Hello Teresa -
Your agenda is approved.

As for updates, many of the organizational-wide topics will definitely be covered at the District Conferences coming up.
Other than that, I would say my updates for your Association are as follows:

(1) We are continuing in our efforts to identify training needs for Secretaries, even in this time of reduce budgets. This remains a priority as we strive to keep our administrative teams well-tooled and responsive. We are looking at trainings involving customer service, conflict resolution and team building, as well as skill areas such as excel and publishing types of trainings. We also need our admins to be top-notch in technology, proper use of social media as a marketing tool for Extension, and skills of how to incorporate NCCE brand/public relations in every interaction, however small.

(2) District Conferences will be more interactive in the afternoon session. We look forward to the contributions of the Secretaries across the state. Additionally, there will be an opportunity for professional head shots to be taken so that employees can have a nice photo for the websites.

(3) Positions continue to be vacant due to budget constraints. We do not anticipate a deep cut this year, but we have no solid word on any of that at this time.

I think those are most of my updates. I am sorry I can't make it, so please give everyone my best!
Thanks,
Sheri
North Carolina Cooperative Extension Secretaries Association
Board of Directors Meeting

February 24, 2012
9:00 am

Johnston County Extension Center

AGENDA

Teresa Story, Presiding
Shelia Ange, Parliamentarian

Welcome .......................................................... Teresa Story, President

Greetings from Johnston County .................................. Bryant Spivey
County Extension Director
NCCE Johnston Co Center

Administrative Update ........................................ Sheri Schwab
Associate Director, NCCES, and Director of County Operations
Extension Administration

Preview of the New NCCE Website ................................ Adrian Gaskins
Area Agent, Information Management

Call to Order ..................................................... Teresa Story

Approval of Agenda

Thought for the Day .......................................... Elizabeth Wilson, 1st Vice President

Roll Call: ..................................................... Suzanne Hugus, Secretary

Campus
Northeast
North Central

South Central
West
Southeast

Parliamentary Review ...................................... Shelia Ange, Parliamentarian

Approval of Minutes .......................................... Suzanne Hugus, Secretary

Financial Report ........................................... Debbie Goforth, Treasurer
Reports:
Campus ................................................................. Anita Wright
Northeast ............................................................. Melanie Storey
North Central ................................................... Pam Jordan-Carrington
Southeast ............................................................ Elizabeth Wilson
South Central ..................................................... Sharon Williams
West ................................................................. Donna Tulley
West Central ...................................................... Sandy Kanupp

Standing Committee Reports
Membership ....................................................... Pam Brylowe
Public Relations ................................................ Jean Sigmon
Nominating Committee ....................................... Susan Johnson
Rules & Bylaws ...................................................... Latoya Lucy
Finance Committee ........................................... Debbie Goforth
Reflections ......................................................... Jane McDaniel
Professional Improvement .................................. Andrea Brooks

Other Reports/Updates
Federation .......................................................... Donna Holland, Federation Secretary
Executive Board Award ....................................... Elizabeth Wilson, 1st Vice President
Herter-O’Neal Scholarship .................................. Tracy Brown, 2nd Vice President
Sue Mills Lighthouse Award .................................. Teresa Story, President
Horn of Plenty ...................................................... Melanie Storey, Northeast District President
TERSSA Update ................................................ Christine Barrier, TERSSA Membership Chairman

Old Business
501(c)(3) Tax Exempt Status .................................. Kay Morton
2012 NCCESA State Meeting Update .................... Pam Jordan-Carrington

New Business
Honorary Membership ........................................ Pam Brylowe
2012-2013 Proposed Budget ................................... Debbie Goforth

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

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 $ 980.00
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 $ 300.00
(Professional Improvement, Mary Kim Davis)
Check #789 – Halifax Community College $ 200.00
(Professional Improvement, Mary Ann Edwards)
Check #790 – Jane McDaniel (Federation Mtg.) $ 322.51
Check #791 – NCCES West District $ 960.00
(Bank Error in Deposit 12-14-11)
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
NCCESA Campus Chapter Report

Friday, February 24, 2012
NCCESA Board of Directors Meeting
Johnston County Extension Center

Since the beginning of the 2011-12 association year, the Campus Chapter has met twice. The first meeting was held in October 2011 on the campus of North Carolina A&T State University. At this meeting, Ms. Chiquita McAllister presented on “Navigating Life’s Obstacle Course: New Coping Skills for Difficult Times”. This session focused on coping skills to use during challenging times, communication styles and self-confidence. Members were provided with resource materials at the end of the presentation for future use. The second meeting was held on Friday, December 2, 2011 at the Alamance County Extension Center. In addition to the meeting, we also came together to celebrate the holiday season by having our annual holiday luncheon. This event was a great success. Members played games, made Christmas ornaments as a craft and line-danced to a sweat! For our annual community service project, our chapter adopted the Waccamaw Girls Home. At the holiday luncheon, members brought baking goods, baking pans, and utensils for the girls. These items were used to create a huge baking basket. Campus Chapter members are extremely generous. The overwhelming response from members resulted in our exceeding the basket’s capacity. In addition to the baking basket, we also donated manicure treatment items that valued at approximately $80. We collectively packaged 20 gift bags with manicure items for each girl at the cottage. The cottage director picked up the items from Brickhaven in Raleigh and sent a thank you note to the group expressing their appreciation for our gift.

The campus chapter recently celebrated its 20th year anniversary. To commemorate this achievement, we had an open-house / membership drive on February 14, 2012 on both campuses (NCSU and NCA&TSU). Carnations were given to the first 15 individuals to arrive who weren’t members of our association. We also raffled a rose and gift card to one person at each university. The public relations committee was charged with designing a new brochure and invitations to support this effort. Invitations were sent to all persons eligible for membership to our association. Approximately 150 invitations were sent collectively. Both campuses were able to join each other’s reception via teleconferencing. We used this time as an opportunity to recruit potential members. Each member shared her personal experience and perspective of our association and what our association means to them. As president of this chapter, I was moved by the passion, commitment and dedication expressed by members.

This year has truly gotten off to a great start. And I am looking forward to our chapter maintaining the momentum.

Respectfully Submitted,

Anita L. Wright
NCCESA Campus Chapter President
NE District Report

The Northeast District currently has 35 active members and 10 honorary members.

The Northeast District met on October 14 in Currituck County. We welcomed Robin Toppin, new secretary in Martin County. Dr. Travis Burke brought updates from Administration. Recognition was given to Teresa Story, outgoing NE District President and Melanie Storey, incoming NE District President. Committees were formed. New ‘Let’s Get Acquainted’ booklets were distributed. Everyone was encouraged to join TERSSA and to date the NE District has 11 members. Our meeting registrations include non-perishable items to help support local food banks as part of our association’s community service. We have started planning for the 2014 state meeting; locations were discussed. After lunch, the group toured Morris Farm Market in Currituck in connection with local foods. We sampled and purchased.

Our Spring meeting will be held in Dare County on April 27 and we will be welcoming Wake, Warren and Franklin county secretaries.

The Northeast District invites all of you check us out on our webpage and on facebook at www.facebook.com/NCCESANED.
The meeting was held at Louisburg United Methodist Church. Sandra Stafford informed the group that President, Pam Jordan-Carrington called to say she would be late. Therefore Sandy Ruble, First Vice President, called the meeting to order.

Margaret Green welcomed guests and Sandy Ruble gave the Thought for the Day, taking the group on an exercise in imagery.

Jim Cowden, District Extension Director, gave an update after entertaining the group with a discussion of skunks and how they always go forward and do not have to worry about what’s behind them. He was not sure when the new district divisions would take place, perhaps the first of the year. He expected there might be more sharing of positions across county lines. Abolished positions will be looked at. Three North Central District counties are without directors. He is hoping for a smooth transition and Martha Smith said last time it went well with counties realigning. Money was redistributed. It is in our bylaws to change when the state changes districts.

Mr. Cowden said the State Advisory Council reorganized and added six new members. Harriet Edwards, 4-H/FCS, trained and led the orientation. Members are asked to help market our program with county commissioners. They were bombarded with an advocacy message regarding Cooperative Extension. The state budget is not under Agriculture, but instead is under Higher Education. Members should give examples of the impact Extension has had on their families. Resource development includes identifying key people in your community who are “good salesmen” of Extension. They would like to have positions endowed so they don’t have to worry about a half million dollar cut. He ended by saying secretaries have a lot of influence in a subtle way.

Pam Carrington thanked Mr. Cowden for coming and the group took a break.

Martha Smith passed the gavel to Pam Carrington who apologized for being late and called the meeting back to order.

Margaret Green introduced Lynn Rudolph, Executive Director for Safe Space, who explained their program for battered women, domestic violence, sexual assault. They have a thrift shop on Nash Street in Louisburg, as well as a crisis shelter for 14 women and their children. They accept women from other counties. Our donations of household goods will go toward helping families set up housekeeping. She said this was the first year there had been no domestic-related homicide in Franklin County, while in 2008 Franklin County had been the 4th highest in NC. They have a 24 hour crisis hotline.

**Business Meeting**
It was moved by Sandra and seconded by Sandy to approve the minutes as posted by Pam. Carolyn Bagley noted that Hernandez should be added to Gwen's name under Webmaster. The minutes were approved.

Secretary Ann Burrows called the roll. 23 members were present: Margaret Green, Sandra Stafford, Kay Evans, Helen Miller, Brenda Conway, Carmen Boswell, Dawn Cheek, Wanda Howe, Tonia Hargrove, Brenda Talton, Carla Thomann (new), Pam Jordan-Carrington, Deborah Waterman, Sandy Ruble, Nancy Wilson, Gwen Hernandez, Betsy Paul, Marian Jay, Debbie Harrelson, Carolyn Bagley, Ann Burrows, Martha Smith, Faye Black and District Secretary Vicky Merritt. Absent were Sherry Ramsey, Tonya Wingate, Marie Bruff, Leslie Vinesett, Karin Cousineau, Rachel Herring, Kathy Hepler (new), Shawn Senter, Jane Tripp, Pana Jones, Juliette Perry, Leah Hester-Clayton, Melissa Lynch, and Beth Jones.

Martha gave the treasurer's report for Marie. Ending Checking Balance as of 10/1/11 was $3,876.87. Savings balance as of same date, $27.06. Money Market, same date, $6,110.18. Share Term Certificate, Renewal Maturity Date 10/5/2012, $10,000.00.

Pam congratulated Ann for winning the North Central and State Secretaries Award of Excellence. She said this was the third year in a row a North Central District secretary won it: Sandy and Vicky, who used to be in our district so we still claim her.

Lunch was sponsored by Farm Bureau. Kay Sims joined us for lunch. Sandra announced that ECA and Advisory Committee prepared lunch.

Committee Reports

Benevolence – Kay sent sympathy cards. She will send Leah a baby card (she had a girl September 6). Kay requested notification when she needs to send cards.

Fundraising – Margaret reported we raised $430 on the gift card fundraiser and that Jim Cowden won it. We need a new “moneymaker” for next year since others are doing gift cards also.

Membership – Martha reported sending 29 invitations and only 1 came back. We need addresses on Minnie Buffaloe, Daisy Smith, Ruth Young, Shirley Kelly, and Lovinda ______.

Nominating – Tonya was not present.

Professional Development - Sandy sent tips and ideas, developed a spreadsheet for the professional improvement scholarship and online process and rubric. However no applications were received for the scholarship. She sent a Dream Survey for gauging interest in workshops for 2012 State Conference. She also posted secretary awards online at http://www.ces.ncsu.edu/admin/wiki/index.php/SecretariesAwards. Scholarships were combined with Professional Improvement.

Public Relations – Ann had no report.

Reflections – Leah was not present.

Rules & Bylaws – none
Staff Senate – Karin was not present.

Webmaster – Gwen said her county would not pay for extra equipment needed to link to the NCCESA website. She will email Kyleen Burgess for help. Sandra asked if we could buy the software. DreamWeaver is not state supported. Kay said the pictures made it load slower. Kyleen had suggested Sea Monkey. Carla suggested using Facebook with a “closed group” page and said it was user friends, easy and could be done next week. Security was questioned. Martha thinks a common link is desirable and Vickie agreed, saying the secretary website is used by Administration as well. Facebook would provide 24 hour access and the general public would not have access. Sandy asked if we’d abandon the state website. Pam asked what campus does (Dream Weaver). Carla asked for a show of hands who have Facebook. Over half did. Martha liked looking at other district sites for ideas of committees. Someone suggested having certain parts public, others private. It was suggested Rob Neely might help with the website.

Martha asked for a deadline. Sandra agreed, for purposes of planning state meeting. Carla said it would take 30 minutes to create and she’d help, within 30 days to put on all committees, etc.

Old Business

2012 State Meeting, September 12-14, Doubletree (old Brownstone) on Hillsboro Street in Raleigh. Faye said they are undergoing extensive remodeling. Wednesday night we have 25 rooms on hold, and 125 rooms on Thursday night, which is the whole hotel. We have 5 free meeting rooms and a hospitality suite. Food and beverage budget has to be $10,000. Terra Hanes is the consultant doing the legwork. The contract is signed. Committees are registration, Marie; web, Gwen; decorations, Sandra and Margaret; workshops, Sandy; program, ______; registration packets, Vance; vendors, ______; door prizes, Durham County. The committee needs extra help.

Registration packets will contain no gift, will be lunch bags with curved handle and a bottle of water, soda, peanuts, nabs. We will need a certain color t-shirt to distinguish North Central ladies. Other articles were suggested such as aprons, monogrammed visors, smocks. Send preliminary budgets to Faye and then we can set the whole budget. Person County M&M(?) Trying hard to keep the registration between $45-$50. We get $1,000 from the state. Rooms are $85.90. Carla said Facebook is a good vessel for information.

Service Project – Faye asked Carla if she would chair and she agreed. Statewide, military. Carla’s daughter made fleece tied blankets which don’t take a lot of talent, for hospitals, military bases, UNC Pediatrics. Martha reminded that donated items have to be moved. The 4-H program is collecting socks. Door Prizes – Durham County. Some suggestions were t-shirts, manicure sets, jump drives, nice ear buds.

Vicky said that the criteria for state reimbursement for your room is whether your home or duty station is within 35 miles. Closer than that, you’d have to pay for your own room.

The Theme will be Step By Step. We need to see what decorations the hotel might have, what the University might have, other ideas not to spend money.
Martha would like to buy Made in USA products. The Vendor Room has limited space and we have to have room for district raffles. We don’t do a fundraiser this year. Office supply places might come. Landscape companies might donate flowers and be listed in the program. Give them our tax ID# and bargain.

Martha and Faye suggested after banquet a couple workshops. Gwen will do Zumba, also have line dancing, maybe synchronize a flash mob.

An area of sponsored vignettes was suggested with a fall festival theme “Sponsored by XYZ County”. Someone had liked Christmas themed tables at a church.

We need banquet decorations. There will be no lunch. Most hotels have tablecloths/mirrors/candles that can be used.

Cameron Village is nearby. Breakfast – real food.

Faye will help. Email or call her. fjblack@aol.com

Sandy asked for workshop suggestions, in the theme of being well and staying healthy.

New Business

Three committees are seeking new chairs: Professional Improvement/Scholarship, Public Relations (Durham County); Nominating (Franklin County unless a new county wants it). Pam has descriptions of each committee.

Kay will keep Benevolence. Margaret and Sandra, no fundraising this year. Martha will keep Membership. Bylaws, same. Staff Senate, Karen. Webmaster, Gwen.

Granville County issued the invitation to the 2012 Spring Meeting at the Granville County Expo Center Friday, May 4, for some crazy good low calorie food, wild things to learn, and a rowdy business meeting. The theme is Spring Break Professional Style. Registration will be due in March, 2012. Cost will be low--hearty healthy sandwiches and salad catered by Simply Delicious. Wear comfortable clothing and shoes for a building activity.

ECA cookbooks were available for $10 from Elmar Holmes. Franklin County secretaries recognized and thanked Kay Sims with Franklin County Farm Bureau for the meal.

Stokes County nominated a retired secretary for lifetime membership.

North Central District will serve beverages at the Horn of Plenty August 17 at the Raleigh Convention Center. The meal may be somewhere else, perhaps the fairgrounds. Four or five secretaries are needed to help serve. Contact Vickie Pettitt.

Kim Jackson, Franklin County Extension Agent, Horticulture, led a pinecone wreath-making session.

Respectfully submitted,
Ann S. Burrows
Secretary
February 24, 2012

The Southeast District currently has 33 members and 8 Honorary members in our association.

The Southeast District met in Brunswick County for our fall meeting on August 26th. We had 16 secretaries in attendance and 1 hurricane named Irene. Our speaker was Cheryl Syracuse, a retired County Director from Ohio who is now working as a Family & Consumer Science intern in the Brunswick County Extension Office. Mrs. Syracuse gave a program on Turtle Patrol at Holden Beach and also we tasted Salsa recipes.

Due to Hurricane Irene, we had shorten our meeting so that everyone could get home safely. At our fall meeting, we installed our new district officers for 2011-2013. They are as following:

President – Elizabeth Wilson – Johnston County
1st Vice President – Regina Britton – Brunswick County
2nd Vice President – Linda Hill – Lenoir County
Secretary – Connie Bailey – Wilson County
Treasurer – Dawn Coleman – Brunswick County
Advisor – Nita Walton – Onslow County

Also, our district is very excited about some upcoming things that are happening to our district. We have redone our webpage and working on getting a Southeast District facebook page. One thing that we are proud of is our Public Relations committee has just done the first edition of the Southeast District Newsletter.

Other news from the Southeast District, we had 1 secretary go to Mississippi for the TERRSA Meeting. We are please to announce that Debby King from Onslow County is the 2013 TERRSA President. We also had several secretaries attend the State Meeting that was held in Statesville, NC.

We have already started the planning process for when we host the 2015 State Meeting. We look forward to upcoming things for the Southeast District and can’t wait to share with the rest of the Association.

Respectfully submitted,

Elizabeth Wilson
SE District President
NCCESA South Central District  
Fall Meeting Minutes  
August 26, 2011  
John F. Lentz Hunter Education Complex  
4-H Camp Millstone in Ellerbe, NC

Carol Capel and Leeann Crump welcomed everyone to Richmond County. From 9:30 – 10:00 am Registration and Hospitality were provided. Kim Gibson led the group in the Pledge of Allegiance. Diane Scarboro shared the "Thought for the Day". Paige Burns, Interim County Director in Richmond County welcomed the South Central District Secretaries to the county.

Susan Graham, SCD Administrative Secretary shared administrative greetings.

Brad Dixon, Assistant Director of Development for N.C. 4-H Development Fund shared information with us about 4-H Camp Millstone. After a short talk, the group went to Camp Millstone for a walk around tour. Mr. Dixon shared with the group the new construction of the courtyard and along with a tour of the House/Museum as well in renovation.

TOUR OF CAMP MILLSTONE
We enjoyed a tour of Camp Millstone, with being shown the dining hall, cabins, pool and a special place "Matt's Nook". Carol Capel shared “A Memorial” with us by reading a beautiful message and releasing butterflies in memory of Anne Pridgen former Secretary in Columbus County. Carol also sang a short version of, "Angels" while releasing the butterflies.

COMMUNITY SERVICE PROJECT
After our tour of Camp Millstone, we returned to the John F. Lentz Hunter Education Complex and enjoyed a presentation by Pat Weber, Chapter Coordinator for Sandhills/Moore County, NC for "Project Linus". Mrs. Weber shared with us the history behind Project Linus and showed up examples of several different quilts that can be made, most requiring no sewing capability at all. Project Linus will be our next Community Service project and there may be a prize for the person/county turning in the most
quilts at our next meeting. Mrs. Weber also gave everyone a copy of the instructions for each quilt along with her business card and contact information.

INVOCATION AND LUNCH
Aletha Mebane led the group in invocation and we enjoyed a box lunch from Ellerbe Springs Inn & Restaurant.

CALL TO ORDER
Sharon Williams, 1st Vice President called the meeting to order in the absence of our President Ruth Ann Pope.

BUSINESS SECTION
Sharon Williams started the Business Session with Dana Braswell, Secretary doing the roll call.

South Central District – NCCESA – Roll Call

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<th>County</th>
<th>Active Members Present</th>
<th>Retirees Present</th>
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<tbody>
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<td>Anson</td>
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<tr>
<td>Bladen</td>
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<td>Hoke</td>
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<td>Lee</td>
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<td>Union</td>
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<td>District Secretary</td>
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<td>TOTAL</td>
<td>27</td>
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MINUTES
Minutes from our last meeting in April, 2011 were available via the web. Kay Morton made the motion to accept the minutes as posted. Pam Layfield seconded the motion and the motion passed unanimously.

REPORTS

TREASURER’S REPORT
Rhonda Gaster, Treasurer presented the treasurer’s report. No questions were asked.
North Carolina Cooperative Extension Secretaries Association
South Central District
August 26, 2011

Treasurer’s Report

Checking Account
Beginning Balance $ 2,875.36

Credits:
05/27/11 Half and Half Deposit $ 30.00
Dividends $ 2.34

Credits $ 32.34

Debits:
04/27/11 Pam Layfield – Scrapbook Supplies $ 10.78
06/24/11 Columbus County Hospice – Memorial for Ann Pridgen 30.00
07/21/11 Jeb Designs, Inc – SOY Plaque 32.40
08/08/11 Richmond Co. Advisory Council – Fall Meeting 100.00
08/25/11 The Trophy Case – President’s Plaque 40.63
08/26/11 Secretary of the Year Recipient 50.00
SECU Foundation $ 4.00

Debits $ 267.81

Total Balance $ 2,639.89

Share Account
Beginning Balance $ 163.16

Interest Earned $ .67

Total Balance $ 163.83

Money Market Account
Beginning Balance $ 4,493.74

Dividends Earned $ 18.35

Total Cash on Hand $ 7,315.81
## NCCESA-SOUTH CENTRAL DISTRICT
### 2011 - 2012 PROPOSED BALANCED BUDGET

### Income

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>District Membership Dues - 37 members @ $30</td>
<td>$1,110</td>
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<tr>
<td>Fund-Raisers - half and half, etc.</td>
<td>80</td>
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<tr>
<td>Amount Currently in Checking Account</td>
<td>2,640</td>
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**TOTAL** $3,830

### Expenses

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<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>District Membership Dues to State - 37 members @ $20</td>
<td>$740</td>
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<td>District Educational Scholarship</td>
<td>200</td>
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<td>District Officer Mileage</td>
<td>100</td>
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<td>Secretary-of-the-Year Plaque</td>
<td>40</td>
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<td>Secretary-of-the-Year Monetary Gift</td>
<td>50</td>
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<tr>
<td>Exiting President’s Plaque</td>
<td>40</td>
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<tr>
<td>Benevolence - flowers, cards, gifts for illness or death ($30 each)</td>
<td>200</td>
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<tr>
<td>Retirement Gifts ($40 - $60 each)</td>
<td>180</td>
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<tr>
<td>Host Counties Meeting Expenses ($100 per county)</td>
<td>200</td>
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<tr>
<td>Community Service Expenses</td>
<td>100</td>
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<tr>
<td>Miscellaneous Expenses - postage, SECU Foundation, scrapbook supplies</td>
<td>75</td>
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</tbody>
</table>

**TOTAL** $1,925

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Rhonda Gaster (Lee County)
NCCESA-SCD Treasurer
MEMBERSHIP
Dana Braswell reported that we had received a request from Pam Brylowe requesting our membership totals, etc. for the state meeting and also I reminded Pam that we had submitted a request to the NCCESA Board of Directors on 5/28/11 requesting honorary membership for Linda Brulet from Columbus County.

FINANCE
Rhonda Gaster presented the proposed budget while doing the Treasurers report. There were no questions.

PUBLIC RELATIONS
Kim Gibson reported that she has requested several times for information for the newsletter, but to date had not received anything. She encouraged members to share any news whether personal or business.

SCHOLARSHIP
Christine Barrier shared that Ms. Elizabeth Hieronymus from Moore County was selected as the district nominee for the state scholarship. Thank you again to the Professional Improvement Committee for their aid in the process.

Tara Brian Gover from the West District was chosen as the 2011 recipient of the Herter-O’Neal Scholarship and will be recognized at the NCCESA Annual Conference in Statesville in September. Ms. Gover is pursuing a degree in Accounting.

Respectfully submitted
   Scholarship Committee
   Christine Barrier, Chair
   Sherry Hall
   Penny McCartney

REFLECTIONS
Pam Layfield shared that the reflections notebooks were available for anyone to see.

NOMINATING COMMITTEE
The Nominating Committee would like to recommend the following individuals to serve as the slate of officers for the South Central District of the NCCESA for 2011-2012:

Treasurer — Debbie Humphrey — Robeson County
Secretary — Lisa Mauldin — Stanly County
2nd Vice President — Chris Austin — Union County
1st Vice President — Christine Barrier — Cabarrus County
President — Sharon Williams — Harnett County
Advisor – Ruth Ann Pope – Anson County

A big thank you to each of you for agreeing to serve as officers for our District!
Susan Johnson, Chair
Janet Mabry
Kay Morton
Amanda Taylor

Sharon Williams asked if there were any nominations from the floor – none. Motion was made by Pam Layfield to accept slate of officers as recommended by committee. Motion passed unanimously.

PROFESSIONAL IMPROVEMENT
Professional Improvement Committee Report – Fall 2011

Many thanks to all of you who were able to attend July’s Elluminate Excel trainings with John Dorner. He gave lots of useful information; feedback was very positive! I learned so much just watching him as he manipulated data while teaching us the basics. The Professional Improvement Committee encourages everyone to keep actively looking for and sharing ways to do our jobs more efficiently in an increasingly fast-paced work world!

Thanks to Sherry Hall for sharing the website http://www.adminprotoday.com which has lots of useful information in an easy to access format. Keeping personally inspired and motivated to improve ourselves a little bit each day is a task that pays great dividends; both to you, your clients, and co-workers.

Respectively submitted by:
Leeann Crump, Chair
Aletha Mebane
Myra Johnson

RULES AND BYLAWS
No Report

AWARDS
Annie Freeman reported that the Secretary of the Year Award committee received 4 applications in July. Votes were received from members, tallied and a winner will be announced later today. The committee encourages secretaries to apply for this award again next year.

Respectfully submitted:
Annie Freeman, Chair and Dianne Scarboro, Member of Secretary of the Year Committee 2011
Dana Braswell suggested that maybe Clinton McRae would encourage the CED’s and Agents from every county to nominate one of their secretaries. Dana did not think that a person should have to nominate themselves for such an award. Later during the meeting, Sharon Williams, 1st Vice President asked Dana to share this concern with Clinton.

TERSSA REPORT

The Extension & Research Support Staff Association

NCCESA - South Central District Meeting
Richmond County – Millstone 4-H Camp
August 26, 2011

I do appreciate the opportunity to share updates with you from The Extension & Research Support Staff Association and Association President, Glenda Jenkins, Office Associate with the Carroll County Mississippi Extension Service.

Plans are being finalized for the 2011 Annual TERSSA Conference to take place on the campus of Mississippi State University in Starkville, MS on October 17-19. State association presidents, along with all members should be receiving more information before or by the first week of September.

I am so very pleased to be able to report that there are 108 TERSSA members to date and 37 of those members represent renewals from 2010, new and retiree members from North Carolina.

To those of you who are members, I sincerely appreciate your dedicated desire to be a part of an association on the national level. And anyone who is not a member is cordially invited to become a part when you feel the time is right.

I welcome the opportunity to answer any questions anyone might have. Again, Thank You for the opportunity to represent TERSSA.

Christine C. Barrier
2010-2011 TERSSA Membership Secretary
FEDERATION UPDATE
Federation Report for 2011 Fall NCCESA-SCD Meeting
NCFCEA Update by Kay Morton, NCCESA President

The North Carolina Federation of Cooperative Extension Associations is an umbrella organization of Cooperative Extension professional associations. Federation was formed in 1974 to foster professional development, to build consensus among member organizations, and to dialogue with Extension Administration. Member organizations are:

North Carolina Association of County Agricultural Agents (NCACAA)
North Carolina Extension Association of Family & Consumer Sciences (NCEAFCS)
North Carolina Association of Extension 4-H Agents (NCAE4-HA)
North Carolina Cooperative Extension Secretaries Association (NCCESA)
North Carolina Association of Cooperative Extension Specialists (NCACES)
North Carolina Association of Extension Program Assistants, Associates & Technicians (NCAEPAAT)

At the last board meeting, Federation board members decided to update the Federation brochure found on the website. I have printed a copy of the updated brochure for each of you. It is available on the NCFCEA website as well.

Please take the time to go to the NCFCEA website if you haven’t done so to see what Federation is all about.

Nominations are being solicited for the NC Federation of Cooperative Extension Associations Leadership and Service Recognition Award. Please check the website for a nomination form and nominate a deserving person today. Nominations are due by October 20, 2011.

The next Federation Board meeting will be held by Elluminate on September 7, 2011 at 1:00pm. Dr. Zublena will be joining us. If you have any questions you would like presented at the board meeting, e-mail them to me and I will relay them.

The 2011 Federation Forum is scheduled for December 9, 2011 at the McSwain Extension Education and Agriculture center in Lee County.

OLD BUSINESS

Spring Community Service Project

Lisa Mauldin reported that 8 counties participated in the project. Projects ranged from making gift bags for local nursing homes, collection of magazines to distribute, purchasing of games for senior centers, personal supplies, craft kits, donations of food and Carol Capel sings at local nursing homes as well.
NEW BUSINESS
Kay Morton reported the following:

State Meeting Report for 2011 Fall NCCESA-SCD Meeting
2011 NCCESA State Conference

West Central District has issued an invitation for everyone to attend The NCCESA 2011 State Conference September 22-23, 2011 at the Ramada Inn in Statesville, NC. The theme for this year is “Taking Care Of Business”. Registration is $40 per person and includes 2 meals. State rates are being charged for hotel rooms. Conference information can be found on the NCCESA website. You must register online in LMS as well as send in your registration form with your payment.

Two Professional Improvement Concurrent Workshops are being offered. Ambition – The Drive to Take Care of Business will be presented by Nicole Greer and Social Media for Marketing and Outreach will be presented by Sarah Pinnix.

The West Central District has chosen Operation: Military Kids (OMK) as a very worthwhile community service project for us to participate in this year. Each attendee is asked to bring at least two items that can be included in a “Military Kids Hero Pack.” These items will be collected at registration on September 22. A list of items is posted on the NCCESA website as well. The Hero Pack initiative is an outreach effort of Operation: Military Kids (OMK). Hero Packs contain both fun and educational material for youth as well as informational material for parents/guardians. The main purpose of the pack is to say “Thank You” to children of Guard and Reserve soldiers for the sacrifices that they make during the deployment of a loved one.

Who is planning to attend the conference?
My challenge to you is...Even if you are not planning to attend the conference, please try to purchase 2 items and send them with someone who is attending. Let’s ALL try to support this worthwhile cause!

Looks like the West Central District has a great meeting planned...September 22 will be here before we know it. I hope to see each of you there!

State Meeting Fund Raiser
Pam Layfield reported that they had collected $285.00 in gift cards so far. Several counties had not turned their cards in yet. A schedule will be set for people to help/work the booth at the upcoming State Meeting.

State Meeting 2013 Planning Committee Report
(Committee Members: Kim Gibson, Susan Johnson, Janet Mabry, Kay Morton and Christine Barrier)

Kay Morton reported that the committee is looking into 3 prospective possibilities.

1. Camp Millstone
2. Lake Tillery – Tillery Traditions, a new civic center
3. Cabarrus County – Great Wolf Lodge

Possibility of requesting each county for $200.00 and to be responsible for 2 gifts.

SECRETARY OF THE YEAR

Diane Scarboro read and presented the 2011 SC District “Secretary of the Year” award to Angela Priest. Angela received a plaque and a $50.00 check.

Angela stated that everyone in the room was very deserving of this award and that she really was honored to receive.

LETTER FROM PRESIDENT
Christine Barrier, 2nd Vice President read the following from Ruth Ann Pope, President.

Good Afternoon All,

So sorry I could not be here today, I will really miss being with you. My radiation treatment is this morning as they are only open on Fridays until noon. Then I have to go to the hospital to have an ultrasound after lunch. I am getting along fine so far, but they do recommend that I go home and rest for an hour or so each day. I am not a person that usually takes naps in the afternoon but I am getting used to it (who knows I might like it!!). Just so thankful to God every day that I did not have to go through Chemo. Also I want you to know that I really appreciate all the emails and cards of support.

It has been a good year and I appreciate all that each and every one of you have done to make my year as your president a successful one. You have all been willing to step up to the plate and do whatever needed to be done. All I have had to do is ask. That made my job so much easier. You are a great group and it has been a pleasure to represent you and our South Central District. You are special and can be proud of your commitment to Extension. I really appreciate Sharon stepping up and taking care of the meeting for me today, and for all those that agreed to take part in today’s meeting.

Thanks goes out to LeeAnn and Carol I know it was a lot of work and I appreciate all their efforts. Have a really good day, enjoy your meeting in Richmond County and hope to see all of you at the State Meeting in Statesville! (I do not plan to miss that one if at all possible.)

Sincerely,

Ruth Ann
INSTALLATION OF OFFICERS

Kim Gibson installed our officers with the theme of a banana split. Afterwards everyone who wished
could make themselves a wonderful banana split.

INVITATION TO SPRING MEETING

Robeson County invited everyone to the spring 2012 meeting. They have not set a date, but will
forward information closer to date.

HALF & HALF

Susan Graham, SC District Administrative Secretary won the half and half drawing.
Door Prizes were given away.
Each secretary was provided a “goodie” bag to take home with them. Sharon Williams thanked Leeann
and Carol for all of their hard work with hosting the meeting today.

Adjourn

*Full Committee Reports can be found in the 2011 South Central District Secretaries Notebook

NOTE:
COMMUNITY SERVICE PROJECT SCHEDULE
Tri-County groups of office assistants/secretarial staff as listed and groupings

Cabarrus/Richmond/Union: Fall 2010 to Spring 2011
Montgomery/Stanly/Anson: Spring 2011 to Fall 2011
Moore/Lee/Harnett: Fall 2011 to Spring 2012
Hoke/Scotland/Robeson: Spring 2012 to Fall 2012
Cumberland/Bladen/Columbus: Fall 2012 to Spring 2013

Respectfully Submitted:

Dana Braswell

NCCESA SCD, Secretary
West District
February 24, 2012

The West District met in McDowell County on August 26, 2011. Dr. Dan Smith, West District Director, opened the meeting with a thank you to the secretaries and an administrative update.

McDowell CED, Molly Sandfoss, welcomed everyone and introduced Jack Wood of the Marion Police Department. Jack gave a presentation on personal safety. A team building activity involving a marble, lengths of PVC pipe and a good deal of interaction and cooperation followed his presentation.

President, Karen Ball, called the business meeting to order. The slate of officers was presented and membership voted. New officers are:
  President: Donna Tulley
  First Vice President: Tami Hagie
  Second Vice President: Cathy Brackins
  Secretary: Brenda Wilson
  Treasurer: Janice Dotson

The 4-H Scholarship funds awarded to Yancy County were used to send five youths to Betsy Jeff Penn 4-H summer camp.

Thirteen of our secretaries attended the State Meeting. Jane McDaniel and Cheryl Mitchell attended the TERSSA Annual Meeting.

Cheryl Mitchell of McDowell County was awarded Secretary of the Year for the West District.

Our next meeting will be in Madison County and our project will be the School Backpack Program.

We welcome the secretaries from Caldwell, Burke, Rutherford and Cleveland Counties. The 9 ladies from these counties and the 6 ladies in the West District that have not joined were all sent invitations.

We currently have 25 paid members in the West District.

Respectfully submitted,
Donna Tulley, West District President
LOCAL EXTENSION WORKERS ATTEND MISSISSIPPI MEETING

Jane McDaniel, administrative secretary, and Cheryl Mitchell, McDowell Cooperative Extension secretary, were recent attendants at The Extension and Research Support Staff Association's (TERSSA) annual meeting. The meeting was held at Mississippi State University in Starkville, Miss. McDaniel and Mitchell, who are charter members of the organization, were among seven other N.C. representatives who attended. They were sponsored by McDowell County Farm Bureau. TERSSA is a national organization helping to improve the development of extension and research through professional recognition, networking with states, administration advocacy, and professional and personal improvement.
West Central District Report

NCCESA 2012 Board Meeting
Smithfield, NC

Madame President:

Thank you for allowing me to attend today and report on the now defunct West Central District Association of the North Carolina Cooperative Extension Secretaries Association. We enjoyed a great, if short lived, run!

At our Spring 2011 meeting, we collected baby items for the Pregnancy Resource Center of Cleveland County, Inc. Showers of Blessings Program as our community service project. We held a silent auction to raise funds for the 2011 state meeting, and Joyce Dorsey presented the West Central Secretary of the Year Award to Fran Little of Catawba County. The meeting was hosted by Cleveland County secretaries and the West Central District office secretary, although it was held in Iredell County, the location for the 2011 state meeting. There were 33 members present, including 3 retirees and 2 new secretaries.

At our Fall 2011 meeting hosted by the Davie County secretaries, we spent the majority of our time finalizing plans for the state meeting. For our community service project, we brought in school supplies that were to be donated to Store House for Jesus, an organization in Davie County that assists people in need. There were 31 members present, including 4 retirees and 2 new secretaries. We elected and installed new officers as follows:

President – Joyce Dorsey
1st Vice President – Chrystal Whitt
2nd Vice President – Jan Taylor
Secretary – Jamie Miller
Treasurer – Sally Southard

Many thanks to these ladies who agreed to serve, even if they didn’t to serve for long!

Jane Duncan presented the Past President Award to Sandy Kanupp.

The West Central District hosted the 2011 NCCESA Annual Meeting in Statesville September 22 and 23, 2011. The theme was “Taking Care of Business,” and we did! We had 137 registered for the banquet and 128 for breakfast the next morning. The “Operation Military Kids” community service project collected 1,769 items with an estimated value of $2,387. We appreciate all who contributed!

Rather than tours, we decided to go back to our old “model” of a hospitality room, and thanks to Ginger McGhee and her Hospitality Committee, it was a huge success with a baked potato bar and other snacks and drinks showcasing products from the West Central District – including Ashe County cheese and Cheerwine and Apple Uglies from Rowan County.
We received a lot of feedback via LMS evaluation of speakers at the meeting, most of it positive, thanks to the work of Carol Horne and her Workshop and Speaker Committee.

Comments regarding the banquet and the speaker, Yolanda Bynum:

- beyond excellent
- very motivating
- excellent food
- very uplifting
- very inspiring

Comments on "The Drive to Take Care of Business" with Nicole Greer:

- would like to see more of this type of workshop offered
- would love a full-day seminar with this lady
- just made you want to get up and take care of business!

Comments on "Social Media for Marketing and Outreach" with Sarah Pinnix:

- instructor was well-informed and knowledgeable
- made the whole concept of social networking make sense and explained how it was relevant to what we do
- learned that social media will impact us more as time goes on, so it is good to be familiar with it.

The following West Central members received recognition at the 2011 NCCESA Annual Meeting:

- Ginger McGhee, Yadkin County – Executive Board Award
- Deidra Hicks, Iredell County – Sue Mills Spirit of Light Award
- Nancy Miller, Catawba County – Honorary Membership
- Sally Southard, Surry County, West Central District Award of Excellence

The West Central District members are very proud of our accomplishments during our short existence!

With regard to transfer of funds from the West Central treasury to the North Central, South Central, and West Districts as a result of re-districting, the following are the numbers that I have now:

- North Central – 14 members - $2790.79
- South Central – 14 members - $2790.79
- West – 7 members - $1395.39

Submitted by:

Sandy Kanupp, 2012 West Central District Advisor
I thank the Membership Committee for sending their district reports to me last week, and a special thanks to the state and district Treasurers for their input. Due to the 2012 NC Cooperative Extension district realignment, a few of the district reports reflected the new district configuration while others did not. The challenge was calculating what the district membership counts would be for each district once the county transfers were completed. Then on Tuesday of this week, I received Debbie Goforth’s state Treasurer’s membership report broken out by our new districts. Thank you Debbie. And for the record, you can teach an old dog new tricks. I’ve learned if I’m patient, I can save myself a bunch of time. I now submit the following membership report:

<table>
<thead>
<tr>
<th>District</th>
<th>North Central District</th>
<th>South Campus Chapter</th>
<th>Southeast District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid Active</td>
<td>42</td>
<td>36</td>
<td>0</td>
</tr>
<tr>
<td>1*</td>
<td>0</td>
<td>14</td>
<td>0</td>
</tr>
<tr>
<td>Honorarv</td>
<td>0</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>New members</td>
<td>10</td>
<td>10*</td>
<td>10</td>
</tr>
<tr>
<td>Deceased members</td>
<td>Catherine Gillam (H)</td>
<td>Arnette Parker (H)</td>
<td>Jean Miller (H)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cleo Goo (H)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cynthia Harrington (H)</td>
</tr>
</tbody>
</table>

Respectfully submitted,

2011-2012 Membership Committee:
- Pam Braylowe, Chair, Jones County - South East
- Risha Foreman, Perquimans County - Northeast
- Geri Bushel - Campus
- Dana Braswell, Union County - South Central
- Tami Hage, Avery County - West

unofficial, temporary members:
- Marie Bruff - North Central Treasurer
- Debbie Goforth - State Association Treasurer
I look forward to working with this committee this year. I would like to focus on marketing Extension across the state. One suggestion I have received is a State Association Newsletter highlighting events and happenings around each district.
The nominating committee would like to offer the following items:

The West District will have the opportunity to provide a candidate to fill the role of 2\textsuperscript{nd} VP for the state organization for 2013.

Our association will be responsible for providing the President Elect for the Federation.

An email was sent on February 23, 2012 to the District Presidents asking them to forward an email to their members with the request to update their information on the NCCESA Officer Eligibility List.

We will begin accepting nominations June 1, 2012 for persons interested in serving as an officer for 2013. Emails will be sent to each District President with guidelines and application information.

Each member of our Association is more than capable of serving as an officer. We hope that you will consider serving when asked.

Respectfully submitted,

Susan Johnson
Chair, Nominating Committee
LaToya Lucy, Chair

State Rules & By-Laws Committee

February 23, 2012

There have been no changes to the rules and by-laws since the addition of the three amendments to the by-laws in 2011. These changes were in reference to the minutes and financial records and how they will be archived.
### NC Cooperative Extension Secretaries Association

**Fiscal Year 2012-2013**

**PROPOSED BUDGET**

<table>
<thead>
<tr>
<th>Revenue</th>
<th></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>
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<tr>
<td>NCCES Foundation</td>
<td>1,000.00</td>
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<tr>
<td>Ag Agents</td>
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<td><strong>TOTAL REVENUE</strong></td>
<td><strong>$6,350.00</strong></td>
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<table>
<thead>
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</tr>
<tr>
<td>Awards of Excellence</td>
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<tr>
<td>Host District Professional Improvement</td>
<td>1,000.00</td>
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<tr>
<td>Professional Improvement Scholarship</td>
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<tr>
<td>Herter O'Neal Scholarship</td>
<td>750.00</td>
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<tr>
<td>Horn of Plenty</td>
<td>125.00</td>
</tr>
<tr>
<td>Travel &amp; Subsistence</td>
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<td>Federation Dues</td>
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<td><strong>Miscellaneous</strong></td>
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<tr>
<td>Benevolence</td>
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<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td><strong>$6,350.00</strong></td>
</tr>
</tbody>
</table>

*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 2-94-12 meeting
Professional Improvement Report
February 22, 2012

**Campus:** The campus chapter held a professional development session during the October meeting. Mrs. Chiquita McAllister, Fiscal Officer with the Cooperative Extension Program at NC A&T SU, conducted a session entitled, *Navigating Life’s Obstacle Course: New Coping Skills for Difficult Times*. The session focused on coping skills to use during challenging times, communication styles, and self-confidence. Members had a chance to participate in hands-on activities that provided more insight on each topic. In addition, members were provided with resources (booklet, hand-outs) for future use. The session was closed by having the members create a circle with Mrs. McAllister and say one thing we would like to change. Anita Wright thanked Mrs. McAllister for her presentation and resumed the meeting.

**North Central District:** During the week of February 13, 2012 Sandy Ruble assisted the 2nd VP, Margaret Green with her duties to inform the County Administrative Secretaries about the Herter O’Neal Scholarship application process and agreed to answer any questions. She will maintain contact with each county until after the deadline to collect the applications and assist Margaret with the application review until a finalist is selected from our district.

Since October 2011, she has spent many hours forming a vibrant committee from her district to help plan the workshops for the State Meeting that we host in September. The members are:

- Ann Burrows, Vance County
- Marion Jay (MJ), Person County
- Karin Cousineau, Orange County
- Carla Thoman, Chatham County

Each of the ladies has assisted with the review and selection of State meeting workshops and will serve as hostesses to our presenters.

Sandy will be expanding her search for PIC committee members over the next few months, culminating with Granville County hosting the District Meeting on Friday, May 4, 2012.

Lastly, she gives thanks to Past President and Advisor, Kay Morton for her invaluable assistance and support with updating the district website (to keep our association
informed). Although the site is not completely up-to-date, progress is underway.

**North East District:** The Northeast District met in October and our Professional Improvement was a tour of Morris Farm Market in Maple, NC. We discussed the 10% Campaign. Morris Farm Market explained how they raise part of the items and the rest come from different areas with the majority being from North Carolina. We contributed to the 10% Campaign by purchasing various locally grown items.

**South Central:** In July 2011 an Elluminate Excel Training was held with John Dorner where secretaries from various counties in the South Central District attended. The session was very helpful and informative. Mr. Dorner gave lots of useful information; feedback was very positive. The Professional Improvement Committee encouraged everyone to keep actively looking for and sharing ways to do our jobs more efficiently in an increasingly fast-paced work world.

Sherry Hall shared a website: [http://www.adminprotoday.com](http://www.adminprotoday.com) which had lots of useful information in an easy access format. Keeping personally inspired and motivated to improve ourselves a little bit each day is a task that pays great dividends, both to you, your clients, and co-workers.

Secretaries were encouraged to continue enrolling in educational classes and workshops for better performance in their positions as well as available growth opportunities.

**South East:** No report at this time.

West: The West District Professional Improvement Committee has been working to help advertise the Herter-O'Neal Scholarship. In January, information was sent to Administrative Secretaries and association members in the West District. Applications are due to our committee chair by March 12. Our committee plans to meet with the West District 2nd Vice President later in March to select a district finalist.

Respectfully Submitted,

Andrea Brooks
NCCESA Board of Director's Meeting

NC Federation of Cooperative Extension Association

The 2011 Federation Forum was held at The Earnest and Ruby McSwain Extension Education & Ag. Center in Sanford, NC on December 9, 2011. It was a great success, the following notable events:

- Epsilon Sigma Phi was voted upon to join the federation effective January 1, 2012. We added another diamonds in the logo so there are 7 now instead of 6.
- The Spring Board meeting is scheduled for March 16, 2012 at Brickhaven in Raleigh.

We are looking forward to another successful year.

New Officers:

- President, Eleanor Summers- NCEAFCS
- Secretary, Donna Holland- NCCESA
- Treasurer, Linda Gore- NCAE4-HA
- Past President, Becky Miller-NCAEPAAAT
- Webmaster, Will Strader- NCACAA
Horn of Plenty

The 2012 Horn of Plenty Event will take place on Friday, August 17, 2012. This year's event will take place in Downtown Raleigh at the Museum of Natural History.

The format for the Horn of Plenty Event will be very different from year's past, due to the layout of the Museum. Food will be served on 4 different floors, due to limited seating space on each floor. The NCCESA will still have the role of serving beverages, probably sweet and unsweet tea, but there will be beverage serving stations on each of the 4 floors of the museum.

Brent Henry, Wake County CED, has expressed his appreciation of the role that the NCCESA plays in the Horn of Plenty Event.
The Extension & Research Support Staff Association  
NCCESA Board of Directors Meeting  
Johnston County CES  
February 24, 2012

Again, it is my pleasure to represent TERSSA and our president, Karen Bixler. Karen is the Montgomery County Extension Administrative Secretary in Montgomery, Alabama. Karen shared that her objective for 2012 is to see TERSSA .... ‘as an organization that is constantly growing and providing excellent professional improvement .... and she states that ... ‘as a national organization, we need to have showmanship of a growing and professional organization....’

Our ‘showmanship’ is presently 108 members...30 of those represent North Carolina. Allow me to say ‘Thank You’ to those of you here who are members. Please know that you are appreciated for your allegiance with other Extension and Research administrative professionals on a national level.

The first board of directors meeting was held on February 14th with 21 in attendance. A very quick but productive meeting was held via SCOPIA Desktop (similar to Elluminate). Points covered during that meeting were plans for the 2012 Annual Conference to be held in Montgomery and is scheduled for October 31 – November 2.

Mississippi hosted the 2011 conference on the MSU campus in Starkville. NC was represented by: Kay Morton, Lisa Eubanks, Dana Braswell, Chris Austin, Cheryl Mitchell, Jane McDaniel, Debby King, Tracy Brown and Christine Barrier. This was a very well orchestrated meeting, totally supported by university and Extension administration to include a brunch hosted by the ‘First Lady’ of Mississippi State, Rhonda Keenum, at the President’s home. Alabama promises to be just has impressive.

During the business meeting, Debby King from Onslow County was elected Vice-President and will be hosting the 2013 annual conference. Debby was NCCESA President 1996-97. She is looking forward to working with all of us to make this national meeting...her national meeting...a completely memorable success.

As always, anyone who is not a member is cordially invited to become a part of this committed professional organization. I welcome the opportunity to answer any questions anyone might have.

As we, NCCESA members, were instructed by Frances O’Neal and Edith Herter on September 22, 1977, we are ‘growing’ TERSSA...a national association was their dream .... we are just the worker-bees making it happen!

Thank You for the opportunity to represent TERSSA.

Christine C. Barrier  
2011-2012 TERSSA Membership Secretary
2012 Membership Form
The Extension and Research Support Staff Association
Please make copies for any support staff who did not receive this information!

Name: ____________________________
Title: ____________________________

Office Address: ____________________________

Email Address: ____________________________
Office Phone: ____________________________
Office Fax: ____________________________

Name of University, Organization or Institution: ____________________________

Support Staff Association's Name (if available): ____________________________

Number of Years in Association: ______

Leadership Roles Held: ____________________________

Complete all that apply:

Extension ________ Research ________ Parish ________
County ________ Area ________ District ________
Region ________ State ________ Campus ________

Check Membership Type:

New: $10 ________ Renewal: $10 ________ Retiree: $10 ________

Signature: ____________________________ Date: ____________________________

I have read the constitution and bylaws on the TERSSA web site: http://www.cas.ncsu.edu/assn/sressa/

Make check payable to: The Extension and Research Staff Support Association (TERSSA)
Write on the back of your check “For Deposit Only.”
Mail payment and form by December 31st to:

Dena Malone, Treasurer
University of Arkansas Extension Service – Van Buren County
1414 Hwy 65 South, Suite 137
Clinton AR 72031

Membership year runs from January 1st to December 31st.

Last update: September 25th 2009
Mississippi

2011 TERSSA National Meeting

Information Brochure

The Extension and Research Support Staff Association

South Carolina, West Virginia
North Carolina, Ohio
Louisiana, Mississippi
Alabama, Kentucky

Participating States:

Program:
- Professional and personal
- Administration, advocacy, and
- Negotiation, networking, and stakeholder
- Extension and research across
- Grocery, fruits, and vegetables
- Crop research andExtension
- The Extension & Research Support Staff Association

Mission Statement

WELCOME

State Association

To

ERRY

TERSSA

'One Voice'

Mailing Information

The Extension & Research Support Staff Association

c/o Karen E. Beiler, President
400 Eastern Blvd., Ste. 107
Montgomery, AL 36117
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Last Update: February 2012
Any committee shall constitute a group consisting of a majority of the members of the Board of Directors. The President must appoint any special committees.

Special Committees

The President will appoint Special Committees as necessary. These Special Committees will report to the Executive Committee and perform the duties described herein.

Public Relations Committee

The Public Relations Committee shall be responsible for public relations and promoting the organization.

Executive Committee

The Executive Committee shall be responsible for the overall management of the Association.

Finance Committee

The Finance Committee shall be responsible for the financial operations of the Association.

Nomination Committee

The Nomination Committee shall be responsible for selecting the officers and directors of the Association.

Each member of the Board of Directors shall serve as a member of the Nominating Committee.

Teresa Standing
NCCES A 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.

[Signature]

Kay Morton  
NCCESA Advisor 2011-2012
February 24, 2012

The NCCESA Executive Board Award is presented annually by the Executive Board to an outstanding association member. The award is based on: participation, contributions, cooperation with the association. Any NCCESA member is eligible to nominate any other member of the association. It is not limited to a person who has served as an officer at any level, but it should be someone who has exhibited outstanding loyalty and dedication to the association.

Nomination forms can be found on the NCCESA website for everyone to download. Nominations are due to the 1st Vice President, Elizabeth Wilson by August 1st, 2012. Nominations can be mailed to Elizabeth Wilson 2736 NC 210 Hwy., Smithfield, NC 27577 or you can email those nominations at elizabeth_wilson@ncsu.edu.

Please nominate a deserving secretary for this award. We all work very hard at our jobs and everyone deserves to be nominate. Late nominations will not be accepted.

Respectfully submitted,

Elizabeth Wilson
State 1st Vice President
Johnston County