North Carolina Cooperative Extension Secretaries Association
Executive Board Meeting
February 23, 2012
4:00 p.m.
Johnston County Extension Center

AGENDA

Teresa Story, Presiding
Shelia Ange, Parliamentarian

Call to Order/Welcome
Teresa Story, President, NCCESA

Approval of Agenda

Thought for the Day
Elizabeth Wilson, 1st Vice President

Roll Call

Parliamentary Review
Shelia Ange, Parliamentarian

Approval of Minutes
Suzanne Hugus, Secretary

Financial Report
Debbie Goforth, Treasurer

Old Business
501(c)(3) Update
Other
Kay Morton, Advisor

New Business
Travel Reimbursement
Teresa Story
Executive Board Award
Teresa Story
2013 TERSSA Meeting
Teresa Story
Other
Teresa Story

Other/Announcements

Adjourn
Thought of the Day(s)

Suzanne Hugus <smtal@ncsu.edu>  
To: Elizabeth Wilson <elizabeth_wilson@ncsu.edu>  
Wed, Mar 14, 2012 at 5:18 PM

Elizabeth, Could you send me the Thought of the Day you shared at our Secretaries meetings? I'd like to include it in the Minutes which I will get to eventually!  
Hope you are enjoying our early Spring!

--
Suzanne M. Hugus, CAP  
NC State University  
CALS Business Center  
Campus Box 7644  
Raleigh, NC 27695  
919-513-3957  
FAX 919-515-3074

Mary Wilson <elizabeth_wilson@ncsu.edu>  
To: Suzanne Hugus <smtal@ncsu.edu>  
Fri, Mar 16, 2012 at 3:56 PM

Hey Suzanne,

My Thought of the Day was about Teamwork.

"Teamwork is the ability to work together towards a common vision. The ability to direct individual accomplishment towards organizational objectives. It is the fuel that allows common people to attain uncommon results." Author Unknown

I also mention

Together  
Everyone  
Achieves  
More  
While  
Others  
Receives  
Knowledge

If you need anything else, please let me know.

Thanks,  
Elizabeth

[Quoted text hidden]

--
Mary E. Wilson  
Extension Secretary  
NC State University, College of Agriculture & Life Sciences  
NC Cooperative Extension Service, Johnston County Center  
2736 NC 210 Hwy.  
Smithfield, NC 27577
NC Cooperative Extension Secretaries Association
Financial Report
Board of Directors' Meeting
February 23, 2012

CHECKING ACCOUNT

Beginning Balance from 9/26/2011 $ 6,568.21

Revenue:

- Membership Dues (2011-12) $4,100.00
- Corn Growers Association (2011) $ 250.00
- Bank Error in Deposit 12-14-11 $  960.00
- Interest Earned (from 10/24/11-1/25/12) $  7.46

Total Revenue To Date $5,317.46

Total Revenue $11,885.67

Expenditures:

- Check #788 – Mount Olive College (Professional Improvement, Mary Kim Davis) $ 300.00
- Check #789 – Halifax Community College (Professional Improvement, Mary Ann Edwards) $ 200.00
- Check #790 – Jane McDaniel (Federation Mtg.) $ 322.51
- Check #791 – NCCES West District (Bank Error in Deposit 12-14-11) $  960.00
- Check #792 – NCACAA (Federation Dues) $  50.00
- Service Fees (from 10/24/11-1/25/12) $  4.60

Total Expenditures To Date $1,837.11

Total Expenditures $1,837.11

Account Balance $10,048.56

MONEY MARKET ACCOUNT

Beginning Balance $14,755.28

- Interest Earned (from 10/24/11-1/25/12) $  48.97

Total Revenue to Date $  48.97

Account Balance $14,804.25

SHARES ACCOUNT

Beginning Balance $ 59.44

- Interest Earned (from 10/24/11-1/25/12) $  .20

Total Revenue to Date $  .20 $  59.64
## NC Cooperative Extension Secretaries Association

**Fiscal Year 2012-2013**

### PROPOSED BUDGET

<table>
<thead>
<tr>
<th>Revenue</th>
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<tbody>
<tr>
<td>205 Members x $20</td>
<td>4,100.00</td>
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<tr>
<td>Corn Growers</td>
<td>250.00</td>
</tr>
<tr>
<td>NCCES Foundation</td>
<td>1,000.00</td>
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<tr>
<td>Ag Agents</td>
<td>1,000.00</td>
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<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td><strong>$6,350.00</strong></td>
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<table>
<thead>
<tr>
<th>Expenditures</th>
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<tbody>
<tr>
<td>*Executive Board Award</td>
<td>250.00</td>
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<tr>
<td>Awards of Excellence</td>
<td>550.00</td>
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<tr>
<td>Host District Professional Improvement</td>
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<td>Professional Improvement Scholarship</td>
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<tr>
<td>Herter O'Neal Scholarship</td>
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<tr>
<td>Horn of Plenty</td>
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<td>Travel &amp; Subsistence</td>
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<td>Federation Dues</td>
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<td><strong>Miscellaneous</strong></td>
<td>200.00</td>
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<tr>
<td>Benevolence</td>
<td>100.00</td>
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<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td><strong>$6,950.00</strong></td>
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*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.

### 2011-2012 Finance Committee

- Debbie Goforth, Chair - West
- Janice Dotson-West
- Tracy Brown - Campus
- Marie Bruff - NC
- Sherry Lynn - NE
- Rhonda Gaster - SC
- Dawn Coleman - SE

**BOD approved at 2-24-12 meeting**
NCCESA Executive Board Meeting  
February 23, 2012  
NCCE-Johnston County Center

NCCESA 501(c)(3) Status

Nothing has been done concerning the 501(c)(3) status since our last meeting in September of 2011. The IRS filing fee is still currently $400 if our gross receipts do not exceed $10,000 or less over a four year period and $850 if our gross receipts are greater than $10,000 over a four year period annually. I have the following suggestions for NCCESA to proceed with obtaining a 501(c)(3) status:

- Create a “Tax Exempt” or “501(c)(3)” Committee

- Find out if there is anyone in our Association comfortable with dealing with IRS forms, etc. and see if they will chair this committee and/or find out if there is anyone in our Association that has a friend or relative that is an accountant and see if they would be willing to help us with this process. (If anyone steps up, see if they would be willing to chair this committee as that would be the easiest way to handle things). Another possibility is to have the treasurer chair this committee.

- If no one knows of anyone to help, see if the Association is willing to pay an accountant to do this for us.

- Approval to use funds for the application fee will be needed no matter what the outcome of these suggestions are.

My accountant source is not going to be of much help anymore and I feel that this is way over my head on my own.

Kay Morton  
NCCESA Advisor 2011-2012