Welcome: Teresa Story, NCCESA State President, called the meeting to order and welcomed the Association Members and guests at 9:01 AM.

Administrative Updates: Dr. Joe Zublena, Associate Dean & Director of Cooperative Extension, NCSU, addressed the membership and thanked everyone for contributing and expressed that he was honored to work with a wonder Dream Team in Administration, known now as “El Four”. They are working to address root concerns with powerful conversations including our partners at NC A&T. They are looking particularly at four areas: empowering employees, focusing on programming, brand recognition, and producing collective wisdom. They recognize that everyone has capacity to contribute and they want to increase collaborative efforts and incorporate more uses of technology. They are utilizing Blackboard Online to collaborate at least quarterly. They hope to conduct employee trainings and webinars. They hope to create blogs where employees can post questions and we can respond by uploading answers. Don’t listen to rumors, get answers! For example, the rumor that he is leaving is not true. We launched the OneVoice avenue and we would like to continue to use it. They are piloting a program (C-Vent) in five counties where people can register and pay for events online. Our current LMS in an internal program, but this C-Vent program is also available for public use. This program provides good efficiency, but there is a cost to it. This cost decreases the more you use the system. We are still working on branding to put Extension in the public in a good, positive way. As Dr. McKinnie stated, “If you are not at the table, you are on the menu.” We need to continue to get ourselves out there and be to all the tables we can. We have had a lot of change. Dr. Zuiches, from the Office of Extension and Engagement, has retired and they have closed his office. This position was moved under the Provost’s Office and his staff positions were eliminated. Terri Helmlinger- Ratcliff is filling this role in the Provost’s Office as an interim. The College of Science is being created which will incorporate the College of Physical and Mathematical Sciences and a portion of the College of Agriculture, particularly the biological sciences departments. Lastly, Dr. Zublena encouraged us to practice being thankful for all the everyday ordinary miracles what we often overlook: the cup of coffee we didn’t make, the fulfillment we get from work, for our families at home, and all the green lights you get on the way home.

Sheri Schwab, Associate Director of Cooperative Extension & Director of County Operations, NCSU, continued the update by stating that the group which is warmly now referred to was El Four is working hard to produce positive changes. She elaborated the C-Vent will advance our capacity to register individuals for events and collect funds. They are working through the budgeting side of the project. The pilot is using one county from each of the five districts and they met initially on December 9th and will keep us informed on when we all will be asked to get involved with it. Human Resources has initiated the Guardian System of collecting I-9s through an online process. The University purchased 140 licenses. Although CALS did receive a large number of licenses, they only extended 15 to the counties. We tried to spread these geographically, not we realize that this is not so efficient. New employees are required to have theirs done within the first four days of employment. As far as training is concerned, we have fewer trainers then we’ve ever had, but we are still making efforts to evaluate training needs. Mary Lou Addor is collecting information by surveys to determine needs. We have a new Work Plan Form as well from Human Resources. Donna Tulley, from Clay County, asked Sheri if we should provide the secretary descriptions to HR.
since we have four different types of secretary positions in the counties. Sheri responded that this would probably be a good idea and that she and Vicki Pettit will try to do that. She concluded by sharing with us her 21Day Plan from Positive Advantage. For the following 21 days:

1) Keep a journal each day of one great thing that happened in the last 24 hours.
2) Write down three things each day you are grateful for
3) Send an email daily to someone thanking, appreciating, or praising them
4) Get adequate exercise even if it is a short walk
5) Relax, do some type of yoga, particularly she used breath work

She will be checking with us all in 21 days to see how we are doing.

She also thanked Dr. Fletcher Barber for joining the team out of retirement and expressed that he would be a great asset she was confident of their enhanced partnership.

Dr. Fletcher Barber, Associate Administrator for Extension, NC A&T, brought greetings from Dr. McKinnie and expressed that he was truly pleased to be here with us. He expressed that he has had a wonderful working relationship with the Universities. He stated that he retired in 2009 and that if nothing had changed since then that he thought we are really in trouble, but he was delighted to see that much has changed. He sees that we have had a lot of impact with all that's going on in the “One Extension program at two Universities”. His job is easier as the A&T audience is of limited and disadvantaged individuals. If you look at the A&T Extension map, you will see that we now only have two regions, the West and the East. We have regional coordinators. We have Ellen Smoak and Dr. Shelton currently filling in as well. We are working to fill our vacancies at the state level. We have a number of vacancies which Donna Holland helps to keep us straight on. There are 29 in the West and 27 in the East. These are Ag, 4-H &FCS including EFNEP. We have an Accountability position available also. We have Extension Hort Specialist coming on, as well as a Mecklenburg 4-H agent. We have initiated an Agribility program to help disabled farmers evaluate ways to improve their farming techniques. We have arranged a program called “2013 Body Walk” to set up an educational exercise for middle/high schoolers to take a walk through the human body. We also are doing much to be seen in the community and building bridges between the two universities. We do not want to be like Batman, doing great things but not letting anyone know who we are.

Teresa thanked them for their time and excused them from the meeting. Teresa asked if we needed a break, but we replied for her to go on.

Call to Order:  Teresa Story called the Business Session to order at 10:04am. She asked for an approval of the agenda. Jane McDaniel, McDowell County, asked about adding an agenda item regarding the Reflections Committee. Teresa replied that we would add it to the beginning of the Other section.

Approval of Agenda:  

Motion: LaToya Lucy, Bladen County
Seconded: Anita Wright, NC A&T
Decision: Carried
Reports:

- New Business
- District Raffle Drawings
- Announcements
- Adjourn
- Door Prizes

Financial Report ............................................................................................................................................................................................ Debbie Goforth, Treasurer

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

Old Business

Roll Call: Campus   Southeast   West Central   North Central
Northeast

Parliamentary Review .................................................................................................................................................................................. Sheila Ange, Parliamentarian

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

Approval of Agenda

NCCESA State Business Meeting Minutes from 9/14/2012 recorded by Suzanne Hugus

Call to Order .......................................................................................................................................................................................................... Teresa Story, President

Northeast   South Central   North Central

Reports:

- Campuses........................................................................................................................................................................................................ Anita Wright
- Northeast...................................................................................................................................................................................................... Melanie Storey
- North Central .................................................................................................................................................................................. Pam Jordan-Carrington
- Southeast ...................................................................................................................................................................................... Elizabeth Wilkon
- South Central .................................................................................................................................................................................. Sharon Williams
- West.............................................................................................................................................................................................................. Donna Tulley

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

501(c)(3) Tax Exempt Status - Update ..................................................................................................................................................... Teresa Story

New Business

- 2012-2013 Budget ............................................................................................................................................................................. Debbie Goforth
- Bylaws - Proposed Changes .............................................................................................................................................................. LaToya Lucy
- Bylaws – Name Change ................................................................................................................................................................. LaToya Lucy
- Herter-O'Neal Scholarship Revision ................................................................................................................................................ Tracy Brown
- Honorary Membership Nominations ................................................................................................................................................ Pam Brylowe
- 2011-2012 State of Officers............................................................................................................................................................... Susan Johnson
- 2013 Federation President-Elect Nomination and Election

Other ADD-ON- Reflection Committee Issue

- Recognition of Award Winners
  - Executive Board Award
  - Professional Improvement Scholarship
  - Secretary Awards of Excellence
  - Sue Mills Lighthouse Award

- 2013 TERSSA Meeting (Question & Answer Session) ................................................................................................................ South Central District
- Invitation to 2013 NCCESA Meeting ............................................................................................................................................... South Central District
- Installation of 2012-2013 Officers ..................................................................................................................................................... Kay Morton
- Passing of Presidential Gavel ........................................................................................................................................................... Teresa Story

Announcements

District Raffle Drawings
Door Prizes
Adjourn
Roll Call:

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Parliamentary Review: Shelia Ange: We have a quorum.

Thought For the Day: Presented by Elizabeth Wilson, Author Unknown

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**Success**

Success is doing the best you can, in as many ways as you can.
It is being just and honest and true—Not in a few things, but in everything you do.

Always look ahead and never look back, believe you can make all your dreams come true.
Always believe in the best you can be and have faith in the things that you do.

Forget about mistakes you’ve made yesterday, the lessons you learn will prove valuable for today . . .
Never give up and think that you’re through for there’s always tomorrow and a chance to begin brand new.

   It is in dreaming the greatest dreams . . . and seeking the highest goals . . .
   That we build the brightest tomorrows.

   There is no limit to the goals you can attain, or the success you can achieve . . .
   Your possibilities are as endless as your dreams.

   Whatever it is that you seek in life, whatever your dreams and what you hope to achieve,
   Whatever you try to reach – whatever you plan – can all be yours, if you only believe you !
Author Larry S. Chengges

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Approval of Minutes: Suzanne Hugus requested if there was a need for anyone to see the Minutes from Annual Business Meeting held on September 23, 2012.
Motion to accept as presented: Jean Sigmon, Northampton County
Seconded: Pam Carrington-Jordan, Durham County
Decision: Minutes accepted.

### Checking Account

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District Reports:

Campus...........................................................Anita Wright.......................P 7
Northeast.......................................................Melanie Storey.....................P 8
North Central...............................................Pam Jordan-Carrington........PP 9-10
Southeast.....................................................Elizabeth Wilson..................P 11
South Central...............................................Sharon Williams...................PP 12-14
West............................................................Donna Tulley.......................P 15
2011-12 NCCESA Campus Chapter Final Report

September 18, 2012

The Campus Chapter has 14 paid members and 1 active honorary member in our chapter. We welcomed one new member this year, Margaret Browne. She is employed by The Cooperative Extension Program at North Carolina A&T State University where she is an administrative support associate to the 4-H and FCS unit.

The 2011-12 association year was exciting and great for the Campus Chapter. On October 14, 2011 the Campus Chapter held its first business meeting at North Carolina A&T State University. After the business session, Ms. Chiquita McAllister presented on “Navigating a New Obstacle Course: New Coping Skills for Difficult Times”. This session focused on coping skills to use during challenging times, communication styles and self-confidence.

On December 2, 2011 the Campus Chapter met at the Alamance County Extension Center to conduct business and to enjoy our annual holiday luncheon together. Members played games, made Christmas ornaments and line-danced to a sweat!

Each year the Campus Chapter selects a community service project. For 2011, we adopted the Waccamaw Girls Home. The mission of this organization is to provide residential and foster care/adoptive programs for neglected, abused, and hurting children that emphasize academic and Christian education to address their physical, emotional, social, and spiritual needs in a homelike, Christian setting.

The cottage director at the Girls Home told our chapter that they girls love to bake. Members were asked to bring baking items to the December 2nd meeting so we could create a baking basket for the girls. Chapter members brought various baking mixes, pans, and baking utensils. The items collected created a huge baking basket. The hearts of my fellow Campus Chapter members are enormous, indeed. There were so many items donated that the items exceeded the basket’s capacity to hold them. In addition to the baking basket, we also gave each girl a mani/pedi treatment set. Collectively, we 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 our chapter expressing her sincere appreciation for our gifts of love. In her note she said, our association helped send the spirit of Christmas to some kids who have experienced much less than most of us as children when it comes to this holiday and that she is continuously revitalized by the breadth of caring people across this state to the children they serve.

In 2012, the Campus Chapter celebrated its 20th year anniversary. To commemorate this achievement, we had an open house and membership drive on February 14, 2012 on both campuses (North Carolina State University and North Carolina Agricultural and Technical State University). Cards 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 designed 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 to our association. 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.

On April 13, 2012 the Campus Chapter met at NC State University. After our business meeting, our very own Vicki Pettit discussed the process and benefits of obtaining certification as an administrative professional through the International Association of Administrative Professionals (IAAP). Ms. Pettit is a long-time member with this association as she is a Certified Administrative Professional. She shared her personal thoughts and experience with the program. She also gave members a sample test which gave everyone an idea of what to expect from a certification examination. She encouraged all members to consider becoming a certified administrative professional.

After Ms. Pettit’s presentation, Andrea Brooks and Alice Pennix presented on Effective Communication. Both discussed a variety of communication styles and strategies. Ms. Pennix focused on verbal and good business communication. While Ms. Brooks’ presentation focused on non-verbal communication and its importance.

The campus chapter has launched its first electronic newsletter entitled Campus Chapter Chatter.

On August 14, 2012 the Campus Chapter has its final meeting for this association year at the Orange County Extension Center. Because we were unable to have our annual luncheon, the Hospitality Committee incorporated a beach themed luncheon as a part of our business meeting. Officers for the 2012-13 association year were installed. They are as follows:

- President—Susan Gribham, 1st Vice President—Alice Pennix, 2nd Vice President—Suzanne Hugus
- Secretary—Andrea Brooks, Treasurer—Tracy Brown, Advisor—Anita Wright

Another highlight for the Campus Chapter this year is that we have increased our membership to TERSSA. Of our 14 active members, 10 are members to TERSSA. This means 72% of our association is members of TERSSA.

This has truly been an awesome year for the campus chapter.

Respectfully Submitted,

Anita L. Wright
NCCESA Campus Chapter President
NE District Report

The Northeast District currently has 35 paid active members, 1 associate member, and 11 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 was held in Dare County on April 27 and we welcomed Wake, Warren and Franklin county secretaries. Our district treasurer received $449.36 from their former district. Dr. Travis Burke visited with us, via Skype. Kyleen Burgess presented the new NCCES web site, highlighting changes and improvements. We recognized Becky Castello as Secretary of the Year with a plaque and a check for $75.00. There was further discussion on 2014 State Meeting locations and the group agreed to get assistance from an event planner Tara Haynes, Manager of Helms Briscoe. Our professional development after lunch was a tour of Jennette’s Pier. The tour consisted of the history of the pier, what makes it really unique and facts about our marine environment. It is the oldest fishing pier on the Outer Banks and the newest member of the Aquarium family. Recently renovated, it has three wind turbines, providing 80 percent of the pier’s energy needs. They also use solar panels, geothermal heating and cooling, super-efficient usage of water and energy, and stormwater management practices. The NE District invites all of you check us out on our webpage and ‘Like Us’ on facebook at www.facebook.com/NCCESANED.
North Carolina Cooperative Extension Secretaries Association

The North Central District
2012 Annual Report

The North Central District's Fall Meeting was held on Friday, October 28, 2011 hosted by Franklin County. Highlights of our meeting include...

- 23 members were present including one new member and 4 retirees
- 2 guests were in attendance
- Jim Cowden, NCD DED, gave an Administrative update
- Our service project for this meeting was Safe Space, a program for battered women, domestic violence, and sexual assault victims. Lynn Rudolph, Executive Director, explained her program. They have a thrift shop, as well as a crisis shelter for 14 women and their children. They accept women from other counties as well. We collected and donated household goods which will go toward helping families set up housekeeping.
- Ann Burrows was recognized as the recipient of the Secretary of Excellence Award District winner as well as the recipient of the Secretary of Excellence Award State winner. This makes three years in a row that the State Secretary of Excellence Award has been awarded to a member of the North Central District.
- Lunch was sponsored by The Franklin County Farm Bureau. Franklin County ECA members and Advisory Committee prepared lunch.
- The membership discussed creating/having a Facebook page in addition to our webpage.
- As hosts of the 2012 NCCESA Annual Meeting & Banquet we discussed the particulars of the location of the meeting.
- A retired Stokes County secretary was nominated for a lifetime membership. We will work towards submission of the nomination.
- The NC D secretaries will serve beverages at the Horn of Plenty event August 17, 2012.
- Kim Johnson, Franklin County Extension Agent, Horticulture, led a pinecone wreath making session.

The North Central District's Spring Meeting was held on Friday, May 4, 2012 in Granville County. Guests attending were Jim Cowden, NCD, DED, Sheri Schwab, Director of County Operations, Vicky Merritt, District Administrator, Paul Westfall, Granville County CEO, Mr. Hubert Gooch, Chairman of the Granville County Board of Commissioners and Kyleen Burgess, Area information Management Agent for Region 3. Mr. Westfall and Mr. Gooch extended a welcome from Granville County.

Highlights of our meeting includes...
- 33 members were in attendance including 2 members from the district change and 4 retirees.
- Martha Smith was presented with a gift as outgoing President, Sandy Kanupp was presented a gift as the NCD's new District Administrator, and Vicky Merritt as the outgoing NCD District Administrator.
• Jessica Harris, Extension Agent, and Charissa Puryear, Youth Programs Coordinator, both with Granville County 4-H led two “Magic Carpet” teambuilding activities. Participants were divided into groups and invited to step on to the “Magic Carpets” and work to turn the carpet over without using hands or stepping off the carpet. Next participants were to turn it back over without talking. Then a relay spelling race was held.

• Kyleen Burgess, Area Information Management Agent for Region 3, revealed the New Cooperative Extension website. She told us that we would be trained on blackboard collaborate instead of Elluminate. We were encouraged to “use the website” by posting news articles, event announcements, staff pictures, all forms and newsletters on the new site. We were also encouraged to stop being a secret and sell Cooperative Extension.

• Jim Cowden, NCD District Director, gave Administrative updates. He also welcomed those members new to the NCD. He appreciates all that we do. To honor those secretaries in the NCD Jim plans to create an endowment. He wants a program where you can get recognition-monetary and be taken out to a special place for dinner. Details are not worked out yet. The Endowment will be called “Bearhugs” and recipients will get a Boyd’s bear.

• Lunch was served by Simply Delicious Catering.

• Sheri Schwab, Director of County Operations, also gave an Administrative Update.

• We welcomed Sue Hinmann, Area Congregations in Ministry representative regarding our service project. She described the details of the project, involving 6 churches, to provide for needy families in the area, and she thanked the secretaries for their donations of household items.

• We had a “Zumba break” workout between the new business and old business reports.

• Continued discussions regarding the 2012 State Meeting & Banquet and a report from each “state meeting” committee chair was given.

• Horn of Plenty scheduled for August 17, 2012. Martha Smith is representing NCCESA on the planning board and will keep the District informed.

• Congratulations to Shawn Senter on his September 1 nuptials.

• Meeting adjourned.

Respectfully Submitted,

Pam Jordan Carrington
President 2012
North Central District
September 14, 2012

The Southeast District currently has 41 members and 10 Honorary members in our association.

The Southeast District met in Craven County for our spring meeting on April 20, 2012. The ladies from Craven, Carteret, and Pamlico counties hosted us. Our President, Elizabeth Wilson welcomed our new counties Bladen, Columbus, and Robeson Counties to our district.

Mr. Tom Glasgow, Craven County CED welcomed everyone to Craven County and expressed his appreciation towards us. Gina Britton, 1st Vice President gave our Thought for the Day on “Planting Seeds of Joy.” Our Administrative updates were given by our District Administrative, Vicky Merritt.

We had 2 Professional Development programs that were given. Adrian Gaskins, Area Agent for Information Management gave a presentation on Google and Google Documents. He shared with us information on Extension Wiki, Google Apps, NC State GoLinks & QR Codes. Our afternoon Professional Development was about Retirement options. Steve Norris, Benefits Coordinator with Extension Personnel gave a presentation on Retirement Procedures. We also had a Prudential Representative that talked about NC 401 (k) Plan and the NC 457 Plan.

We talked about the changes in the Rules & By-laws on the State Level. We are already talking about plans for the 2015 State Meeting when we host. We are excited to announce that the TERSSA President Elect will be coming from the SE District. We had one secretary to retire this year and our President presented her a special gift to show how much we appreciate her.

The ladies gave out door prizes. Our next meeting will be held on August 3, 2012 in Duplin County.

Respectfully submitted,

Elizabeth Wilson

Elizabeth Wilson
SE District President
NC Cooperative Extension Secretaries Association
South Central District
State Meeting Report

September 13-14, 2012
Raleigh, NC

(May 4, 2012 Meeting)
The NC Cooperative Extension Secretaries Association, South Central District, which includes Alexander County, Anson County, Cabarrus County, Catawba county, Cumberland County, Gaston County, Harnett County, Hoke County, Iredell County, Lee County, Lincoln county, Mecklenburg county, Montgomery county, Moore county, Richmond County, Rowan county, Scotland county, Stanly county, Union county and our District Administrative Assistant, met on May 4th for our Spring meeting in Stanly County – Albemarle, NC.

The secretaries enjoyed a fun ice breaker game which included pairing up with another secretary whose county did not touch each other and share answers for the “Did You Know”? Then we shared with everyone the many answers we received about each other. This was so much fun and we in turn learned a lot of things about each other.

We were encouraged by our District Director, Clinton McRae, to attend a scheduled Conflict Management training scheduled to be held on May 8th in Union County. He then took questions from various secretaries on administrative issues such as “if there was a pay increase coming any time soon, if any changes had been made to the Secretaries position title.

Susan Graham, District Administrative Assistant and Clinton McRae recognized secretaries who had 5 or 10 years of service and presented each of them a gift of appreciation.

The guest speaker for the day was Christy Bogle, Executive director for United Way of Stanly County. She shared interesting life stories. Title presentation was “The Fortune of Misfortune” We all have a time that we could share with the others about someone who has touched our lives. There were not many dry eyes in the audience. It was a very special meeting.

We had a total of 78 blankets made for our Project Linus.

Secretaries enjoyed a wonderful lunch catered by Terry’s Kitchen from Midland, NC.
Entertainment was provided by Stanly County 4-H'er, Andrea Bragg. She played the piano as we enjoyed lunch. Becky Lewis, secretary in Cabarrus county entertained the group by having them try different laughing techniques as she told stories about her cat.

Afterward, our business session was called to order by the President, Sharon Williams, having a total in attendance of 32 secretaries. Minutes and treasurer's report was shared.

Committee reports were then shared.

Afterward the secretaries discussed the plans and preparations for the 2013 State Meeting, which will be hosted by the South Central District Secretaries Association.

After secretaries participated in half and half drawing, the meeting was adjourned.

(August 24, 2012)
The South Central District Secretaries Association met again for their Spring meeting on August 24, 2012. The meeting was hosted by the Union County Extension secretaries. We were welcomed by Richard Melton, Union County County Extension Director.

The secretaries enjoyed a tour of the Certified Wildlife Habitat with Jeff Rieves, Union County Horticulture Agent. The tour was very interesting and exciting as we were able to see all kinds of flowers and plants.

The secretaries then enjoyed a Tablescapeing workshop by Master Gardener, Diane Garman. They created and made their own table centerpiece. They then participated in a fun and exciting teambuilding exercise where some of the secretaries had the opportunity to “shake what they had in their trunks”.

Lunch was absolutely delicious, catered by Hilltop Restaurant.

Afterward the business session was called to order by Sharon Williams. Minutes and Treasurers report was shared. Then the secretaries spent a working session time planning and putting touches on the preparation of the 2013 state meeting.
New officers were installed for the SC District Secretaries Association and outgoing President, Sharon Williams, was presented a beautiful plaque of dedication and appreciation for service as President.

The Secretarial Gnome was presented to incoming President, Christine Barrier.

Meeting was adjourned.

Submitted by Sharon Williams
Hamlet County
West District
September 2012 State Meeting Report

Debbie Goforth and Cathy Brackins in Madison County hosted the West District spring meeting on April 27, 2012. Twenty-two members, three honorary members and one charter member were in attendance.

Cathy Brackins gave our thought for the day: "A Verbal Wound Is As Bad If Not Worse Than A Physical One".

Madison County CED, Ross Young, introduced our guest speaker, Gulnara Akbarova, Certified Image Consultant. The title of her presentation was "Reinvent Yourself".

Another special guest, honorary member and former West District President, Martha Cochran, gave a short history of the district secretary association. Additional guests were honorary members Sharon Carter and Dodee Dotson, and charter member Flo Wallin. All were presented flowers and certificates in appreciation for their contributions to the organization.

Our community service project was the Madison County Backpack Program. This program provides children with food items to take home when school is not in session or on weekends. Items are placed in backpacks at the end of the school day, before they leave, in hopes that they will not go hungry before returning to school. The program was instituted after a teacher realized that not all students' families had enough resources to feed everyone at home. Their hope is what they are able to provide will help alleviate hunger among children in their county.

In June, Ivy Olson, Henderson County, shared an update on Briana Gover, the Herter O'Neal Scholarship recipient. She thanked us again for selecting her. She had a great first year and made the Dean's List with a 4.0 grade average. This year the West District had 12 applicants. Bretnay Webb of Bakersville, NC was selected from the entries.

The West District currently has 32 paid members, and 14 honorary members.

Our Fall Meeting will be hosted by Polk County at Pearson Falls, on September 28th.

Respectfully submitted,
Donna Tulley
West District President
Standing Committee Reports

I. Membership-Pam Brylowe

<table>
<thead>
<tr>
<th>NCCESA Membership Report</th>
<th>September, 2012</th>
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<td><strong>Paid Active Members</strong></td>
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<td>Southeast District</td>
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<td><strong>Associate Members</strong></td>
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Respectfully submitted,

2012 Membership Committee:
Pam Brylowe, Jones County - Southeast - Chair
Geri Bushel - Campus
Papa Jones, Durham County - North Central
Risha Foreman, Perquimans County - Northeast
Becky Lewis, Cabarrus County - South Central
Tami Hage, Avery County - West
With much appreciation for assistance from Debbie Goforth, NCCESA Treasurer

II. Public Relations- Jean Sigmon

The Public Relations committees across the state have worked hard to promote Cooperative Extension this year. Just a couple of the things that have been done this year.

♦ A flyer for the 20th Anniversary of the Campus Chapter (enclosed).

♦ Pictures have been published, in local newspapers, when the Northeast District met.

I would like to thank my committee for the efforts they have made this year to marketing Extension. I challenge each of you to continue to market Extension.

Committee:
Susan Graham, Campus
Ann Burrow, NC
Kim Gibson, SC
Mary Wilson, SC
Cheryl Mitchell, West
Jean Sigmon, Chair, NE
III. Nominating Committee-Susan Johnson

Nominating Committee Report
Board of Directors Meeting/Association Business Meeting
September 13 & 14, 2012
Raleigh, NC

Applications were accepted beginning June 1, 2012 for persons interested in serving as an officer for the North Carolina Cooperative Extension Secretaries Association during 2012-2013. Emails were sent to each District President with guidelines and application information. Throughout the nomination process additional emails were sent to District Presidents and to the Nomination Committee encouraging the submission of nominations.

Elizabeth Wilson, 1st Vice-President, and Tracy Brown, 2nd Vice-President, consented to rotate to serve as President and 1st Vice-President, respectfully.

Nominations were accepted for the following open positions:
2nd Vice-President – Keeping in line with the rotation schedule, the West District was tasked with providing a candidate for this position
Secretary
Treasurer

The 2011-2012 Nomination committee would like to offer for consideration the following slate of officers to serve during 2012-2013.

President – Elizabeth Wilson- Johnston County - Southeast District
1st Vice-President – Tracy Brown - Campus
2nd Vice-President – Jane McDaniel – McDowell County – West District
Secretary – Julie Campbell – Alexander County – South Central District
Treasurer – Martha Smith – Wake County – Northeast District
Advisor – Teresa Story – Perquimans County – Northeast District

Our Association was also responsible for securing a person willing to serve as the President-Elect of the Federation. We would like to offer into nomination to serve in this position:

Cheryl Mitchell – McDowell County – West District

Thank you to each person that has agreed to serve. We are confident you will do an outstanding job!

Respectfully submitted,

[Signature]

Susan Johnson
Chair, Nominating Committee

Susan Johnson, Chair, Cumberland County - South Central
Vicky Merritt - Campus
Tonya Wingate, Caswell County – North Central
B. J. Okleshen, Gates County - Northeast
Debra West, Wayne County - Southeast
Vonda Vaughn, Mitchell County - West
IV. Rules & Bylaws-LaToya Lucy-

Rules and By-Laws Report
State Chair, LaToya Lucy

This has certainly been an interesting and busy year for the Rules & By-Laws committee. For any of you wanting to know, yes it’s a lot easier to handle being the district chair. I only had to make one decision and it was answered with a “yes”. That’s why I whole-heartedly agreed to take this position when Teresa asked me. We have proposed several changes concerning our association.

The first change the committee recommended was to change the name of our association from NCCESA to North Carolina Association of Cooperative Extension Administrative Professionals (NCACEAP). The purpose of this change is to allow any support personnel to feel welcome to join our association. Some thought that it was only for secretaries since it was contained in the name.

The second change recommended by the committee involves changes to the Executive Board. It will include the same people as before, with the addition of the Parliamentarian, retiring President, and Federation Officer serving as advisory members without voting privileges.

Thirdly, it is with recommendation from this committee that the association shall pay the Executive Board members’, Advisor’s, and Parliamentarian’s travel expenses and up to per diem subsistence expenses with receipts for NCCESA meetings. In addition, the association shall pay the President’s travel expenses and up to per diem subsistence expenses with receipts for association representation at required meetings. In addition, the association shall pay the Federation officer’s travel expenses and up to per diem expenses with receipts for NCCESA and Federation meetings.

This completes this year’s activities of the Rules & By-Laws committee.

Respectfully Submitted,

LaToya Lucy
State Chair, Bladen County
V. Finance Committee-Debbie Goforth – Let my previous report stand.

VI. Reflections-Jane McDaniel

September 13, 2012

2012 NCCESA Reflection’s Committee Report

The Reflections committee would like to share with the membership the status of The NCCESA Reflection’s State scrapbook.

- The “Reflection’s” scrapbooks has been scanned and placed on disk up to 2002.

- Hard copies or digital files have not been located for 2003-2004. The committee is still working on finding the location of these documents.

- Hard copies of the scrapbook from 2005-2007 are available, and will be scanned and placed on a digital file before the first of October 2012.

- From 2008 until 2011 there are disk that have photos from some district meetings and some of the state meetings. They are photos only, they are not dated, and do not have district descriptions or names. The disks are labeled “To be used in a slide show”.

- The reflection committee has completed traditional scrapbook pages with descriptions of events, location, and names of photographed, available in hard copy and a digital format for the 2011-2012 year. The 2011-2012 “Reflections” is available on the web posted to the PB works NCCESA page. A link on the NCCESA webpage will be added.

The “Reflections” committee would like to make a recommendation to the membership: To change the “Reflection” committee guidelines from:

This committee will maintain a scrapbook to record the history of our association.

To:

This committee will maintain a traditional style scrapbook using digital format to record the history of our association.

This process will help to ensure that the history of the association is preserved.

Submitted: Jane McDaniel, Chair, McDowell County - West
Alice Pennix - Campus
Leah Hester, Person County - North Central
Becky Castello, Hertford County - Northeast
Pam Layfield, Anson County - South Central
Jennifer Stroud, Lenoir County – Southeast
VII. Professional Improvement-Andrea Brooks

Professional Improvement Report
September 13, 2012

Campus: The campus chapter held a professional development session during the April meeting. Vicki Pettit discussed the process and benefits of obtaining certification as an administrative professional. Each member received a magazine and handout which provided useful information about the association. Vicki shared her personal thoughts about and experience with the program. She then gave members a sample test, which gave everyone an idea of what to expect from the certification exam.

Two of their members led the professional development portion of the meeting. Andrea Brooks and Alice Pennix talked about effective communication. Alice focused on verbal and good business communication and had the members participate in an exercise that allowed members to discuss the importance of good business communication. Andrea focused on nonverbal communication and its importance. She gave members a review quiz on material presented in her segment. In addition, everyone was able to share some of their personal experiences relative to communication as each point was discussed. There was a group activity planned, but due to time, Andrea opted to save it for the next meeting. Everyone thanked Andrea and Alice and shared that they enjoyed the session. In June, emails were sent urging members to apply for various scholarships and awards. The recipients will be announced at the banquet during NCCESA’s state meeting in Raleigh, NC on September 13. In August, Andrea & Donna participated in a workshop entitled, "Daring to Have Real Conversations" led by Zemo Travathan.

North Central District: In regards to planning for the State meeting, Sandy has been actively planning and coordinating the workshops for the State Meeting in Raleigh on Sept. 13. Along with offering six professional development sessions, she has assembled a staff of hosts for each presenter and arranged bus transportation for one of the tours. On May 4 the Professional Improvement committee arranged for Kyleen Burgess, Area Agent in Information Management - Region 3 to introduce the new Extension Website and for Sheri Schwab, Director of County Operations to explain the University’s status on SPA vs. COSS positions at the district Spring Meeting. In June Sandy worked with Andrea Brooks to make the Professional Improvement Scholarship application for our district available as an online form. In mid-summer, a district-wide invitation was sent via email to remind members about the "Hot Opportunities" and deadlines such as the Professional Improvement Scholarship application and Secretary of Excellence and other awards.

North East District: No report at this time.

South Central: The South Central District received 45 applications for the Herter-O’Neal Scholarship. It was a very hard decision because so many deserving people applied. Caroline Balley Franklin of Catawba County received the majority vote from seven committee members, which consisted of the Professional Improvement and Scholarship Committees. Caroline will be submitted as one of the finalists to be considered for the 2012 state winner.

South East: No report at this time.

West: Since March, the West District Professional Improvement Committee has participated in the following activities:

- The West District Professional Improvement Committee met with the West District 2nd Vice President in March to select district finalist for the Herter-O’Neal Scholarship.
- Many of our members have participated in training on how to administer the new county websites.
- The district committee chair helped review applications for the 2012 Professional Improvement Scholarship and participated in a conference call to help select recipients.

Respectfully Submitted by:
Andrea Brooks
• Besides the reports of the Districts Andrea shared that the online Professional Improvement Scholarship application has been created and announced. It was utilized for this year’s nominations.

Other Reports

I. Federation - Donna Holland

NC Federation of Cooperative Extension Associations

September 13-14, 2012

• The 2011 Federation Forum was held at the Earnest and Ruby McSwain Education & Ag. Center in Sanford, NC on December 9, 2011. Epsilon Sigma Phi was voted in to join the federation effective January 1, 2012, which added another diamond to the logo so there are now 7 diamonds instead of 6.
• The Extension Federation Officers & Directors met on-line, June 6, 2012 using Blackboard Collaborate. Administrative Updates were given by Dr. Joe Zublena in which he stated that he appreciates everyone stepping up to the leadership roles for the Federation. Members representing each association were encouraged to tell their co-workers to apply for the various awards and membership.
• The fall board meeting for the Federation is tentatively scheduled for this month (September).
• The 2012 Federation Forum will be held on Friday December 14, 2012, the location is to be announced.

2012 FEDERATION OFFICERS
• President, Eleanor Summers -NCEAFCS, Burke County (Family & Consumer Sciences)
• President Elect, Mitzi Downing -NCACES, Campus (Specialist)
• Secretary, Donna Holland -NCCESA, NC A&T (Secretaries)
• Treasurer, Linda Gore -NCAE4-HA, Moore County (4-H)
• Webmaster, Will Strader -NCACAA, Caswell County (Ag Agents)
• Past President, Becky Miller -NCAEPAAT, Onslow County (Program Assistants, Assoc & Tech)

Submitted by Donna Holland
II. Executive Board Award – Elizabeth Wilson announced that Melanie Storey, Hertford County was our 2012 winner.

September 14, 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.

This year the NCCESA Executive Board committee received 3 nominations this year. Each nominee was very deserving of this award, but their can only be 1 winner.

At the NCCESA banquet, I presented the Executive Board Award to Melanie Storey from Hertford County. Melanie is in the Northeast District and is currently serving as her district president. Melanie has held numerous positions in this association on both the state and district levels. She was the NCCESA State President back in 2004. She has also served 2 terms on Staff Senate, and was a Federation Board Member. Besides being an active member in the association, Melanie has attended numerous workshops and trainings to enhance her professional development.

Melanie has won numerous awards within the association on both the district and state levels. Melanie is also a member of the TERSSA, which is our national association. She is not only dedicated, supportive, energetic, but she is passionate about Cooperative Extension and for our association. Melanie is always willing to help others and her enthusiasm for the association shows everytime you see her. She exhibits strong personal characteristics of dependability and honesty. She is always willing to go that extra mile to help you anyway possible.

Please join me, along with the NCCESA Executive Board to congratulate Mrs. Melanie Storey as being the 2012 NCCESA Executive Board winner.

Respectfully submitted,

Elizabeth Wilson

Elizabeth Wilson
State 1st Vice President
Johnston County