



NCCESA-South Central District Fall Meeting
August 20, 2004
Roberson County
Lumberton, North Carolina

The meeting of the North Carolina Cooperative Extension Secretaries Association, South Central District was called to order by Starla Harwood, President. Starla welcomed everyone to Lumberton (Robeson County) and thanked Denese, Thetis, Aletha and Donna for hosting. Followed by Pledge of Allegiance.

Aletha Mebane gave the Thought for the Day

Welcome was extended by James Moore, Robeson County Advisory Council Chairman. He pointed out in his welcome that he knew the importance of a good secretary.

Thetis Williams , Robeson County Administrative Secretary and First Vice President SC District introduced Sgt. John Flynn and Officer Jennifer White with the City of Lumberton Police Department. Together they presented a very interesting program on Personal Protection. Jennifer introduced her canine partner Tesa.

Invocation was given by Devona Beard, 2nd Vice President, followed by a delicious lunch.

All committees met following lunch including the State Planning committee.

BUSINESS SESSION:

Secretary: Roll call was taken by Linda Brulet, South Central District Secretary.

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

Denese Prevatte made motion to dispense with reading minutes of April 16, 2004. Devona seconded and motion carried.

Treasurer: copy of the report was given to everyone by Courtenay Hansley, SC District Treasurer.

Account Balances as of 8/20/04

Checking Account Balance.....	\$ 2,019.84
Savings Account Balance.....	\$ 146.44
Money Market Account.....	\$ 3,678.19

Motion to accept Treasurers Report was made by Linda Duncan. Brenda Gooden seconded. and motion carried.

Denese Prevatte presented the Secretary of the Year Award to Pearl Blount.

Committee Reports:

Membership: (Patricia House, Chairman)

- convert file to Excel
- Membership Chairman send all updates to Admin secretary to send throughout office
- Admin. Secretary send updated info to membership chairperson
- Retired members active in the association
- Membership packets include brochure, updated list of secretaries and welcome letter to new secretary

Brenda Gooden suggested that updated information be sent to every secretary and not just to admin. secretary. Membership committee agreed to send information to every secretary.

Public Relations: (Rhonda Gaster, Chair, Susan Graham, Cathy James, Kay Morton)

Had a good response since last meeting. Continue to send articles and pictures as they happen. You can send articles anytime during the year not only when requested. The website is updated twice a year, January and June. We encourage you to visit the website www.ces.ncsu.edu/counties/sc/sccesa/newsletter.shtml and read what is posted. If you have questions about submitting articles please give one of the members a call.

Nominating: Pearl Blount, Chair presented the following slate of officers for 2005: President: Thetis Williams, 1st VP: Devona Beard, 2nd VP: Kay Morton, Treasurer: Annie Clark, Secretary: Ruth Ann Pope, Advisor: Starla Harwood. Nominating Committee recommended the above slate of officers. Approved by majority vote.

Finance: (Courtenay Hansley, Chairman) The Finance committee recommends the same budget as last year. Approved by majority vote.

Secretary of the Year: (Brenda Gooden, Chairman, Denese Prevatte, Linda Brulet)

Secretary of the Year committee will consist of the last three recipients of the award. The rotation changed when Carolyn Newman resigned. Committee recommends that the senior member stay on an extra year after serving as chairman. Motion approved by majority vote. Linda Brulet will rotate off this year. The next committee will consist of Denese Prevatte, Chairman, Pearl Blount and Brenda Gooden.

Scholarship: (Carolyn Hodges-standing in for Beverly Burney, Chairman, Cathy Fields, Susan Johnson, Donna Smith)

The 2004 Scholarship winner is from Bladen County...Kelva Autry who attended East Bladen High School. Will attend college in Fayetteville in fall. 2005 scholarship winner to come from Chatham County. Deadline for application is 4/16/05. Send scholarship information to media, newspapers, schools, churches, etc.

Professional Improvement: (Peggy Elliott, chairman)

Reported that the Professional Improvement Committee wanted to applaud everyone that applied for extension awards and to continue to apply for these awards to enhance your professionalism. Continue to strive to be a professional and attend any extra classes you can to sharpen your job skills. The committee added to the Professional Improvement notebook a copy of the PODS (Personal and Organizational Development) webpage for administrative assistants and secretary competencies. Also added awards opportunities for secretaries webpage. The Professional Improvement Committee took a special moment to recognize all officers and chairpersons who served this year. Each officer and chairperson was presented a "Certificate of Appreciation".

Rules & By Laws: (Janet Mabry, Chairman, Dianne Scarboro, Betty Juhan, Cindy Vann, Thetis Williams)

Since the spring meeting there has been no activity for the Rules & By Laws committee until this week. An issue has been raised about the 2nd Vice President (State) rotation schedule which needs to be addressed. Copies of the suggested by-laws change is included with this report and will be shared with district members. Members of the association are asked to please visit the association web site to review the items on which we will be asked to vote on at the state meeting. At this time there will be at least two by-laws changes to be considered. We have already discussed the changes concerning selection of the association Federation representative. A by-laws change is required to be posted to the association web site at least two weeks in advance of the annual meeting. Be sure that you review these proposed changes and be ready to vote at the meeting.

Reflections: (Starla Harwood, Chairman and Nan Rackley)

Please look at scrapbook (up to date). Nan will be taking pictures today.

State Planning: (Starla Harwood, Courtenay Hansley, Devona Beard, Sharon Williams, Denese Prevatte and Amy Holder)

Committee recommends Holiday Inn in Southern Pines as meeting place. This is in Moore County---secretary in Moorewill serve on committee to work with arrangements. A majority vote agreed with this recommendation. Committee will set the date and this information will be ready at spring meeting.

Entire county or two counties will need to volunteer to serve on one of the following:

- Decorations: Anson County & Richmond County
- Door Prizes: Cumberland County--each county will need to help in getting prizes
- Program: Scotland County and Robeson County
- Professional Improvement/Tours for Thurs afternoon or workshops
- Registration: Stanley
- Speaker
- Entertainment
- Goody Bags: Harnett County (Each county will contribute)
- Hospitality: (Do we want this?)
- Vendors: (Need to look at space)

Each county will help with sponsorship money. Last time each county contributed \$200. \$750 contribution from Association and more if Ag. Agents continue their contribution. Have to ask for this contribution each year . \$5,303.56 spent at last meeting we hosted.

We need a "Theme". Need to decide how Host district will be recognized-possibly wear same thing.

Future Dates:

State Meeting 2004 - Hickory (September 16-17, 2004)

State Training - Mckimmon Center -Raleigh - October 21-22, 2004. Lodging will be in Cary- will have to commute

Staff Senate Update (presented by Janet Mabry for Susan Graham)

The 2004-2005 Staff Senate is just beginning. Staff Senate Retreat was held July 14 where past and present Senators and Alternates met to establish committees and goals for the next year. The 2003-2004 session was very successful. Among the goals accomplished were:

- Computer loan program in place
- Textbook loan program established -investigation source of funding
- Improved working rapport with State Legislators
- Support of NCSU Crime Stoppers program, and increased access of Extension employees to campus news and Staff Senate activities

The 2003-2004 Staff Senate was very responsive to issues/concerns of county SPA employees. Concerns of off-campus employees were discussed at every single Senate meeting that I can recall. Some of the topics discussed during the year were:

- Locating local vendors to participate in WolfPerks, not just Raleigh/Wake County area businesses
- Allowing off-campus staff to obtain CES Photo ID (on-line process now in place at <http://www.ces.ncsu.edu/depts/it/itaids/admin/018/> and Human Resources representative has indicated they can be available at our training at McKimmon Center in October)
- Better communication between campus and counties (Staff Senate constituent list, The Voice, etc.)

Laura Massengill (Crop Science), Chair-Elect, was instrumental in setting up constituent lists to ensure that all districts had a designated Senator through which they could receive communications from the Staff Senate in a timely manner and to whom they could address concerns. We are looking forward to another productive year. Laura, as Chair, will be a very strong voice for Extension and off-campus SPA staff. Let's all please give a big thanks to Beverly Burney for her service on the Staff Senate.

The list of 2004-2005 Senators/Alternates is currently being updated. Visit the Staff Senate website at http://www.ncsu.edu/staff_senate/homepage.php for minutes of past meetings, listings of Senators/Alternates, goals for upcoming year, contact information, etc. Please feel free to contact any member of the Staff Senate with any concern or question you might have.

Remember, the Staff Senate is your senate. We invite you to attend a Senate meeting, held the first Wednesday of every month, Faculty Senate Chambers, D.H. Hill Library, 10:00 AM-12:00 noon.

Installation of 2005 Officers: Pearl Blount installed the new 2005 officers:

President.....Thetis Williams

1st VP.....Devona Beard

2nd VP.....Katherine Morton
Treasurer.....Annie Clark Freeman
Secretary.....Ruth Ann Pope
Advisor.....Starla Harwood

The South Central District Secretaries Association spring meeting will be held in Scotland County.

FYI:

Congratulations to:

Annie Clark on her marriage

Crystal Gainey on her marriage

Brenda Gooden is going to be grandmother...it's a boy

Cindy Vann - daughter-in-law expecting any day

Send emails to **Amy_B_Holder@ncsu.edu** (there are two Amy' Holders

A group picture was taken as well as picture of the current officers.

The raffle drawing was held (won by Linda Shaw) and door prizes distributed.

Meeting adjourned at 2:30 PM

Respectfully submitted,
Linda Brulet, District Secretary