report**

(Committee Members: Kim Gibson, Susan Johnson, Janet Mabry, Kay Morton and Christine Barrier)

Kay Morton reported that the committee is looking into 3 prospective possibilities.

1. Camp Millstone

2. Lake Tillery – Tillery Traditions, a new civic center
3. Cabarrus County – Great Wolf Lodge

Possibility of requesting each county for \$200.00 and to be responsible for 2 gifts.

### **SECRETARY OF THE YEAR**

Diane Scarboro read and presented the 2011 SC District “Secretary of the Year” award to Angela Priest. Angela received a plaque and a \$50.00 check.

Angela stated that everyone in the room was very deserving of this award and that she really was honored to receive.

### **LETTER FROM PRESIDENT**

Christine Barrier, 2<sup>nd</sup> Vice President read the following from Ruth Ann Pope, President.

*Good Afternoon All,*

*So sorry I could not be here today, I will really miss being with you. My radiation treatment is this morning as they are only open on Fridays until noon. Then I have to go to the hospital to have an ultrasound after lunch. I am getting along fine so far, but they do recommend that I go home and rest for an hour or so each day. I am not a person that usually takes naps in the afternoon but I am getting used to it (who knows I might like it!!). Just so thankful to God every day that I did not have to go through Chemo. Also I want you to know that I really appreciate all the emails and cards of support.*

*It has been a good year and I appreciate all that each and every one of you have done to make my year as your president a successful one. You have all been willing to step up to the plate and do whatever needed to be done. All I have had to do is ask. That made my job so much easier. You are a great group and it has been a pleasure to represent you and our South Central District. You are special and can be proud of your commitment to Extension. I really appreciate Sharon stepping up and taking care of the meeting for me today, and for all those that agreed to take part in today’s meeting.*

*Thanks goes out to Leeann and Carol I know it was a lot of work and I appreciate all their efforts. Have a really good day, enjoy your meeting in Richmond County and hope to see all of you at the State Meeting in Statesville! (I do not plan to miss that one if at all possible.)*

*Sincerely,*

*Ruth Ann*

### **INSTALLATION OF OFFICERS**

Kim Gibson installed our officers with the theme of a banana split. Afterwards everyone who wished could make themselves a wonderful banana split.

### **INVITATION TO SPRING MEETING**

Robeson County invited everyone to the spring 2012 meeting. They have not set a date, but will forward information closer to date.

### **HALF & HALF**

Susan Graham, SC District Administrative Secretary won the half and half drawing.

Door Prizes were given away.

Each secretary was provided a "goodie" bag to take home with them. Sharon Williams thanked Leeann and Carol for all of their hard work with hosting the meeting today.

**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**

|                                    |                                 |
|------------------------------------|---------------------------------|
| <b>Cabarrus/Richmond/Union:</b>    | <b>Fall 2010 to Spring 2011</b> |
| <b>Montgomery/Stanly/Anson:</b>    | <b>Spring 2011 to Fall 2011</b> |
| <b>Moore/Lee/Harnett:</b>          | <b>Fall 2011 to Spring 2012</b> |
| <b>Hoke/Scotland/Robeson:</b>      | <b>Spring 2012 to Fall 2012</b> |
| <b>Cumberland/Bladen/Columbus:</b> | <b>Fall 2012 to Spring 2013</b> |

**Respectfully Submitted:**

*Dana Braswell*

**NCCESA SCD, Secretary**