



NCCESA-South Central District Fall Meeting
August 8, 2003
Montgomery County
Troy, North Carolina

The meeting of the North Carolina Cooperative Extension Secretaries Association, South Central District was called to order by Carolyn Newman, President. Followed by the Pledge of Allegiance and a moment of silent prayer. Carolyn thanked everyone for coming. She then recognized the current officers and thanked them for doing such a wonderful job.

Devona was unable to attend the meeting because she now has a granddaughter, Elizabeth Ivey, and is helping her daughter and granddaughter at their home today.

Thought for the Day, Starla Harwood, 2nd Vice President.

Susan Hamilton, Montgomery County Extension Director will present words of welcome at a later time in the program. However, welcome extended from Lee Matthew, Montgomery County Manager.

Danny Shaw, District Director, could not be with us today. Tracy Brown, Administrative Assistant, gave remarks.

There were not any new secretaries. Carolyn, our President, stated that we're a part of a winning team - Cooperative Extension in the South Central District.

Susan Johnson announced that she had fair books for Cumberland County.

Committee assignments were announced and committees met for a brief time for discussion.

Treasurer:

Report was distributed to everyone. Starla Harwood presented report in Devona's absence.

Account Balances as of August 08, 2003:

Interest Checking Account - \$1,488.73

Shares - Savings Account - \$143.75

Money Market Account - \$3,610.62

Brenda Gooden made a motion to accept the Treasurer's report. Seconded by Pearl Blount. The treasurer's report was accepted and approved by a majority vote.

Secretary:

Roll call by Nan Rackley, South Central District Secretary

County	Active Members	Retirees
Anson	2	0
Bladen	2	1
Chatham	2	0
Columbus	4	1
Cumberland	4	0
Harnett	2	0
Hoke	2	0
Lee	2	0
Montgomery	2	0
Moore	1	0
Richmond	1	0
Robeson	3	1
Scotland	2	0
Stanly	1	0
District Secretary	1	0
Total Present	31	3

Denese Prevatte made a motion to dispense with the reading of the minutes, and Ann Pridgen made the 2nd. Minutes were accepted by a majority vote.

Membership:

Denese Prevatte presented the membership committee report. The Membership Brochure has been converted to a .pdf file and will be added to the State Association web site. The Committee Guidelines, which include committee responsibilities at the state and district levels, and the guidelines for the District Association have been updated and will be sent to Kay Morton, so they can be added to the South Central District web site.

The Membership Committee (Denese Prevatte) made a motion that the Committee Guidelines and the District Guidelines be updated on a continuous basis by the district secretary and the district secretary send the updates to the webmaster. Janet Mabry made a second. Approved by a majority vote.

The committee recommends that committee chairs and officers pass along any useful files via E-mail to future committee chairs and officers for them to use as they deem appropriate. These files, along with the notebooks, will help guide new chairs and officers. Hopefully, this will encourage secretaries to take offices and serve as committee chairs in the future.

Finance:

Starla Harwood will be taking up money for the State Raffle Tickets. The half and half drawing will be today, tickets \$1.00.

Rules & Bylaws:

Dianne Scarboro, reminded everyone to review information that will be voted on at the state meeting.

Professional Improvement:

Patricia House reported that the University will pay for 1 class in the fall and 1 class in the spring. The Professional Improvement Committee will research the information provided by Peggy Elliot --- <http://www.iaap-hq.org> International Association of Administrative Professionals. To find out the division nearest you contact: North Carolina Division Board at <http://www.iaap-nc.org> . The Committee will communicate via email to find out how the website can help us obtain a certificate. Secretaries about to retire can provide information on what they are interested in.

Scholarship:

Beverly Burney reported that Pearl Blount presented the Scholarship Committee with a newspaper article of our Cooperative Extension Secretaries Association's \$350 Herter O'Neal Scholarship to Miss Samantha Tillman. She was also awarded the \$200 South Central District Secretaries Association Scholarship. Miss Tillman resides in Anson County. She is attending Kings College this fall. The committee suggested working on the spring scholarship earlier to allow adequate time to process. The next rotation will be Bladen County. The newspaper article will be given to Starla for the scrapbook.

Secretary of the Year Award:

Linda Brulet reported that the voting process for the Secretary of the Year Award was over and thanked everyone for voting and helping make the process easier. Brenda Gooden will be presenting the 2003 Secretary of the Year Award. We had four excellent nominees and the voting participation was outstanding. Linda also reported that a draft of guidelines and application form for future Secretary of the Year Award was e-mailed to everyone. She asked that everyone look over the draft and be prepared to discuss at next meeting. The list of past recipients has been updated along with motions passed concerning the Secretary of the Year Award.

Nominating:

Betty Juhan stated that we do not have a 1st Vice-President for next year. There was discussion about forming a state meeting committee or asking the President to preside for 2 years. We will take some time to think about this and discuss at a later time today.

Susan Hamilton, Montgomery County Extension Director welcomed the secretaries to Montgomery County and introduced the speaker, Bob Dennis. Everyone enjoyed the comedy that Bob Dennis presented in song and stories.

Invocation, Patricia House, Montgomery Extension Secretary.

Carolyn Newman thanked Montgomery County for the delicious lunch and wonderful entertainment. A group picture was taken.

Business Session Continued after lunch

Public Relations:

Kay Morton reported that since our last meeting, the Public Relations Committee gathered newsworthy information from our members to create our districts' newsletter. This year the newsletter was posted to our website. We hope everyone has been able to take a few minutes to look over it. We received news from only a few counties. It would really be great if all counties in our district were represented in the newsletter. You don't have to wait until newsletter time to report any news that you want included. You may send it to any of the members of this

committee at any time and we will keep it on file to report in the next newsletter. Please send pictures with your news if possible.

- Richmond, Lee, and Montgomery Counties should send news to Rhonda Gaster
- Cumberland, Anson, and Hoke Counties should send news to Carolyn Hodges
- Chatham, Bladen, and Columbus Counties should send news to Susan Graham
- Harnett, Robeson, and Scotland Counties should send news to Sharon Williams
- Stanly and Moore Counties should send news to Kay Morton
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South Central District will now have a newsletter posted to the web twice a year. Deadline for the winter newsletter will be December 1 and deadline for the summer newsletter will be June 1.

Some news items were also forwarded to the NCCESA State Public Relations Committee to be included in the state newsletter. The state newsletter is located on the NCCESA website.

The next deadline for the South Central District newsletter will be December 1, 2003. Deadline for the NCCESA state newsletter will be December 1, 2003. Please submit articles for these publications to our committee members by these dates.

Reflections:

Starla Harwood will have pictures that the secretaries can go through and keep at the next district meeting.

Nominating:

Thetis Williams volunteered as 1st Vice-President for the new year. Tracy Brown made a motion to nominate Thetis Williams as 1st Vice President and Denese Prevatte made the 2nd. Approved by majority vote. Betty Juhan presented the following slate of officers for the 2004 South Central District of the North Carolina Cooperative Extension Secretaries Association:

President - Starla Harwood
1st Vice President - Thetis Williams
2nd Vice President - Devona Beard
Treasurer - Courtenay Hansley
Secretary - Linda Brulet
Advisor - Carolyn Newman

Brenda Gooden made a motion to accept the 2004 slate of officers, Kay Morton made the 2nd. Approved by majority vote.

OLD BUSINESS:

Carolyn Newman has submitted a list of members eligible to hold a state office. You can check the web for this information.

Beverly Burney gave the following report in regards to Staff Senate. A letter was distributed by Susan Graham to the secretaries at the association introducing herself as a new staff senator for district 14 and is serving on the Public Relations Committee. Beverly introduced herself and stated that she represented the county extension secretaries at Staff Senate as an alternate delegate for District 14 beginning service of her second year. She also would like to make

herself available in reference to any issues that need to be brought before the senate regarding county extension secretaries and she is serving on the Human Resources Committee.

NEW BUSINESS

Janet Mabry discussed the Federation officer rotation for 2004. Qualifications to be considered to serve as Association Federation Officer representatives are: You must have served as a NCCESA officer on either the state or district level and you must have attended at least one Federation Forum. Cathy Fields, Devona Beard, and Janet Mabry had met the above qualifications.

Brenda Gooden presented the Secretary of the Year Award to Denese Prevatte.

Carolyn, our President, thanked the officers, advisors, committee chairs and committee members, and advisor for their help during her presidency. She said, "It has been a truly learning and enjoyable experience for me serving as the South Central District President. I encourage each and everyone to accept the CHALLENGE, either, if asked or even volunteer to serve as an officer, chair. Once you do that-take an even bigger step, serve on the state committee. If I can do it, I am more than confident that you can too. It has truly been a pleasure serving as your president".

Cathy Fields installed the 2004 officers:

President - Starla Harwood
1st Vice President - Thetis Williams
2nd Vice President - Devona Beard
Treasurer - Courtenay Hansley
Secretary - Linda Brulet
Advisor - Carolyn Newman

Carolyn, our president turned over "The Girl Friday Secretary's Gnome to the new President. She also passed a gavel, and in coming years she hopes someone will purchase/engrave the band and purchase a base. The gavel will be passed along as well.

Brenda Gooden presented certificates to the chairs of committees and officers. </p>

Janet Mabry our State President made the following remarks:
She is looking forward to the state meeting in High Point with great anticipation. Janet appreciates all the support and assistance received during this year from her district co-workers as she represented us while serving as President of our association. Janet thanked our district for Staff Senate voting representation.

Beverly Burney won the half and half drawing (\$45.00).

Kathy Thomas invited everyone to the spring meeting of the S.C. District Secretaries Association at Moore County.

Montgomery County gave out the door prizes.

Susan Johnson made a motion to adjourn the meeting. Brenda Gooden made the 2nd. Approved by a majority vote.