

# NCCESA West District Special Meeting Minutes

August 24, 2010

Meeting called to order by President Jane McDaniel at 10:00 a.m.

Thought for the Day by Ivy Olson:

A Smile, by author unknown  
Smiling is infectious,  
You can catch it like the flu,  
When someone smiled at me today,  
I started smiling too.

I passed around the corner,  
And someone saw my grin,  
When he smiled I realized,  
I'd passed it on to him.

I thought about that smile,  
Then realized its worth,  
A single smile, just like mine,  
Could travel round the earth.

So, if you feel a smile begin,  
Don't leave it undetected.  
Let's start an epidemic quick,  
And get the world infected.

The Agenda for this meeting was reviewed for accuracy. It was approved with the correction of the Swain County Spring Meeting date corrected to 2011. (See Attachment 1)

The minutes for the May 11, 2010 meeting were reviewed. The Membership Committee report should include a notation that the vote on the proposed changes to the Membership Dues Form was tabled. J. Dotson made the motion to accept as amended, T. Hagie seconded motion, motion passed. (See attachment 2)

J. Dotson read the roll call.

Members present:

Brenda Wilson, Yancy County  
Deanna Jordan, Buncombe County  
Debbie Sparks, Buncombe County  
Elaine Clamser Henderson County  
Erin Bonito, Buncombe County  
Ivy Olson, Henderson County  
Jane McDaniel, McDowell County  
Janice Dotson, West District Office

Joyce Plemmons, Buncombe County  
Karen Ball, Haywood County  
Kerri Rayburn, Jackson County  
Kim Davis, Avery County  
Maryann Mickewicz, Transylvania County  
Norma Chrisawn, Yancey County  
Susanne Winebarger, Watauga County  
Tami Hagie, Avery County

Vonda Vaughn, Mitchell County  
Members not present:

Amy Holder, Graham County  
Cheryl Mitchell, McDowell County  
Debbie Goforth, Madison County  
Debbie Hunter, Macon County

Donna Tulley, Clay County  
Dot McClintock, Polk County  
Erin Freeman, Haywood County  
Magen Caldwell, Madison County  
Melissa Vaughn, Swain County

J. Dotson, Treasurer, distributed the treasurer's report (see attachment 3). The balance in checking as of May 11, 2010 was \$5569.56. Income from May 12 to August 23, 2010 was \$4943.95 and disbursements totaled \$722.33. The total in the account as of August 24, 2010 is \$9791.18. A notation was made that \$1775.00 additional funds were received for the 2010 State Meeting, bring the total to \$4511.44. A motion was made by K. Ball and seconded by N. Chrisawn to accept the treasurer's report – motion carried.

J. McDaniel asked for Committee Reports

Membership – In the absence of C. Mitchell, J. McDaniel distributed revised *2010-2011 Membership Forms* for review. (See attachment 4) It was recommended that the membership form have an email option added to the submittal format and a blank will be added for insertion of the current year Membership Chair's name. An email address line is to be added to each member information section.

The *Invoice* for the dues will have a space at the bottom for insertion of the current Treasurer's name and address. (See attachment 5) This form will be made available on the WIKI page and a link to it will be sent to all members at the new membership term.

C. Mitchell will prepare the revised form and email it to the membership for an email vote. If approved, the revised form will be available October 1<sup>st</sup> for the new membership year.

Nominating Committee- T. Haige proposed the following slate of officers for 2010-2011.

K. Ball will take accept the Presidency and J. McDaniel will become the Advisor

J. Dotson has agreed to remain as Treasurer

M. Mickewicz has offered to become Secretary

T. Haige has offered to become Second Vice President

D. Tulley will become First Vice President

A motion was made to accept the slate of officers as proposed by T. Haige.

Seconded by B. Wilson

The motion carried unanimously.

Rules and Bylaws Committee- S. Winebarger provided *Secretary of the Year Nomination Forms* (See attachment 6)

If the state change recommendations on the website are adopted, the changes will be in effect on the district level also.

The nominations in 2010 will be from Sept. 1 – Sept 30. Beginning in 2011, nominations will be due on August 1<sup>st</sup>. Motion to accept this change in due dates was made by T. Hagie and seconded by K. Ball. Motion was approved unanimously.

Professional Improvement Committee- M. Mickewicz stated that there were no programs at this time. All members of the association present at the meeting confirmed that they had all participated in a variety of training sessions throughout the year, including technology, Excel, Word, 501 3C tax status, Elluminate Moderator, I-9 Submission, County Website and the new Contacts program. (See attachment 7)

Reflections Committee - Nothing to report at this time.

Benevolence Committee - B. Wilson said the gift card to Patty Presnell has been sent. It was asked whether the Association should send a card to other employees or retired directors for life events. It was stated that this is not in our bylaws. It was asked if it should be. It was agreed that it should not be added to the bylaws.

4-H Scholarship-Will discuss 4-H Scholarship at the fall meeting in October.

Community Service Project-M. Mickewicz stated that SAFE (Shelter Available for Family Emergencies) who's mission is the dedication to ending domestic violence and sexual assault in Transylvania County, was very appreciative of the wonderful (and much needed) donation of baby care items and cleaning supplies.

J. McDaniel suggested that the county that hosts the Association meeting be the recipient of the Community Service Project proceeds. It was also suggested that the door prize at the association meetings be eliminated. Both suggestions were agreed upon by the membership. J. McDaniel made a motion to make the above two changes, I. Olson seconded and the motion carried. S. Winebarger will incorporate these changes into the association procedures.

I. Olson made the motion that since the canned food drive will take place at the state meeting in September, that there is no Community Service Project at the fall meeting. The project will resume with the spring meeting. K. Ball seconded the motion and it was unanimously approved.

#### **Old Business:**

J. McDaniel read the thank you note sent by P. Presnell for her gift card. (See attachment 8)

The Agenda for the State Meeting on Sept. 16-17 became the topic of discussion.

Items discussed: (see attachment 9)

- The polo shirts for the membership will be royal blue polo shirts with the NCESSA West District Logo. A size sheet was sent around so the order can be placed by K. Rayburn. All members are to wear their polo shirts on Thursday, along with dark blue or denim slacks, capris or skirt and their NCCES NAME TAG.
- The shirts will be handed out on Wednesday evening.
- On Friday members are free to wear what they choose.
- Each member is to bring two wrapped door prizes to be handed out on Friday morning.
- MHCRE Signage at roadside will be highlighted with helium balloons.

- A sign up sheet was sent around for those able to work on Wednesday afternoon.
- The table settings at the banquet will consist of rented white china plates and cups and glass water goblets and beverage glasses. Plastic plates will be used for dessert. There was discussion on where to rent the place settings and it was agreed upon that the least expensive one to deliver would be the best option. J. McDaniel is to contact the two rental companies and send out an email for a membership vote when prices are received.
- The tablecloths will need to be ironed and K. Davis and J. Plemmons own steamers they will bring to do the job. B. Wilson and J. Dotson will bring irons to work on the project as well.
- J. Dotson will be providing two tents for the refreshment and canned goods collection tables.
- The Thursday afternoon snack of cookies and a fruit and vegetable tray will be provided by the Family Consumer Science Agents.
- T. Hagie will bring four coolers for beverages.
- There was some discussion as to whether goody bags would be given to attendees who did not wear name tags or bring the required two canned goods. It was decided that a note would be emailed to all attendees stating that in an effort to go green, we will not provide name tags and if a goody bag was desired a name tag must be worn. The note will be sent to the membership for approval prior to being sent to the attendees.
- The registration table will sign people in and give them their workshop assignments. It will be set up from 8:30 am – 12:30 pm. The registration table will be covered by I. Olson, D. Goforth, B. Wilson and M. Mickewicz.
- The canned goods table will be covered by E. Clamser, D. Sparks and J. Plemmons.
- The photographer will be M. Caldwell.
- It was mentioned that the one hour set aside for tours may not be adequate. It was decided that all attendees are to be advised that they are to be at their workshop location before the appointed hour so the workshop/tour can begin exactly on time.
- 4-Hers from Hendersonville and McDowell Counties will be supervised by Renay Knapp in the serving of beverages at the banquet.
- A table diagram for the banquet was provided. (See attachment 10).
- The distribution of the tickets for the door prizes and the prizes themselves will be done by I. Olson, N. Crisawn, E. Bonito and K. Rayburn.
- Thank you gifts for FCS agents and presenters were mentioned. It was decided that since the FCS and 4-Hers are doing this to save us money, a card of appreciation would be more appropriate than a gift. Presenters Molly and Nancy will be our guests at the banquet and will be recognized at that time.
- D. Sparks will contact Manna Food Bank to arrange for containers and pick up of the donations.
- Salt & pepper shakers, use glass not plastic.
- J. Dotson will provide bowls for sugar, sweetener and mini moos.
- Both sweet and unsweetened tea will be available.
- Votive holders for the table center pieces are needed. All members are to bring what they have available.
- Any members with tall vases for bamboo arrangements are to contact J. McDaniel.
- Water for workshops has been provided by K. Ball, but more will be needed.
- Lemonade water flavoring crystals were chosen over alternate drinks such as soda.
- Bagged ice will need to be purchased for the coolers.
- T. Hagie will do the invocation at the banquet.

- An evaluation will be created for attendees to complete by J. Dotson and M. Mickewicz. I. Olson will do the data compilation from completed surveys.
- The program was reviewed by the membership for comments. It was stated by J. McDaniel that the brown on the cover will be changed and a higher quality of paper will be used.
- An Audit Committee will be created after the state meeting to review the finances.
- All receipts for purchase for the state meeting should be turned in to J. Dotson.

#### New Business

The fall meeting will be on October 22, 2010 at Transylvania County. There will be refreshments at 9:30, and the meeting at 10:00. The business meeting is scheduled for one hour with one hour of training to follow.

The spring meeting will be in Swain County. M. Vaughn is happy to host the meeting and is working to provide a tour for the membership after the meeting. J. McDaniel has info on the options suggested.

#### Installation of 2010-2011 Officers

Outgoing President J. McDaniel thanked the membership for all they have done during her presidency.

On behalf of the entire membership, K. Ball and J. Dotson thanked J. McDaniel for all of her contributions to the association over the past year.

New officers were installed by T. Hagie and N. Chrisawn. (See attachment 11)

#### Announcements:

E. Bonito's baby is due 11/2/2010.

Secretary of the Year nomination forms will be sent out by Amy Holder on 9/1/2010.

President K. Ball will be out of the office for six weeks as of Sept 1<sup>st</sup>.

A motion to adjourn was made by V. Vaughn. Motion carried.

# NCCESA West District Special Meeting

## Mills River, North Carolina

### August 24, 2010

#### Agenda

Attachment 1

Call to Order/Welcomes  
Thought for the Day  
Approval of Agenda  
Approval of Minutes—May 11, 2010

Jane McDaniel, President  
Ivy Olson  
Janice Dotson for Erin Freeman

Roll Call  
Financial Report

Janice Dotson for Erin Freeman  
Janice Dotson, Treasurer

#### Standing Committee Reports

Membership  
Public Relations  
Nominating  
Rules & Bylaws  
Professional Improvement  
Reflections

Jane McDaniel for Cheryl Mitchell  
Vonda Vaughn  
Tami Hagie  
Suzanne Winebarger  
Maryann Mickewicz  
Jane McDaniel for Magen Caldwell

#### Special Committee Reports

Benevolence  
4-H Scholarship  
Community Service  
Secretary of the Year

Brenda Wilson  
Tami Hagie  
Maryann Mickewicz  
Suzanne Winebarger for Amy Holder

#### Old Business

Thank you letters  
State meeting shirts/attire/name badges  
State meeting door prizes  
State meeting special committees  
table cloth ironing  
entry to building decorations  
registration  
canned food collection/banner  
room set up for morning business session

goody bags  
direction signs  
photographer  
room set up for banquet/decorations  
clean up

#### New Business

Fall 2010 Meeting (Transylvania County)  
Spring 2010 Meeting (Swain County)  
Installation of Officers

#### Announcements

Erin Bonito—Welcome Baby!  
Wear Name BADGE to state meeting  
September 1- request for nominations for WD Secretary of the Year Award  
October 1- deadline for nominations for WD—Secretary of the Year Award

# Attachment 2

MINUTES  
NCCESA – WEST DISTRICT SPRING MEETING  
MAY 11, 2010  
RESEARCH AND EXTENSION CENTER, MILLS RIVER

President, Jane McDaniel, called the meeting to order and welcomed everyone.

First Vice President, Karen Ball, gave the Thought for the Day about Aging.

*"Do you realize that the only time in our lives when we like to get old is when we're kids? If you're less than 10 years old, you're so excited about aging that you think in fractions. 'How old are you?' I'm four and a half! You're never thirty-six and a half, you're four and a half, going on five? That's the key.*

*You get into your teens, now they can't hold you back. You jump to the next number, or even a few ahead. 'How old are you?' I'm going to be 16! You could be 13, but hey, you're going to be 16! And then the greatest day of your life...You become 21. Even the words sound like a ceremony...YOU BECOME 21. YESSSS!!!*

*But then you turn 30. Oooohhh, what happened there? Makes you sound like bad milk! He TURNED: we had to throw him out, There's no fun now, you're just a sour-dumpling. What's wrong? What's changed.*

*You BECOME 21, you turn 30, then you're PUSHING 40. Whoa! Put on the brakes, it's all slipping away. Before you know it, you REACH 50. And your dreams are gone.*

*But wait!!! You MAKE it to 60. You didn't think you would. So you BECOME 21, TURN 30, PUSH 40, REACH 50, and MAKE it to 60. You've built up so much speed that you HIT 70! After that it's a day-by-day thing; you HIT Wednesday.*

*You get into your 80's and every day is a complete cycle; you HIT lunch; you TURN 4:30; you REACH bedtime. And it doesn't end there. Into the 90's, you start going backwards; 'I Was JUST 92.'*

*Then a strange thing happens. If you make it over 100, you become a little kid again. 'I'm 100 and a half!' May you all make it to a healthy 100 and a half! AND ALWAYS REMEMBER:*

*Life is not measured by the number of breaths we take, but by the moments that take our breath away."*

Jane asked for any additions to the agenda. Then asked for approval of agenda – Magen Caldwell, Madison Co., made the motion to accept, Debbie Goforth, Madison County, seconded motion – motion passed.

Jane asked if everyone had read the December 3, 2009, minutes. Asked for any changes – no changes – Vonda Vaughn made the motion to accept, Tami Hagie, Avery Co., seconded motion – motion passed.

Karen gave roll call. Those in attendance were:

Tami Hagie, Kim Davis, Erin Bonito, Deanna Jordan, Joyce Plemmons, Debbie Sparks, Donna Tulley, Karen Ball, Elaine Clamser, Ivy Olson, Debbie Goforth, Magen Caldwell, Jane McDaniel, Cheryl Mitchell, Vonda Vaughn, Maryann Mickewicz, Susanne Winebarger, Norma Chrisawn, Brenda Wilson, Janice Dotson

Jane called on Treasurer, Janice Dotson, to present the Financial Report.

BEGINNING BALANCE:	\$3,107.47
RECEIPTS	\$3,321.79
DISBURSEMENTS	\$ 859.70
BALANCE AS OF MAY 11, 2010	\$5,569.56

The deposit listed on the treasurer's report under Funds Raised for 2010 Meeting in the amount of \$433.94 was mistakenly listed that it came from McDowell County but \$200 should have been listed from Yancey Co. Farm Bureau.

#### Standing Committee Reports

Membership – Cheryl Mitchell *tabled*

On April 23, the Membership Committee sent an email to district secretaries asking for Honorary membership application. Two nominations were submitted: Lorene Poole and Doris Burgin, both from McDowell County. Both retired with 30 years of service. Cheryl asked for a motion to accept these retired secretaries as honorary members. Ivy Olson made the motion and Deanna Jordan seconded the motion. Motion passed.

Cheryl asked if any one else would like to send in honorary nominees, please send to her prior to state meeting.

The Membership Committee also proposed changes to the Membership Dues Form to include contact information on each member. The committee felt the proposed changes would make it easier to have contact with retired secretaries in each office. It was recommended to remove Active Honorary Member, add email address for each member, and add telephone number. The Membership Chair will keep a notebook with all county information for the district and hand over to new Membership Chair each year. Each county is also asked to keep their county information in a notebook.

District Treasurer and District Membership Chair will coordinate sending this information to counties. Cheryl Mitchell will send out procedures and form.

Donna Tulley made a motion to accept updating Membership Dues Form; Tami Hagie seconded the motion; motion passed.



Brenda sent three cards. Also, Patty Presnell, administrative secretary in Mitchell Co., has retired and Brenda or member of her committee will send a gift from our association.

Jane read thank you cards from Barbara Meyers and Dr. Fouts – each received a retirement gift from our association.

## OLD BUSINESS

NCCESA Board of Directors Meeting – Magen Caldwell

The meeting was held in February 2010 at the Johnson County Extension Center. Magen and Jane attended from the West District.

Staff Senate has made changes regarding number of senators/alternates. Each district will now have representation on Staff Senate. Staff Senate is a great way to meet people – mainly on campus. It is a great learning experience.

Herter O'Neal Scholarship – Maryann Mickewicz

Maryann received four applications. The state scholarship was presented to another district.

4-H Scholarship – Tami Hagie

Avery County received the 2010 4-H Scholarship and it will be used the Summer W.O.W. Program (summer camp). The 2011 Scholarship will be presented to Yancey County.

## NEW BUSINESS

Jane indicated that at the last CED/AA meeting, it was voted on and unanimously approved to pay for all West District secretaries' registration fee for the state meeting. These funds will be coming from the West District Creative Reserve funds.

Jane reminded everyone to go into LMS system and register for state meeting and also if anyone plans to stay over on Thursday night, please call Clarion and make lodging reservations.

Decoration Ideas – several things were mentioned for table decorations. All agreed to carry the SPA theme into our table decorations. It was also agreed that we would use white table cloths. Kim Davis brought up the idea to use small water fountains for center pieces – she will check on prices.

T-shirts was discussed for all host secretaries. Magen and Debbie from Madison Co. had a possible source and will check on availability and price.

Banquet Meal – Karen Conley, Cuisine Team, emailed Janice a menu. All present reviewed the menu and Karen came into meeting during lunch and made some suggestions. Her suggestion was:

Pork Loin with Fruits  
Roasted Vegetables with Pasta  
Salad – include strawberries  
Bread  
Key Lime Pie and French Silk Pie  
Drink

Cost will be \$22 per person

After discussion, Debbie Goforth made a motion to accept menu, Brenda Wilson seconded motion; motion carried.

Group discussed agenda for meeting. For break on Thursday afternoon, FCS agents' association agreed to provide refreshments for break, possibly cookies, ice cream, water, cool beverages.

The group enjoyed a tasty lunch provided by Cuisine Team.

Friday morning breakfast – something light – breads, Danish, fruit, orange juice, coffee.

Goody Bags – discussion on type of bag – suggestions – grocery tote bag, paper gift bag, clear bag.

Include in bag homemade bath salts, CD of spa music, lotion, candle, crackers, candy, water, apples.

Program and Folder – registration time – 12:30 – 1:00 pm. May want to begin registration earlier – maybe 11:00 or 11:30 am. Give receipt, door prize ticket. Suggested registration committee – Debbie Goforth, Janice Dotson, Brenda Wilson.

Remind attendees to wear Extension name tags, set up tables for districts who will have raffles.

Workshops – Nancy Ostergaard has agreed to present Hospitality Habit #1 – Make a Good First Impression and Molly Sandfoss will be presenting Hospitality Habit #4 – Know Your Community. We will also have wagon tour of Research Station.

Program Committee – Magen Caldwell, Jane McDaniel, Tami Hagie

Banquet Speaker – Elaine suggested asking Ronnie Pepper who tells Jack Tales. The groups asked Elaine to check into this possibility.

Door Prizes – 2 nice door prizes from each county

Jane suggested that we have a meeting on August 24 at Research and Extension Center to make final plans for state meeting – bring items to this meeting for state meeting.

Transylvania County will host fall meeting possibly in September. Maryann will send Jane possible dates.

Door prize for fall meeting will be responsibility of Avery County.

Community Service Project recipient will be Swain County.

Any honorary member nomination should be sent to Cheryl Mitchell by August 1.

Motion was made by Kim Davis to adjourn meeting; Tami Hagie seconded motion; motion carried.

Submitted by:  
Janice Dotson  
for Erin Freeman, Secretary

# Attachment 3

NCCESA – WEST DISTRICT  
TREASURER'S REPORT  
AUGUST 24, 2010  
RESEARCH AND EXTENSION CENTER

Beginning Balance as of May 11, 2010 \$ 5,569.56

## RECEIPTS

Registrations for 2010 NCCESA State Meeting \$ 3,160.00  
(125 @ \$25 each; 1 @ \$35)

Buncombe County \$ 75.00

(2010 State Mtg. Sponsorship)  
Yancey and Polk Counties \$ 150.00

(2010 State Mtg. Sponsorship)  
West District Office \$ 50.00

(2010 State Mtg. Sponsorship)  
NCCESA \$ 1,500.00

(State Meeting Support from State Association)  
Interest \$ 8.95

(May, June, July)

TOTAL RECEIPTS \$ 4,943.95

RECEIPTS WITH BEGINNING BALANCE \$10,513.51

## DISBURSEMENTS

Check 1125 – W.A.M.Y. \$ 250.00

(Avery County 4-H Scholarship)  
Check 1246 – Burnsville Florist \$ 30.00

(Flower to Patty Presnell – Father Passing)  
Check 1247 – Jane McDaniel \$ 149.76

(Items for 2010 State Meeting)  
Check 1248 – Orange County \$ 75.00

(Refund for 3 registrations for state mtg.)  
Check 1249 – Jane McDaniel \$ 171.79

(Gift bag items)  
Check 1250 – Janice Dotson \$ 42.78

(Items for 2010 State Meeting)  
Maintenance Fee (SECU Foundation) \$ 3.00

(May, June, July)

TOTAL DISBURSEMENTS \$ 722.33

BALANCE AS OF AUGUST 24, 2010 \$ 9,791.18

ADDITIONAL FUNDS RAISED FOR 2010 MEETING AS OF AUGUST 24, 2010

Polk County (2010)	\$ 75.00
Yancey County (2010)	\$ 75.00
Buncombe County (2010)	\$ 75.00
West District Office (2010)	\$ 50.00
NCCESA (2010)	<u>\$1,500.00</u>
SUBTOTAL	\$1,775.00
Balance from May 11 Report	<u>\$2,736.44</u>
 GRAND TOTAL	 \$4,511.44

*Attachment 4*

**North Carolina Cooperative Extension Secretaries Association  
West District**

**2010-11 Membership Form**

Complete and mail, or email to: \_\_\_\_\_ **MEMBERSHIP CHAIR**

**County:** \_\_\_\_\_

**Active Members:**

Name: \_\_\_\_\_ New \_\_\_\_\_ Renewal \_\_\_\_\_  
Address: \_\_\_\_\_  
Email \_\_\_\_\_

Name: \_\_\_\_\_ New \_\_\_\_\_ Renewal \_\_\_\_\_  
Address: \_\_\_\_\_  
Email \_\_\_\_\_

Name: \_\_\_\_\_ New \_\_\_\_\_ Renewal \_\_\_\_\_  
Address: \_\_\_\_\_  
Email \_\_\_\_\_

Name: \_\_\_\_\_ New \_\_\_\_\_ Renewal \_\_\_\_\_  
Address: \_\_\_\_\_  
Email \_\_\_\_\_

**Associate Members:**

Name: \_\_\_\_\_ New \_\_\_\_\_ Renewal \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_ New \_\_\_\_\_ Renewal \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

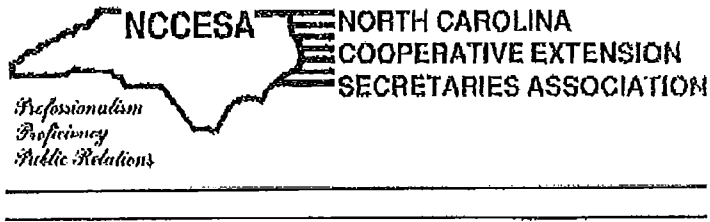
**Honorary Member (no dues):**

Name: \_\_\_\_\_ New \_\_\_\_\_ Renewal \_\_\_\_\_  
Address: \_\_\_\_\_ Phone# \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_ New \_\_\_\_\_ Renewal \_\_\_\_\_  
Address: \_\_\_\_\_ Phone# \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_ New \_\_\_\_\_ Renewal \_\_\_\_\_  
Address: \_\_\_\_\_ Phone # \_\_\_\_\_  
Email: \_\_\_\_\_

Attachment 5



**Invoice**  
West District Secretaries Association  
2010-11 Dues

County: \_\_\_\_\_

Association Dues for 2010-2011.....\$35.00 per member  
(Due on or before October 30)

Names: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Amount enclosed: \_\_\_\_\_

Please make check payable to: NCCESA – West District

Mail to: \_\_\_\_\_, Treasurer  
NCCES – West District

# Attachment 6

## SPECIAL PROJECTS PROCEDURES

### Secretary of the Year Award – West District

The Secretary of the Year Award is to be presented annually at the fall meeting to one secretary in the West District as a means of recognizing her outstanding performance. It is presented by the NCCESA – WEST DISTRICT.

WD

#### Guidelines:

1. The committee for the Secretary of the Year Award will consist of the past three recipients of the award. The chair of the committee will be the prior year's recipient. ← added
2. Nominations for the Secretary of the Year Award must be made by a member of the nominee's Extension staff (i.e., agent, fellow secretary, county director).
3. The committee chair will send the Secretary of the Year nomination form to each West District County Director and the district director no later than July 1. The directors should be asked to distribute the nomination form to the staff in his/her office. ← added
4. Deadline for nominations will be August 1. ← added date
5. Nominees must be active members of the North Carolina Cooperative Extension Secretaries Association, attend at least one of the two West District NCCESA meetings per year, and have a minimum of five years service with North Carolina Cooperative Extension. added
6. The award will be presented on an annual basis at the NCCESA - West District fall meeting.
7. Any secretary selected as a winner will not be eligible to become a nominee again for a period of five years.
8. Winner will receive \$100.00 and a certificate.

#### Committee Responsibilities: ← added

The chair will e-mail the nomination form, collect the nominations, send copies of the nominations to the other committee members (preferably by e-mail), print and frame the certificate, and present the award at the fall meeting. The committee members and chair will review the nominations and pick a winner.

8/17/10



**NCCESA – West District Secretary of the Year Award  
Nomination Form**

NOMINEE \_\_\_\_\_

COUNTY \_\_\_\_\_

NOMINATED BY \_\_\_\_\_

DATE \_\_\_\_\_

- (1) Is the nominee a member of the North Carolina Cooperative Extension Secretaries' Association, and has the nominee attended at least one of the two NCCESA West District meetings this year? \_\_\_\_\_

← added

Please list offices held and participation in the association (past and present).

- (2) How many years of service does the nominee have with the North Carolina Cooperative Extension Service? (Five years is the minimum.) \_\_\_\_\_
- (3) Has the nominee participated in training and/or classes other than those sponsored by the North Carolina Cooperative Extension Service which is pertinent to her work?  
If so, please describe: \_\_\_\_\_
- (4) Please itemize and explain any outstanding projects or special activities in which the nominee has participated (other than routine duties).
- (5) Please list organizations, clubs and activities outside of the North Carolina Cooperative Extension Service in which the nominee is active, and give a brief account of her participation.
- (6) Letter of recommendation from staff members who are co-workers of the nominee may be included, if desired.

CORTO IS

I-9

Word 2007

4-H Day 5 30

ERIN BONITO

KAREN BALL

ALANNA JORDAN

ERIN BONITO

ALANNA JORDAN

ALANNA JORDAN

BRENDA WILSON

VONDA VAUGHN

NANNA CHURMAN

BRENDA WILSON

TAMI HAGIE

ELMINA MODOBOTO

NANNA CHURMAN

ERIN OLSON

JANIE DEBOS

SUSANNE WINEBARGER

KENI RAYBURN

IRY OLSON

ERIN FREEMAN

JOYCE PLEMMONS

JENI RAYBURN

Attachment

7

Excel training (June 6)

Candy Webster

Joyce Plemmons

Tami Hagie

Robin Sparks

Michelle

Good Bye!!!

*Attachment 8*

**Subject:** Good Bye!!!  
**From:** pmpresne@ncsu.edu  
**Date:** Fri, 30 Apr 2010 15:50:47 -0400 (EDT)  
**To:** jane\_mcdaniel@ncsu.edu

Good Friday Afternoon Jane,

I've already officially retired and so far the last two hours have been fun, lol. I know you have an E-mail list for all of the WD secretaries, so would you mind to forward this message on to them?

Dear Ladies,

I wanted to say "Good Bye" and to let each of you know how much I've enjoyed working with Extension and with you over the past years. You are an exceptional group of women and Cooperative Extension is fortunate to have such hard-working and dedicated professionals. It's been a pleasure getting to know you at our meetings and I'm going to miss seeing you. I wish all of you the very best and hope to keep in touch.

Friend Always,  
Patty Presnell

Attachment  
9

# Workers agenda

## Wednesday Agenda TBD

- Assemble goody bags
- Decorate entrance to lobby - Janice to do
- Set up rooms for workshops
- Set up registration room
- Iron 36 tablecloths and runners
- Pick up china and glassware @ Classic Event Rental - Patton Ave area  
Rent all H'ville Rd. closer - Jane to  
see about delivery
- Make tea
- Assemble sugar packs for table
- Create banner for food collection table - Janice has machine to do  
banner so she will  
create it.

## Thursday Agenda

8:00 am

- Arrive dressed in WD shirt and blue jeans / name tag
- Post direction signs w/ balloons - Kerri bringing balloons + helium
- Set up tent and table for food collection
- Put up tent and table outside building for evening snack provided by FCS agent
- Drinks and water on ice in coolers
- Set up 4 small tables in hall for district raffles.

9 am - Board of Directors Meeting (Jane, Karen, Donna, Janice, Erin Freeman)

9 am - 11 am - 11:15 pm

- Registration begins (need 4 people)
- Canned food collection begins (need 4 people)
- Photographer? (need 1)

3:30 pm

- Everyone to set up room for banquet!

6:00 pm

- West District Arrive to banquet

9:00 pm

- Clean up and set up for Breakfast/Business Session

## Friday Agenda

6:30 am

- 2 Door Prizes per county wrapped
- Coffee/Cream/Sugar
- Juice
- Water
- Fruit
- Cheese
- Breakfast bread
- Pastries

8:00 am

- Pass out door prize tickets (need 4 people).
- Pass out door prizes (everyone)

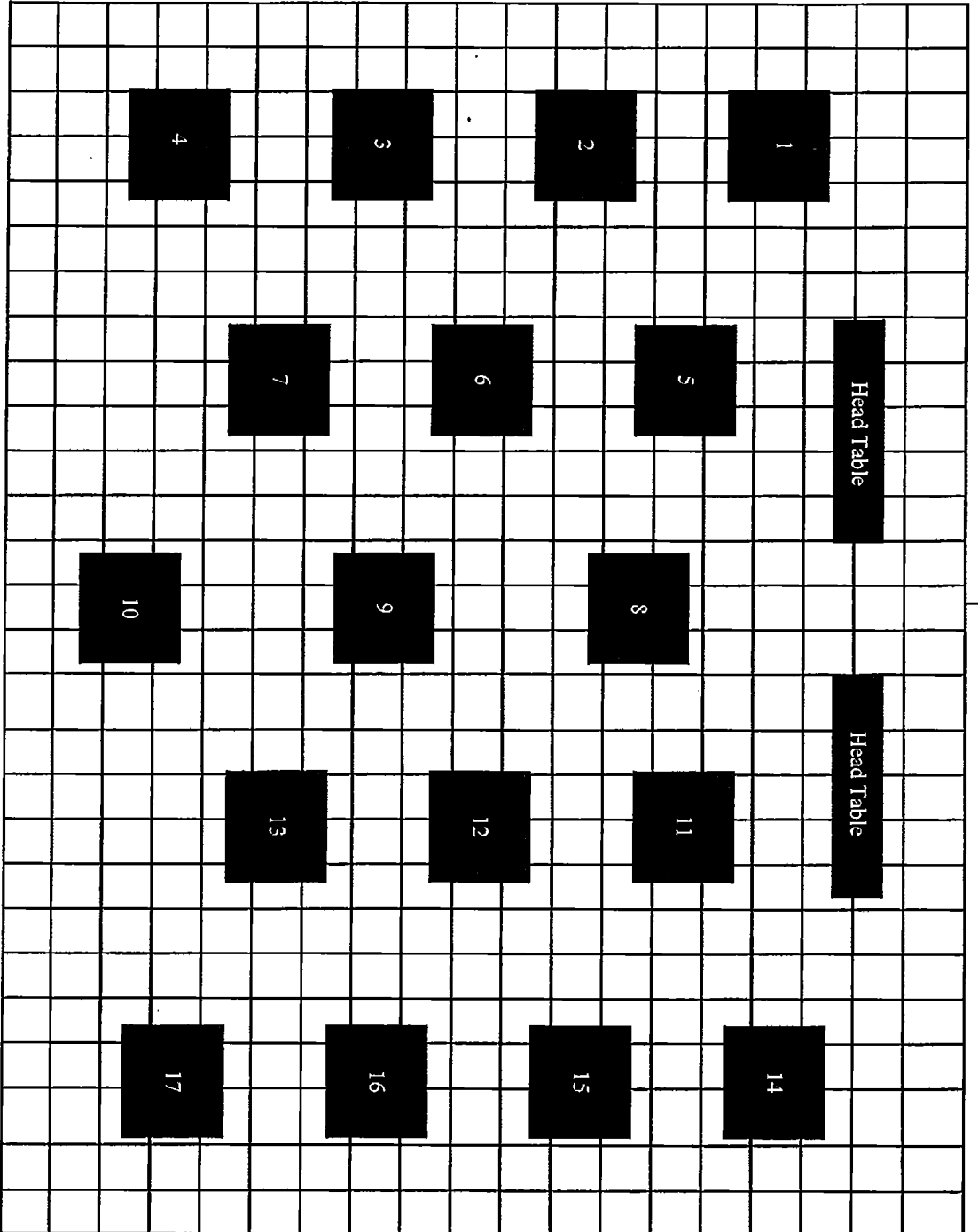
After business session

- Clean up
- Return china and glass ware (must be rinsed and placed in racks)

### Registration Set Up

- Arrange in alphabetical order by last name
- Workshop/tour assignments
- Program
- Receipt
- Goody Bag
- RETIREE'S will receive a name badge - *Made by Jane*
- Only members and retirees will receive a goody bag! Not guest
- Retirees goody bag is different

# Attachment 10



8 Per  
Table  
# 8 Reserved  
For  
Award Winners

Tables #16 & #17  
Reserved  
West District Members

# Attachment 11

## 1. Rainbow Installation Ceremony

- A rainbow is made up of seven different colors — red, orange, yellow, green, blue, indigo, and violet. Each one of these colors is exquisite. However, when they all come together to form a rainbow, they become unequalled in beauty. Likewise, chapters are made up of many types of people. Each person is unique, but in joining an association, a new member becomes a part of a colorful group unequalled in strength.
- Although there are only seven colors in the spectrum, there are over two million tints and shades of these basic colors. The tints and shades of the colors can be compared to the many talents and skills that individual members bring to our association. Some members have creative abilities, some have organizational skills, and some have leadership qualities.
- Today, the officers of the West District NC Cooperative Extension Secretaries Association will be installed using the colors of the rainbow. Just as each color of the spectrum is distinctive, each office of this association has specific tasks. When officers successfully perform their duties, they help keep their association run smoothly. Will the newly elected officers please come forward? [Have the officers line up with the treasurer first.]
- [Give the treasurer their gift.] Janice will be our Treasurer and your color red symbolizes the treasurer. Red represents energy, vitality, and perseverance. It is also known as a sacrificial color, indicating one's willingness to give of oneself. As treasurer, your duties include collecting all dues and monies, paying all approved bills, and keeping accurate financial records. May the red color of your candle give you the energy, vitality, and perseverance needed to fulfill these obligations. "Will you fulfill these duties to the best of your ability?"
- [Give the secretary their gift.] MaryAnn is our Secretary and her color is orange which is considered to be a bright and optimistic color; orange stands for thought and mental concentration. As secretary, your duties include keeping an accurate record of all of this association's business. Writing up each meeting's minutes will require a great deal of thought. May the orange color of your candle give you the mental concentration and optimism needed to fulfill your commitment. "Will you fulfill these duties to the best of your ability?"
- [Give the 2<sup>nd</sup> Vice President their gift.] Tami is our Second Vice President and her color is green which symbolizes growth, harmony, and freshness. Her duties are those assigned by the President and she will assist the President whenever necessary and will preside in the absence of the 1<sup>st</sup> Vice President. May the color green help you to grow and help you fulfill your commitment. Will you do so?

- [Give the vice-president their gift.] Donna Tully is our 1<sup>st</sup> Vice President and your color is blue which represents healing love, faith, loyalty, and inspiration. Blue is a calming color. As vice-president you are in training for the office of president. Your faith and loyalty are important to this association's members, and especially to the president who will rely on you for help. May the blue color of your candle give you the inspiration needed to face the challenges of this office. "Will you fulfill these duties to the best of your ability?"
- [Give the president their gift.] Karen, the color purple symbolizes the president. Purple represents leadership, greatness, and unselfish efforts. You are our leader and have the power to carry out the business of our association which includes presiding at all meetings and dealing with internal association matters. May the purple color of your candle remind you to give unselfishly of yourself as you lead our Association. "Will you fulfill these duties to the best of your ability?"
- Jane you are our Advisor and your color is pink. Pink represents friendship, and wisdom. As you have been President this past year, your experience and knowledge gained will be a valuable resource as you assist the President and your duties will include serving as a mentor, or advisor, to answer questions when requested by the President. "Will you fulfill these duties to the best of your ability?"
- During this ceremony, each officer has been installed with a different color. Alone, each color is striking, but when the colors come together, a larger more beautiful thing occurs. A rainbow is created. Each color is needed to make this rainbow, just as each officer is necessary to make this association run properly.
- [To the membership.] Members, you are also a part of the rainbow. You are the tints and shades of these basic colors. You bring various talents and skills to this chapter. When we support one another and work together, our Association will flourish and grow.