



**NCCESA South Central District
Spring Meeting Minutes
August 24, 2012
Union County Center
Monroe, NC**

Dana Braswell welcomed everyone to Union County. From 9:00 – 9:30 am Registration and Hospitality were provided.

We then were taken on a tour of the Certified Wildlife Habitat “Teaching Garden” by Jeff Rieves, Extension agent, Horticultural. The tour was very enjoyable and was so beautiful!

After our tour of the “Teaching Garden”, Union County Master Gardner Diane Garmon taught us how to make a beautiful tablescape using natural twigs, berries and flowers.

Once we finished being crafty the Union County girls had an activity to liven the crowd up! A few selected members played a game “Junk in Your Trunk”. Participants had to tie a Kleenex box around their waist and shake their booty until the balls in the Kleenex box were all out. Let me say we have lots of talent among our secretaries!

INVOCATION AND LUNCH

Dana Braswell shared the “Thought for the Day”. Chris Austin led the group in the Pledge of Allegiance. Chris Austin led the group in invocation and we enjoyed a catered lunch from Hilltop Restaurant.

After lunch everyone had a chance to purchase 50/50 tickets

CALL TO ORDER

Sharon Williams, Vice President called the meeting to order.

BUSINESS SECTION

Sharon Williams started the Business Session with Lisa Mauldin, Secretary doing the roll call.

South Central District – NCCESA – Roll Call

County	Active Members Present	Retirees Present
Alexander	2	
Anson	1	1
Cabarrus	2	
Catawba	0	
Cumberland	3	
Gaston	3	
Harnett	2	
Hoke	1	1
Iredell	2	
Lee	2	
Lincoln	1	
Mecklenburg	0	
Montgomery	0	
Moore	1	
Richmond	1	
Rowan	0	
Scotland	52	
Stanly	2	
Union	3	
District Secretary	1	
Total	30	

MINUTES

Minutes from our last meeting in May, 2012 were available via the web. Christine Barrier made the motion to accept the minutes as posted. Chris Austin seconded the motion and the motion passed unanimously.

REPORTS

TREASURER'S REPORT

Rhonda Gaster presented the treasurer's report and proposed budget. Janet Mabry made the motion to accept and Chris Austin Seconded the motion.

**North Carolina Cooperative Extension Secretaries Association
South Central District
August 2012**

Treasurer's Report

Checking Account

Beginning Balance

\$ 3,989.03

Deposits:

05/03/12	Dividend	0.28
05/21/12	Half/Half Drawing Deposit- All deposited	63.00
06/03/12	Dividend	0.93
07/03/12	Dividend	0.78
08/02/12	Dividend	0.73

Deposits	\$65.72
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Withdrawals:

04/08/12	Federal Back-up Withholding	.08
05/03/12	Federal Back-up Withholding	.08
05/05/12	SECU Foundation	1.00
05/21/12	Cathy James- Retirement Gift	40.00
05/29/12	Gardner-Webb University	200.00
07/05/12	SECU Foundation	1.00
07/06/12	Federal Back-up Withholding	.22
07/30/12	Jeb's Design- SOY Plaque	38.52
08/02/12	SECU Foundation	1.00
08/21/12	SOY Award	50.00

Withdrawals	333.16
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Total Checking Balance	\$3,721.59
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Share Account

Beginning Balance	\$ 165.01
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Deposits:

05/02/12	Interest Earned	0.07
06/05/12	Interest Earned	0.15
07/05/12	Interest Earned	0.06
12/15/11	Interest Earned	0.10
08/02/12	Interest Earned	0.10

Total Shares Balance	\$165.43
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Money Market Account

Beginning Balance \$4,544.70

Deposits:

05/02/12	Dividend Earned	1.86
06/05/12	Dividend Earned	4.16
07/05/12	Dividend Earned	2.80
08/02/12	Dividend Earned	2.61

Total Money Market Balance \$ 4,556.13

Total Cash on Hand \$ 8,443.15

Rhonda M. Gaster (Lee County)
NCCESA – SCD Treasurer August 2012

**NCCESA- South Central District
2012-2013 Proposed Balanced Budget**

Income

District Membership Dues- 39 members @ \$20	\$1,170.00
Fund-Raisers- half and half, etc	80.00
Amount currently in Checking Account	3,721.00

Total \$4,971.00

Expenses

District Membership Dues to State- 39 members @ \$20	\$ 780.00
District Educational Scholarship	200.00
District Officer Mileage	100.00
Secretary- of-the-Year Plaque	40.00
Secretary-of-the-Year Monetary Gift	50.00
Exiting President's Plaque	40.00
Benevolence- flowers, cards, gifts for illness or death (\$30 each)	200.00
Retirement gifts (\$40-\$60 each)	180.00
Host Counties Meeting Expenses (\$100 per county)	200.00
Community Service Expenses	100.00
Miscellaneous Expenses- postage, SECU Foundation, scrapbook supplies	75.00

Total \$1,965.00

MEMBERSHIP

See attached report submitted by Becky Lewis.

FINANCE

Rhonda Gaster presented the proposed budget while doing the Treasurers report. There were no questions. Janet Mabry made the motion to accept the proposed budget and Christ Austin gave the second.

PUBLIC RELATIONS

No report.

SCHOLARSHIP

Chris Austin read a thank you note from Virginia Preiss. Virginia was the recipient of this year's scholarship. We received 30 applications this year.

REFLECTIONS

No Report.

NOMINATING COMMITTEE

See attached report submitted by Susan Johnson.

PROFESSIONAL IMPROVEMENT

Myra Johnson was not in attendance. Leann presented certificates to the Secretaries.

RULES AND BYLAWS

See attached report submitted by Cathy James.

AWARDS

No Report.

Secretary of the Year

Myra Johnson is the 2012 Secretary of the Year. See attached report submitted by Annie Freeman.

TERSSA REPORT

See attached report submitted by Christine Barrier.

FEDERATION UPDATE

See attached report submitted by Sharon Williams

Melva Mineus Made a motion to accept reports as read all was in favor.

OLD BUSINESS

No old business.

NEW BUSINESS

2013 State Meeting Update

Kay Morton shared that everything is going ok!

- The contract has been signed for Embassy Suites
- 2013 Spring Meeting will be held at Embassy Suites so we can get a feel of the place
- Christine will take info about the 2013 State Meeting to the 2012 State Meeting and TERRSA Meeting
- Janet Mabry presented a draft of a sponsor letter. She will add a Platinum level sponsor
- Chris Austin will be the coordinator for fundraising
- Kay Morton will email the logo to secretaries
- Susan Johnson shared the theme is "Rev up for Success"
- Kim Gibson is working on the invitation
- Annie Freeman suggested Adrian Gaskins to have a technology workshop
- Laura Hamilton will be the speaker for Thursday. The topic is "Life's Choices and Changes"
- Host District is available for door prizes
- Each county will bring one wrapped door prize per secretary
- Will use tickets to draw for door prizes, must be present to win.
- Examples for hostess recognition: matching outfits, corsages, t-shirts.
- Will check on getting t-shirts printed
- Suggestions for bags are water, chap stick and crackers
- Ruth Ann donated a beautiful pottery bowl to be raffled at the 2012 State Meeting to help raise money for the 2013 State Meeting. It has a value of \$200
- Each Secretary has been asked to sell 10 raffle tickets

Community Service Project

The group decided to not have a District community service project this time since we will be participating in the state community service project.

The new rotation is as follows:

Spring 2013 Alexander, Anson, Cabarrus (Collect for the 2014 State Meeting)
Fall 2013 Catawba, Cumberland, Gaston
Spring 2014 Harnett, Hoke, Iredell
Fall 2014 Lee, Lincoln, Mecklenburg
Spring 2015 Montgomery, Moore, Richmond

Fall 2015 Rowan, Scotland, Stanly, Union

Spring Meeting

- 2013 Spring Meeting will be at Embassy Suites, date to be announced
- Union will donate \$100 towards food for the Spring Meeting
- Cabarrus will take the Spring rotation from Alexander County

HALF & HALF

Kathy James won the half and half drawing!

Ruth Ann Pope used a Cheerio theme to install the 2013 officers. We welcome the "Cheerio Team".

Adjourn

*Full Committee Reports can be found in the 2012 South Central District Secretaries Notebook.

Respectfully Submitted:

Lisa Mauldin

NCCESA SCD, Secretary

Rules & By-Laws Committee – Chair, Cathy James, Hoke; Donna Foster, Cumberland;
Kelly Pierce, Iredell

From Latoya Lucy, State By-Laws Committee:

*A recent update from the State By-Laws committee is recommending NC Association of Administrative Professionals as the new name to be voted on.

*Secondly, our job is to determine who is entitled to be reimbursed for expenses incurred.

Article VII of the handbook states that "The Executive Board of this Association shall consist of the President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer." These people are required to be at the meetings. The Parliamentarian, Advisor, and one other person are also expected to be there. All of the Executive Board members are entitled to reimbursements for travel and other expenses except the last three listed. The question stands is - that if they are "expected" to be there, shouldn't they be "expected" to receive reimbursement for expenses incurred.

*The third item is a revision of the Herter-O'Neil Scholarship. A recommendation has been made to change the scholarship to give 2 scholarships of \$500.00 but the recipients cannot be from the same district. All other requirements will remain the same.

There will be time for discussion on the items before the vote .

These will also be posted to the website at: www.ces.ncsu.edu/assn/nccesa/index.html

Respectfully submitted by,
Cathy James

The Secretary of the Year Committee would like to announce MYRA JOHNSON as the 2012 Secretary of the Year. The committee would also like to encourage all secretaries to submit nominations and vote for the 2013 Secretary of the Year.

Respectfully Submitted by,
Annie Freeman



The Extension & Research Support Staff Association
NCCESA – South Central District Fall Meeting
Union County Agricultural Services and Conference Center
Monroe, NC
Friday, August 24, 2012

TERSSA (The Extension & Research Support Staff Association) membership presently stands at 128 members.

Membership to-date for the 9 states represented is as follows:

Alabama	10
Arkansas	4
Kentucky	20
Louisiana	4
Mississippi	38
North Carolina	46
Ohio	4
South Carolina	1
West Virginia	1

President Karen Bixler, from Montgomery Alabama, is finalizing plans for the 2012 Annual Conference to be held October 31 – November 2 in Montgomery. Debby King from Onslow County will be installed as TERSSA President for 2012-2013. Next Board of Directors Meeting is scheduled for Tuesday, August 28, after which agenda and registration forms will be sent to all TERSSA members. The 2013 Membership Drive starts September 1 through December 31.

Melanie Storey, Northeast District President, has challenged the other 5 presidents for the bragging right of the 'District With The Most TERSSA Members.' Recognition will be made at the 2012 state conference in September. District membership is currently:

North East	10
Campus	10 – newest member is Susan Graham
South East	7
West	3
North Central	0
South Central	16

Respectfully,

Christine Barrier
TERSSA Membership Secretary

8.24.12

**Nomination Committee Report
Fall Meeting – August 24, 2012
Union County**

Nominations were taken from June 1 – August 1, 2012 for interested parties to fill the following positions for the South Central District Secretaries Association for 2012-2013:

2nd VP
Secretary
Treasurer

The following nominations were received:
2nd Vice President – Pam Layfield – Anson County
Secretary – Joyce Dorsey – Lincoln County
Treasurer – Janet Mabry – Stanly County

Christine Barrier – Cabarrus County, current 1st VP should rotate to President
Chris Austin – Union County – current 2nd VP should rotate to 1st Vice-President
Sharon Williams – Harnett County – current President should rotate to Advisor

The nomination committee would like to offer for approval the following slate of officers for the 2012-2013 year:

President – Christine Barrier – Cabarrus County
1st Vice President – Chris Austin – Union County
2nd Vice President – Pam Layfield – Anson County
Secretary – Joyce Dorsey – Lincoln County
Treasurer – Janet Mabry – Stanly County

Thank you for agreeing to serve our association.

Respectfully submitted:

Nomination Committee
Susan Johnson, Chair
Janet Mabry
Kay Morton
Amanda Taylor

NCCESA-SOUTH CENTRAL DISTRICT
2012 - 2013 PROPOSED BALANCED BUDGET

Income

District Membership Dues - 39 members @ \$30	\$1,170
Fund-Raisers - half and half, etc.	80
Amount Currently in Checking Account	3,721
	<hr/>
TOTAL	\$4,971

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
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TOTAL	\$1,965

2013 State Meeting Door Prizes Committee

The following questions were posed to the Door Prize committee members which are:

Susan Johnson – Cumberland

Donna Foster – Cumberland

Connie Holshouser – Rowan

Melva Menius - Rowan

- How many per secretary - or how many per county... - majority thought one door prize per secretary - I would like to add - if anyone wants to bring more - that is fine....but at a minimum - 1 per secretary -
- Do we need one for every attendee? no
- The value of the door prize.... majority thought there shouldn't be a set amount - just something nice
- Wrapped - unwrapped.... - wrapped
- How to draw for the gift - numbered ticket or name on entry blank - majority thought by ticket
- Must be present to win or not - yes must be present
- Is host district eligible – majority said yes

South Central District Secretaries Association Membership Report

August 24, 2012

As of today, the South Central District Secretaries Association encompasses 19 County Cooperative Extension Centers.

We have

- 39 paid Active members
- 0 Associate members (retired and paying dues)
- 4 Honorary members

Currently Mecklenburg County has a part- time secretary, Sy Quick, whom is not a member of our association as of yet however has visited trainings offered by the SC District. We hope to continue to remember to invite her in any functions the SC District Secretaries Association is holding.

The South Central District Secretaries Association doesn't currently have a nomination for Honorary Membership.

I'd like to thank Rhonda M. Gaster for providing the information along with other reports to which will be added to the Membership Chair notebook.

The Membership Committee notebook will be undergoing expansion, additions and alignment with information on the website.

Respectfully Submitted on behalf of the Membership Committee:

Dana Braswell, Union;
Connie Holshouser, Rowan;
Cindy Gustashaw, Gaston

Becky H. Lewis

Extension Secretary
Cabarrus County
2012 South Central District Secretaries Association Membership Chair



South Central District Spring Meeting
 2013 Annual Conference Planning Committee Report
 Friday, August 24, 2012
 Union County CES

Opening Comments	Kay Morton, Lee County Planning Committee Co-Chair
Contract for Venue	Christine Barrier, Cabarrus County District 1 st Vice President
Budget	Janet Mabry, Stanly County District Financial Advisor
Invitation at State Meeting	Kim Gibson Planning Committee Co-Chair Kim will do this
Committees	Susan Johnson, Cumberland County Planning Committee Co-Chair
Theme	Everyone
Registration	Stanly County
Budget	Janet Mabry, Rhonda Gaster
Hospitality	Iredell County, Alexander County
Program/Invitation	Montgomery County
Workshops	Scotland County (Chair), Richmond County, Hoke County
Speaker	Lee County
Door Prizes	Cumberland County, Rowan County
Hostess Recognition	Cabarrus County
Welcome Bags	Gaston, Anson, Harnett
Fundraising	Janet Mabry (Chair), Rhonda Gaster, Peggy Elliott, Dana Braswell, Chris Austin, Lisa Eubanks, Lisa Mauldin
Community Service	Moore County

Wrap-up

*Reports will be due from all committees at our Spring 2012 District Meeting

*Our Spring 2013 District Meeting will be held at the selected Venue.

NCCESA-SOUTH CENTRAL DISTRICT
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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
	<hr/>
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**North Carolina Cooperative Extension Secretaries Association
South Central District August 2012**

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Checking Account

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Deposits \$65.72

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07/30/12	Jeb's Designs - SOY Plaque	38.52
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08/21/12	SOY Award	50.00

Withdrawals 333.16

Total Checking Balance \$3,721.59

NCCESA State Meeting
September 25-27, 2013

Speaker Report – Lee County

We have secured Laura Hamilton of Laura Hamilton Seminars, Inc. to be our guest speaker at our banquet on Thursday, September 26, 2013. She will give a 30-minute presentation entitled “Life’s Choices and Changes”.

The Professional Fee of \$800 is discounted because she is a Master Gardener Volunteer and she loves Extension. Her normal fee is \$1,500. We are very excited to have her as our guest speaker.

As we get closer to the date, a contract will be sent and ½ of the fee will be due within 10 days of the invoice with the balance due at the time of the presentation.

Rhonda Gaster
Kay Morton

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Dana Braswell, Union;
Connie Holshouser, Rowan;
Cindy Gustashaw, Gaston

Becky H. Lewis

Extension Secretary
Cabarrus County
2012 South Central District Secretaries Association Membership Chair

\$100 Registration

2013 State Meeting
Preliminary Planning Budget

		2006		Revenue		Explanations	
	Final	#2 Option		Explanation			
Individual County Contributions		3800.00					19 counties X \$200 minimum amount they gave last year
NCCESA Contribution		1000.00					amount proposed from TERSSA
TERESSA Contribution		300.00					
NC Ag Foundation							
Support, Contributions & donations for previous 2 years	6695.42	2895.00		6695.42 (contributions, etc. rec'd in 2006) less Projected Individual Counties Contribution at \$200 each			
Checking Account Funds Available			0.00				Current Account balances
Money Market Funds Available			0.00				3721.59
							4556.13
Registrations Paid	13132.00						
				Charge \$100 Registration Registration covers meal+gratuity-tax & materials (220x\$100)			
Estimated Registration Revenue			22000.00				
Total Revenue	19827.42		29995.00				
Expenses							
	Actual	#2 Option		Explanation			
Facility (includes meals /sound/golf lessons)	12,926.67	0					Conference Space is Comped based on Food & Beverage projections
Facility Rental Deposit		0.00					
Lcd display - we provide lcd		730.00					\$150/per room/per day (4) rooms + 22%
Screen		366.00					\$75/per room/per day (4) rooms + 22%
Microphone Podium		458.00					\$125/per room/per day (1 room - 3 days) + 22%
Wireless microphone		275.00					\$225/per room/per day + 22%
Risers		117.00		(2) sections			\$1/sq-ft - 1 section 48 sq ft + 22%
Banquet Speaker	500.00	800.00		Laura Hamilton			Contract has been signed for Laura Hamilton to be banquet key note speaker

\$100 Registration

2013 State Meeting
Preliminary Planning Budget

2006		Revenue	Explanations
	Final	#2 Option	Explanation
Program	63.11	75.00	
Workshop Presenters - gift/honoriam - E	100.00	100.00	
Decorations	354.87	0.00	
Participant Bags			
Logo Items for Participant Bags		?	
Favors for Participant Bags	1346.97	?	Cost will depend on selection
Wal-Mart Gift Bags	212.93		Cost will depend on selection
Transportation and/or tickets	1600.00	0.00	
Shirts			
Miscellaneous Items for Registration	152.91	150.00	
Additional Financial Items			
Liability Insurance required by Hotel according to contract		312.50	quote from NC Farm Bureau
Photos - Reflections	15.91		Contract requires \$1M liability - Certificate of Insurance
Refunds	115.00		No Refunds-unless extreme situation
Meals - covered by registration		22000.00	220 x \$100 Registration Cost
Estimated Food & Beverage for 2 meals - our cost			
Lodging			
Total	17388.37	25383.50	



2013 NCCESA State Conference
2013 TERSSA National Conference
September 25-27, 2013

Embassy Suites, Concord, NC
Hosted by Counties of the South Central District

Sponsorship Information

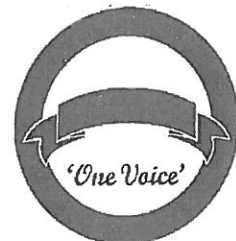
Gold Sponsor	\$500
Silver Sponsor	\$250
Bronze Sponsor	\$100
Supporter	\$50
Patron	\$25

Yes, (company or individual name) _____ will participate as a sponsor of the 2013 North Carolina Cooperative Extension Secretaries Association annual state conference and The Extension and Research Support Staff national conference. We will participate at the _____ level. Check for \$ _____ is enclosed. Sponsors will be listed in conference program. Any amount donated will be greatly appreciated.

Please list a contact person from your company.

Make checks payable to: NCCESA-South Central District and send to:

Janet C. Mabry
SC District Treasurer
NC Cooperative Extension
Stanly County Center
26032-E Newt Rd
Albemarle NC 28001
Tax ID # _____





August 2012

Potential Donor:

North Carolina Cooperative Extension Secretaries Association-South Central District (NCCESA-SCD), will be hosting the annual state meeting conference along with the national conference of a new national association known as The Extension and Research Support Staff Association (TERSSA) September 25-27, 2013. In 2013 Debbie King, Onslow County, will be President of TERSSA. Our conference will be held at the Embassy Suites in Concord, North Carolina. As members of the association we are responsible for securing funding to support the hosting expense of this meeting well in advance to allow us to properly plan the event to showcase our counties of the South Central Extension District as well as the whole state of North Carolina. We are seeking support from associations and agricultural related businesses with which we work and support as part of our Extension employment.

Here are a few facts about our two associations:

NCCESA was officially established in November 1973 and held the first official meeting in Raleigh in 1974. The purpose of the association was to establish and maintain a structure through which members may be united in a professional development and improvement effort for the benefit of themselves and the North Carolina Cooperative Extension Service. Over the years we have seen many changes and yet many things remain the same. Our name has changed three times yet our purpose still remains the same. With that in mind efforts were made over a period of years to join with other similar Extension support staff organizations/associations to form a national association.

The Extension and Research Support Staff Association (TERSSA) was organized following an initial meeting in North Carolina in July 2007 and began working toward a common goal. This association was formed to improve the lives and careers of members by providing one voice to improve the development of Extension and Research across the nation through professional recognition, networking with other states, administration advocacy, and professional and personal improvement.



We would appreciate a donation from (insert the name of your potential donor) to support our fund raising efforts for the 2013 meeting. A firm commitment for the 2013 state meeting donation is requested at this time unless you prefer to make payment now. Please complete the enclosed Sponsorship Information form and return along with your payment if you prefer to send it now. Otherwise, return the Sponsorship form with your funding commitment and an invoice will be sent to you at a later date. Sponsors will be listed in the conference program.

Please make your check payable to: NCCESA-South Central District and mail to: Janet C. Mabry, NCCESA-SC District Treasurer, NCCES-Stanly County Center, 26032-E Newt Rd, Albemarle NC 28001.

If you have any questions about this request, the two associations or the 2013 meeting please let me know.

Thanks for your support!

Janet C. Mabry

NCCES-Stanly County Center

(Each county could use this letter or edit to fit their request)

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South Central District August 2012**

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South Central District August 2012**

Treasurer's Report Continued Page 2

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TOTAL CASH ON HAND \$8,443.15

Rhonda M. Gaster (Lee County)
NCCESA -SCD Treasurer August 2012