

**Minutes - Board of Directors Meeting
North Carolina Association of Agricultural Extension Secretaries**

**Janes S. McKimmon Center
Raleigh, NC**

May 16, 1980

The Board of Directors of the North Carolina Association of Agricultural Extension Secretaries met 10:00 a.m., May 16, 1980 at the Jane S. McKimmon Center in Raleigh, N. C.

Betty Penland, President, welcomed each one present and asked Cathy Fields to introduce our special guests—Mr. Ed Yancey, South Central District Chairman, and Mr. Ralph Sasser, Northwestern District Chairman.

Mr. Yancey and Mr. Sasser explained that Dr. Blalock, Dr. Black, and Dr. Dew had to be out of town and wanted the Administration to be represented. So, they were happy to have the opportunity to meet with us and let us know that the Administration is in full support of our organization, and is willing to help us in any way it can.

An inspiring devotional was given by Helen Miller of Orange County.

The roll was called by Nora Smith, Secretary, with 32 members present (6 absent) Minutes of the last Executive Board meeting and Board of Directors meeting were read and approved.

The treasurer's report was read by the Treasurer—Mariah McPherson (copy filed in notebook). At this time there was a meeting of the executive finance committee.

Items of old business:

- State Meeting...Patsy Sykes, Special Hospitality Chairman, reported that 50 rooms at the Ramada Inn in Durham have been reserved for the meeting which will be September 18 and 19.
- State Newsletter...District presidents or secretaries are responsible for getting any news for the newsletter to Laura Clemmons by June 15.
- The Executive Board Award nominees should be sent to Margaret Reynolds (who will present the award), by August 1.
- The Scholarship Award of \$200 will go to the Southwestern District.
- Invitations to honorary and associate members to state meeting will be sent by Nora Smith.
- The scrapbook will be on display at the state meeting. Everyone is encouraged to get information to Helen Vann.
- Handbook...Linda McMullen has 15 copies on hand. Anyone needing a handbook may get one by writing to her.

New Business:

- State Secretarial Training...Date was suggested to be between November 1 and 15.
- A letter was read from Dr. Blalock that our contact person in Administrator will be Dr. Paul Dew.
- The finance committee report on the budget for 1981 was presented by Louvenia McIntosh, motion was made, seconded and approved that we accept the report as stated by the finance committee.

- Betty announced that we now have stationary with the new title of our association available for anyone needing it.
- Eligibility List for State Officers...each district president or secretary 15 to make up a list and send to Laura Clemmons which should include names and offices held in the district, by June 15. This list is to be compiled and added on year after year.
- Nominations of officers are to be sent to Jane Ellington by August 15.
- Betty announced that her Parliamentarian for State Meeting is Nancy Payne of the Southwestern District.
- At this time each district shared some of their accomplishments, highlights of their meetings etc. over the past year.
- Goals and Aims - there was a suggestion of the possibility of awarding an employed secretary a scholarship to further her education. Nora was asked to pass this information on to the State Goals and Aims Committee Chairman.
- The agenda for the state meeting is to be worked up by Margaret Reynolds and sent to Patsy Sykes by September 1.
- Each district secretary is to notify each county in her district to donate one or more door prizes for the state meeting.
- Nora is to send invitations—one month in advance to all district chairmen (except Dr. Liner—host county will send), Dr. Blalock, Dr. Black, and Dr. Dew.
- Betsy Crews led discussion on some suggestions for seminars for our state meeting on Friday. A letter will be mailed to each one for marking choices and returning.

Invitation for the state meeting for 1981 was issued by the Southwestern District.

Invitation for 1982 state meeting was issued by the Southeastern District.

Betsy led a discussion concerning secretaries receiving pins for years of service instead of certificates. Dr. Liner suggested that Craig Wilburn come to 'our state meeting to discuss this with us.

The meeting adjourned.

Respectfully submitted,

Nora Smith, Secretary
NCAAES