



North Carolina Cooperative Extension Secretaries Association
Annual Business Meeting

September 23, 2011
9:30 am

Ballroom, Ramada Inn
Statesville, NC

AGENDA

Kay Morton, Presiding
Christine Barrier, Acting Parliamentarian

Call to Order Kay Morton, President

Approval of Agenda

Roll Call:

Campus
Northeast
North Central
Southeast

South Central
West
West Central

Parliamentary Review Christine Barrier, Acting Parliamentarian

Thought for the Day Teresa Story, 1st Vice President

Approval of Minutes Donna Tulley, Secretary

Financial Report Cheryl Mitchell, Treasurer

Reports:

Campus	Vicky Merritt
Northeast	Teresa Story
North Central	Martha Smith
Southeast	Nita Walton
South Central	Ruth Ann Pope
West	Karen Ball
West Central	Sandy Kanupp

Standing Committee Reports

Membership	Pam Brylowe
Public Relations	Kim Gibson
Nominating Committee	Donna Holland
Rules & Bylaws	Laverta Flewellen
Finance Committee	Cheryl Mitchell
Reflections	Pam Layfield
Professional Improvement	Sandy Ruble

Other Reports/Updates

Federation	Jane McDaniel, Federation Treasurer
Executive Board Award.....	Teresa Story
Herter-O'Neal Scholarship	Elizabeth Wilson, 2 nd Vice President
Sue Mills Lighthouse Award	Kay Morton
Horn of Plenty.....	Ruth Ann Pope, South Central District President
TERSSA Update	Christine Barrier, TERSSA Membership Chairman

Old Business

501(c)(3) Tax Exempt Status - Update.....	Kay Morton
Archiving NCCESA Records - Update	Kay Morton

New Business

2011-2012 Budget.....	Cheryl Mitchell
Bylaws - Proposed Changes	Laverta Flewellen
2011-2012 Slate of Officers for vote	Donna Holland
Honorary Membership Nominations	Pam Blylowe

Awards

Executive Board Award.....	Teresa Story
Professional Improvement Scholarship	Sandy Ruble
Secretary Award of Excellence.....	Tracy Brown
Sue Mills Lighthouse Award	Kay Morton
Tenure/Service Awards.....	Tracy Brown
2012 Federation Secretary Nomination and Election	Donna Holland
2011-2012 Officer Installation.....	Pam Blylowe, NCCESA Advisor

Other

Memorial

Retired Members: Beatrice Eunice "Miss Bea" Clayton and Arnette Calhoun Parker	
Active Members:	
Donna Stewart Vicky Merrill, Campus	
Brenda Gardner	Melanie Storey, Southeast District
Ann Pridgen	Carol Capel, South Central District
Passing of Presidential Gavel	Kay Morton

Announcements

District Raffle Drawings

Campus
Northeast
South Central
Southeast
West

Door Prizes

Adjourn

NC Cooperative Extension Secretaries Association
Financial Report
Board of Directors Meeting
September 22, 2011

CHECKING ACCOUNT

Beginning Balance from 9/27/2010 \$ 6,080.04

Revenue:

Membership Dues (2010-11)	\$4,380.00
Corn Growers Association (2010)	\$ 250.00
NCCES Foundation	\$1,000.00
NCACAA	\$1,000.00
Interest Earned (from 10/25/10-8/23/11)	<u>\$ 20.50</u>

Total Revenue to Date \$6,650.50

Total Revenue **\$12,730.54**

Expenditures:

Check #750 - Leukemia & Lymphoma Society (Bea Clayton memorial)	\$ 25.00
Check #751 - Jane McDaniel (Federation mtg)	\$ 365.64
Check #752 - NCCESA-SE Dist (overpaid)	\$ 20.00
Check #753 - NCCES Foundation (Donna Stewart memorial)	\$ 25.00
Check #754 - Sandra's Bakery(refreshment for '11 NCCESA Bd mtg)	\$ 19.99
Check #755 - Donna Tulley ('11 NCCESA Bd Mtg)	\$ 99.25
Check #756 - Teresa Story ('11 NCCESA Bd Mtg)	\$ 228.36
Check #757 - Elizabeth Wilson ('11 NCCESA Bd Mtg)	\$ 94.81
Check #758 - Jane McDaniel ('11 NCCESA Bd Mtg)	\$ 323.49
Check #759 - Cheryl Mitchell ('11 NCCESA Bd Mtg)	\$ 28.63
Check #760 - Friends of the Library (Arnette C Parker memorial)	\$ 25.00
Check #761 - NCCESA-West Central District (Host district for '11 State Mtg)	\$1,000.00
Check #762 - American Cancer Society (Brenda Gardner memorial)	\$ 25.00
Check #763 - Jane McDaniel (Spring BOD Federation mtg)	\$ 305.72
Check #764 - Kay Morton (refreshments for NCCESA BOD mtg)	\$ 87.05
Check #765 - NCSU - Horn of Plenty 2011	\$ 100.00
Check #766 - Columbus County Hospice (Ann Pridgen memorial)	\$ 25.00

Check #767 - Blue Ridge Community College (Horton-O'Neal Scholarship- Tara Gover)	\$ 750.00		
Check # 768 - NCSU- Horn of Plenty 2011	\$ 25.00		
Check #769 - Carolina Trophy Engraving (Executive Bd Awd plaque)	\$ 21.30		
Check #770 - Award of Excellence W District	\$ 50.00		
Check #771 - Award of Excellence WC Dist	\$ 50.00		
Check #772 - Award of Excellence-SC Dist	\$ 50.00		
Check #773 - Award of Excellence-SE Dist	\$ 50.00		
Check #774 - Award of Excellence - NE Dist	\$ 50.00		
Check # 775 - Award of Excellence- NC Dist And State winner	\$ 250.00		
Check # 776 - Executive Board Award 2011	\$ 200.00		
Check # 777 - Executive Board Award 2010 Kay Morton	\$ 200.00		
Service Fees & Federal back-up withholding (from 10/25/10-8/23/11)	\$ <u>13.82</u>		
Total Expenditures to Date		\$4,508.06	
Total Expenditures			\$4,508.06
Account Balance			\$8,222.43

MONEY MARKET ACCOUNT

Beginning Balance			\$14,576.39
Interest Earned (from 10/25/10-8/23/11)	\$ 165.15		
Total Revenue to Date		\$ <u>165.15</u>	
Account Balance			\$14,741.54

SHARES ACCOUNT

Beginning Balance			\$ 58.72
Interest Earned (from 10/25/10-8/23/11)	\$.66		
Total Revenue to Date		\$ <u>.66</u>	\$ <u>59.38</u>



September 22, 2011

Greetings from Campus Chapter...

Campus Chapter has 17 paid members, 14 honorary members for a total membership of 31 with one new member this year. Our professional improvement goals for this past year were to learn more about Extension work at the county level in addition to the two universities.

Our Fall business meeting was held on October 21, 2010 with our professional improvement segment of the meeting being an educational tour of the Dairy Cow exhibit at the North Carolina State Fair. The tour was conducted by Marti Day, Area Dairy Agent, who explained the different types of cows, gave us a tour of the milking stall, introduced us to several dairy farmers, and served as an excellent resource for all kinds of questions.

Campus Chapter was saddened to learn of the passing of Donna Stewart, Campus Chapter Treasurer on October 27, 2010. She will be remembered for her dedication and love of NCCESA.

On December 8, 2010, the Campus Chapter holiday luncheon was held at the Durham County Extension Center. A posthumous Secretary of the Year Award for 2010 was given to Donna Stewart. Her daughter, Hope Ritter accepted the framed certificate and monetary award on behalf of Donna's family. Members participated in two community service projects--Adopt a Family and Hungry to Help. Campus Chapter members donated toys, clothes, gift cards to Donna Stewart's grandchildren, our adoptive family of choice for 2010. Non-perishable food items were collected for the "Hungry to Help" initiative headed by the 4-H & Youth Development Department.

The hospitality committee sponsored a "Girls Night Out" hosted by Tracy Brown at her home on February 11, 2011. This function provided opportunities for members to fellowship outside of a business setting and for members to get to know each other on a more personal level.

Our Spring business meeting was held on May 13, 2011 at Coltrane Hall at NC A&T State University. The professional improvement segment of the meeting was an entertaining and informative tour of the University Farm at NC A&T State University. Leon Moses, Farm

Superintendent, coordinated and conducted an excellent tour of the 492-acre working farm for the group and explained the research going on in the seven different units of the farm. The tractor trolley ride was enjoyed by all on such a gorgeous Spring day.

The Hospitality Committee coordinated the Campus Chapter's annual summer picnic on June 14, 2011 at Southern Community Park in Chapel Hill, NC. After enjoying good food, members participated in a team-building exercise working together to create a transport device for an egg. Both teams displayed creativity in the orchestration and design of their device, and both teams were successful in the challenge.

Our final business meeting was held August 15, 2011 in Room 308 Ricks Hall at NC State University. At this time, we voted to nominate Linda Cahoon for Honorary Membership who retired September 1, 2011. This nomination will be brought forward at the 2011 State Meeting for approval by the Board and voting of members. The 2011 Secretary of the Year Award was presented to Donna Holland who received a plaque and check. The Professional Improvement Scholarship Award was presented to Anita Wright who received a framed certificate along with a check which Anita will use towards tuition as she continues pursuing her degree. Donna Holland, Chair of the Nominating Committee presented the slate of officers from the Nominating Committee for 2011-12. Officers for the coming year are installed as follows:

President – Anita Wright; 1st Vice President – Susan Graham; 2nd Vice President – Alice Pennix; Treasurer – Tracy Brown; Secretary – Andrea Brooks; and Advisor – Vicky Merritt.

Outgoing President Vicky Merritt passed the President's gavel to Incoming President Anita Wright. Donna Holland, Advisor presented the Outgoing President's plaque to Vicky Merritt at this time.

Campus Chapter will be celebrating our 20th Anniversary on November 8, 2011. Research of minutes revealed the Campus Chapter was organized November 8, 1991. Happy 20th Year Anniversary!

Respectfully submitted,
Vicky Merritt
Campus Chapter President, 2010-11

NCCESA- NE DISTRICT
SPRING 2011
Submitted by
Teresa S. Story
President, NCCESA-NE District

The NE District of the NCCESA met at the Dismal Swamp State Park in South Mills, NC on May 27, 2011. Camden County Secretary, Amy Twiddy was our host.

Camden County Interim County Extension Director, Mark Powell, welcomed us to Camden.

Dr. Travis Burke was our guest speaker. He gave a presentation on secretarial/administrative assistant practices for the office.

We had a total of 27 secretaries present at this meeting.

We are updating our "Let's Get Acquainted" directory and this year we decided to "go green" and do everything electronically.

We had two secretaries who died this year, Brenda Gardner and Arnette Parker and we had a moment of silence to remember them.

Our 4-H Camp Scholarship went to Gates County this year.

We brought non-perishable items to be donated to the local food bank.

Robbie Bridgers, Northampton County, was given the 2011 Secretary of the Year award.

We inducted our new officers and they are:

Teresa Story, Advisor
Sherry Lynn, Treasurer
Amy Twiddy, Secretary
Edna Williams, 2nd Vice President
Vivian Turner, First Vice President
Melanie Story, President

Sherry Lynn and Donna Keene invited us to Currituck County for our Fall Meeting.

**North Carolina Cooperative Extension Secretaries Association
North Central District
2011 Annual Report**

The North Central District's Fall Meeting was held Friday, October 22, 2010 and hosted by Durham County but was held in Wake County. Guests attending were Jim Cowden, NC District Director and Delphine Sellars, Durham County CED.

Highlight of our meeting included:

- 23 members attending and 2 guest
- Report from fund-raiser (raffled off 17-gift cards totaling \$320). Total collected was \$649.00. Winner was Brenda Wilson
- Sandy Ruble was recognized as the winner of the District Secretary of Excellence and the State Secretary of Excellence Award. This make two years in a row that the State Secretary of Excellence Award has been awarded to a member of the North Central District
- The District voted to give \$40 annually to the Sue Mills Lighthouse Award to keep it funded.
- Contacting retirees concerning the Spring Mtg, Fall Mtg and State Meeting was discussed. This was turned over to the Membership Committee to collect mailing / emailing contact for as many as possible.
- Plans for the 2012 State Meeting were discussed since North Central will be the host district. A committee was formed, chairman elected and a few sub-committees developed.
- Our Service Project for each meeting has been the responsibility of the Host County. Durham County has requested members bring staples, cleaning supplies, paper towels, mops, etc for the Durham Rescue Mission. Durham County was responsible to see these items were delivered.
- Welcomed two counties to the District that had been inactive previously: Forsyth and Guilford.

Jim Cowden had our program in two parts: the first being at the meeting place as he relayed childhood memories of growing up on a rural farm in Piedmont NC on a Dairy Farm. He participated in the local County Fairs as a 4-H'er and it was a 'big deal' to be selected to represent his county at the NC State Fair.

For the second part of the program, our group moved to the NC State Fair (which was in Raleigh for this week) and we were given a guided, behind the scenes tour by Marti Day, Agriculture Agent in Chatham County and Mr. Cowden. We had a chance to talk with the exhibitors, ask about details they felt would make their livestock give its best presentation and problems they have run into. We toured the washing station, milking barn, dairy expo, goats and sheep.

North Central District

Officers:

Martha Smith – President
Vacant – 1st Vice Pres
Vacant – 2nd Vice Pres
Pam Jordan-Carrington- Sect
Sandra Stafford – Advisor
Gwen Hernandez – WebSite

Membership by Counties:

Alamance County Laurie Newlin
Caswell County Sherry Ramsey
Tonya Wingate
Davidson County Marie Bruff
Leslie Vinesett
Franklin County- Margaret Green
Sandra Stafford
Orange County- Karin Cousineau
Kay Evans
Forsyth- Rachel Herring
Kathy Hapler
Chatham- Brenda Talton
Jane Tripp
Carlo Thomann
Durham- Pans Jones
Juliette Perry
Pam Carrington
Deborah Waterman
Granville- Sandy Ruble
Nancy Wilson
Gwen Hernandez
Person- Betty Paul
Leah Hester
Clayton- Marion Jay
Debbie Harrison
Guilford- Darby Ellison
Randolph- Carmen Boswell
Dawn Cheek
Wanda Howe
Rockingham- Melissa Lynch
Beth Jones
Stokes- Tammy Caldwell
Shawn Senter
Vance- Carolyn Bagley
Ann Burrows
Warren- Tonla Hargrave
Wake- Martha Smith
Faye Block

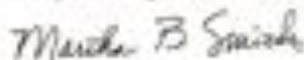
The remainder of the day was spent enjoying the NC State Fair and socializing with other Cooperative Extension members.

The North Central District's Spring Meeting was held on Friday, May 6, 2011 in Forsyth County. Guest attending were Jim Cowden, District Director; Vicky Merritt, District Administrator and Mark Tucker, County Director for Forsyth County. Mr. Tucker extended a welcome from his county and Jim Cowden gave us District & University updates.

Highlight of our meeting included:

- Total of 31 Members and 3 Guest attended
- Invitations were sent to eight (8) new secretaries / administrative assistances across the North Central District to attend our associational meeting. These were new-hires since our last meeting. Five accepted and attended.
- The retiree's list was updated since the past meeting and 28 invitations were mailed out with only one being returned with incorrect address.
- Rules & By-Laws Committee: *proposed attendance at each District meeting reflect individuals who attended by name as opposed to "3 from Wake County"*. Martha Smith served as Chair on the State Membership Committee and found that those names being submitted for Honorary Membership did not have documentation of District and State Meetings the candidates have attended as requested on the application. If we start now documenting names in permanent records, future members will not have a problem verifying attendance for this nomination. Proposal accepted.
- New officers for the 2011-2012 year were installed. They were:
 - President – Pamela Jordan-Carrington, Durham County
 - 1st Vice President – Sandy Ruble, Granville County
 - 2nd Vice President – Margaret Greene, Franklin County
 - Secretary – Ann Burrows, Vance County
 - Treasurer – Marie Bruff, Davidson County
 - Advisor – Martha Smith, Wake County
- Herter-O'Neal Scholarship was presented to Tara Gover from the West District
- 2012 State Planning Committee: changes to the committee. Faye Black and Martha Smith are now Co-Chairs for the Planning Committee.
- Meeting was adjourned and members enjoyed a guided tour of The Tanglewood Gardens.

Respectfully Submitted



Martha Smith

Out-going President 2010-2012

North Central District

September 22, 2011

Report from the Southeast District for the State Meeting

On April 15, 2011, we had our Spring Meeting in the Wilson County office. The program for the day was "Facebook Privacy" given by Kyleen Burgess. She is an Area Agent, along with Information Management.

On August 26, 2011, we had our Fall Meeting early, in the Brunswick County office. The programs for that day were "Say It With Salsa" and "Watching Turtles on Holden Beach." Given by Cheryl Syrause, a retired CED and FCS Agent from Ohio.

Along with the meeting, our New Officers were installed by Debby King/Onslow County. The following ladies are:

Elizabeth Wilson/Johnston County - President
Gina Britton/Brunswick County - 1st Vice President
Linda Hill/ Lenoir County - 2nd Vice President
Connie Bailey/Wilson County - Secretary, and our
Treasurer - Dawn Coleman/ Brunswick County.

These ladies will start their duties October 1, 2011 thru October 1, 2013. We are proud of these ladies for stepping up to be our new Officers. And we (the Southeast District) would like to "thank all of you".

As of today we have 33 members, along with 8 honorable members. And look forward to meeting again at the Craven County Office (This meeting will cover for the following counties: Carteret, Craven & Pamlico. These three counties are willing to work together being they only have only one secretary to each office that is a member. The date will be announce at a later time) for our upcoming "Spring" meeting for 2012.

Thank you,
Nita Walton/Onslow County
President/Southeast District

South Central District Report

The SC District Secretaries met for their **Spring Meeting** in Carthage NC, hosted by the Moore County secretaries, Myra Johnson and Angie Priest. It was Wednesday, April 27th "Administrative Professionals Day". We enjoyed music on the porch provided by the "Crawley Creek & Cuttin' Grass Bluegrass Band" prior to the meeting. Our meeting was held in the historical Sinclair House dating back to 1912. We enjoyed a tour of the Home & the Methodist Church next door. We were presented a Program and Craft project by two local Moore County Bee Keepers. During lunch we enjoyed music by the Union Pines High School Advanced Ensemble.

Business session:

We had 27 members present plus 2 retirees. Our Community Service Project was to offer support to our Local County Libraries, a total of value of donations and time totaled approximately \$2750.00. Our committee chairs gave their reports. Plans were made for the upcoming Horn of Plenty in Cabarrus County on August 19th. Our district is responsible for providing beverages for the event. An invitation to the fall district meeting in Richmond County was given and the dates for the state meeting in Statesville as well.

The SC District Secretaries provided and served beverages at this year's **Horn of Plenty** in Cabarrus County. They also assisted with table decorations and food service. I was very proud of the representation that they provided. And most of all we survived and were glad it is over for a while!

SC District Secretaries met for their **Fall Meeting**, August 26th, in Richmond Co at Millstone 4-H Camp in Ellerbe.

Registration and hospitality was provided by the Richmond County Secretaries.

The group enjoyed a tour Camp Millstone, which included the new construction of the courtyard and House/Museum as it is being renovated.

Carol Capel shared "A Memorial" with a beautiful message in memory of Ann Pridgen, former Columbus County secretary. Carol also sang a short version of "Angels" while butterflies were released.

After the tour our new community project was announced. Mrs. Pat Weber gave a brief outline of the upcoming "Linus Project". We will be making quilts for this project to be collected at the Spring Meeting.

Business Session:

There were a total of 27 members present for the meeting.

Committee reports were given at this time.

The nomination committee presented the slate of new officers.

Lisa Mauldin gave an update on the present community service project "Generations". Eight counties participated; some counties did gift bags for local nursing homes, some collected and

distributed magazines, some purchased games for senior centers, personal items and craft kits were provided and Carol Capel sings at local nursing homes as well.

We are starting to plan for the upcoming State Meeting in 2013, which will be hosted by the SC District.

Secretary of the Year was presented to Angie Priest, Moore County by Diane Scarboro last year's secretary of the year.

The new slate of officers for 2011-2012 were installed and will be on the web.

The invitation to the Spring Meeting in Robeson County, the date will be announced at a later time.

Presented by:

Ruth Ann Pope
SC District President



West District

North Carolina Cooperative Extension Secretaries Association

September 21, 2011

The West District Spring meeting was hosted by Swain County Secretary Melissa Vaughn on April 29, 2011 with 18 members present. 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." Our Community Service project was providing items for the Pregnancy Care Center of WNC. We also brought canned goods for the local food pantry.

The West had fourteen great applicants apply for the Herter O'Neal Scholarship. Tara Brianna Grover from Henderson County was the winner!

Our Fall meeting was hosted by McDowell County Secretaries Jane McDaniel and Cheryl Mitchell on August 26, 2011. Officer Jack Wood with the Marion Police Department gave a great program on Self Defense. Molly Sandfoss, McDowell County Director, lead us through a team building workshop. Our Community Service project was focused on providing items for the McDowell Pregnancy Care Center. *At this meeting, the Secretary of the Year award was received by Cheryl Mitchell - McDowell County*
New officers were elected for the 2011-12 year. They are:

Donna Tulley, President
Tami Hagie, 1st Vice President
Cathy Brackins, 2nd Vice President
Brenda Wilson, Secretary
Janice Dotson, Treasurer

We have 30 active secretaries in our West District Association.

We are looking forward to our 2012 Spring meeting hosted by Madison County Secretaries.

Respectively submitted:
Karen Ball
West District President

West Central District Report - Business Session

NCCESA Annual Meeting - September 23, 2011

The West Central District met on April 21, 2011, at the Ramada Inn, Statesville, with 33 in attendance. That number included three retirees and two new secretaries. Although it was technically held in Iredell County, it was hosted by Cleveland County and. Our community service project was the Pregnancy Resource Center of Cleveland County, Inc. and their Showers of Blessings program. Everyone brought in baby supplies for new families in need. The Secretary of the Year Award was presented to Fran Little of Catawba County.

Most of this meeting was devoted to the planning of the state meeting, with lots of discussion and nailing down details.

At our September 9, 2011, meeting, hosted by Davie County, we had 30 in attendance, including four retirees and one new secretary. While much of this meeting was also devoted to planning of the state meeting, we elected new officers. They are:

President - Joyce Dorsey, Lincoln County

1st Vice-President - Chrystal Whitt, Surry County

2nd Vice-President - Jan Taylor, Surry County

Secretary - Jamie Miller, Alexander County

Treasurer - Sally Southard, Surry County

Submitted by:

Sandy Kanupp, 2010-11 President
NCCESA - West Central

NCCESA2011-2012 Membership Report

	Southeast District	Northeast District	North Central District	Campus Chapter	West District	West Central District	South Central District	Totals
Paid Active Members	33	32	34	16	28	35	35	213
Honorary Members	8	10*	0	14*	10	6	9	33
Associate Members (Retired - pays dues)	0	1*	2	1*	0	0	0	4

Nomination Committee Report

September 22, 2011

The state offices to be filled and the nominees for the 2011-2012 term are:

- 2nd Vice President (Campus Chapter) - Tracy Brown
- Treasurer (Madison County) - Debbie GoForth
- Secretary (Campus Chapter) - Suzanne Hugus
- Federation Secretary YR 2012 (Campus Chapter) - Donna Holland

Attached are the nomination forms for each.

A hearty thank you goes out the nomination team for their efforts to get these offices filled.

Team Members:

Kim Davis- Avery County

Susan Johnson- Cumberland County

Julie Campbell- Alexander County

B.J. Okleshen- Gates County

Jennifer Stroud- Lenior County

Tonya Wingate- Caswell County

Respectfully Submitted:

Donna Holland, Chair Nomination Committee

2011-2012 Upcoming State Officers:
President - Teresa Story
1st V.P. - Elizabeth Wilson
Advisor - Kay Morton

*** NOMINATION FOR STATE OFFICE ***

Nominee's name, county and office to be filled in by nominating person(s) and signed. Form should then be forwarded to nominee for her to fill in remaining portion and sign statement.

I (We) nominate Suzanne Hughes from NCSU

Campus Wake County for the office of State Secretary

Dana Hallen
Signature of Nominating Person(s)

Campus Chapter - Guilford
County

Nominee to fill in remaining information and sign statement below. Upon completion, a copy is to be made and sent to nominating person(s). The original is to be sent to the State Nominating Committee Chairman by August 1.

Office Address of Nominee: NCSU Campus Box 7602, Raleigh, NC 27695

Home Address of Nominee: 1233 Stone Manor Drive, Raleigh, NC 27610

Years in Extension 9 Qualifications: WILLING & ABLE

*** AGREEMENT STATEMENT ***

I agree to have my name placed in nomination for SECRETARY
State Officer and I further agree that should I be nominated, I will serve in this capacity to the best of my ability and will conscientiously, willingly and unselfishly serve the Association to the betterment of all members and to achieve our goals and aims.

Suzanne Hughes
Nominee's Signature

*** NOMINATION FOR STATE OFFICE ***

Nominee's name, county and office to be filled in by nominating person(s) and signed. Form should then be forwarded to nominee for her to fill in remaining portion and sign statement.

I (We) nominate Tracy Brown from NC State University – Campus Chapter, Wake County for the office of 2nd Vice President


Signature of Nominating Person(s)

Guilford
County

Nominee to fill in remaining information and sign statement below. Upon completion, a copy is to be made and sent to nominating person(s). The original is to be sent to the State Nominating Committee Chairman by August 1.

Office Address of Nominee:

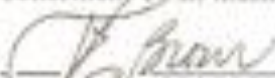
NC State University, Extension Administration – County Operations, Campus Box 7605, 120 Patterson Hall, Raleigh, NC 27695.

Home Address of Nominee: 3787 Burtons Barn Street, Raleigh, NC 27610

Years in Extension: 8 Qualifications: Ms. Brown has a wealth of knowledge and experience which makes her more than qualified to serve in the office for which she is being nominated – 2nd Vice President for NCCESA. She has been actively involved in the association for almost seven years and has held various positions during her tenure. At the campus chapter level she has served on the hospitality committee, reflections committee, finance committee, webmaster, and secretary. She is a leader in her own right as she successfully led the campus chapter as president for two years (2007-09) consecutively. During her reign, she was faced with many challenges because of budget issues; however she handled these challenges with ease – never letting the chapter feel that there was no hope. She is currently serving on the campus chapter as an advisor to the current president. She has served on the bylaws committee for TERSSA and SRERSSA. Tracy's commitment to Cooperative Extension and our peers are noteworthy. She's been a recipient of many awards in recognition of her talents, skills and abilities (i.e. 2007 professional improvement scholarship, Wolfpack award, 2004 and 2006 award of excellence for technology utilization and implementation, 2008 Epsilon Sigma Phi, Xi Chapter – State Meritorious Support Awards, and 2009 professional improvement scholarship – state level). She is currently pursuing a Masters in Liberal Arts w/ an Adult Education Focus. She's professional and always puts the best foot forward. She is an excellent role model and represents us well.

*** AGREEMENT STATEMENT ***

I agree to have my name placed in nomination for Tracy E. Brown
State Officer and I further agree that should I be nominated, I will serve in this capacity to the best of my ability and will conscientiously, willingly and unselfishly serve the Association to the betterment of all members and to achieve our goals and aims.


Nominee's Signature

*** NOMINATION FOR STATE OFFICE ***

Nominee's name, county and office to be filled in by nominating person(s) and signed. Form should then be forwarded to nominee for her to fill in remaining portion and sign statement.

I (We) nominate DONNA HOLLARD from

Campus Chapter County for the office of

Federation Secretary

Donna Hollard
Signature of Nominating Person(s)

Gulford Campus Chapter
County

Nominee to fill in remaining information and sign statement below. Upon completion, a copy is to be made and sent to nominating person(s). The original is to be sent to the State Nominating Committee Chairman by August 1.

Office Address of Nominee:

NC A&T State University PO Box 21928 Greensboro NC
27420

Home Address of Nominee:

912 W. Broadway Dr. HP NC 27265

Years in Extension: 9

Qualifications:

served as vice president
& president of Campus Chapter Association. Also
chair of committees within the Association -
Chair of Nominating Committee -

*** AGREEMENT STATEMENT ***

I agree to have my name placed in nomination for 2012 Federation Secretary
State Officer and I further agree that should I be nominated, I will serve in this capacity to the
best of my ability and will conscientiously, willingly and unselfishly serve the Association to the
betterment of all members and to achieve our goals and aims.

Donna Hollard
Nominee's Signature

Article V - Officers and Their Duties

Section 1:

- The elected officers of this Association shall be President, 1st Vice President, 2nd Vice President, Secretary and Treasurer.

Section 2:

- The President shall:
 1. preside at all meetings of the Association and Board of Directors;
 2. call special meetings of the Board of Directors at her/his discretion or upon the request of a majority of the Directors;
 3. appoint annually chair-persons of standing and special committees;
 4. serve as an official representative of the Association at meetings of groups working for the advancement of Extension and this Association;
 5. be a member ex-officio of all committees except the Nominating Committee; and
 6. recommend to the Board of Directors, for their appointment, persons to fill vacancies occurring on the Board of Directors between elections, except that of President and District President.

Proposed Addition:

7. forward minutes received from NCCESA Secretary and financial records received from NCCESA Treasurer at the Spring Board of Directors meeting each year to the Special Collection Research Center at NCSU Libraries to be archived.

Section 3:

- The 1st Vice President shall perform the duties assigned by the President with the approval of the Board of Directors and preside in the absence of the President. In the event of a vacancy in the office of the President, the 1st Vice President shall become President and assume the duties of the office for the unexpired term.

Section 4:

- The 2nd Vice President shall perform the duties assigned by the President, with the approval of the Board of Directors, and preside in the absence of the 1st Vice President. In the event of a vacancy in the office of 1st Vice President, the 2nd Vice President shall become 1st Vice President and assume the duties of that office for the unexpired term.

Section 5:

1. The Secretary shall keep an accurate record of the proceedings of the Association and the Board of Directors. In addition to these minutes, she/he shall file in the Official Minute Book:
 2. a copy of all amendments to the Constitution and Bylaws;
 3. all resolutions which are adopted by the Association; and
 4. a list of honorary and retired members. The secretary shall search the records for information requested by officers or members; shall mail copies of the minutes of all meetings to the Board of Directors within six weeks after the conclusion of the meeting; shall conduct the correspondence of the Association as directed by the President and/or the Board of Directors.

Proposed housekeeping change:

- The Secretary shall:
 1. keep an accurate record of the proceedings of the Association and the Board of Directors. In addition to these minutes, she/he shall file in the Official Minute Book:
 - a copy of all amendments to the Constitution and Bylaws;
 - all resolutions which are adopted by the Association; and
 - a list of honorary and retired members. The secretary shall search the records for information requested by officers or members; shall mail copies of the minutes of all meetings to the Board of Directors within six weeks after the conclusion of the meeting; shall conduct the correspondence of the Association as directed by the President and/or the Board of Directors.

Proposed addition:

2. keep on hand the current year plus the four proceeding years (total of 5 years) of minutes. The current NCCESA secretary will give the records to be archived to the current President at the Spring Board of Directors meeting each year.

Section 6:

- The Treasurer shall be responsible for receiving the funds of the Association and shall disburse them in accordance with the adopted budget. In cases of emergency and funds need to be transferred between accounts, the Treasurer is authorized to do so upon approval of the President. The Treasurer shall serve as Finance Committee Chair and Advisor to said committee the following year. The accounts of the

Treasurer shall be audited at the close of the association year by an Audit Committee, to be appointed by the President.

Proposed Housekeeping Change:

- The Treasurer shall:
 1. be responsible for receiving the funds of the Association and shall disburse them in accordance with the adopted budget. In cases of emergency and funds need to be transferred between accounts, the Treasurer is authorized to do so upon approval of the President. The accounts of the Treasurer shall be audited at the close of the association year by an Audit Committee, to be appointed by the President.
 2. serve as Finance Committee Chair and Advisor to said committee the following year.

Proposed Addition:

3. The Treasurer will keep on hand the current year plus the four proceeding years (total of 5 years) of financial records. The current NCCESA treasurer will give the records to be archived to the current President at the Spring Board of Directors meeting each year.

Respectfully submitted,
Rules & Bylaws Committee
Laverta Flewellen, Chair

North Carolina Cooperative Extension Service

NC STATE UNIVERSITY

McDowell County Center
County Administration Building, Room 224
40 E. Court Street
Marion, NC 28753-6098
Phone: 828-692-7874 or 828-692-7121
Fax: 828-692-8284
<http://mcowell.ces.ncsu.edu>

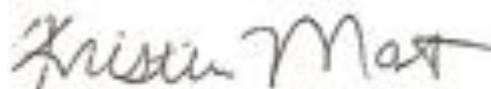
DATE: October 13, 2011
TO: North Carolina Cooperative Extension Secretaries Association (NCCESA)
FROM: Kristin Mart
RE: NCCESA Account Audit

To Whom It May Concern:

I have reviewed the bank statements and records of the cash accounts for the Association at the request of Cheryl Mitchell. All receipts and expenditures have been properly documented. The books are accurate and in order.

It should be noted that I am not an accountant, so I am unable to perform an actual audit. However, I have thoroughly reviewed these accounts, receipts, and expenditures and found nothing to raise any concerns.

Sincerely,



Kristin Mart
Extension Agent, Family & Consumer Sciences
McDowell County Center
North Carolina Cooperative Extension Service

Pam Layfield
Anson County
Reflections Committee Report
NCCESA State Meeting
09/23/2011

I have with me at this meeting the past photo's of the state meetings on CD's. I will record this meeting on a CD for future reference.



Professional

Improvement Committee Report

September 22, 2011

Members:

Robbie Bridgers, Northeast
 Leeann Crump, South Central
 Kim Davis, Southeast
 Susan Graham, Campus
 Tami Hagie, West
 Carol Horne, West Central
 Sandy Ruble-Chair, North Central

Goal:

- To keep association members up to date with awards available to them with deadlines and criteria; workshops and trainings available that would help in the education and time management of all members.
- Annual Scholarship -- In accordance with the Professional Improvement Scholarship guidelines, Professional Improvement Committee Chairperson will request applications for Professional Improvement scholarships and coordinate with committee to determine recipient(s) and awarded amount(s) within said guidelines.

Herter O'Neal Scholarship

Revised application to make it more user friendly for electronic submission.

2/24/11 - Solicitation sent by email on.

Email Tips and Ideas

3/18/11 - Marketing toolbox ideas

4/26/11 - Developed and shared idea for a motivational district project for Spring meetings.

6/11 - Announced upcoming online spreadsheet and Google application courses offered through the LMS registration.

Professional Improvement Scholarship

6/11 - Developed spreadsheet or online versions of the application form to make it easier to apply.

7/11 - Developed a process, criteria and a rubric for scoring applications with the input of committee members.

7/8/11 - Scholarship solicitation sent out to membership.

8/22/11 - Applications received an online review and selection completed. Recipients are Mary Ann Edwards, Northampton Co., Northeast District (\$200) and Mary Kim Davis, Wayne Co., Southeast District (\$300).

Conference Support

8/11 - Dream survey form sent to members to establish main interest for conference workshops for 2012 State conference.

Respectfully Submitted,
 Sandy Ruble

Federation Report- Jane McDaniel- 2011 Federation Treasurer, NCCESA Representative

NCCESA continues to be actively involved with the Federation of Association.

The 2010 Federation Forum was held on December 10 at the Johnson County Agricultural Center, _____ NCCESA members attend the forum.

Dr Zublena, Dr Stewart, Dr. Stovall and Dr. Baldwin attend the forum. How to succeed in tough times seemed to be the topic of the forum.

Christine Barrier, Extension Administrative Secretary, received the 2010 Leadership and Service Recognition Award.

The Spring Board Meeting was held on March 25, 2011 in Raleigh. Kay Morton, Theresa Story, and I represented the NCCESA.

The 2011 Federation Goals were adopted.

2011 Federation Goals are

1. Adopt 2011 Federation Goals
 - o Utilize video conferencing format for Board meetings to save travel and time
 - o Offer Board meetings and Administrative updates to total membership
 - o Encourage membership in all associations to apply for Leadership and Service Awards
 - o Request all Extension Associations to forward appropriate issues to the administration via the Federation
2. Educate association members about purposes and objectives of Federation
 - o Pass out Federation brochures / Elevator speech at conference
3. Update and revise Federation brochure
 - o Kay Morton - revamp federation brochure

The Fall Board Meeting was held on September 7 via Elluminate. Kay Morton, Theresa Story, and I represented the NCCESA. An administrative update was given by Dr. Zublena

The Annual Federation Forum was planned and will be held on December 9th, in Lee County. The keynote speaker will be Dr. Wanda Sykes. 10 members from the NCCESA will be invited to attend. If you are asked to attend this meeting please consider attending.

The 2011 Leadership and Service Recognition Award Nominations will be accepted until October 30th. Criteria for this award are listed on the Federation website. Nominations should be sent to Eleanor Summers. The award will be presented at the December 9 Federation Forum.

The NCCESA Executive Board Award is presented annually by the Executive Board to an outstanding association member. The award is based on: participation, contributions, and cooperation with the association.

The winner this year has over 28 years with Extension. She has been a dedicated member of NCCESA for her entire Extension career. She always encourages new secretaries to become involved in the Association.

She has held the position of State Treasurer, Dist Secretary & Treasurer, District 2nd, VP, 1 VP and President. She has also been awarded the Secretary of the year Award in the Northwest and West Central Districts.

A few words used to describe the winner on the nomination form and the letters of support were:

Leads by example

Does not seek the limelight but always willing to take on any task.

Innovative and forward thinking

A team player

Extremely organized and efficient

Positive attitude and works efficiently without reservation or complaint

She is so dedicated to the association that she postponed her retirement until after the State meeting to complete her obligation to the Association.

At this time I would like to present the Executive Board Award to Ginger McGhee



September 22, 2011

Herter O'Neal Scholarship Report

The Herter O'Neal Scholarship Committee received scholarship application's from every district. I would like to thank every District 2nd Vice President and the Professional Improvement Committee for doing an outstanding job getting this information out.

The Herter O'Neal Scholarship is given to an individual who is pursuing a college degree in a Business and/or Business related field. Each of this year's applicant are very deserving of this scholarship. We can only have 1 winner.

I'm pleased to announce this year's winner is Miss Briana Gover from the West District. Miss Gover is planning on attending Blue Ridge Community College, where she will be getting her Associate in Accounting degree.

A few of Briana activities that she was involved in are 4-H, FFA, Youth Ministry at her church, nursery worker at her church, and Tap/Jazz Dance Classes. She was inducted into the 4-H Honor Club of 2010, was named West District Youth Volunteer of the Year, and also receiving the Jim Graham Agriculture Award.

Miss Gover stated that this scholarship would benefit her to pursue an education in accounting where she will be able to fulfill her goal of becoming an agricultural accountant and that it would allow her to give back to the people who have helped her in becoming the young person that she is today.

Denise Sherrill, 4-H Agent with the NC Cooperative Extension Service in Henderson County, stated that Briana has been an active member in 4-H for twelve years. She also stated that Briana has volunteer in many livestock shows at the Mountain State Fair and help with various 4-H activities.

Briana has also worked as an intern with the Henderson County Cooperative Extension Service serving as a secretary for all of the staff. She helped put together newsletters, creating displays, making copies, creating a telephone tree for emergency contacts, and typing.

Sue Janowiak, 4-H Program Assistant with the Henderson County Extension Office, stated that Briana works hard in academics and other activities. Mrs. Janowiak also stated that Briana was a 4-H mentor and is always looking for ways to share her skills with others.

"With Briana proven excellence in academics and 4-H, and her caring attitude toward others, she will be an asset to any institution. I believe she is an exceptional person and student, one who will carry on the legacy of dedication and service begun by Edith Herter and Frances O'Neal.

Again, please join me in congratulating Miss Briana Gover from the West District for receiving the 2011 Herter O'Neal Scholarship.

Respectfully submitted,

Elizabeth Wilson
NCCESA 2nd Vice President
Herter O'Neal Scholarship Committee

SC District Hosted
Horn of Plenty 2011 August 19th

Union County secretaries secured the donation of water and lemonade for the event.

Cabarrus County ^{took on the responsibility of ordering} ~~purchased~~ the tea concentrate for the beverage stations.

A total of 16 secretaries for the SC District helped with decorations, setup, food and beverage stations.

I was very proud of everyone and the way they represented our district and the Secretaries Assoc. as well.

Ruth Ann Pope
SC District President



The Extension & Research Support Staff Association

NCCESA Annual Conference

Board of Director/Business Meeting

Statesville, NC

September 22-23, 2011

I do appreciate the opportunity to share updates with you from *The Extension & Research Support Staff Association* and Association President, Glenda Jenkins, Office Associate with the Carroll County Mississippi Extension Service.

Plans are being finalized for the 2011 Annual TERSSA Conference to take place on the campus of Mississippi State University in Starkville, MS on October 17-19. State association presidents, along with all members have received the meeting agenda and information relevant to making plans to attend the meeting. The Call for Nominations for officers will soon follow.

I am so very pleased to be able to report that there are 109 TERSSA members to date and 37 of those members represent renewals from 2010, new and retiree members from North Carolina. The 2012 Membership Drive started September 1 and renewals are already being received.

On February 14th, I challenged each member to pass on 'The Gift of Membership.' Ladies who where bestowed this honor were: Leann Crump, Rhonda Gaster, and Elizabeth Wilson, allowing NC to become the state with the largest membership.

To all members, please know that Tracy Brown and I sincerely appreciate your dedicated desire to be a part of an association on the national level. And anyone who is not a member is cordially invited to become a part when you feel the time is right.

I welcome the opportunity to answer any questions anyone might have.

Again, Thank You for the opportunity to represent TERSSA.

Christine C. Barrier
2010-2011 TERSSA Membership Secretary

NC Cooperative Extension Secretaries Association	
Fiscal Year 2011-2012	
<u>BUDGET</u>	
Revenue	
210 Members x \$20	4,200.00
Corn Growers	250.00
NCCES Foundation	1,000.00
Ag Agents	1,000.00
TOTAL REVENUE	\$6,450.00
Expenditures	
*Executive Board Award	250.00
Awards of Excellence	550.00
Host District Professional Improvement	1,000.00
Professional Improvement Scholarship	500.00
Herter O'Neal Scholarship	750.00
Horn of Plenty	125.00
Travel & Subsistence	2,925.00
**Miscellaneous	225.00
Benevolence	125.00
TOTAL EXPENDITURES	\$6,450.00
*Includes monetary award & plaque.	
**Includes outgoing President's Plaque, Check Charges, Service Charges, Film & Developing, Printing, Expenses incurred for Board of Director's Meeting, etc.	
2010-2011 Finance Committee	
Cheryl Mitchell, Chair - West	
Janice Dotson-West	
Tracy Brown - Campus	
Marie Bruff - NC	
Carol Haywood - NE	
Rhonda Gaster - SC	
Patty Cain - SE	
Leslie Brown - WC	
BOD approved at 9/24/11 meeting	
Proposed Budget approved at NCCESA Business Session on 9/23/11	

**Honorary Membership
In
The North Carolina Cooperative Extension Secretaries Association**

Nominee's Name: Nancy H. Miller

County: Catawba

Address: 1048 Whispering Pines Drive, Newton, NC 28658

Years in Extension: 25

Years in NCCESA: 25

Retired from NCCES: December 31, 2010

Association Data – District: West Central

State: NCCESA

National: TERSSA

Offices Held: District – W-C: 2008-09 Treasurer, 1991-1994, Treasurer in NW District, Second Vice-President, First Vice-President and President of Southwest District.

Office Held State – None

Committees Served On (use * to indicate served as chairman):

State Meeting Fund Raising Committee (*) 1994, 2004
State Meeting Planning/Steering Committee 2004
2009-10 Finance Committee;
2008-09 Finance Committee(*);
2009-10 District By-Laws Committee(*);
2009-10 State By-Laws Committee(*)
2007-08 Herter-O'Neal Scholarship Committee (Committee met and re-structured scholarship selection process)
2003-04 District By-Laws Committee(*);
2003-04 State By-Laws Committee(*)
2003-04 District Goals and Aims Committee (*)
2003-04 State Goals & Aims Committee(*)
Various other committees on both district and state level over the past 25 years.

Number of Meetings Attended: District –50 State 25 - National - 1

List any other contributions to and cooperation with the NCCESA:

West Piedmont Secretary of Year Award 1998

State Excellence Award – Leadership 1998

Sue Mills Lighthouse Award 2008

Nominated by: Eran Little District: West Central County: Catawba

Remarks:

Nancy is a very devoted member and supporter of NCCESA. Over the years her love for Extension and 4-H has overflowed into the association that she graciously serves with zeal, determination and devotion. Her service to our association and Extension has been acknowledged as the recipient of several prestigious awards.

Honorary Membership In The North Carolina Cooperative Extension Secretaries Association

Nominee's Name: Linda Calhoun County: Campus

Address: 8001 Thrush Ridge Lane, Raleigh, NC

Years in Extension: 25 Years in NCCESA: 25

Retired from NCCES: September 1, 2011

Association Data – District: North Central District & Campus Chapter State: NCCESA

Offices Held:

North Central District – Treasurer in early 90's and was on state committee

Campus Chapter – Treasurer 1995-1997 and served on state committee

Campus Chapter – 2nd Vice President 1997-1998

Campus Chapter – 1st Vice President 1998

Campus Chapter – President 1998-1999

Campus Chapter – Advisor 1999-2000

Committees Served On (indicated chairman with *):

North Central District – served on all committees during 1986-1996 – she was chair of some of the committees but could not remember which ones.

Campus Chapter – served on all committees from 1996-2010

Number of Meetings Attended: Exact number of meetings attended unavailable to me.

Linda was an active member in the District and on Campus up until her husband developed dementia and later Alzheimer's disease resulting in his death this past year. She attended meetings when she could the last 2-3 years.

List any other contributions to and cooperation with the NCCESA:

Linda received the Award of Excellence in Leadership Skills in 1992 (District) and WE SALUTE in 1996. She also received the Award of Excellence in Leadership Skills in 1999 (Campus). Linda used her leadership skills and professional expertise throughout her 25 years as she remained involved and loyal to the North Carolina Cooperative Extension Secretaries Association. She was a Pathways participant in 2001-2002 and received a Certificate of Excellence for Outstanding Performance and Lasting Contributions from Family and Consumer Sciences (FCS) in 2004. Linda's professional approach to her duties as Accounting Clerk for the Expanded Food and Nutrition Education Program (EFNEP) in the FCS Department exemplifies what NCCESA is all about and strives to achieve.

Nominated by: Vicky Merritt, President-NCCESA Campus Chapter

District: Campus Chapter County: NCSU/Wake

Remarks:

The Campus Chapter members voted at their August 17, 2011 meeting to bring Linda's name forward for honorary membership. Linda has retired and has expressed her desire to stay involved with Campus Chapter NCCESA. It is our feeling that she is deserving of the Honorary Membership status and appreciates the committee's review and support of this nomination.

**Honorary Membership
In
The North Carolina Cooperative Extension Secretaries Association**

Nominee's Name: Linda Gurkin, Brulet County: Columbus
Address: 1254 Brown Maultsby Rd., Whiteville, NC 28472
Years in Extension: 38 years – 8 months Years in NCCESA: 34 years
Retired from NCCES: January 1, 2011
Association Data – District: South Central State: NC
Offices Held:

District Treasurer	1988
District Treasurer	1995
District Secretary	2004

Committees Served On (indicated chairman with *):

State Finance Committee 1988
State Executive Board 1988
Chairman – Secretary of the Year Committee (SC District)
Chairman - Finance Committee (twice)
Served on "many" committees and served as chairman for several

Number of Meetings Attended:

Only missed 1 or 2 state meetings in thirty four years and only missed a few district meetings during that time frame.

List any other contributions to and cooperation with the NCCESA:

Search for Excellence Leadership Award 2008
SC District Secretary of the Year – 2000
Recognized in "We Salute"
Pride of the Pack Award- 2003

Nominated by: Nan Rackley District: South Central County: Columbus

Remarks:

As a secretary with the NC Cooperative Extension Service, Linda was a valued employee with over 38 years of service. Linda has been involved in NCCESA (District and State) for over 34 years. The first state meeting she attended was in 1977 and has not missed more than a couple of meetings since then. She has served in various district positions and served on various state committees. She received South Central Secretary of the Year Award in 2000, Pride of the Wolfpack Award in 2003 and was recognized in "We Salute". In 2008 she received the Search for Excellence – Leadership Award at our state meeting.



IN REMEMBRANCE OF DONNA WOOLARD STEWART

On behalf of the Campus Chapter, we would like you to join us in remembering Donna W. Stewart. Donna lived 53 years on this earth but she impacted so many lives and helped many who were in need. As we learned about Donna's passing on October 27, 2010, we were also informed that "her daughter and husband wanted everyone to know that Donna was an organ donor and as a result, four lives have been saved. In life and even in death, Donna was truly a giving person." This did not really surprise us because Donna had a mild, caring, loving mannerism that somehow touched all who knew her. Donna left her loving husband, Jeff; her daughter, Hope; her son, Gilbert; and 4 grandchildren whom she loved with all her heart. The Campus Chapter honored Donna by giving post humously the 2010 Secretary of the Year award which was accepted by her daughter, Hope at our Holiday Luncheon this past December. Donna became a member of the NCCESA Campus Chapter in 2006 and was serving as Treasurer and she also served as Co-Webmaster and served as Treasurer at the state level. She worked at NC State for 7 years (2003). So, today as we remember our member, our co-worker, our friend...let me read this quote:

Forever is a very long time. How is it that people can talk so casually about a concept that we cannot even wrap our minds around? Sometimes we have a friend and we sense that our souls are very closely connected. We know that the connection is above time and space. We know that wherever we are in our lives we will always remain friends. Even if we do not see each other for years we are able to pick up right where we left off. This is what people mean when they say friends forever.

So, Donna...we love and miss you and you will remain our "friend forever".

Source: Forever Friends Poems | Family Friend Poems http://www.familyfriendpoems.com/foreverfriend/forever_friend_poems.asp?cc171030a2be
Family Friend Poems

NC STATE UNIVERSITY

Melanie Storey <mstorey@ncsu.edu>

Brenda Gardner

Sheila Ange <sheila_ange@ncsu.edu>

Sat, Sep 17, 2011 at 5:32 PM

To: Melanie Storey <melanie_storey@ncsu.edu>

Melanie, See if this sounds ok. Kay said to put in basically who, where, and when. Feel free to edit, add, and correct! Thanks, Sheila

Brenda Gardner started her Extension career in Martin County in May of 1992 as County Extension Secretary at which time she joined the Secretaries Association. Brenda served on various committees at the district level and was always quick to lend a helping hand. She was a good friend and advocate of the Association. Brenda may have lost her battle with cancer in May of 2011, but she lives on in the memory and hearts of her co-workers and friends.

Sheila Ange
County Extension Administrative Secretary

Martin County Center, NCCES
North Carolina State University, CAFE

104 Kehukee Park Road, Wakesboro, NC 27882
Phone: (252) 759-4330 Fax: (252) 759-4385

Email: sheila_ange@ncsu.edu

URL: <http://www.ncsu.edu/ncsu.edu>

Memorial Remarks:

Working for Cooperative Extension & being apart of this Wonderful Association allowed me the opportunity & privilege to meet Ann Pridgen, 4-H Secretary from Columbus County.

She was the perfect example of what ALL Extension Administrative Support Staff should be. Ann was my friend, I Miss her dearly and I feel favored by God to have known her.

I would like to dedicate this song to Ann and All Others that we've lost along the way.

Song: (In The Arms Of An Angel)

Carol Y. Capel

Extension Secretary NC State University, College of Agriculture & Life Sciences NC Cooperative Extension, Richmond County Center
123 Caroline Street, Rockingham, NC 28379