



**SOUTH CENTRAL DISTRICT SECRETARIES ASSOCIATION
SPRING MINUTES, APRIL 5, 2013
EMBASY SUITES RESORT & CONVENTION CENTER
CONCORD-CABARRUS COUNTY**

Welcome: President, Christine Barrier welcomed secretaries from all across the district as well as guests

Greetings: Interim Cabarrus County Director, Pam Outen, extended greetings.
Destination Services Manager Cabarrus County Convention & Visitors Bureau, Dawn Williams

Administrative Updates: District Director Clinton McRae was unable to attend due to a conflict. Susan Graham, District Secretary, reported on positions in line to be filled. She also encouraged each COSS employee to listen with the county manager to the Coss Study Blackboard meeting Monday, April 8 at 9:00.

Sales Manager, Floyd Isley, gave a presentation & tour of the the conference center and took us to see two different rooms/ suites. The rooms are as follows: one will have two double beds and one could have a king bed and two double beds. Since our numbers were so large, Ms. Lorraine Newton, Convention Services Manager, took half of us on the same tour. We met back in the conference room for our meeting and lunch.

Becky Lewis gave a fantastic meditation and reflection on how to grow a cabbage in a plastic bottle. If a cabbage can grow in a plastic bottle then surely good things can and do grow within us.

We were presented with a delicious lunch which was just an example of what to expect at our conference in September. Sandwiches and or wraps with delicious homemade potato chips and fantastic freshly made Ranch Dressing. The best part of the lunch was the *scrumpdelumptious* chocolate cake! After taking a short break, we resumed our meeting.

Program: Tammy Brafford, CAP-OM, Resource Manager, Allstate Insurance; 'IAAP & TODAY'S PROGESSIONAL ADMIN': Ms. Brafford spoke to us about a program that secretaries can participate in to better themselves professionally. She offered to help us update our resume' and prodded us to promote ourselves as there may never be anyone else who will do it. There are several associations that we as Administrative Professionals can be involved in: AEAP-The Association of Executive & Administrative Professionals; ASAP- The American Society of Administrative Professionals; IAAP- International Association of Administrative Professionals. Any of these would help us in our career.

Vicky Pickard, Executive Assistant to Plant Manager-Retired Philip Morris USA: Ms. Pickard presented a program about IAAP. The IAAP is an association specifically for Administrative Professionals. The Mission Statement is as follows: *Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.* This statement speaks directly to what we are all about. Ms. Pickard told us how the association was founded and when, as well as what one needs to do to become a part of it. Administrative Professionals Day was developed by IAAP and recognizes all secretaries everywhere. The core values of IAAP are: Integrity; Respect; Adaptability; Communication and Commitment. If anyone in the South Central Association would like to know more about it, you may contact Ms. Pickard or our own Janet Mabry as she is a member as well.

Since we were running ahead of schedule, it was decided to continue on with the Association Meeting. Call to Order was given by President Barrier.

Roll Call was taken by Secretary Dorsey with the following present: Alexander County, two members; Anson County, two members, Cabarrus County, two members; Catawba County, two members; Cumberland County, three members; Gaston County, three members; Harnett County, one member; Hoke County, two members; Iredell County, two members; Lee County, one member; Lincoln County, one member; Mecklenburg County, one member; Montgomery County, two members; Moore County, one member; Richmond County, one member, Rowan County, absent, Scotland County, two members, Stanly County, two members; Union County, one member and Retiree Nancy Miller former Catawba County Secretary.

Secretary Dorsey established that enough members were present to establish a quorum for the meeting.

Minutes: President Barrier asked if everyone had reviewed the minutes on the web. Everyone also had a hard copy to look over. With no objections, corrections, or additions, the minutes stood as approved.

Treasurer's Report: Treasurer, Janet Mabry, had placed the report on the web for review. With no objections, corrections or additions, the report stood as approved. There was a motion to accept Ruth Ann Pope as an Honoree Retiree Member. Motion was approved. No dues will be collected.

The Secretary of the Year will be presented at the Annual Meeting in September.

Committee Reports:

- ✓ **Membership**, Becky Lewis: Please refer to written report
- **Public Relations**, Cindy Gustashaw: No Report
- **Reflections**, Joyce Dorsey in Lee Ann Crump's Absence: No Report
- ✓ **Nominating**, Rhonda Gaster: Please refer to written report
- **Rules & By-Laws**, Julie Campbell: No Report
- ✓ **Scholarship**, Pam Layfield: Please refer to written report
- **Secretary of the Year**, Angie Priest in Diane Scarbor's absence: Please refer to written report
- **Professional Improvement**, Jane Duncan in Dana Braswell's absence: Please refer to written report
- **Awards**, Carol Capel: Please refer to written report
- **Community Service Project**, Angie Priest: Please refer to written report
- **Finance**, Janet Mabry: Please refer to written report
- ✓ **TERSSA**, Julie Campbell: Please refer to written report

Unfinished Business: 2013 Annual Conference Planning Committee Update by Kay Morton, Susan Johnson, Kim Gibson, Christine Barrier, Janet Mabry

- a. Kay Morton opened discussion concerning workshops and tours. We are unsure at this time if we want to have tours or not. Lee County is responsible for getting our speakers and hopefully getting them at a good price.
- b. The workshops will be as follows: One on social media and one on videos
Should we decide to have tours, we will have the workshops and tours at the same time.
- c. Chris Austin is the Chair of the Fundraising Committee. It was mentioned that we are missing the mark by not trying to sell raffle tickets to men for something to go in their "man cave." After much discussion, we all agreed. The committee will get together and decide what to purchase to raffle and then distribute the tickets to each member to sell. Lisa Forest will begin a candle fundraiser and someone else will begin a pancake fundraiser through Applebees.
- d. Membership was asked to each purchase a gift card to give as a door prize; some small something such as, crackers, water, etc for the bags to be given out and to contribute \$100 each.
- e. Community Service has been decided by Moore County and will be "Family Promise Homes."

- f. Per Janet Mabry, all registration will be handled on line. This should be much easier for everyone. She will be sending it out when it is ready.

New Business:

NCCEAPA State President, Tracy Brown, introduced the new logo to all of us.

NCCEAPA 2nd Vice President, Pam Layfield, asked Julie let us know that she is available to us at any time we may need her to come. She will gladly be our support system.

Webmaster, Kay Morton from the South Central District report that she is having some difficulty getting information on the web. She is working diligently to get the problem resolved. If you go to the WIKKI page and click on it, it will go to our page.

Update: Debby King is excited about our meeting. She is willing to do whatever we need her to do. They have already contributed their money for the meeting.

With no further business, President Barrier called the meeting adjourned.

January 14, 2013

NCCEAPA – SC District
Becky Lewis, Cabarrus County
Membership Committee Chair

RE: Ruth Ann Pope, Retired Administrative Secretary, Anson County
Honorary Membership

Dear Membership Committee:

I am excited and honored to recommend Ruth Ann Pope for Honorary Membership to the NC Cooperative Extension Secretaries Association.


Ruth Ann worked for Extension for 12 years and retired on July 31st, 2012. She is a member of the South Central District NC Cooperative Extension Secretary Association and served as President for 2010-2011 and also served on many committees on the district and state level and has chaired several committees over the years.

She is a quiet person but speaks volumes in the amount of time, creative energy and versatility she brings to this organization. Through extension programs she has taught classes in pottery and flower arranging or she may be in the kitchen helping to cook for any given event. There is never any hesitation to offer or make time for a project. Ruth Ann has a florist back ground so she makes arrangements for events not only for our county office but for district, director, secretary and state meetings as well. She even uses or grows flowers for events and uses them from her own garden and you can catch her out in the county collecting greenery. She has made up to seventy pieces for one event to be given as door prizes and gifts through extension.

Ruth Ann's care and concern of this organization and its image is very commendable. Her work at her job was the same as her creations; she only puts out and gives her very best daily. She is a wonderful support person and has done nothing but help everyone to be a better person and do better at his or her job and encourage the staff.

I know that Ruth Ann still wants to be an active member of this organization and I personally recommend her to the Membership Committee for Honorary Membership.

Sincerely,



Pam Layfield, Secretary
NCSU
NCCE
Anson County Center

Nominating Committee Report
04/05/13

The following persons serve on the Nominating Committee for the 2012-2013 year:

Peggy Elliott, Cumberland County
Judy Moore – Lincoln County
Beth Rogers – Catawba County
Rhonda Gaster, Chair. – Lee County

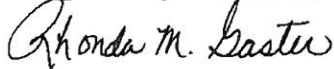
The following South Central District positions will need officers for the 2013-2014 year:
2nd Vice President, Secretary, and Treasurer

Applications will be accepted beginning June 1, 2013 and must be received by August 1, 2013. The application can be found on the homepage of the South Central District website, which is linked off the state association website. The officers will be installed at the fall meeting by the outgoing advisory.

NOTE: Two persons from the same county may not serve in the capacity of officer.

We'd like to encourage each of you to consider serving as an officer.

Respectfully submitted,



Rhonda Gaster, Chair
Lee County

04/05/13

SC District

2nd Vice President

[Scholarship Committee, Chair](#)

Pam Layfield, Anson County

The Herter O'Neal Scholarship was sent to the Professional Improvement Committee and then forwarded to the Administrative Secretaries to be sent out to local High Schools and Community Colleges. On behalf of the Professional Improvement Committee, Dana Braswell, Union County, Comm. Chair and myself reviewed the finalist and forward it to the State 2nd Vice President by the deadline of April 1st. The SC District Herter O'Neal applicant was Maddison Teal. She is from Anson County and plans on attending Coastal Carolina.

Also, our district's scholarship has gone out and this year the recipient will be from Richmond County. The rotation schedule for this scholarship and news release had to be updated to include the counties that merged into the South Central District on the website.

On Friday, March 1st, Christine Barrier, Janet Mabry, Julie Campbell and myself attended the NCCEAPA Board of Directors meeting at NC A&T State University. Tracy Brown presided. Dr. Fletcher Barber, Assoc. Admin., NCCEP and Sheri Schwab, Assoc. Dir., NCCES gave Administrative updates. Sheri Schwab gave an update on the COSS job descriptions and job titles. She said they have reviewed the current job descriptions submitted and the consultant has gone through the interviewing process with staff and COSS employees for feedback. Hope to have these applied by April or May. Also, a 1% salary increase will be given to some, not all based on job duties and county pay in your area. Our training was given by Chiquita McAllister, Fiscal Officer, NC A&T SU on "Respect in the Work Place". During the business meeting it was discussed and passed that our association not become a 501(c) (3) and that each district apply for an EIN# using NCCEAPA-District's Name. In the handbook it states that Districts should send a copy of their minutes to the state president. It was Passed that the handbook and website should be revised to state the District's minutes should not be sent to the State President, but should be posted on district's website within X number of days. The by-law committee will bring to the entire membership in September for final approval. The winner of the association logo was submitted by the NC District (Image B), based on highest percents of "Loved it" and "Liked it a lot" (combination).

District Secretary of the Year Award

The North Carolina Association of Cooperative Extension Administrative Professionals, South Central District presents the Administrative Professional of the Year Award annually to a member in the district to recognize their outstanding performance and contribution to the Association and to Cooperative Extension. The award will be presented at the district Fall Meeting. The winner will receive a plaque and a \$50.00 cash Award. Members are encouraged to nominate themselves or another deserving member.

An email will be sent to all members requesting nominations which will be due by July 1, 2013 to Dianne Scarboro. The nomination forms, guidelines and past winners can be found on our district web page. Remember the winner receives a plaque and \$50.00.

If anyone has any questions please contact any member of the committee.

Committee:

Dianne Scarboro (Hoke County) (Retired)

Angie Priest (Moore County)

Myra Johnson (Moore County)

South Central District Professional Improvement Committee Report

1. Secretaries in the South Central District have been participating in a series of Conflict Management training sessions conducted by Lou Addor, Organizational Development Specialist & Director, Natural Resources Leadership Extension Administration.

Our first session was held on May 8, 2012; second session on August 27, 2012 and our final session was held on January 17, 2013.

2. E-mails were forwarded to every County Administrative Secretary to share with their co-workers on the following:
 - a. 2013-2015 Staff Senate Nominations
 - b. 2013 Awards for Excellence Call for Nominations
 - c. 2013 Herter O'Neal Scholarship (information sent to every County to forward to all High Schools, Early College Programs, Community Colleges, and any other educational institutes).
3. All secretaries are encouraged to apply for any awards available to them and to keep them aware of any trainings and/or workshops for professional improvement.

Respectfully Submitted:

Dana Braswell

Dana Braswell

South Central Professional Improvement Chair

Awards Committee

Chair - Carol Capel, Richmond

Sue Bugg, Gaston

Kelly Pierce, Iredell

The Awards Committee encourages all members to nominate a deserving secretary or themselves for one of the many awards available to secretaries. Please don't forget about the Secretary of the Year Award that is coming up.

**2013 State NCCEAPA Meeting
Community Service Project**

In January 2013, members in the South Central District voted from the following programs to sponsor as a community service project at the 2013 State NCCEAPA Meeting: Boys and Girls Home, Project Linus, NC Literacy Council, and Family Promise. Family Promise was selected as the agency. It was the general consensus of the group to collect gift cards from various grocery and department stores common to any locality in the State to help families in need. Please look for the Family Promise table at the State meeting for more information.

Family Promise provides shelter, meals and hospitality to homeless families with children through a cooperative network of local congregations. Family Promise offers to these families and other disadvantaged persons comprehensive assistance in the areas of transportation, compassionate supportive services and advocacy to assist them in achieving their potential of independent living. There are several Family Promise programs throughout North Carolina.

Angie Priest and Myra Johnson
NCCE - Moore County Center

\$100 Registration

2013 State Meeting
Preliminary Planning Budget

Revenue			
Received		2013 Budget	Explanations
	2013		
Individual County Contributions, Support, Contributions & Donations	4824.00	8000.00	19 counties X \$200 minimum amount they gave last year
NCCEA Contribution	400.00	1000.00	
TERESSA Contribution		300.00	
NC Ag Foundation			
Support, Contributions & donations			
Checking Account Funds Available		0.00	Current Account balances(3-29-13)
Money Market Funds Available		0.00	9862.45
Registrations Paid	600.00		4577.00
Estimated Registration Revenue		19000.00	Charge \$100 Registration Registration covers meal+gratuity-tax & materials (190x\$100)
Total Revenue	5824.00	28300.00	
Expenses			
	Actual	2013 Budget	Explanation
Facility		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	\$1/sq-ft - 1 section 48 sq ft + 22%
Banquet Speaker		800.00	Contract has been signed for Laura Hamilton to be banquet key note speaker

\$100 Registration

**2013 State Meeting
Preliminary Planning Budget**

		Revenue		
		Received		Explanations
		2013	2013 Budget	Explanation
Nicole Greer (\$500 + Mileage)			600.00	
Dr. Wanda Sykes (Travel) 106 miles Est. Program			75.00	
			75.00	
Workshop Presenters - gift/honoriam - Estimate			100.00	
Decorations			100.00	
Participant Bags				Cost will depend on selection
Logo Items for Participant Bags				
Favors for Participant Bags				Cost will depend on selection
Transportation and/or tickets				
Shirts (\$25 each) X 190			4750.00	
Gifts for speakers				
Miscellaneous Items for Registration			150.00	
Additional Financial Items				
Liability Insurance required by Hotel according to contract			312.50	quote from NC Farm Bureau Contract requires \$1M liability - Certificate of Insurance
Photos - Reflections				
Refunds				
Meals - covered by registration			19000.00	No Refunds-unless extreme situation
Estimated Food & Beverage for 2 meals - our cost				190x \$100 Registration Cost
Lodging				
Total		0.00	27908.50	

\$100 Registration

**2013 State Meeting
Preliminary Planning Budget**

Cell: E9

Comment: JCMabry:

Includes all revenues received

Cell: E10

Comment: JCMabry:

3-13-13 - balance



The Extension & Research Support Staff Association
NCCEAPA – South Central District Spring Meeting

Embassy Suites
Concord, NC
Friday, April 5, 2013

TERSSA (The Extension & Research Support Staff Association) membership presently stands at 80 members.

Membership to-date for the 7 states represented is as follows:

Alabama	6
Arkansas	0
Kentucky	8
Louisiana	5
Mississippi	17
North Carolina	33
Ohio	10
South Carolina	1
West Virginia	0

President Debby King is finalizing plans for the 2013 Annual Conference to be held in conjunction with the NCCEAPA Annual Conference in Concord/Cabarrus County, NC September 25-27th. Board of Directors and Committee Chairs met on February 19th via BLACKBOARD with 21 members in attendance. The next Board meeting is expected to be held last May-early June and all state association presidents will be notified to invite their membership to join the meeting.

Respectfully,

Christine Barrier - NC
Recording Secretary

4.5.13



Board of Directors Meeting
March 1, 2013
NC A&T University
Greensboro, NC

The South Central District is excited to be hosting the 2013 annual meeting in Cabarrus County – at the Embassy Suites Resort and Convention Center on Burton Smith Boulevard in Concord. Our meeting will be in conjunction with our first national hosting of the TERSSA Annual Conference. President Debby King from Onslow County is thrilled to be able to join with us in offering a first-class event.

Our Conference Planning Committee – Kay Morton, Kim Gibson, and Susan Johnson – have the ‘worker-bee’ committees busy. There are several special activities planned along with some exceptional professional development sessions and great opportunities to network with not only state association co-workers, but with our national association members as well. So far, we know that Mississippi, Louisiana, Ohio and Alabama have made plans to be with us.

You are now able to make hotel reservations at www.embassysuitesconcord.com. The registration will be on-line and should be available very soon.

South Central current membership stands with 39 active members; 10 of those being TERSSA members.

Respectfully,

Christine Barrier
District President

**2013 NCCEAPA/TERSSA Combined State Conference
Proposed Meeting Layout Including TERSSA
Embassy Suites, Concord, NC
September 25, 26, 27, 2013**

Day	Time	Session	Room	Number	AV/Setup	Meals
Day 1 9/25 Wed	9:00a-5:00p	Registration	Concord Lobby Area	N/A	N/A	Lunch and Dinner on your own
	9:00a-11:00a	NCCEAPA Executive Board Meeting	Breakout or conference room	10-12		Lunch and Dinner on your own
	9:00a-11:00a	Tour - Cabarrus County Incubator Farm	(Meet in Lobby)	50-100	N/A	Lunch and Dinner on your own
	9:30a-11:00a	TERSSA Professional Development 1: Possible Parliamentary Procedure	Concord Room A or B or C or D	40-60		Lunch and Dinner on your own
	1:00p-3:00p	TERSSA Business Meeting President Debbie King, Presiding	Concord Room Room A or E?	100-125		Lunch and Dinner on your own
	3:30p-5:00p	TERSSA Professional Development 2: "Are We Speaking the Same Language?" Dr. Wanda Sykes Faculty Emeritus, NCSU	Concord Room B or E?	100-125		Lunch and Dinner on your own
	7:00a-9:00a	Breakfast Buffet	Atrium	100-125	N/A	Breakfast (Included in room fee)
	9:00a-11:30p	Registration	Concord Lobby Area		N/A	
	9:00a-11:00a	NCCEAPA Board of Directors Meeting President Tracy E. Brown, Presiding	Concord Room A or B or C or D	30-50		
	9:00a-11:00a	Tour - Cabarrus County Incubator Farm	(Meet in Lobby)	50-100	N/A	
Day 2 9/26 Thurs	9:30a-11:00a	Professional Development 1: Technology - possible video	Concord Room A or B or C or D	40-60		
	11:30a-1:00p	Joint Lunch NCCEAPA/TERSSA	Concord Room E	200-225		Lunch Provided
	1:00p-2:30p	Professional Development 2: "Exploring eXtension"	Concord Room A	30-50		

	Rhonda Conlon, Director Extension Information Technology Adrian Gaskins, Area Agent Information Management		
1:00p-2:30p	Professional Development 3: Technology-possible Google Plus Professional Development 4: "Live Well, Work Well, Play Well" Hayley Napier, Extension Agent Family & Consumer Sciences NCCCE-Montgomery County Center Sarah Mamarella, MS, RD, LDN Extension Agent Family & Consumer Sciences NCCCE-Richmond county Center	Concord Room B	30-50
1:00p-2:30p	Professional Development 5: "SHINE: How to have a Vibrant Life and Career" Nicole Greer, PPCC Founder and Principal Coach at Vibrant Coaching	Concord Room D	30-50
3:00p-4:30p	Professional Development 2: "Exploring eXtension" Rhonda Conlon, Director Extension Information Technology Adrian Gaskins, Area Agent Information Management	Concord Room A	30-50
3:00p-4:30p	Professional Development 3: Technology-possible Google Plus Professional Development 4: "Live Well, Work Well, Play Well" Hayley Napier, Extension Agent Family & Consumer Sciences NCCCE-Montgomery County Center Sarah Mamarella, MS, RD, LDN Extension Agent Family & Consumer Sciences NCCCE-Richmond county Center	Concord Room B	30-50
3:00p-4:30p		Concord Room C	30-50

	3:00p-4:30p	Professional Development 5: "SHINE: How to have a Vibrant Life and Career" Nicole Greer, PPCC Founder and Principal Coach at Vibrant Coaching	Concord Room D	30-50	
	6:00p-10:00p	NCCCEAPA Banquet Keynote Speaker: "Life's Choices and Changes" Laura Hamilton, President Laura Hamilton Seminars, Inc.	Concord Room E	200-225	Dinner Provided
Day 3 9/27 Fri	7:00a-8:30a	Breakfast Buffet 7:00am-8:30am	Atrium	200-225	Breakfast (Included in room fee)
	9:00a-12:00p	NCCCEAPA Business Meeting President Tracy E. Brown, Presiding	Concord Room E	125-200	Lunch on your own