Minutes - 7th Annual Meeting
North Carolina Agricultural Association of Extension Secretaries

Ramada Inn
Durham, NC
September 19, 1980 - 10 a.m.

The Seventh Annual State Meeting of the North Carolina Agricultural Association of Extension Secretaries was held September 19, 1980 at the Ramada Inn, Durham, NC.

The meeting was called to order by President Betty Penland at 10:00 a.m.

The invocation was given by Reverend Crate Jones, Pastor Angier Avenue Baptist Church, Durham, NC.

Dr. Hugh Liner welcomed everyone and commended the district on a job well done.

Recognition of special guests was made by Ernestine Talley, North Central District President. They were Dr. Dick W. Smith, Chairman Southwestern District; Mr. Ralph Sasser, Chairman South Central District; Mr. Carl Hodges, County Chairman of Durham; Reverend Crate Jones, Durham; Dr. Hugh Liner, North Central District Chairman; Dr. Sally Feather; Mrs. Bernadette Watts; Mrs. Elfreda Woods, and Mrs. Fonrose Gore. Letters of regret were read from Dr. T. C. Blalock, Associate Dean and Director, Agricultural Extension Service; and Dr. Chester Black, Associate Director; and a call of regret from Mrs. Josephine Patterson, Northeastern District Chairman.

Nora Smith, Secretary called the roll by districts with the president of each district giving the number present. They were:

- Western - 6
- Northwestern - 16
- Southwestern - 17
- North Central - 25
- South Central - 25
- Northeastern - 7
- Southeastern - 19

Motion was made, seconded and passed to accept three honorary members making a total of five. They were: Mrs. Betty Dail and Mrs. Frances Cobb of Northeastern District, and Mrs. Reba Hodges of the Northwestern District.

Betsy Crews, NCAAES State Advisor, announced that instead of the traditional speaker -- four mini-seminars would be held with each secretary attending a choice of two. The seminars were: "Coping With Stress" by Dr. Sally Feather, "Time Management" by Mrs. Bernadette Watts, "Office Etiquette" by Mrs. Elfreda Woods, and "Clothing Inflation Beaters" by Mrs. Fonrose Gore.

At this time door prizes were given out by Cynthia Potter, 2nd Vice President.

Betty asked that we remember Linda McMullen of the Northeastern District who is recuperating at home.

The meeting recessed for lunch at 12:30 o'clock.

The meeting reconvened at approximately 1:30 p.m. with President Betty Penland presiding.
Motion was made, seconded, and passed that we dispense with the reading of the minutes since everyone had received a copy and no changes needed to be made.

Mariah McPherson, Treasurer, gave the treasurer's report with a balance on hand of $1,312.91 as of January 15, 1980. The treasurer's report was approved as read.

OLD BUSINESS

- Betty Penland expressed a special "thank you" to two secretaries -- Margaret Reynolds and Annie Hall -- who worked with the administration to plan our secretaries' meeting in Raleigh (training) next month. She also gave special thanks to Laura Clemmons for a job well done on our State Newsletter.

NEW BUSINESS

- Dr. Paul Dew, Assistant Director, County Operations gave a few highlights of our secretaries' training session in Raleigh on October 28 and 29, expressing that this is the first time all secretaries have met at one time, that "we have accomplished a lot--one unified unit."

More door prizes were given out by Cynthia Potter.

COMMITTEE REPORTS

- Finance:
  - The finance committee reported that all expenditures were well within the budget.
- Rules and By-Laws:
  - Sarah Simpson, Chairman, reported that the committee members are well pleased with the present set of Rules and By-Laws as drawn up in our Handbook and recommend no changes.
- Membership:
  - Frances O'Neal, Chairman, reported that she had compiled material giving information about each secretary to be given to all members--entitles "Let's Get Acquainted" so that we might get to know each other better.
- Professional Improvement:
  1. One of our goals for Professional Improvement has been to have a joint training session with all secretaries from all 100 counties held in Raleigh on Campus. As of October 28 and 29, 1980 this will become a reality. We are all looking forward to it and expect to learn a great deal through training and association.
  2. Work toward obtaining the opportunity to take varied courses pertaining to our work as a professional.
  3. Continue to work with Administration on future annual training sessions such as--our upcoming one next month in October.
  4. Upgrade our district programs in such a manner that anyone attending could readily see that we are a dynamic group interested in improving ourselves professionally.
- Public Relations:
  - Laura Clemmons, Chairman, urged all to send news for the newsletter to district Public Relations secretaries and District will send to state Public Relations Chairman.
- Margaret Reynolds, 1st Vice President, presented the "Executive Board Award" to Betsy Brews of Person County, NCAAES State Advisor, who has been so faithful and worked diligently with everyone in the association.
- Nominating:
  - Jane Ellington, Chairman, presented the following slate of officers for 1981:
    - President: Margaret Reynolds (Gaston - SW)
1st Vice President: Cynthia Potter (Duplin - SE)
2nd Vice President: Cathy Harris (Montgomery - SC)
Secretary: Linda Buck (Beaufort - NE)
Treasurer: Joy Marshall (Surry - NW)

Motion made, seconded, and passed that we accept the slate of officers as presented for 1981.

The recipient of the scholarship award this year is from the Southwestern district -- Miss Brenda Lee Helms of Monroe.

Betty Green of Southwestern District extended invitation for the 1981 8th Annual Meeting.

The installation of officers was given by Betsy Crews, NCAAES State Advisor.

Betty Penland expressed a special "thank you" the the North Central District, Ernestine Tally, Patsy Sykes, Nancy Payne, officers and advisor for their support, help, and cooperation throughout the year.

Cynthia Potter gave out remainder of door prizes.

The meeting adjourned at 2:30 p.m.

Respectfully submitted,

Nora Smith, Secretary
NCACES, 1980