

NCCESA West District Meeting Minutes November 5, 2010

The meeting was called to order at 10:00 a.m. by President Karen Ball.

The meeting was opened with an inspirational video on greeting visitors by Eric Caldwell, Transylvania County CED.

District Director Dan Smith welcomed the group and stated the importance of professional improvement and how the secretaries are the glue that hold the organization together. Director Smith brought greetings from Dr. Zublena and Dr. Cobb. He advised that the search for a Director of County Operations is on hold. The budget for this year is in good shape, but next year will possibly have a 10% cut. Currently there is \$118,000 available to fill positions in the district which equates to 3-4 positions and possibly 1 or 2 more.

The Thought for the Day by Erin Freeman

Don't Quit

*When things go wrong, as they sometimes will,
When the road you're trudging seems all uphill,
When the funds are low and the debts are high,
And you want to smile, but you have to sigh,
When care is pressing you down a bit,
Rest, if you must, but don't you quit.*

*Life is queer with its twists and turns,
As every one of us sometimes learns,
And many a failure turns about,
When he might have won had he stuck it out;
Don't give up though the pace seems slow--
You may succeed with another blow.*

*Often the goal is nearer than,
It seems to a faint and faltering man,
Often the struggler has given up,
When he might have captured the victor's cup,
And he learned too late when the night slipped down,
How close he was to the golden crown.*

*Success is failure turned inside out--
The silver tint of the clouds of doubt,
And you never can tell how close you are,
It may be near when it seems so far,
So stick to the fight when you're hardest hit--
It's when things seem worst that you must not quit.*

- Author unknown

The Agenda for this meeting was reviewed for accuracy. A motion was made and seconded by J. Dotson to approve the Agenda. The motion passed.

The minutes for the August 24, 2010 meeting were reviewed. A motion was Made by J. McDaniel and seconded by C. Mitchell to approve the minutes. The motion passed.

J. Dotson read the roll call.

Members present:

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
Kim Davis, Avery County
Maryann Mickewicz, Transylvania County

Norma Chrisawn, Yancey County
Susanne Winebarger, Watauga County
Tami Hagie, Avery County
Donna Tulley, Clay County
Dot McClintock, Polk County
Erin Freeman, Haywood County
Magen Caldwell, Madison County
Debbie Goforth, Madison County
Cheryl Mitchell, McDowell County
Cathy Brackins, Madison County

Members not present:

Kerri Rayburn, Jackson County
Vonda Vaugh, Mitchell County
Brenda Wilson, Yancy County

Deanna Jordan, Buncombe County
Amy Holder, Graham County
Debbie Hunter, Macon County
Melissa Vaughn, Swain County

Cathy Brackins the newest member of the Madison County secretarial team was introduced to the group.

J. Dotson, Treasurer, distributed the treasurer's report (see attachment). The balance in the checking account as of 11/5/2010 is \$5,501.36 and in the share account a balance of \$36.24 as of 9/27/2010. A motion was made to accept the treasurer's report- motion carried.

D. Tulley asked how IRS is looking at association funds regarding taxes. J. Dotson believes they will be looking at these funds this year, but there is not an answer to the question yet.

K. Ball asked for Standing Committee Reports

Membership – C. Mitchell reported that the amended forms as approved at the 8/24/2010 meeting were sent to the membership.

Public Relations- V. Vaughn was not present to provide a report.

Nominating Committee- The board members were successfully installed at the 8/24/2010 meeting.

Rules and Bylaws Committee- New forms approved at 8/24/2010 were sent.

Professional Improvement Committee- The state meeting was a great success by all accounts. The program on decluttering at this meeting will be provided by FCS Agent Nancy Ostergaard from the Buncombe office.

The new Professional Improvement Committee Chair, T. Hagie, stated that there were five counties with 46 training programs this period. Avery – 2, Clay-14, Macon-3, McDowell-3 and Yancy-24. D. Tulley encouraged the members to record their professional training to report at all meetings.

Reflections Committee – This project is a work in progress.

Benevolence Committee - B. Wilson was not in attendance to offer a report.

4-H Scholarship- T. Hagi reported that Avery County received the \$250 check and put it towards their program. It was much appreciated.

Community Service Project – M. Vaughn sent word that the donations at the Swain County meeting in the spring will go to the Pregnancy Crisis Center and members are asked to bring baby supplies.

K. Ball asked for the Special Committee Reports

Rules & Bylaws Committee- I. Olsen stated the fewer committees the better, so Benevolence will now be a subcommittee of Public Relations. I. Olsen made a motion to accept this change, J. McDaniel seconded and the motion carried.

Special Projects Procedures-I. Olsen presented the attached Special Projects Procedures.

- West District 4-H Special Activity Scholarship – See Attached. J. McDaniel made the motion to accept, M. Caldwell made the second. Motion passed.
- West District Benevolence- See Attached. D. Tulley made the motion to accept, J. Dotson made the second. Motion passed.
- West District Community Service-See Attached. M. Caldwell made the motion to accept, D. Tulley made the second. Motion passed.
- West District Officer Installation-See Attached. D. Goforth made the motion to accept. J. McDaniel made the second. Motion passed.

Thanks was given to S. Winebarger for all of her hard work on these procedures.

Old Business:

Remarks on the state meeting:

J. McDaniel – It was great! She has received very positive feedback and was told a lot was done with very little money. C. Mitchell – We Rocked!

Erin Freeman was the recipient of an Award of Excellence at the state meeting.

Two thank you notes were received by the association, one from Renay Knapp, Henderson County FCS Agent , for the gift certificate given in appreciation of her help at the state meeting and one from K. Ball for her get well wishes.

New Business

The Proposed Budget for 2010-2011 was presented, projecting an income of \$650 and expenses of \$650. (See attached) A silent auction was suggested as a way to raise funds.

The idea of putting some of the association's money into a money market account to earn interest was put forth. The money market would have no limit on withdrawals. If the money goes into an NCSU Enhancement account there will be a minimum amount to deposit of \$2,000. J. McDaniel suggested waiting and seeing what the state association does and D. Tulley mentioned the difficulty of setting up a 501c3 account. It was suggested that the money in the account should be held for the next state meeting hosted by the West District. J. McDaniel suggested putting some funds in a short term CD, \$650 in the checking account and put the rest in a money market account. It was mentioned that since interest rates are so low now that it may not be worth doing the paperwork.

J. McDaniel made a motion to table the discussion and have the finance committee review the situation and advise. C. Mitchell seconded and the motion carried.

A motion to approve the proposed budget as stated was made by I. Olsen, second by T. Hagie and passed.

The Secretary of the Year Award was presented to J. McDaniel. The membership expressed sincere congratulations and appreciation all Jane did for the group this year. Thank you Jane.

The community service project of canned food drive resumes with donations brought to the spring meeting in Swain County.


The spring meeting will be held on April 29, 2011. The tour will be "The Road to Nowhere" and lunch will be at a local restaurant. More details to follow.

K. Ball presented a gift certificate for a massage to J. McDaniel on behalf of the association in appreciation for all she has done for the WDNCCESA and all of her hard work on the state meeting.

A motion to adjourn was made by J. Dotson, seconded by I. Olsen. Motion carried and the meeting was adjourned at 11:02 a.m.

Nancy Ostergaard, FCS Agent Buncombe County gave a presentation on decluttering followed by lunch and a tour of DuPont State Forest.

Respectfully submitted
Maryann Mickewicz



NCCESA West District Meeting
Transylvania, North Carolina
November 5, 2010

Agenda

Call to Order	Karen Ball-President
Welcome	Eric Caldwell, CED
Greetings/Extension Update	Dr. Dan Smith, DED
Thought for the Day	Erin Freeman
Approval of Agenda	
Approval of Minutes-August 24, 2010	Maryann Mickewicz-Secretary
Roll Call	Maryann Mickewicz-Secretary
Financial Report	Janice Dotson-Treasurer
Standing Committee Reports	Committee Chairs
Special Committee Reports	Committee Chairs

Old Business


Report/Remarks from 2010 State Meeting
Award of Excellence
Thank you Letters

New Business

2010-2011 Proposed Budget	Janice Dotson-Treasurer
Secretary of the Year Award	Elaine Clamser
Community Service Project	
Spring 2011 Meeting (Swain County)	
Other	

Nancy Ostergaard, FCS Speaker on "De-Cluttering"

Adjourn



NCCESA – WEST DISTRICT
 TREASURER'S REPORT
 NOVEMBER 5, 2010
 TRANSYLVANIA COUNTY EXTENSION CENTER, BREVARD

BEGINNING BALANCE AS OF AUGUST 24, 2010 **\$979.18**

RECEIPTS

Registration for 2010 NCCESA State Meeting (2 @ \$35 each)	\$ 70.00
Avery County Farm Bureau (2010 State Mtg. Sponsorship)	\$ 100.00
Avery Co. Extension Advisory Board (2010 State Mtg. Sponsorship)	\$ 100.00
NCCESA (Reimbursement for Past Pres. Reception)	\$ 24.21
Registration for 2010 NCCESA State Mtg. (1 @ \$35)	\$ 35.00
Registrations for 2010 NCCESA State Mtg. (5 @ \$25 each)	\$ 125.00
Registrations for 2010 NCCESA State Mtg. (1 @ \$25; 1 @ \$35)	\$ 60.00
Registrations for 2010 NCCESA State Mtg. (2 @ \$25 each)	\$ 50.00
Interest (August, September)	\$ 5.27
TOTAL RECEIPTS	\$ 569.48

RECEIPTS WITH BEGINNING BALANCE **\$10360.66**



DISBURSEMENTS

Check 1251 – Deanna Jordan (Retirement Gift and Card - Presnell)	\$ 33.41
Check 1252 – Suzanne Winebarger (Mints for 2010 State Meeting)	\$ 41.55
Check 1253 – Magen Caldwell (Items for Gift Bags for 2010 State Meeting)	\$ 63.30
Check 1254 – Jane McDaniel (Items for Gift Bags & Table Decorations for 2010 State Mtg.)	\$ 175.85
Check 1255 – Classic Event Rental (Deposit for tableware for 2010 State Mtg.)	\$ 61.69
Check 1256 – Mountain Farm (Soaps for 2010 State Meeting)	\$ 93.75
Check 1257 – Classic Event Rental (Final Payment for Tableware for 2010 State Mtg.)	\$ 185.06
Check 1258 – Carol Horne (Items for Past State Presidents' Reception)	\$ 24.21
Check 1259 – Ronnie Pepper (Speaker – 2010 State Meeting)	\$ 250.00

OVER

**NCCESA – WEST DISTRICT
TREASURER’S REPORT
NOVEMBER 5, 2010**

Check 1260 – Cuisine Team (Food Service for Banquet – 2010 State Mtg.)	\$ 3,080.00
Check 1261 – Dancing Moon Print Solutions (Shirts for Hosts of 2010 State Meeting)	\$ 353.15
Check 1262 – Jane McDaniel (Food items for breaks, breakfast, mtg. Supplies, candles, food for goody bags for 2010 State Mtg.)	\$ 341.92
Check 1263 – Janice Dotson (Tissue paper for goody bags, tablecloths for 2010 State Mtg.)	\$ 50.48
Check 1264 – Brenda Wilson (State Mtg. Supplies)	\$ 30.13
Check 1265 – Henson Florist (Flowers for Karen Ball)	\$ 42.80
Check 1266 – Elaine Clamser (Gift card for Renay Knapp – assisted with 2010 State Mtg.)	\$ 30.00
Maintenance Fee (SECU Foundation) (August, September)	\$ 2.00
<u>TOTAL DISBURSEMENTS</u>	\$ 4,859.30

Avery Co. Farm Bureau (2010)	\$ 100.00
Avery Co. Ext. Advisory Board (2010)	\$ 100.00
Balance from August 24 Report	\$4,511.44
TOTAL	\$4,711.44

SHARE ACCOUNT

BALANCE AS OF 9/27/10	\$ 36.24
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SPECIAL PROJECTS PROCEDURES

West District 4-H Special Activity Scholarship

1. The amount of the scholarship will be a minimum of \$100 to a maximum of \$250 per year. ~~(Depending on the WDCESA's~~ The amount will depend on the NCCESA – West District's budget and the need of the county receiving the scholarship. The amount to be awarded will be voted on and presented at the spring meeting in the year of the award.)
2. Scholarship should be to any deserving youth, with 4-H members receiving preference. It may be used at the designated county's discretion for an individual child or split among several children.
3. The scholarship ~~should~~ may be used for any 4-H activity such as: camp (Swannanoa, day camps, etc.), 4-H summer programs, any 4-H district or state activity (Congress, Teen Retreat, State Council Conference, etc.), or any combination of these 4-H activities.
4. The 4-H secretary and the 4-H agent from the designated county will choose the recipient(s) by whatever method they choose. In the event that there are several good possibilities, the secretary will make the final decision.
5. Any youth age 5-18 is eligible.
6. The county designated to receive the scholarship will rotate as follows:
 - Yancey - 2011
 - Watauga- 2012
 - Transylvania -2013
 - Swain - 2014
 - Polk - 2015
 - Mitchell - 2016
 - McDowell - 2017
 - Madison - 2018
 - Macon - 2019
 - Jackson -2020
 - Henderson - 2021
 - Haywood- 2022
 - Graham - 2023
 - Clay - 2024
 - Cherokee Reservation - 2025
 - Cherokee - 2026
 - Buncombe - 2027
 - Avery - 2028

ONLY COUNTIES WITH PAID AND ACTIVE MEMBERS IN THE ASSOCIATION WILL BE ELIGIBLE – SECRETARY MUST HAVE ATTENDED AT LEAST ONE MEETING DURING THE DESIGNATED YEAR.

7. The county receiving the scholarship will be notified by the district president by December 1 in the year prior to the scholarship award. If the designated county to receive the scholarship does not utilize the scholarship, the next county in rotation will be awarded that year's scholarship.

8. The county awarded the scholarship will present a report to the membership at the fall meeting. The report should explain how the funds were used.

SPECIAL PROJECTS PROCEDURES

West District Benevolence

Benevolence Procedures

The procedures below will be followed to assure flowers, cards or gifts are purchased and delivered:

- The home county secretary will notify the district association president first, then the district president will contact the Benevolence Committee Chair and treasurer.
- The Benevolence Committee ~~contact person~~ Chair may opt to ~~order flowers~~ purchase the gift or ask the home county to ~~order them~~ purchase the gift.
- Cards will be sent by the Benevolence Committee ~~contact person~~ Chair. (The chair will be responsible for keeping all-occasion cards and stamps on hand at all times. These cards and stamps will be passed on to the next Benevolence Committee Chair year after year.)
- In cases of death, unless the family has stated a preference, memorials will be made instead of sending flowers. The treasurer will be asked by the ~~contact person~~ Benevolence Committee Chair or district president to send a memorial to the designated organization.
- A standard gift (picture frame, gift certificate, engraved item, etc.) is recommended for retirement, weddings and births. The home secretary can help with these purchases.
- All bills will be sent directly to the treasurer for payment.

Benevolence Guidelines

- Illness
 - Active Members:
 - Hospitalization or Outpatient - Flowers - \$35 Limit (If member is recuperating from an accident or illness for a prolonged period, in the hospital or at home, cards ~~or flowers will be alternated~~ will be sent up to three times per year.)
 - General Illness (viruses, flu, etc) - Cards
 - Active Member's Immediate Family (parents, spouse, children) - Cards (In serious illnesses, flowers will be sent. Discretion will be up to the Benevolence Committee.)
- Death
 - Active ~~and Retired~~ Members - Flowers or Memorial - \$35 Limit
 - Retired Members and Active Member's ~~Immediate Family~~ Spouse or Child - Flowers or Memorial - \$30 Limit
 - Active Member's Other Family Members - Card

- Other NCCES Secretary's Spouse or Child - Card
- Wedding
 - Active Members - Standard Gift or Gift Certificate - \$30 Limit
- Birth
 - Children of Active Members - Standard Gift, Gift Certificate or Flowers - \$30 Limit
- Resignation
 - Active Members - Send Card
- Retirement (Depends on length of employment)
 - Under 5 years - card
 - 5-10 years - \$10 gift or gift certificate
 - 11-15 years- \$15 gift or gift certificate
 - 16-20 years- \$20 gift or gift certificate
 - 21-25 years- \$25 gift or gift certificate
 - 26-30 years- \$30 gift or gift certificate
 - 31 + years- \$35 gift or gift certificate

*** Sending of cards by everyone is encouraged in all cases.**

*** Note to counties with only one secretary:** Please give the name and phone number of the Benevolence ~~contact person~~ Committee Chair to someone in your office, and ask them to be responsible for making this contact should something happen to you.

SPECIAL PROJECTS PROCEDURES

West District Community Service Project

Guidelines:

1. The host county for the spring and fall meetings will choose a non-profit organization from their county or the West District for the NCCESA - West District to provide services or items needed (such as clothing, food, cash, etc.). Each member attending the meeting will be asked to help supply the items or services needed.
2. The host county will provide the members with the information needed to complete the project at least two weeks before the spring and fall meetings.
3. A representative from the organization will be invited to attend the district meeting at a designated time to pick up the donations. If no one can attend, the host county will be responsible for delivering the items to the organization.
4. The district president is responsible for contacting the host county two weeks after a district meeting to remind them of the next upcoming meeting.
5. The county designated to host the district meeting will rotate as follows:

Swain -- Spring 2011
Polk -- Fall 2011
Mitchell -- Spring 2012
McDowell -- Fall 2012
Madison -- Spring 2013
Macon -- Fall 2013
Jackson -- Spring 2014
Henderson -- Fall 2014
Haywood -- Spring 2015
Graham -- Fall 2015
Clay -- Spring 2016
Cherokee Reservation -- Fall 2016
Cherokee -- Spring 2017
Buncombe -- Fall 2017
Avery -- Spring 2018
Mills River (District Office) -- Fall 2018
Yancey -- Spring 2019
Watauga -- Fall 2019
Transylvania -- Spring 2020

SPECIAL PROJECTS PROCEDURES

West District Officer Installation

Procedures:

1. The district Advisor will be in charge of installing new officers at the fall meeting.
2. Bills for installation supplies should be sent to the treasurer for payment. The cost of supplies should not exceed \$30.

NORTH CAROLINA COOPERATIVE EXTENSION SECRETARIES ASSOCIATION
WEST DISTRICT
PROPOSED BUDGET FOR 2010-2011
PRESENTED NOVEMBER 5, 2010
TRANSYLVANIA COUNTY

INCOME

28 Members at \$15 each	\$420.00
Silent Auction	\$100.00
Transfer funds from Money Market	<u>\$130.00</u>
TOTAL INCOME	\$650.00

EXPENSES

Extension Secretary of the Year Award	\$100.00
4-H Scholarship	\$250.00
State Assoc. Board of Directors Meeting	\$100.00
State Association Meeting	\$100.00
Benevolence	<u>\$100.00</u>
TOTAL EXPENSES	\$650.00