

## **NCCESA West District Meeting Minutes August 26, 2011**

At 10:22 a.m., the meeting was opened by West District Director Dr Dan Smith with a welcome, a thank you to the secretaries for doing a good job and an administrative update. He mentioned that CES is looking at 12.3% budget cut, but it is not official at this time. He hopes to fill two or three positions and travel in the West District is not expected to be cut, therefore expect travel budgets to remain the same as in the last fiscal year.

It appears that the state will reduce the number of districts to five and the South Central District Director position will be eliminated. It is felt that it is better to put the money into county positions rather than administration. The West district may pick up 2-3 more counties to our east. Dan has been visiting the counties and is seeing a lot of good things.

McDowell CED Molly Sandfoss welcomed the group to McDowell County and introduced the programs to be presented on professional improvement and productivity.

Jack Wood of the Marion Police Department gave a presentation and handouts on "Safe and Secure in Your World" where he discussed personal safety.

Molly Sandfoss lead the group in a team building activity involving a marble and lengths of pvc pipe and a good deal of interaction and cooperation.

The business meeting was called to order at 11:40 by President Karen Ball.

### **Installation of Officers**

The installation of officers was the first order of business. A request for nominations from the floor was made, there were no nominations. The slate of officers put forth by the Nominating Committee was:

President: Donna Tulley

First Vice President: Tami Hagie

Second Vice President: Cathy Brackins

Secretary: Brenda Wilson

Treasurer: Janice Dotson

A motion to accept the slate of officers as presented was made by Ivy Olson, a second made by Jane McDaniel and the motion passed.

Installation of officers was conducted by Jane McDaniel.

**The Thought for the Day**, "Do You Build Fences or Bridges" (attached) was read by Tami Hagie.

**Agenda**, a motion to approve the Agenda was made by Ivy Olson, a second was made by Tami Hagie and the motion carried.

**Approval of Minutes**, a motion to approve the Minutes of 4/29/2011 was made by Ivy Olson, a second was made by Tami Hagie and the motion carried.

**Roll call** was taken, see attached.

**Financial Report**

The financial report was given by Treasurer Janice Dotson (see attached)

Checking account balance is \$5,156.26

Savings account balance is \$36.62

A motion to accept the financial report was made by Brenda Wilson, a second was made by Kim Davis and the motion passed.

**Committee Reports:**

The Rules and Bylaws Committee implemented the 5/11/11 email-vote approved change whereby section 6 was added to say that "If a county finds it is necessary to ask to be "skipped" the President would ask them to host the next bi-annual meeting. If they are unable to host that meeting as well, they will be skipped and would not host until their turn in the regular rotation." (See attached)

**Old Business**

The 4-H Scholarship funds awarded to Yancy County were used to send five youths to Betsy Jeff Penn 4-H Summer Camp.

**Enhancement Account Discussion:**

Janice Dotson was unable to reach Sharon Rowland regarding establishing and Enhancement Account, however we are to receive an agreement for signature by the WDCESA officers when Sharon returns to the office. All funds, except \$200 will be deposited in the Enhancement Fund per the agreement at the last district meeting.

It was generally agreed that although the Association could get a P-Card with the enhancement account, it is not needed at this time.

**Community Service Project:**

It was asked whether canned goods are to be brought to every meeting as the community service project. It was decided to discontinue the canned goods donation and focus on one county specified community service project.

**New Business**

Proposed budget for 2011-2012 (attached)

Janice Dotson made a motion to increase the annual dues by \$5.00. A second was made by Tami Hagie and the motion carried.

**State Meeting**

There will be a half and half fund raiser at the State Meeting plus a gift card tree comprised of donated gift cards.

NCCESA West District Meeting Minutes August 26, 2011

West District Secretaries attending the State Meeting are:

D. Tulley  
Ivy Olson  
Barbara Walker  
Cheryl Mitchell  
Jane McDaniel  
Cathy Brackins  
Debbie Goforth  
Kim Davis  
Tami Hagie  
Brenda Wilson  
Norma Chrisawn  
Janice Dotson

A budget of \$100 has been created to assist any member going to the state meeting and needing financial assistance. President Tulley to send an email to the membership and the Executive Board will decide on who receives funds.

**Community Service Project**

The next meeting will be in Madison County and donations will be for the School Backpack Program. Members are to bring non perishable food items to be given to school children.

**WD CESA Secretary of the Year Award**

Cheryl Mitchell of McDowell County was awarded Secretary of the Year by last year's winner, Jane McDaniel. Congratulations Cheryl!

A motion was made by Janice Dotson and a second was made by Brenda Wilson to adjourn the meeting. The meeting was adjourned at 1:30.

Respectfully committed by M. Mickewicz 1/11/2012



North Carolina Cooperative Extension Services Secretaries Association

### **Safe and Secure In Your World**

Officer Jack Wood

August 26, 2011

Safety is an attitude; it applies to every facet of our lives.

- 1) Personal
- 2) Home
- 3) Identity

The key to developing a safety attitude is preparation.

- 1) Planning
- 2) Training
- 3) Equipment

Identifying safety risk

- 1) Travel
- 2) Home
- 3) Identity

Using technology to our advantage

- 1) Cell phones
- 2) GPS
- 3) Self defense

Body language

- 1) Confidence
- 2) Ability
- 3) Readiness

Training

- 1) Physical
- 2) Mental
- 3) Weapons

Redefining our resources

- 1) Car Keys
- 2) Clothing
- 3) Accessories

Fight or flight

- 1) Risk
- 2) Ability
- 3) Consequence

Questions

Notes:

## **Do You Build Fences Or Bridges?**

August 5, 2011

Once upon a time, two brothers who lived on adjoining farms fell into conflict. It was the first serious rift in 40 years of farming side-by-side, sharing machinery and trading labor and goods as needed without a hitch.

Then the long collaboration fell apart. It began with a small misunderstanding and it grew into a major difference and finally, it exploded into an exchange of bitter words followed by weeks of silence.

One morning there was a knock on John's door. He opened it to find a man with a carpenter's toolbox. "I'm looking for a few days' work," he said. "Perhaps you would have a few small jobs here and there I could help with? Could I help you?"

"Yes," said the older brother. "I do have a job for you. Look across the creek at that farm. That's my neighbor. In fact, it's my younger brother! Last week there was a meadow between us. He recently took his bulldozer to the river levee and now there is a creek between us. Well, he may have done this to spite me, but I'll do him one better. See that pile of lumber by the barn? I want you to build me a fence an 8-foot fence -- so I won't need to see his place or his face anymore."

The carpenter said, "I think I understand the situation. Show me the nails and the post-hole digger and I'll be able to do a job that pleases you."

The older brother had to go to town, so he helped the carpenter get the materials ready and then he was off for the day. The carpenter worked hard all that day -- measuring, sawing and nailing. About sunset when the farmer returned, the carpenter had just finished his job.

The farmer's eyes opened wide, his jaw dropped. There was no fence there at all.

It was a bridge .. A bridge that stretched from one side of the creek to the other! A fine piece of work, handrails and all! And the neighbor, his younger brother, was coming toward them, his hand outstretched.

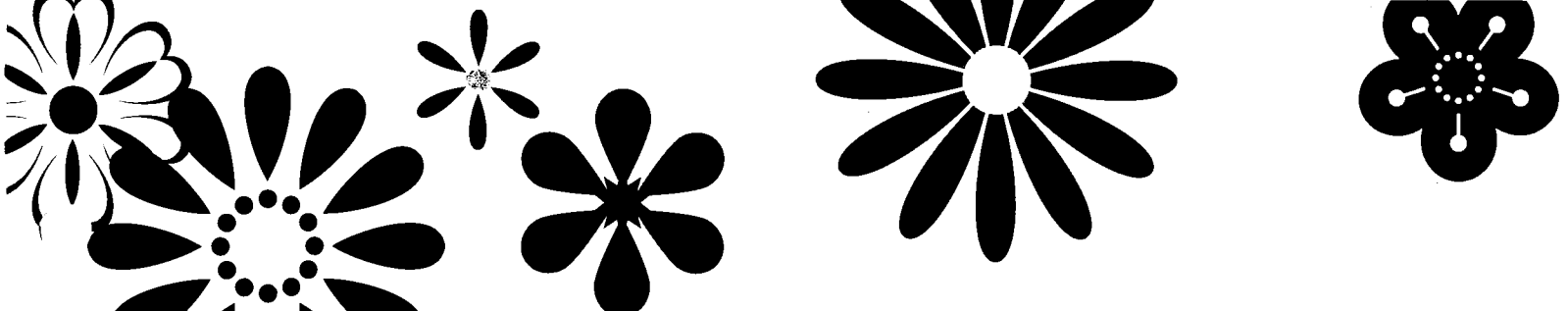
"You are quite a fellow to build this bridge after all I've said and done."

The two brothers stood at each end of the bridge, and then they met in middle, taking each other's hand. They turned to see the carpenter hoist his toolbox onto his shoulder.

"No, wait! Stay a few days. I've a lot of other projects for you," said the older brother.

"I'd love to stay on," the carpenter said, "but I have many more bridges to build."

--- **Author Unknown**



NCCESA West District Meeting  
McDowell, North Carolina  
August 26, 2011



**Agenda**

Call to Order	Karen Ball-President
Welcome/Team Building	Molly Sandfoss, CED
Greetings/Extension Update	Dr. Dan Smith, DED
Thought for the Day	Tami Hagie
Approval of Agenda	
Approval of Minutes-April 29, 2011	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

4-H Scholarship-Yancey County	Brenda Wilson
Enhancement Account Update	Janice Dotson
Other	

New Business

Proposed Budget 2011-2012  
2011 State Meeting  
Community Service Project  
Spring 2012 Meeting (Madison County)  
Installation of Officers  
Other

Adjourn

**Roll Call WD CESA 08/26/2011**

**Present**                      **Not Present**

	<u>Present</u>	<u>Not Present</u>
Amy Holder, Graham County		✓
Barbara Walker, Henderson County	X	
Brenda Wilson, Yancy County	X	
Cathy Brackins, Madison County	X	
Cheryl Mitchell, McDowell County	X	
Cindy Chastain,		✓
Deanna Jordan, Buncombe County		✓
Debbie Goforth, Madison County	X	
Debbie Hunter, Macon County		✓
Debbie Sparks, Buncombe County		✓
Donna Tulley, Clay County	X	
Donna Ware		✓
Dot McClintock, Polk County		✓
Erin Freeman, Haywood County		✓
Ivy Olson, Henderson County	X	
Jane McDaniel, McDowell County	X	
Janice Dotson, West District Office	X	
Joyce Plemmons, Buncombe County		✓
Karen Ball, Haywood County	X	
Kathy Lee		✓
Kerri Rayburn, Jackson County	X	
Kim Davis, Avery County	X	
Magen Caldwell, Madison County		✓
Maryann Mickewicz, Transylvania County	X	
Melissa Vaughn, Swain County		✓
Norma Chrisawn, Yancey County	X	
Sarah Gottfried, Polk County		✓
Susanne Winebarger, Watauga County	X	
Tami Hagie, Avery County	X	
Vonda Vaugh, Mitchell County	X	



**NCCESA – WEST DISTRICT  
TREASURER'S REPORT  
MCDOWELL COUNTY  
AUGUST 26, 2011**

BALANCE AS OF ~~APRIL 29~~, 2011 \$ 5,405.59

RECEIPTS

Interest \$ 4.67  
(April, May, June, July)

TOTAL RECEIPTS \$ 4.67

RECEIPTS WITH BEGINNING BALANCE \$ 5,410.26

DISBURSEMENTS

Check 1217 – Yancey County 4-H \$ 250.00  
Maintenance Fee (SECU Foundation) \$ 4.00  
(April, May, June, July)

TOTAL DISBURSEMENTS \$ 254.00

BALANCE AS OF ~~APRIL 29~~, 2011 \$ 5,156.26

SHARE ACCOUNT

BALANCE AS OF ~~APRIL 29~~, 2011 \$ 36.62

Submitted by Finance Committee:  
Janice Dotson, Chair  
Susanne Winebarger

Sec. Assn. Vote see attached 5/11/11

Janice Dotson - Yes

Ivy Olson - Yes

Maryann Mickewicz - Yes

Debbie Goforth - Yes

Brenda Wilson - Yes

Karen Ball - Yes

Norma Chrisawn - Yes

Debbie Hunter - Yes

Jane McDaniel - Yes

Donna Tulley - Yes

Kim Davis - Yes

Joyce Plemmons - Yes

Suzanne Winebarger - Yes

Debbie Sparks - Yes

Tami Hagie - Yes

Sarah Gottfried - Yes

Cheryl Mitchell - Yes

see email  
question!

**Subject:** Please vote

**From:** Ivylyn Olson <ivy\_olson@ncsu.edu>

**Date:** Wed, 11 May 2011 12:44:52 -0400

**To:** Amy Holder <amy\_holder@ncsu.edu>, Barbara Walker <barbara\_walker@ncsu.edu>, Brenda Wilson <brenda\_wilson@ncsu.edu>, Cheryl Mitchell <cheryl\_mitchell@ncsu.edu>, Deanna Jordan <deanna\_jordan@ncsu.edu>, Debbie Goforth <debbie\_goforth@ncsu.edu>, Debbie Hunter <debbie\_hunter@ncsu.edu>, Debbie Sparks <debbie\_sparks@ncsu.edu>, Donna Tulley <donna\_tulley@ncsu.edu>, Dot McClintock <dot\_mcclintock@ncsu.edu>, Elaine Clamser <elaine\_clamser@ncsu.edu>, Erin Freeman <erin\_freeman@ncsu.edu>, Jane McDaniel <jane\_mcdaniel@ncsu.edu>, Janice Dotson <janice\_dotson@ncsu.edu>, Joyce Plemmons <joyce\_plemmons@ncsu.edu>, Karen Ball <karen\_ball@ncsu.edu>, Kathy Lee <kathy\_lee@ncsu.edu>, Kerri Rayburn <kerri\_rayburn@ncsu.edu>, Kim Davis <kim\_davis@ncsu.edu>, Maryann Mickewicz <maryann\_mickewicz@ncsu.edu>, Megan Caldwell <magen\_caldwell@ncsu.edu>, Melissa Vaughn <melissa\_vaughn@ncsu.edu>, Norma Chrisawn <norma\_chrisawn@ncsu.edu>, Susanne Winebarger <susanne\_winebarger@ncsu.edu>, Tami Hagie <tami\_hagie@ncsu.edu>, Vonda Vaughn <vonda\_vaughn@ncsu.edu>

Good Afternoon All,

First, I would like to thank those of you who responded to my email with suggestions about the proposed change to the meeting rotation. I have reviewed your suggestions and this proposal with our President, Karen Ball.

Therefore, as Chairperson of the Rules & By-Law committee, I am asking you to vote on the proposed change. I have attached the current policy with the change. We would be adding item #6.

Hope to hear from you soon.

Thanks,  
Ivy

P.S. If you have a new Secretary in your office and she did not receive this email please forward it on to her and send me her address so that I can update my email list. Thanks again.

--

Ivylyn Olson  
County Extension Secretary  
North Carolina Cooperative Extension  
Henderson County Center  
828-697-4891  
<http://henderson.ces.ncsu.edu>

"All electronic mail messages in connection with State business which are sent to or received by this account are subject to the NC Public Records Law and may be disclosed to third parties".

# 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

6. If a county finds it necessary to ask to be "skipped" the President would ask them to host the next bi-annual meeting. If they are unable to host that meeting as well, they will be skipped and would not host until their turn in the regular rotation.

Re: Re: Fwd: Please vote

SAFE

**Subject:** Re: Re: Fwd: Please vote  
**From:** Sarah Gottfried <sjgottfr@ncsu.edu>  
**Date:** Mon, 16 May 2011 09:11:46 -0400  
**To:** Ivylyn Olson <ivy\_olson@ncsu.edu>

Thanks Ivy. Sounds good.  
S.

On Fri, May 13, 2011 at 12:30 PM, Ivylyn Olson <[ivy\\_olson@ncsu.edu](mailto:ivy_olson@ncsu.edu)> wrote:  
Hi Sarah,

I anticipated this question, so I checked with Karen Ball and the members can discuss it at the fall meeting in McDowell. Since this rule is kinda after the fact, we can vote at that meeting to make whatever exception is necessary.

I wouldn't make any change at this time since it is pretty far out in the future. Let me know if you do not agree and we can talk to Karen again.

Thanks,  
Ivy

On Thu, May 12, 2011 at 9:45 AM, Sarah Gottfried <[sgottfr@ncsu.edu](mailto:sgottfr@ncsu.edu)> wrote:

Hello Ivy,

Maybe I was too quick to approve the rules and by-laws.

I see on the schedule you sent that we are down for Fall 2011. We have already said we cannot host this Fall, and apparently neither can Mitchell. I was told we will meet in McDowell County this Fall and we will be hosting in Polk County Fall 2012. Is this still true or do we need to adjust to Spring 2012?

Thanks

I hope this isn't too confusing.

Sarah

----- Original Message -----

**Subject:** Re: Fwd: Please vote

**Date:** Thu, 12 May 2011 09:25:19 -0400

**From:** Sarah Gottfried <[sgottfr@ncsu.edu](mailto:sgottfr@ncsu.edu)>

**Organization:** NC Cooperative Extension

**To:** [ivy\\_olson@ncsu.edu](mailto:ivy_olson@ncsu.edu)

I vote in favor of this change to the rules and by-laws.

Thank you.

Sarah

Good Afternoon All,

First, I would like to thank those of you who responded to my email with suggestions about the proposed change to the meeting rotation. I have reviewed your suggestions and this proposal with our President, Karen Ball.

## NCCESA West District Meeting Minutes April 29, 2011

The meeting was called to order at 10:02 a.m. by President Karen Ball.  
The meeting was opened with a welcome from Swain and Jackson County CED.  
District Director Dan Smith was unable to attend the meeting, but sent his regards.

The Thought for the Day by Debbie Goforth and Cathy Brackins was an inspirational and humorous dialog entitled "where'd you get that haircut".

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

The minutes for the November 5, 2010 meeting were reviewed. A motion was Made by I. Olson and seconded by C. Brackins to approve the minutes. The motion carried.

M. Mickewicz read the roll call.

### **Members Present:**

Barbara Walker, Henderson County  
Brenda Wilson, Yancy County  
Cathy Brackins, Madison County  
Cheryl Mitchell, McDowell County  
Deanna Jordan, Buncombe County  
Debbie Goforth, Madison County  
Debbie Sparks, Buncombe County  
Donna Tulley, Clay County  
Dot McClintock, Polk County  
Ivy Olson, Henderson County  
Janice Dotson, West District Office  
Joyce Plemmons, Buncombe County  
Karen Ball, Haywood County  
Kerri Rayburn, Jackson County  
Maryann Mickewicz, Transylvania County  
Melissa Vaughn, Swain County  
Norma Chrisawn, Yancey County  
Sarah Gottfried, Polk County

### **Members not present:**

Amy Holder, Graham County  
Cindy Chastain, Cherokee County  
Debbie Hunter, Macon County  
Donna Ware, Cherokee County  
Erin Freeman, Haywood County  
Jane McDaniel, McDowell County  
Kathy Lee, Watauga County  
Kim Davis, Avery County  
Magen Caldwell, Madison County  
Susanne Winebarger, Watauga County  
Tami Hagie, Avery County  
Vonda Vaugh, Mitchell County

J. Dotson, Treasurer, distributed the treasurer's report (see attachment). As of 4/29/2011, the balance in the checking account is \$5,405.59 and \$36.46 in the share account. D. Tulley made a motion to accept the treasurer's report, the motion was seconded by C. Brackens –the motion carried.

K. Ball asked for Standing Committee Reports

Membership – D. Tulley, no items to report at this time.

Public Relations- D. Goforth, no items to report at this time

Nominating Committee- M. Mickewicz, no items to report at this time

Rules and Bylaws Committee- I. Olson, no items to report at this time.

Finance Committee – J. Dotson, no items to report at this time.

Professional Improvement Committee- C. Mitchell, no items to report at this time.

Reflections Committee – J. Plemmons, no items to report at this time .

Benevolence Committee – See new business.

4-H Scholarship- See new business.

Community Service Project – See new business.

**Old Business:**

J. Dotson – Budget revised to cover the cost for board members to attend the state meeting that was held in February. This revision was approved by an email vote.

D. Tulley – There is a question about what to do with the remaining money in the treasury from the fund raising efforts for the state meeting in 2010. The discussion at the state meeting in February on the subject of what to do with local accounts was tabled. The main concern with leaving money in local checking accounts is tax status as not considered a 501c3, fees and possible county absorption.

It was suggested that the WDNCCESA create an account with the NCSU Enhancement Fund as they have 501c3 tax exempt status. The paperwork to get an enhancement fund through the university is much easier and less expensive than to get a tax exempt status independently. The current interest rate is 4%, up to \$200 can be kept locally for immediate expenses without IRS penalty and the foundation will pay bills submitted within two weeks. Each vendor must submit a W-9 with their invoice. This is a good way to protect funds and avoid IRS taxes and penalties. It is also convenient for organizations that change officers frequently such as the NCCESA.

One possible drawback of this program is that 5% of any gift sent directly to the enhancement fund goes directly to the university. Minimum opening deposit is \$1,000 but there is no minimum balance thereafter.

A motion to move an appropriate amount of funds to the NCSU enhancement fund was made by I. Olson and seconded by D. Jordan. The motion was adopted.

**New Business:**

Benevolence - M. Caldwell gave birth to a baby girl, Raegan McLean Caldwell on March 18<sup>th</sup>. Thank you notes from M. Caldwell, E. Bonito and E. Clamser were received.

Herter O'Neal Scholarship – Fourteen applications were received and the winner was Tara Brianna Grover from Henderson County.

4-H Scholarship - Yancy County will use the scholarship funds for children attending 4-H camp this summer.

Community Service Project – Location and rotation schedule were discussed. The next counties on the rotation to hold the semi annual meeting and receive the community service proceeds are Polk and then Mitchell, but both counties would prefer to skip their turn. Therefore, McDowell County will host the fall meeting and be the recipient of the community service project.

I. Olson will review wording for incorporation of this situation into the rules and advise.

**Usage of State Courier System**

D. Tulley gave a presentation on using the state courier system rather than USPS. The rates are 35% lower using the state courier and they can handle bulk mailing with discounted rates. They are as fast as or faster than the USPS. Clay County will be doing a soil sample special in October using the courier as a service to their clients.

A motion to adjourn was made by D. Sparks, D. Goforth seconded. Motion carried and the meeting was adjourned at 10:47 a.m.

After lunch a lecture was given by David Monteith, Swain County Commissioner, on the formation of the Great Smoky Mountain National Park creation and the impact on the citizens of Swain County and the group took a bus tour along the "Road to Nowhere".

Respectfully submitted

Maryann Mickewicz 8/1/2011