

OFFICE OF DIRECTOR
P. O. BOX 5097

AGRICULTURAL EXTENSION SERVICE
Cooperative Extension Work in Agriculture & Home Economics
North Carolina State College, Raleigh, North Carolina

October 4, 1961

TO: All Home Economics Staff

RE: Staff Conference Monday, October 9, and Tuesday, October 10

Monday, October 9 -- 1:30 PM -- Ricks Hall, Room 105.
Total Home Economics Staff

1. Report on the National Nutrition Workshop
Miss Virginia Wilson and Staff
2. Brief Report on Regional Farm Home Development Workshop
Miss Pauline Gordon
Mrs. Callie Hardwicke
3. Areas of Emphasis in the State Home Demonstration Program for 1962
Mrs. Minnie M. Brown
4. State Fair (clearance of details)
5. State College Faculty Club
6. Open House--School of Agriculture
7. Any problems or areas that you would like to discuss.

3:00 PM -- Specialists meet in 105 Ricks Hall
Virginia Wilson, Chairman

Coordination of Program Planning Suggestions.

(At prior staff conferences specialists have expressed a need for some coordination of program planning between departments).

3:00 PM -- District Agents meet in Room 101-A, Ricks Hall

State Committees.....Mary Harris
Annual State Home Demonstration Committee Meetings Oct. 10-11
" " " " Board of Directors -- Oct. 12-13
Report on November & February graduates -- Miss Lorna Lengley
Miss Mary Harris

U. N. Study Tour

Tuesday, October 10 -- 105 Ricks Hall

8:30-10:00 AM District Home Economics Agents
Miss Kola Pritchard
Miss Marjorie Shearin

Purpose: Evaluate and make recommendations for Craft Workshops.

Tuesday, October 10:

Will all of the Home Economics Staff plan to be here on Tuesday. Use this time to confer with other staff members when necessary on county plans of work, committee work, etc. We will use it as a contact and clearing house day. Please make your own appointments for conferences.

Nell Kennett

Nell Kennett
State Home Economics Leader

Office of the Director

P. O. BOX NO. 5157



AGRICULTURAL EXTENSION SERVICE

COOPERATIVE EXTENSION WORK IN AGRICULTURE & HOME ECONOMICS
NORTH CAROLINA STATE COLLEGE - RALEIGH, NORTH CAROLINA

October 3, 1961

DEAR U. N. TOUR DELEGATES:

1961 U.N. Study Tour Information

TOUR DATE: November 6-11, 1961

PRICE: \$68.00 per person---this includes:

1. Six days--leaving Raleigh at 7:00 AM on November 6 and returning around 8:00 PM on November 11.
2. Hotel room (three to a room) for five nights.
Hotel Taft, 7th Ave. at 50th St., New York City, N. Y.
3. Roundtrip transportation from Raleigh to New York City on modern, air-conditioned busses with careful, competent, courteous drivers.
4. Matinee ticket to Radio City Music Hall (before 6:00 PM).
5. Roundtrip transportation to Hyde Park. Admission to Franklin D. Roosevelt House and Library. Stop at West Point.
6. Transportation from hotel to U. N. Buildings and return (two days).
7. Transportation from hotel to Frick Art Gallery and return.
8. Tips to get baggage in and out of hotel.

ADDITIONAL EXPENSES: Meals. In addition to price of tour, you will pay for all of your meals. Remember food costs are high and particularly so in New York.

Group Picture. A group picture will be made at United Nations--cost \$1.50--you may order a copy if you want one.

Guided Tour. Cost \$1.00 per person. It is important for everyone to make this tour which is excellent background and foundation for understanding U. N. One dollar per person will be collected on bus en route to New York.

SUNDAY NIGHT IN RALEIGH:

Some of you may want to spend the night in Raleigh prior to leaving early Monday Morning. If so, please make your own reservations at hotel, motel, or tourist home.

BREAKFAST MONDAY MORNING:

We suggest you get your breakfast (at least coffee, toast, etc.) before boarding bus. The diner across from Sir Walter Hotel will be open at that hour of the morning.

BAGGAGE:

Limited to one bag per person (plus train case or hat box which you will carry).

CLOTHES:

Travel light--do not be burdened with a lot of clothes. One or two street dresses, a suit and couple of blouses will be sufficient. COMFORTABLE SHOES are IMPORTANT (and bring along an extra pair) for there is much standing and walking.

ROOMMATES:

If you have a choice, please send me the names before October 20th. (Three to a room). Room assignments must be made and sent to the hotel prior to arrival.

BRIEFING
EN ROUTE:

Again we are fortunate in having Mrs. Samuel Levering and Mrs. W. Hugh Holcomb who will brief you on United Nations en route to and return from New York.

FRICK ART
GALLERY:

There will be an illustrated lecture at the Frick Art Gallery before touring the gallery. This is the former home of Henry C. Frick who bequeathed his works of art "for the use and benefit of all persons whomsoever". The gallery contains an outstanding collection of paintings and art objects as well as an excellent art reference library. Last year many of the women purchased prints of paintings they saw in the gallery and particularly liked.

NATIONAL ART
GALLERY:

Luncheon stop en route home will be made here. This gallery is located in Washington, D. C. and belongs to no one city or state but to all the people of the country. Sorry there won't be time enough to tour the gallery, but there are two Information Desks where prints, cards, publications of the gallery may be purchased.

GIFTS:

Please, no gifts to staff members. If you wish to remember the bus drivers we suggest all busses pool their collections and divide the amount equally among the drivers.

DEADLINE
DATE FOR
PAYMENT:

October 20th. Make your check or money order in the amount of \$68.00 payable to Bullock Tours and mail direct to

Mr. H. H. Bullock
P. O. Drawer 182
Kinston, N. C.

STAFF MEMBER: Mrs. Myrle L. Swicegood, Eastern District Home Economics Agent, will be in charge of the tour group.

LOADING
BUSSES:

We will follow the same tour program pattern of prior years. Busses will load at the Sir Walter Hotel, Raleigh, at 6:30 AM on November 6 and leave promptly at 7:00 AM.

If you have any questions regarding the tour, please do not hesitate to write me.

Sincerely,
Nell Kennett
Nell Kennett
State Home Economics Leader

:em
cc. County Home Economics Agent
District Home Economics Agent
Mr. H. H. Bullock
Mrs. Samuel Levering
Mrs. W. Hugh Holcomb

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AGRICULTURAL EXTENSION SERVICE

COOPERATIVE EXTENSION WORK IN AGRICULTURE & HOME ECONOMICS
NORTH CAROLINA STATE COLLEGE - RALEIGH, NORTH CAROLINA

September 19, 1961

Dear County Home Economics Agent:

Letter No. 2 on 1961 U. N. Tour

This is to confirm the date of November 6-11 for the 1961 Tour to United Nations. We give you the following information on the tour:

Date: November 6-11

Price: \$68.00 per person

Length of Trip: Six days (leaving Raleigh at 7:00 a.m. November 6 and returning around 8:00 p.m. November 11).

Hotel: Hotel Taft, 7th Ave. at 50th Street, New York City

Five nights--three persons to a room. Private bath, radio, television, air-conditioned.

Price Includes:

Roundtrip transportation from Raleigh to New York.
Modern, air-conditioned busses with careful, competent, and courteous drivers.

Hotel room--three to a room.

Ticket to Radio City Music Hall (before 6:00 p.m.)

Roundtrip transportation to Hyde Park. Admission to Library and House. Stop at West Point.

Transportation from hotel to U. N. Buildings and return (two days)

Transportation from hotel to Frick Art Gallery and return.

Tips: Tips to get baggage in and out of hotel are included in price.

We will follow the same tour program pattern of prior years--loading busses at the Sir Walter Hotel at 6:30 a.m. November 6 and leave promptly at 7:00 a.m.

As we have other information and details on the tour we will send it to you.

Nell Kennett

Nell Kennett
State Home Economics Leader

cc. District Agents Mrs. Levering
 Bullock Tours Mrs. Holcomb

AGRICULTURAL EXTENSION SERVICE

Cooperative Extension Work in Agriculture & Home Economics

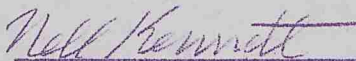
OFFICE OF THE DIRECTOR
P. O. Box 5097

North Carolina State College, Raleigh, N. C.

September 14, 1961

TO THE STATE HOME ECONOMICS STAFF:

I will be in Memphis all of the week of September 17-23 attending the Regional Farm Home Development Workshop. If any problems arise, please contact George Smith.


Nell Kennett
State Home Economics Leader

NK:em

cc. Mr. Shoffner
Mr. Smith

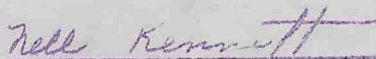
AGRICULTURAL EXTENSION SERVICE
Extension Home Economics
N. C. State College

September 7, 1961

TO ALL HOME ECONOMICS STAFF MEMBERS

RE: STAFF CONFERENCE MONDAY, SEPTEMBER 11th

Will all staff members meet in Room 105 at 1:30 PM rather than
2:30 PM as the previous schedule stated.



Nell Kennett
State Home Economics Leader

HOME ECONOMICS STAFF CONFERENCE
September 11-13, 1961
Room 105, Ricks Hall

Monday, September 11th

1:30 PM

Miss Pritchard, Chairmen

Miss Gordon	Mrs. McGlamery
Miss Lee	Miss Womble
Miss Hurt	Mrs. Riggle
Mrs. Little	Miss Shearin

Purpose: Co-ordinate program of the Specialists' Southern Regional Workshop, October 29-November 3.

2:00-3:30 PM

Total Home Economics Staff:

1. Brief report on Specialists' Southern Regional Workshop--Iola Pritchard.
2. State Fair booths.
3. Farm Home Week 1962.
4. Home Economics Program---what general direction should we move and where should emphasis be placed?
5. Home Economics Plans of Work for 1962.
6. Additional items staff members wish to discuss.
7. Travel Budgets.
8. Dates of fall activities---who attends from StateStaff:
 - Fall District Meetings
 - Master Farm Family Awards
 - State Grange
 - State Farm Bureau
 - Fall Home Demonstration Achievement Days
 - Woman's College Residential Lighting Laboratory---formal opening
 - Annual State Master Farm Family Meeting

3:30 PM

District Agents:

U. N. 1961 Tour --- Number women going on tour
Dates
Other details

Tuesday, September 12th

One hour conferences for District Agents and Specialists on 1962 County Plans of Work. Schedule enclosed.

Wednesday, September 13th

9:00 AM

District Home Economics Agents---Room 105, Ricks Hall

1. County vacancies
2. Contact colleges for personnel
3. Report on 1961 National Home Dem. Council Meeting---Mary McAllister
4. Citizenship Conference, September 15-19.
5. Fall Meeting of Board of Directors of Home Dem. Organization and State Committee Meetings.
6. Home Demonstration Yearbook---Mary Harris.
7. Committee Advisers for Home Demonstration Organization.
8. Home Demonstration Organization Handbook.
9. Home Demonstration Building Fund---Anamerle Arant.
10. Any other items you may think of.

District Agents will meet in the office of the Specialists.
 Conferences with Mr. Smith and Miss Kennett in Mr. Smith's office.

SCHEDULE FOR CONFERENCES FOR TUESDAY, SEPTEMBER 12th

	<u>MRS. SWICEGOOD</u>	<u>MISS LANGLEY</u>	<u>MRS. MCALLISTER</u>	<u>MISS HARRIS</u>	<u>MISS ARANT</u>	<u>MRS. HARDWICKE</u>
8:00-9:00	Mr. Smith Miss Kennett Mr. Piland	Miss Gordon and Staff	Miss Lee and Staff	Miss Wilson and Staff	Mrs. Riggle	Miss Jordan
9:00-10:00	Miss Gordon and Staff	Miss Lee and Staff	Miss Wilson and Staff	Mrs. Riggle	Mrs. Jordan	Miss Pritchard and Staff
10:00-10:15	B R E A K					
10:15-11:15	Miss Lee and Staff	Miss Wilson and Staff	Mrs. Riggle	Miss Jordan	Miss Pritchard and Staff	Mr. Smith Miss Kennett
11:15-12:15	Miss Wilson and Staff	Mrs. Riggle	Miss Jordan	Miss Pritchard and Staff	Mr. Smith Miss Kennett Mr. Hollowell	Miss Gordon and Staff
12:15-1:15	L U N C H					
1:30-2:30	Mrs. Riggle	Miss Jordan	Miss Pritchard and Staff	Mr. Smith Miss Kennett Mr. Dobbins	Miss Gordon and Staff	Miss Lee and Staff
2:30-3:30	Miss Jordan	Miss Pritchard and Staff	Mr. Smith Miss Kennett Mr. Mints	Miss Gordon and Staff	Miss Lee and Staff	Miss Wilson and Staff
3:30-3:34	B R E A K					
3:45-4:45	Miss Pritchard and Staff Mr. Norton	Mr. Smith Miss Kennett	Miss Gordon and Staff	Miss Lee and Staff	Miss Wilson and Staff	Mrs. Riggle

September 5, 1961

MEMORANDUM

TO: State Home Economics Staff

FROM: Nell Kennett

Miss Current called to say Ruth Current Bergeson (Sister's
Baby) arrived September 4th.

Miss Current plans to fly out to California on Thursday.

NK:em

Office of the Director

P.O. BOX 5097



AGRICULTURAL EXTENSION SERVICE

COOPERATIVE EXTENSION WORK IN AGRICULTURE & HOME ECONOMICS
NORTH CAROLINA STATE COLLEGE · RALEIGH, NORTH CAROLINA

August 22, 1961

TO THE COUNTY COUNCIL PRESIDENTS

Dear Co-Workers:

I am enclosing two copies of the Executive Board Minutes. One copy is for you and the other copy is for your Home Economics Agent. Will you please see that she gets her copy. We are doing this in order to save postage.

Sincerely,

Nell Kennett

Nell Kennett
State Home Economics Leader

NK:mw

Enclosure

Minutes sent to: Executive Board Members
Board of Directors
County Council Presidents and Home Agents
District Agents
Miss Kennett
Miss Current

MINUTES OF NORTH CAROLINA HOME DEMONSTRATION EXECUTIVE BOARD MEETING

Room 310 Ricks Hall - July 10, 1961

Mrs. David Williams, President, presiding.

Old business--discussion of awards for outstanding, superior or distinguished service. The committee formerly appointed Mrs. Williams, Mrs. Little, and Mrs. Benthall, with a district agent as adviser, and the President of Home Agents' Organization to make selection of recipients. They would check records of recommendation for nominees from districts similar to the A. & P. Award selection procedure.

The scheduling of district meeting with representation from Executive Board to bring greetings should be continued on motion by Mrs. Armfield and seconded by Mrs. Frady.

Mrs. Frady reported on the Yearbook survey. Suggested a Handbook be used in addition to the Yearbook.

Mrs. Little reported on recommendations for report to the National Convention. Very few suggestions were sent in, with no report from the Citizenship or Public Relations Committees.

Miss Current suggested that the incoming president and first vice president meet with committee chairmen early in the year before the general State Committee meetings. The suggestion of follow-up meetings for committees in order to get all in attendance was made.

Cook Book-- Mrs. Rachel Ferguson should be asked to work with a newly appointed committee to revise, publicize, test recipes, etc., thereby hoping to increase the volume of sales.

A delegate fund contribution from each county should be stressed.

After a discussion by Mrs. McAllister, the Korean Orphan Fund isto be continued. The motion was made by Mrs. Griffin, and seconded by Mrs. Little and was carried. This is to be reported to the State Council.

Mrs. English reported on resolutions proposed for A.C.W.W. The proposal was accepted on motion by Mrs. Little and was seconded by Mrs. Frady. Mrs. English's suggestion went to A.C.W.W. concerning closer cooperation of member A.C.W.W. groups. Above suggestions were accepted on motion by Mrs. Armfield and seconded by Mrs. Frady.

Copies of the State report are to be sent to Councny Council Chairmen, Chairmen of County Boards of Commissioners, for which \$40.00 was appropriated on motion by Mrs. Little, and seconded by Mrs. Frady.

The Pennies for Friendship Fund was discussed and carried over to the State Council Meeting, July 11.

A gift of appreciation to Mr. Weaver--a \$50.00 silver tray--is to be presented on motion of Mrs. Frady and seconded by Mrs. Armfield.

The State Home Demonstration Federation was invited to participate in the National Family Life Workshop. This was postponed at present on motion by Mrs. Armfield and seconded by Mrs. Frady.

Appropriation of \$75.00 for State Leadership Conference was made on motion by Mrs. Armfield and seconded by Mrs. Little.

After discussion, it was declared a closed issue that the only ones that could go to National Council Meeting on the State sponsored bus would be delegates, certain members of State Staff, president, and incoming president.

Nomination of officers for National Council was discussed. North Carolina had the privilege of sending a nomination for secretary and Southern Regional Director. The decision was not to submit a name this year from North Carolina since Mrs. Charles Graham, from this State, had served as Southern Regional Director for the 1956-1957 term.

The following nominating committee was named:

Mrs. Gilbert English, Chairman
Mrs. M. T. Griffin
Mrs. J. M. Andrews
Mrs. T. J. Benthall
Mrs. Gilmer Whicker
Mrs. Tony Ayers

After the meeting, the Executive Board decided to give Miss Current a gift of appreciation for the wonderful leader and inspirational counselor that she has been.

Respectfully submitted,

Mrs. David Williams, President
Mrs. M. T. Griffin, Recording Secretary

MINUTES OF NORTH CAROLINA EXECUTIVE BOARD OF HOME DEMONSTRATION FEDERATION

July 11, 1961 - College Union

Roll call by the secretary showed 62 county representatives, 13 district chairmen, 6 committee chairmen, and 5 past presidents were present.

The meeting was called to order by the president, Mrs. David Williams.

Mrs. Williams recognized our Home Economics Staff--Miss Ruth Current, Miss Nell Kennett, District Home Agents, and Home Economics Agents.

The treasurer's report was given by Mrs. Aubrey McLemman--report attached.

Mrs. Obed Castelloe gave the report on the Home Demonstration House Fund. 45 counties have paid 100%. Total funds on hand \$62,607.78. Report is attached.

The Loan Fund reports sent in by the committee chairman, Mrs. C. B. Strickland, was read by the secretary and accepted. A discussion followed on the question, "Should girls be denied use of the fund for two-year study, if money is available, when the number of four-year applicants were to few to use all of it", after which a motion was made by Mrs. Neil that we extend loans to two-year college attendants, but give preference to four-year students. It was seconded by Mrs. Melvin Mills and passed.

Committee reports were given as follows:

Health, Mrs. C. E. Alexander--report given by Mrs. Henry Francis.

International Relations--Mrs. Joe Chaney.

Music, Mrs. Fred Matthews. Report is attached. Mrs. Marvin Goode has been added to the staff of the music committee.

Public Relations--Mrs. Dorothy Vanderbilt. Report was given by Mrs. Gibson. Report is attached.

Safety report was given by Mrs. Whitfield and is attached.

Mrs. Glenn Armfield, Treasurer and Chairman of the Finance Committee, presented a recommended budget for 1961. The budget was approved as recommended. Copy is attached.

It was reported that 1,905 cook books have been sold since 1960 Farm Home Week.

Mrs. George Frady expressed appreciation for all the suggestions for changes in the Yearbook. All cannot be used. A Handbook in addition to the Yearbook has been suggested and met with favorable comment.

Mrs. Fred Matthews announced that State Home Demonstration Song Books are available from Mrs. J. C. Dodson.

A letter was read from the London Office of A.C.W.W. by the secretary showing the need of increased contributions to Pennies For Friendship.

Mrs. Gilbert English, Chairman of the Nominating Committee, brought the following report:

State President, Mrs. H. C. Little, Southwestern District
First Vice President, Mrs. George Frady, Western District
Second Vice President, Mrs. John A. Winfield, Eastern District
Recording Secretary, Mrs. Mayo Cherry, Northeastern District
Corresponding Secretary, Mrs. D. A. Lowe, Northwestern District
Co-ordinating Treasurer, Mrs. Cecil McCall, Southeastern District

The president declared the nominees elected to their respective offices.

Announcements were made of the Blue Ridge World Affairs Conference, July 28-30, and the National Citizenship Council Meeting, Washington, D. C., September 15-19.

The illness of Mrs. McIntyre, Mrs. Pate, and Mrs. C. B. Strickland was noted. The President asked that the secretary send notes from State Council to each of them. The group was led in silent prayer for these ladies by Mrs. Charles Graham.

Respectfully submitted,

Mrs. David Williams, President
Mrs. M. T. Griffin, Recording Secretary

Office of the Director

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AGRICULTURAL EXTENSION SERVICE

COOPERATIVE EXTENSION WORK IN AGRICULTURE & HOME ECONOMICS
NORTH CAROLINA STATE COLLEGE · RALEIGH, NORTH CAROLINA

August 9, 1961

MEMORANDUM

TO: Home Economic Head Specialists

FROM: Nell Kennett

The State Fair contract for paint is with the Pittsburgh Paint Company. You may select the colors for the Home Demonstration Booths from their charts.

August 3, 1961

MEMORANDUM

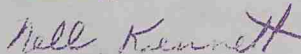
TO: Home Economics Specialists In Charge

RE: State Fair Home Demonstration Booths and Women's Department

Will you please have in writing, drawing, or miniature, exact specifications which you will need built in for your State Fair Home Demonstration Booth. Also, be specific about electric outlets, whether for lights, appliances, motors, etc. We must have this no later than September 1.

We will have a person employed by the State Fair to work with us. As soon as we know who she is you will be notified. Perhaps you will want to work directly with her. If you have any suggestions to make for this position, please let me know. I would like also to have your suggestions for Judges, Department Heads, etc.

Sincerely,



Nell Kemett
State Home Economics Leader

cc: District Agents

August 3, 1961

MEMORANDUM

TO: Home Economics Specialists In Charge

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Sincerely,



Nell Kennett
State Home Economics Leader

cc: District Agents

MINUTES OF EXECUTIVE BOARD MEETING
OF THE NORTH CAROLINA ORGANIZATION OF HOME DEMONSTRATION CLUBS

March 20-21, 1961

The preliminary session of the Executive Board on Monday night, March 20, consisted of suggestions by Miss Ruth Current and others on the plan or work for the following day and near future.

We should tie in the safety program with National Home Demonstration Week April 30 to May 6. A letter should be sent to County Council Presidents emphasizing observance of the week with window displays, tours, church services, and other ways of calling attention of the non-members to this form of adult education.

Tribute to Mr. Lex L. Ray, Director of Development, Foundations, as a great friend of the Extension Service, particularly to home demonstration club women, is to be given by the State Council during Farm Home Week. This tribute will be awarded on Wednesday evening, July 12.

A letter, over Mrs. George Frady's signature (Second Vice President) as chairman of the committee, is to be written to County Council Chairmen requesting suggestions for needed changes in the 1962 Yearbook.

On March 21, 1961, the quarterly meeting of the Executive Board was called to order by Mrs. David Williams, President. Mrs. Williams gave a reading by John Vinson and led in prayer.

Present were: Mrs. David Williams, Mrs. H. C. Little, Mrs. T. J. Benthall, Mrs. Gilbert English, Mrs. George Frady, Mrs. Aubrey McLennan, Mrs. Mary McAllister, Miss Ruth Current and Miss Nell Kennett.

Miss Current led a discussion on Farm Home Week--the programs, expenses, speakers and entertainment. There were only 900 attending in 1960 and unless more interest is shown, and encouragement in the counties and clubs can bring in a greater number of the women, we may not be able to continue Farm Home Week. Greetings from the top staff members will be a must on the program as a matter of courtesy. Proposals for the program the first night were: Talent Show, Marine Band might be secured, Reception at the Mansion, Tour to the Research Triangle and classes. Federation Day suggestions for a speaker were: Margaret Meade, worldwide known Anthropologist; Pearle Buck, Author and a great Humanitarian; and Dr. Irene McFarland, Staff Physician, Cherry Hospital, Goldsboro, N.C.

The following announcements were made. The President, First Vice-President, Incoming District Chairmen and Chairmen of Standing Committees are to attend National Home Demonstration Council in Maine, August 28-31.

Five of the officers are to attend the Leadership Training Workshop at Chapel Hill, July 17-20. Mrs. Williams will attend to getting names sent in to proper person and see that the Treasurer sends our dues in.

State report for National Council is to be sent to the Regional Director by June 5.

Mrs. Little has written to the eight committee chairmen asking that their reports be sent to her by May 1.

A suggestion was made that we write the President of National Home Demonstration Council, Mrs. Homer Greene, Tutwiler, Mississippi, and offer our U.N. flags for use at the National Council Meeting, August 27-31.

Miss Current extended an invitation to her "Open House" on April 29.

Report of Green 'N' Growing was given by Mrs. McLennan. The question whether or not the equipment was sold remained unanswered. Financial Report should be given at next council meeting.

The music program was discussed. The change to combine music treasury with general treasury vs separate music treasury as at present. Miss Current suggested a meeting of the Music Committee with State Board, to be called by Mrs. Williams, to decide the above question. Amount paid out by Music Committee, \$2,750.14. All music fees are to be sent to Mrs. George T. Smith, Box 151, Conover, N. C. Dr. Hoffman was praised for having made music important in North Carolina.

Mrs. Williams, Mrs. Little, and Mrs. Benthall were asked to serve as a committee to consider honor pins to be awarded for service in home demonstration work, special achievements, etc.

The State Safety Committee is to attend the State meeting to be held in Raleigh on Safety in answer to an invitation for April 11.

Mrs. English was asked to aid in forming resolutions to ACWW. They should bring about a better unity of organizations. What contribution are we giving to ACWW from North Carolina to give value received from the nearly \$20,000 spent for delegates to go? Miss Current asked, "What do we receive for the \$25.00 affiliation fee to the Women's Clubs of North Carolina?" Other fees were discussed. Mrs. Frady made a motion, seconded by Mrs. Williams that we not exceed \$300.00 in affiliation dues. It passed.

Assignments were made for members of the board to bring greetings at District Meetings.

Respectfully submitted,

Mrs. David Williams, President

Mrs. M. T. Griffin, Secretary

MINUTES OF EXECUTIVE BOARD MEETING
OF THE NORTH CAROLINA ORGANIZATION OF HOME DEMONSTRATION CLUBS

March 20-21, 1961

The preliminary session of the Executive Board on Monday night, March 20, consisted of suggestions by Miss Ruth Current and others on the plan or work for the following day and near future.

We should tie in the safety program with National Home Demonstration Week April 30 to May 6. A letter should be sent to County Council Presidents emphasizing observance of the week with window displays, tours, church services, and other ways of calling attention of the non-members to this form of adult education.

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Miss Current extended an invitation to her "Open House" on April 29.

Report of Green 'N' Growing was given by Mrs. McLennan. The question whether or not the equipment was sold remained unanswered. Financial Report should be given at next council meeting.

The music program was discussed. The change to combine music treasury with general treasury vs separate music treasury as at present. Miss Current suggested a meeting of the Music Committee with State Board, to be called by Mrs. Williams, to decide the above question. Amount paid out by Music Committee, \$2,750.14. All music fees are to be sent to Mrs. George T. Smith, Box 151, Conover, N. C. Dr. Hoffman was praised for having made music important in North Carolina.

Mrs. Williams, Mrs. Little, and Mrs. Benthall were asked to serve as a committee to consider honor pins to be awarded for service in home demonstration work, special achievements, etc.

The State Safety Committee is to attend the State meeting to be held in Raleigh on Safety in answer to an invitation for April 14.

Mrs. English was asked to aid in forming resolutions to ACWW. They should bring about a better unity of organizations. What contribution are we giving to ACWW from North Carolin to give value received from the nearly \$20,000 spent for delegates to go? Miss Current asked, "What do we receive for the \$25.00 affiliation fee to the Women's Clubs of North Carolina?" Other fees were discussed. Mrs. Frady made a motion, seconded by Mrs. Williams that we not exceed \$300.00 in affiliation dues. It passed.

Assignments were made for members of the board to bring greetings at District Meetings.

Respectfully submitted,

Mrs. David Williams, President

Mrs. M. T. Griffin, Secretary

January 30, 1961

MEMORANDUM

TO: The Home Economics Staff

FROM: Ruth Current

The annual meeting of the North Carolina Adult Education Association will be in Chapel Hill on February 7, 1961.

Lill

January 12, 1961

TO: Miss Current
FROM: Nell Kennett

Miss Current's Staff Conference, December 12, 1960

Suggestions For Farm Home Week

1. Perhaps one day classes feature the Home Demonstration State Committee subjects.
2. All day classes.
3. Specialists need dates for classes early.
4. Have a dress review or fashion show in 1962 (make this a contest).
5. Have special interest classes.
6. Have exhibits--displays by home demonstration women as they have in some County Achievement Day programs.
7. Have talent.
8. Get programs out to counties early--by May 1.
9. The name of Farm Home Week be changed to Homemakers' Forum or Homemakers' Week or something more appropriate.
10. Gear to home economics and the homemaker rather than to just home demonstration.
11. Wider publicity be given.
12. Notices go to other organizations and agencies (Women's Clubs, Garden Clubs, etc.).
13. That class rooms be assigned by a committee rather than chosen by individuals.
14. Farm Home Week activities be centralized on campus rather than scattered.
15. Hold Farm Home Week at Woman's College.

Copy to: District Agents
Head Specialists

North Carolina State College of
Agriculture and Engineering,
North Carolina Counties and
United States Department of
Agriculture Cooperating

COOPERATIVE EXTENSION WORK
in
AGRICULTURE AND HOME ECONOMICS
STATE OF NORTH CAROLINA

Extension Service
Home Demonstration Work

P. O. Box 5097
State College Station, Raleigh, N.C.

October 24, 1960

TO THE HOME ECONOMICS AGENTS IN CERTAIN COUNTIES

Beaufort County
Guilford County
Halifax County
Johnston County

Mecklenburg County
Orange County
Pasquotank County
Robeson County

Richmond County

Dear Co-Workers:

Mrs. Minnie Brown, Assistant State Negro Home Economics Agent at A. & T. College, and her Staff, have been working with Mrs. Jewell Fessenden, Extension Analyst, Program Research Branch, United States Department of Agriculture, and us, here at State College, on a Home Demonstration Study for North Carolina.

This is the first study of its kind to be made of the Negro home demonstration work in the United States. It is similar to the National Study of Home Demonstration work in which North Carolina participated a few years ago. This study will involve both home demonstration members and nonclub members.

The purpose of the study as stated by Mrs. Brown is as follows:

- I. To get information which will aid in planning more effective home economics extension programs, including:
 - A. Social and economic characteristics of club members and nonclub members.
 - B. Problems, practices, interests, needs in family living.
 - C. Determine whether nonclub members are benefiting from home economics extension programs.
 - D. Determine to what extent club members are influencing nonclub members with things they learn from the home economics extension program.
 - E. Determine club members' preferences for getting information.

- F. Determine why nonclub members do not join home demonstration clubs; their preference of getting information.
- G. Why do women drop out of clubs, once they have been members?

The interviewing for this study will be done November 14-19, 1960. Your county has been selected to participate in the study--only a sample of the members will be contacted.

The Negro home agents have been asked to do the following:

1. Announcements to be made over radio by the agents who have programs. Purposes should be given and people asked to cooperate. If agents have no radio programs, perhaps the announcements could be made anyway by the station program leaders.
2. The home agents should mention in their news columns the fact that the study is to be made and something explained about the purposes, and cooperation should be asked for.
3. In the urban areas selected, the city authorities should be contacted and explanations made that some families are to be visited and why the visits will be made.

We are most anxious to give all the support and assistance possible in making this study successful. We wanted you to be informed of the study. Perhaps you will wish to confer with the Negro home agent and assist her in anyway possible, particularly in radio and other means of informing the public.

Sincerely,



Nell Kennett
State Home Economics Leader

NK:mw

cc: Miss Ruth Current
Mrs. Minnie M. Brown

North Carolina State College of
Agriculture and Engineering,
North Carolina Counties and
United States Department of
Agriculture Cooperating

COOPERATIVE EXTENSION WORK
in
AGRICULTURE AND HOME ECONOMICS
STATE OF NORTH CAROLINA

Extension Service
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Sincerely,

Nell Kennett

Nell Kennett
State Home Economics Leader

NK:mv

cc: Miss Ruth Current
Mrs. Minnie M. Brown

1322 Rand Drive
Raleigh, N. C.
September 30, 1960

TO THE STATE FAIR JUDGES, WOMEN'S DEPARTMENT AND HOME ECONOMICS SPECIALISTS
IN CHARGE:

Will you please meet in your respective departments in the Women's
Division at the State Fair on Monday, October 10, at 11:45.

This group will have lunch together at the Women's Club Food Booth
at 12:00 o'clock.

Enclosed you will find a temporary pass for your use on Monday.

I am looking forward to working with you.

Sincerely,

Mrs. Kay Riggle, Associate Director
Women's Department, N. C. State Fair

Copy to: Miss Current
Miss Kennett

Copy

Office of the Director
P.O. BOX 5097



AGRICULTURAL EXTENSION SERVICE

COOPERATIVE EXTENSION WORK IN AGRICULTURE & HOME ECONOMICS
NORTH CAROLINA STATE COLLEGE · RALEIGH, NORTH CAROLINA

September 16, 1960

TO ALL HOME ECONOMICS AGENTS

RE: 1961 Plans of Work

Dear Agents:

County plans of work were discussed at the Home Economics Staff Conference this week. The specialists expressed the need for receiving the counties' request for specialists' help for 1961 by October 15, 1960. They felt that this was necessary in order for them to get materials prepared and schedules for training schools, kits, etc., ready for you.

I hope this will not inconvenience you too much.

Please send two copies of your request for each home economics specialist area for 1961 to your district agent by October 15.

I hope the revised specialist request form (Program Planning Form No. 3) will be available for your use. Otherwise, use plain sheets of paper.

Sincerely,

Nell Kennett

Nell Kennett
State Home Economics Leader

NK:mw

cc: Miss Current
District Agents
Head Specialists

Copy

Office of the Director
P.O. BOX 5097



AGRICULTURAL EXTENSION SERVICE

COOPERATIVE EXTENSION WORK IN AGRICULTURE & HOME ECONOMICS
NORTH CAROLINA STATE COLLEGE - RALEIGH, NORTH CAROLINA

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Nell Kennett

Nell Kennett
State Home Economics Leader

NK:mmw

cc: Miss Current
District Agents
Head Specialists

Coff

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
STATE OF NORTH CAROLINA

NORTH CAROLINA STATE COLLEGE OF
AGRICULTURE AND ENGINEERING,
NORTH CAROLINA COUNTIES AND
UNITED STATES DEPARTMENT OF
AGRICULTURE COOPERATING

EXTENSION SERVICE
HOME DEMONSTRATION WORK

P. O. Box 5097
STATE COLLEGE STATION, RALEIGH, N. C.

September 16, 1960

MEMORANDUM

TO: All District Agents

RE: Fall District Meetings

Howard Ellis would like to have fifteen minutes--"not one minute more" says he--on Traffic Safety program at the Fall District Meetings.

Contact Howard for further information.

Sincerely,



Nell Kennett
State Home Economics Leader

NK:mw

cc: Mr. Shoffner
Mr. Ellis

Copy

NORTH CAROLINA STATE COLLEGE OF
AGRICULTURE AND ENGINEERING,
NORTH CAROLINA COUNTIES AND
UNITED STATES DEPARTMENT OF
AGRICULTURE COOPERATING

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
STATE OF NORTH CAROLINA

EXTENSION SERVICE
HOME DEMONSTRATION WORK

P. O. Box 5097
STATE COLLEGE STATION, RALEIGH, N. C.

September 16, 1960

TO THE DISTRICT HOME ECONOMICS AGENTS

The North Carolina Recreation Commission would appreciate a report from Extension on October 24, 1960 on some of the results of the work we have done in co-operation with them.

Could you pull from your county monthly and annual reports some significant stories or facts of what has happened because of these training schools.

I would like to have this by October 1.

Sincerely,

Nell Kennett
State Home Economics Leader

Office of the Director

P.O. BOX NO. 5157



AGRICULTURAL EXTENSION SERVICE

COOPERATIVE EXTENSION WORK IN AGRICULTURE & HOME ECONOMICS
NORTH CAROLINA STATE COLLEGE - RALEIGH, NORTH CAROLINA

May 17, 1960

TO COUNTY HOME ECONOMICS AGENTS

Dear Agents:

We enclose for your information the materials from the State Home Economics Program Planning Conference.

Material included:

1. Summary of Group Discussion Reports (8)
2. The Role of State Home Economics Staff in Program Planning
3. Summary of Evaluation--by 92 agents reporting with suggestions to county home economics agents, district agents, specialists, and Administration

Please review carefully the enclosed material and other Program Planning materials that you have and develop a step-by-step Program Planning procedure for your county.

Sincerely,

Nell Kennett
State Home Economics Leader

NK:mw

Enclosures

THE ROLE OF THE STATE HOME ECONOMICS STAFF IN PROGRAM PLANNING

By

Lorna Langley

"The purpose of the State Extension Service is to help the county develop a program. This means that the State Staff does not determine the program, but they help to make it as easy as possible to do the job properly in the county. The State Staff's job then is not one of dictating the program but rather one of creating an atmosphere which facilitates program planning and development."

--District Supervisor's Conference--Wisconsin

District Agents can:

1. Confer with agents on plans for county home economics program planning.
2. See that a variety of training situations are made available to agents to assist them in doing the program planning job.
3. District Agent can serve as a resource person in planning procedure and evaluation of long-time county program plans and the annual plan of work.
4. Both district agents and specialists can encourage agents to make necessary adjustments in the program. Both can assist agents in enlarging the concept that a county home economics program is more than Home Demonstration and 4-H Club Meetings, that it is bringing into play all methods and resources to promote better living for all the people of the county.
5. Assist agents in developing methods and techniques for presentation of data to local committees.
6. Assist agents in developing a procedure for more effective selection, training, and use of leaders.
7. Help agents analyze common errors and pitfalls of program development.

Specialists can:

1. Make studies and assemble, analyze, and interpret facts as a means of clarifying problems in the field of specialization. Assist in working out solutions to these problems. In other words, help agents develop a sound educational program.
2. Can assist in interpreting facts to leaders.
3. Can confer with Agents on program planning in regular office conferences, with all agents participating.
4. Discuss with district agents the subject-matter content of programs; interpret programs; and exchange ideas, so there is greater understanding of programs.
5. Assist agents and district agents in determining training needs of agents in subject matter.

Both district agents and specialists can assist agents in evaluation of work. If accomplishments have been made, they can be measured or evaluated. The evaluation, in turn, serves as a basis upon which further planning proceeds. Program planning is then continuous, as it ought to be.

EVALUATION

Program Planning Conference
 County Home Economics Agents
 Agricultural Extension Service, Raleigh, N. C.
 April 20-22, 1960

92 Counties Reporting

- A. To what extent has this conference helped you gain understanding, appreciation, and skill in applying specific educational principles as a guide to sound program planning procedure?

(Please check all 8)

Program Planning Principle	Extremely Helpful, Applicable	Some Help, More Assistance Needed	Little Help, Not Understood	No Answer Given
1. Should be continuous educational process that helps develop knowledge, skills, and attitudes of the participants.	55	33	2	2
2. Should provide opportunity for democratic participation of the people for whom the program is intended.	67	22	2	1
3. Should be based on an analysis of the technological, sociological, and cultural facts applicable to the people and to the situation.	40	44	5	3
4. Should provide for the identification of needs and interests of the people.	52	33	4	3
5. Should give opportunity for the participants to establish long-time and short-time objectives and goals.	42	46	2	2
6. Should provide for coordination of educational efforts, activities, and resources of many interested leaders, organizations and agencies	49	35	4	4
7. Should be flexible in order to provide for adjustment and change.	73	14	1	4
8. Process should include plans for evaluation.	49	41	1	1

- B. Please list quickly what steps you will take when you return to your county to involve the other members of the Extension Service, County Commissioners, leaders of supporting and cooperating agencies or groups, as well as key individuals and leaders of all organized extension sponsored groups?
1. Careful study of all program building material, principles of program planning, and a step-by-step plan to secure the help needed to set up county program planning procedure for Home Economics Plan of Work---- Follow step-by-step procedure similar to the one developed by Mrs. Estelle White.
 2. Train assistant agents in program planning.
 3. Ask leaders to assist in gathering facts.
 4. Discuss needs and situations affecting family living with our agents and other groups and agency heads as well as with county commissioners and key leaders.
 5. Present situations and facts at group meeting - to get people to think and discuss needs before deciding on action needed.
 6. Involve executive advisory board of Home Demonstration, 4-H and Y.M.W. groups, also the extension advisory board in exploring needs and opportunities and in setting goals.
 7. Be a better example of an Home Economics Agent.
 8. Strengthen public relations.
 9. Involve more people by group participation.
 10. Set up county fact gathering committee.
 11. Will discuss with county extension staff and get their reaction and cooperation.
 12. Include work with other agents in program planning.
 13. When plan is completed, take it before different groups (county commissioners, etc.) for suggestions, changes and approval.
 14. Explain purpose of meeting.
 15. Make notes during year for suggestions for program development.
- C. What assistance will you need from: 1. Specialists; 2. District Agents; 3. Administrative Staff; as you work with local people in developing procedure for building a strong Home Economics program within the framework of the total Extension Service?

Assistance needed from District Agents:

1. District agents - helping with leaders.
2. District agent's guidance in planning county planning procedure.

Assistance needed from Specialists:

1. Factual subject matter information and trends from specialists.
2. More help needed in carrying program - demonstration suggestions and kits of material to borrow or rent as needed.
3. More county workshops with specialists assisting.
4. Specialists, training and bulletins on time.
5. Assistance in planning areas of program.

Assistance needed from District Agents and Specialists:

1. Conference with district agent and specialists.
2. Help to explain to Home Demonstration Club Members why leaders must give more demonstrations and hold more meetings.
3. Assistance in evaluating present and past program as a basis for establishing interests and needs.
4. Assistance on wiser use of own time and better organization and administration of the staff and other resources.
5. Assistance on selection and use of methods to support program planned.
6. Help on how to get people to want what they need in a program.
7. Grouping county demonstrations in order that specialist can train more agents only short time before demonstration.
8. Would be helpful to have follow-up conference on subject matter demonstrations and materials to be available in 1960-61.
9. Need district agent and specialists to help discuss with leaders the importance of Program Planning.
10. Need help on better planning for 4-H program for Juniors.
11. Continued inspiration and help in new ways of involving people - a solution to the problems of different ages, educational levels, social levels, etc.
12. Suggestions, advise, and guidance.

Assistance needed from Administrative Staff:

1. Advice and constructive criticism from time to time.
2. Inspire people and analyze their needs. (Analyze situation and identify problems or needs).

D. Please give two suggestions for improving future program planning conferences:

1. Advance information concerning time of conference.
2. Clearer statement of purpose of conference at first of meeting.
3. Shorter sessions.
4. No night meetings.
5. Provide opportunity for more important thinking to be done in morning before agents are fatigued.
6. Key Home Economics program for Extension--To the over-all home economics goals accepted by a Home Economics Association to give a broader concept.
7. The Home Demonstration House at State College badly needed to provide better facilities for agent training, conferences and workshops.
8. Provide longer time so as to be able to think more effectively.
9. Include more staff members as resource people. The 4-H Club and Consumer Marketing Staff be included as resource people.
10. More time for success stories and discussion of methods used by agents.
11. Assistant Home Economics agents need this training. They could contribute and gain.
12. Too much sitting. Provide larger space for meeting and more breaks.
13. Show actual plans of work. Show how to set up a good plan of work.
14. More subject matter trends and suggestions for program building from specialists.
15. Include more suggestions for building 4-H programs.
16. Use more small discussion groups.
17. Give more definite information.
18. A longer conference with opportunity for actual program planning experience. (This was a good beginning).
19. More information on Home Economics Research needed to discuss new trends and new findings in Home Economics.
20. Program planning training should include head farm agent as well as the Home Economics Agent.
21. Devote evenings to important inspirational speakers or inspirational activities.
22. More time with district agents.

23. Excellent workshop. More like it needed.
24. Give more specific aids for program planning. Step-by-step procedure.
25. More time with each phase and subject.
26. Additional discussion time.
27. Inform group leaders more specifically of their role as a leader in discussion groups.
28. Better place to stay.
29. Avoid repetition of same information and not assume that we know so many things which we do not know!
30. Conference every two years.

GROUP 1

Principle of Program Planning to be discussed: Program Planning should be a continuous educational process that helps develop knowledge, skills, and attitudes of the participants.

Questions:

A. What knowledge, skills, and attitudes are we trying to develop as we plan a Home Management program?

1. Teach individuals and families how to manage their resources (human and material) for better family living
2. Teach values of cooperation in management and family living (unit approach) farm and home development
3. Teach good business methods
4. Teach record keeping and evaluation for future planning
5. Develop good money management practices (wise use of credit) 4-H and Adult
6. Create family interest in economic problems (financial security, new wills and inheritance laws, laws affecting personal property, banking
7. Teach families to adapt good buying practices based on facts and information using most recent research and right attitudes toward change
8. Teach work simplification
9. Teach homemakers to use good posture and to teach good health
10. Teach awareness of physical limitations
11. Teach safety in managing the home
12. Create and develop leisure time and use it wisely

E. How can program planning for Home Management be made a continuous educational process?

1. To incorporate good management practices into each demonstration, program, news articles, etc.
2. Follow-up by agents, leaders, and audience
3. Be a good example of home management
4. Keep timely information before public (mass Media)
5. Present seasonal information
6. Use resource people (efficiency experts and others) available material in planning
7. One learning experience leads to awareness of needs for better management
8. Ask for suggestions for planning throughout the year
9. Impress home management leaders with their responsibility in developing ideas throughout the year
10. Use result demonstrations (kitchen tours and special record keeping)

GROUP 2

Principle of Program Planning to be discussed: Program Planning should provide opportunity for democratic participation of the people for whom the program is intended.

Question:

A. Who is our clientele?

1. All the people in the county
 2. All the people in Rural communities
 3. Farm Organizations
 4. Non-club people
 5. Rural Development Groups
 6. Urban people
 7. Industrial groups
- B. How do we get the segments of our clientele represented and involved in program planning in Food Conservation? (include in the discussion such groups as: Home Demonstration Council and Extension Advisory Board and others)
1. Invite representatives from all groups involved to program planning meeting
 2. Home agents send letter announce on radio, and newspaper
 3. County Home Demonstration leaders telephone all people on list
 4. Plan entire food program at one time
 5. List of those included are: Home Demonstration foods and food conservation leaders, 4-H adult leader, Senior 4-H leader, Community improvement groups, representative of non-club groups, Representatives of educational agencies
 6. Home Demonstration Leaders bring in request from club members from previous club program planning discussion
 7. Members of home demonstration council and agriculture advisory board would be involved
 8. At the meeting, we show trends - use facts from and suggestions from Specialist's surveys. Evaluation of previous work could be used
 9. People identify needs
 10. People set up long-time objectives
 11. People set up short-time goals
 12. People decide what should be done and just who to do the job
 13. Over-all program planning - Committee decides on plan of work with information from all subject matter committees
 14. Plan to include all groups as program is put into action
 15. Plan to evaluation, judge results, find problems for future programs

GROUP 3

Principle of Program Planning to be discussed: Program Planning should be based on an analysis of the technological and sociological, and cultural facts applicable to the situation. Program Planning should provide for the identification of needs and interest of the people.

Questions:

- A. What are the sources of facts, how do we use these facts, how do we identify needs and interests of people in planning a program in Foods and Nutrition?
1. Survey of 1957 which covered a cross section of North Carolina
 2. Questionnaires and local surveys in 4-H, home demonstration, community development clubs, other organized and un-organized groups, schools, lunch rooms, etc.
 3. Annual reports
 4. Observation
 5. Census
 6. Farm Family Outlook and other publications

7. Specialist and research
8. Nutrition leaders
9. Doctors, dentists, county health nurses
10. Welfare Department

B. What professional judgment should be projected by the agents into planning a Foods and Nutrition Program?

1. Extension Advisory Board
2. Agricultural Workers Council
3. Home Demonstration Council
4. Foods and Nutrition Leaders
5. Any other program planning groups
6. Identify interests and needs -- involve the people in a study and interpretation of these facts and guide them in determining their major and minor problems in foods and nutrition. Agents should be ready with facts pertaining to the foods and nutrition situation in the county and serve in an advisory capacity in planning a program that is both attainable and justifiable.

GROUP 4

Principle of Program Planning to be discussed: Program planning should give opportunity for the participants to establish long-time objectives and goals.

Questions:

A. What procedure would you suggest for setting objectives and goals in a Clothing Program?

Evaluation of past activities and present situation by

1. Reading plans of work and annual reports of previous years
2. Observation of clothing and habits of dress of clientele (club members and others)
3. Study surveys available (or make them) also the program projection for the county
4. Use questionnaire for club members to determine their desires

Summarize this information and get it to leaders for their background study.
Call meeting of leaders (club and non-club)

1. Review the situation and needs
2. Have buzz session
3. Set up objectives for five to ten year period
4. Decide on short term (1 to 2 year) goals to reach these objectives
5. Provide for annual evaluation and need for re-direction of program

B. Discuss the relationship of these objectives and goals to Extension teaching and evaluation in a Clothing Program.

1. Goals and/or objectives should determine our methods of teaching and evaluation. Some goals are more effectively reached by personal demonstration rather than mass media, etc. Also the goals should cause a program to be set up and presented in a way acceptable to the people.

GROUP 5

Principle of Program Planning to be discussed: Program Planning should provide for coordination of educational efforts, activities, and resources of many interested leaders, organizations, and agencies.

Questions:

- A. What are some opportunities for coordination educational efforts, activities, and resources of many interested leaders, organizations, agencies in planning a Housing and House Furnishings Program?
1. Agriculture Workers Council
 2. Tours to homes, furniture stores, building supply companies, industrial fairs, manufacturers
 3. Workshops
 4. Clinics - using different people (For Example: floor covering, power company, cabinet makers)
 5. Special interest meetings
 6. Leader training meetings
 7. Result demonstrations
 8. Fairs and exhibits
 9. Mass media - radio, newspapers, bulletine
 10. Community development
 11. Information clinic for business and professional people - to learn what they can offer in new ideas and materials
 12. Utilize State Specialist in planning housing and house furnishings activities newsletter
 13. Exchange of ideas and materials by agents in neighboring counties
- B. Identify leaders, organizations, and agencies which might be involved in a Housing and House Furnishings Program.
1. Both men and women leaders in Home Demonstration, Farm and Home Development, 4-H, Home Economics and Agriculture Teachers, Farm and Home Administration, A. S. C.
 2. Loan agencies - bankers, federal loans, veterans loans
 3. Power companies
 4. Appliance and Equipment people
 5. Builders and contractors
 6. Architect and Interior decorators
 7. Result housing families
 8. Sanitarian
 9. Chamber of Commerce
 10. City ordinance

GROUP 6

Principle of Program Planning to be discussed: Program Planning should be flexible in order to provide for adjustment and change.

Questions:

- A. Make suggestions for the mechanics of a two year plan of work (a) Forms needed (b) Revision of request sheets.

1. Need to develop a new form to replace the four page sheet. In order to do this, need a committee composed of agents, specialists, and administrative personnel to work out a new form. Required more mature thinking than we could give last night to develop a form.
2. Need more space on form for giving information. Perhaps could be answered by more vision of the use of space already available. Eliminate duplications by designation on the calendar the demonstrations in the specialist's field instead of listing demonstration on back of sheet. Use back of sheet. Use back side for narrative explanation on your request for assistance. Let the same committee as previously mentioned study and revise the request form.

B. What assistance is needed from district agents and specialists?

a. District Agents

1. administrative problems
2. personel needs and problems
3. budgets
4. training in organization and planning
5. a go-between between specialist and agents, home economics leader and assistant director in charge of home economics
6. interpret policy
7. aid in evaluating
8. arrange training schools for agents and sometimes leaders
9. more opportunities to discuss problems

b. Specialists

1. results of research
2. demonstration kits and illustrative meetings
3. subject matter information
4. keep agents informed of information available
5. new methods and techniques of presenting subject matter
6. training agents and then leaders whenever possible

C. How can we provide for flexibility in planning and executing a program?

1. Adapt the program to meet immediate situation and the needs of the various groups
2. Agent should forsee needed changes
3. Interpret to the people involved any necessary changes
4. Whenever a major change is needed that there be a mutual agreement between State and County personnel involved
5. Have some reserve demonstration to use on short notice
6. Maintain good working relationship with resource people in the county so that you can draw on them in the event of an emergency in the realm of programs.
7. Some method of evaluation to determine progress (interest) to re-direct the work for the second year. The activities may not move as fast or may progress faster than anticipated. A committee of club leaders might do this.

GROUP 7

Principle of Program Planning to be discussed: The program planning process should include plans for evaluation.

Questions:

- A. In what ways can evaluation strengthen the Home Economics Program?
1. By providing a definite time for evaluations
 2. By recognizing and using evaluation as a continuous process
 3. By using evaluation to help us determine certain goals and objectives
 4. By using evaluation to help develop leaders
 5. By determining our strengths and weaknesses
 6. By giving bases for interpretation of programs
- B. What techniques would you suggest for use in evaluation?
1. Immediate evaluation of certain events, and example is a district meeting, and periodic evaluation of over-all program
 2. Involve leaders in evaluation
 3. To provide time for specialist to evaluate our work in their subject matter field when they are in the county
 4. Self evaluation
 5. Surveys, questionnaires, and home visits determine the adoption of recommended practices
- C. Discuss the role and function of leaders in Home **Economics Program**.
1. Help us to determine the situation and give direction to the program
 2. To interpret and extend: example; mass media, demonstrations, workshops, "Each One Reach One", club leader reports
 3. They implement the program through their services to agents, club members and general public
- D. Give suggestions for developing a more effective leadership program.
1. Appoint committee early in the year to observe right person for right job. Consider interests, skills, etc.
 2. Provide effective training programs
 3. Use leaders to plan and evaluate program
 4. Involve leaders to see their strengths and weaknesses
 5. Recognition of leaders
 6. We need materials and techniques from Specialist adapted to leader's level

GROUP 8

Question:

- A. Discuss and suggest ways of coordinating Home Management, Family Life, Health, and Safety into all Home Economics Programs.
- a. Ways of coordinating home management into all Home Economics Programs:

1. Work simplification
 2. Planning
 3. Time Management
 4. Family economics
 5. Decision making or family council division of responsibility (results in)
 6. Insurance
- b. Ways of coordinating Family Life into all Home Economics Programs:
1. Food production (garden)
 2. 4-H Food Conservation projects and family food conservation projects
 3. Food preparation, service, and family fellowships
 4. Buying - consumer education
 5. Sharing family responsibility (clothing budget, use of family car, consideration of rights of family members)
 6. Sharing available housing facilities
 7. Family projects - yard beautification, chores
 8. Family activities - Family workshop, recreation
- c. Ways of coordinating Health into all Home Economics Programs:
1. Food - selection and preparation
 2. Clothing
 3. Home Management - laundry, cleaning
 4. Housing - heating, lighting facilities, sanitary facilities
 5. Safe water supply
 6. Provision for the aged
 7. Food production and conservation, consumption
 8. Medical and dental family programs
 9. Creating healthy family attitudes and appreciation of each other
- d. Ways of coordinating Safety into all Home Economics Programs:
1. Housing - floor finishes, wiring, proper storage of poisonous insecticides, medicines, etc., storage of equipment (toy, yard tools)
 2. Food conservation - pressure cooker
 3. Safe cooking equipment
 4. Home beautification - holes in yards, poisonous plants, mosquito breeding places
 5. Clothing - shoes
 6. Auto - farm machinery safety
 7. Trash and garbage disposal

Summary -- Home Management, Family Life, Health, Safety, should be a vital part of the total program and can be incorporated in all teaching methods.

February 15, 1960

MEMO TO: District Home Economics Agents
Home Economics Specialists

FROM: Nell Kennett

RE: One Statewide Program Planning Conference for County Workers

DATES: Evening of April 20 and April 21-22

WHO: Only County Home Economics Agents will attend and all
Home Economics Specialists

PLACE: Raleigh

You will be kept informed as the procedure is developed for the meeting.
The Committee is working on this now.

February 15, 1960

MEMO TO: District Home Economics Agents
Home Economics Specialists

FROM: Nell Kunnett

RE: One Statewide Program Planning Conference for County Workers

DATES: Evening of April 20 and April 21-22

WHO: Only County Home Economics Agents will attend and all
Home Economics Specialists

PLACE: Raleigh

You will be kept informed as the procedure is developed for the meeting.
The Committee is working on this now.

HOME ECONOMICS STAFF CONFERENCE
District Agents
February 8, 1960

FARM HOME WEEK

Recommendations from District Agents:

1. Luncheon - Second Vice Chairman

If Mrs. Williams will be too disappointed--wait and start next year.

2. Reception - President

Consensus of total group with exception of Miss Arant *who* thought it should perhaps be Past President.

3. State Report - First Vice Chairman

TRAINING OF OFFICERS

Group unanimous in the recommendation--that training of officers be done on District rather than State basis--too few got to the State Meeting.

ROTATION OF STATE COMMITTEES

A complete rotation of State Committees was worked out in chart form (Miss Harris, advisor, will send copies to everyone concerned--district agents, and Miss Current). Discuss with Mrs. Little (probably should present this to Executive Board March 24).

PROGRAM PLANNING CONFERENCE

This was cleared with Mr. Shoffner. Two days and two nights for all home economics agents only. Would hold one meeting perhaps in Raleigh. Committee working on dates and preparing program. (They plan to meet Friday, February 12th at 2:00 p.m. in Room 301-A). Most probable date -- April 21-22.

FROZEN FOOD TRAINING SCHOOL

February 23-24-25 in Raleigh. Details cleared. Reservations made for agents at Sir Walter Tourist and College Crest.

EGG REFERENDUM

Mr. Parrish explained the Egg Referendum and asked for support of District Agents and County Home Economics Agents.

NON READERS PROGRAM

Sent questionnaire to all agents as requested by Mr. Behrman. Included a questionnaire to be returned to Miss Current on additional information. (Copy enclosed).

CLOTHING

DATE	AUTHOR- ZATION	DISTRICT	TOPIC	WHO	WHERE
Jan. 25-26		NE	Clothing Workshop	1 agent per county	Wilson
Feb. 29		NE	4-H Clothing Program	All 4-H Asst. H. Agts.	Wilson
Sept. 15-16		NE	Problems in fitting	All H. Econ. Agts.	Greenville (15) Louisburg (16)
Jan. 11	Reg.	E	4-H Clothing Program	3 counties	Windsor
Jan. 28-29	Additional	E	Clothing Construction	H. Econ. Agts.	Washington
March 21-25	Additional	E	Care & Use Sewing Machine	H. Econ. Agts.	
March 15-17	Additional 1 person	E	Tailoring Workshop By Carolyn Alligood	Leaders	
Jan. 20-21	Additional	W	Know Your Sewing Machine	1 agent per county	Asheville
Feb. 1-2	Additional	SE	Clothing Training Schools	1 agent per county 7 counties	Wilmington
Feb. 4-5	Additional	SE	Clothing Training Schools	1 agent per county 10 counties	Fayetteville
Jan. 25-26	Additional	SW	Know Your Sewing Machine	1 Asst. Agent per county 8 counties	Charlotte
Jan. 28-29	Additional	SW	Know Your Sewing Machine	1 Asst. Agent per county 9 counties	Charlotte
April 4-5		NW	4-H Clothing Program	Assist Agents in 4-H Work 9 counties	
April 7-8		NW	4-H Clothing Program	Assist Agents in 4-H Work 7 counties	

HOME MANAGEMENT

DATE	AUTHOR- ZATION	DISTRICT	TOPIC	WHO	WHERE
Jan. 28		NE	"Savings & Investments" "New Inheritance Laws"	All H. Econ. Agents	Wilson
Mar. 31		W	"Wills"- Miss Whismant & a Lawyer	All H. Econ. Agents	Asheville
April 15		E	Home Management	H. Econ. Agents 7 countis	Washington
Fall		SE	"Selection of Household Equipment" "Family Financial Planning"	All H. Econ. Agents	
May 31		SW	"Wills & Inheritance - New Laws"	All H. Econ. Agents	Newton
Jan. 7		NE	"Social Security"	All H. Econ. Agents & Agricultural Agents	Wilson
Feb. 16		NW	Home Management	All Agents 3 counties	
Feb. 17		NW	Home Management	All Agents 3 counties	Winston-Salem
April 13		NW	Home Management	All Agents 5 counties	Graham

HOUSE FURNISHING - HOUSING

DATE	DISTRICT	TOPIC	WHO	WHERE
May 26	NE	"Making New Furniture from Old" (Gordon)	All H. Econ. Agts.	Wilson
Sept. 21	NE	"Housing" $\frac{1}{2}$ day "Five Keys to Decorating" $\frac{1}{2}$ day	All H. Econ. Agts.	Wilson
Feb. 16	W	"Five Keys to Decorating"	H. Econ. Agts. 4 counties	Asheville
Summer	W	"Wood Finishing"	All H. Ec. Agts. & Assts.	
Feb. 19	SE	House Furnishings	All H. Ec. Agts.	Fayetteville
Feb. 29	SW	House Furnishing Workshop & Tour	All H. Ec. Agts.	

FOOD CONSERVATION

DATE	DISTRICT	TOPIC	WHO	WHERE
Feb. 17	NE	"Buying of Canned Goods"	All H. Ec. Agts.	Wilson
March 25	NE	Food Conservation Workshop	All New Asst. H. Ec. Agts.	E. C. C. Greenville
May 5	NE	Training Agents to Train Leaders Frozen Foods	All H. Ec. Agts.	Wilson
May 17	W	Training Agents to Train Leaders Frozen Foods	All H. Ec. Agts. & Assts.	Asheville
Jan. 20	E	Training Agents to Train Leaders Frozen Foods	12 H. Ec. Agts.	New Bern
Jan. 22	E	Training Agents to Train Leaders Frozen Foods	16 H. Ec. Agts.	Hertford
Feb. 23	SE	Food Conservation	New Personnel	Fayetteville
Feb. 24	SE	Food Conservation	New Personnel	Clinton
May 5	E	Food Conservation Workshop	H. Ec. Agts. 7 counties	
Mar. 29	SW	How to Train Leaders to Teach Frozen Foods	All H. Ec. Agts. $\frac{1}{2}$ each day	Salisbury
March 31	SW	How to Train Leaders to Teach Frozen Foods	All H. Ec. Agts. $\frac{1}{2}$ each day	Dallas
May 5	SE	How to Train Leaders to Teach Frozen Foods	All Agents	Fayetteville
Jan. 27	NW	How to Train Leaders to Teach Frozen Foods	All Agents 7 counties	Dobson
Jan. 29	NW	How to Train Leaders to Teach Frozen Foods	All Agents 10 counties	Graham
May 18	NW	Food Conservation Workshop	New Agents in District	

FOODS AND NUTRITION

DATE	DISTRICT	TOPIC	WHO	WHERE
Feb. 29	NE	4-H Foods and Nutrition Program (same day as clothing) $\frac{1}{2}$ day	All 4-H Asst. H. Ec. Agts.	Wilson
Jan. 26	W	4-H Foods Dem. Program	1 agt. per county 6 counties - Leaders	Byrson City
Jan 27	W	4-H Foods Dem. Program	5 counties	Asheville
Jan. 28	W	4-H Foods Dem. Program	4 counties	Spruce Pine
Jan. 18	SE	4-H Dairy Foods & 4-H	1 agt. per county 4 counties	Clinton
Jan. 19	SE	Vegetable Use Training Schools	4 counties	Whiteville
Jan. 21	SE	Vegetable Use Training Schools	4 counties	Fayetteville
Jan. 22	SE	Vegetable Use Training Schools	5 counties	Sanford

CRAFTS

DATE	DISTRICT	TOPIC	WHO	WHERE
Feb. 17	NE	"Established Standards for Quality Crafts"- ½ day - consumer education, other ½ day	All H. Ec. Agts.	Wilson
Feb. 12	E	Screening Crafts for Albemarle Craftsmen's Fair	All H. Ec. Agts.	Elizabeth City
April 6-7	E	Craftsmen's Fair	All H. Ec. Agts.	Elizabeth City
Jan. 15	E	Organization and Planning Craftsmen's Fair Elizabeth City	All Agents	Elizabeth City
Jan. 6	W	Planning Craft Workshop	5 agents Planning Comm.	Asheville
Aug. 15- 16-17	W Additional	Margaret Smith To Teach Carving Dist. Craft Workshop - Eastern District		
May	NW	Improved methods of Marketing Crafts, Foods		

East, West, Northeast District - Three-day Craft Workshops for all Agents and Leaders. Authorization in Addition.

FAMILY LIFE

DATE	DISTRICT	TOPIC	WHO	WHERE
May 24	NE	"Living With Others"	All Agents	Wilson
Dec. 14 1959	SW	"Living With Others"	All Agents	

ADDITIONAL

Feb. 22-27 Frozen Foods Training School -- State College -- 5 agts. per district

Feb. Educational Tour to Beltsville, Md., Housing Research Center -- Time Only --
20 agents from Southwestern District

May Workshop - Longtime h-h Records -- Fred Wagoner -- All Asst. Agts. working with
h-h Clubs -- Newton

April Program Planning - for all agents -- 2 in State

April 19-20-22 Asheville

April 27-29 N. E. District

MINUTES OF THE MEETING OF THE EXECUTIVE BOARD OF THE
NORTH CAROLINA HOME DEMONSTRATION CLUBS

November 12-13, 1959

Alumni House, NC State College, Raleigh, N. C.

The annual planning meeting of the incoming Executive Board of the North Carolina Home Demonstration Clubs met Thursday morning, November 12, 1959, in the Alumni House at State College at 10 o'clock with Mrs. Gilbert English, president, presiding.

Mrs. H. C. Little, second vice-president, gave the devotions, and Miss Ruth Current, Assistant Director of Programs in Home Economics of State College, extending greetings to the group.

Answering roll call were 6 officers, the immediate past president, and 16 district chairmen. Also in attendance were 5 vice chairmen, 3 state committee chairmen, the 6 supervisory district agents, the State Home Economics Leader, and others.

The minutes of the last meeting were read by the secretary and approved. The treasurer's report, read by Mrs. T. Spencer Dean, co-ordinating treasurer, showed a balance in the checking account, as of November 11, 1959, of \$1103.94, and \$22,083.53 in the savings accounts. A total of \$2,850.01 was shown in the general savings account. Expenses for the past year were \$18,898.63. The report in full was filed with the secretary. One correction, on motion of Mrs. Dean, was that the gift of \$500 to Miss Verna Stanton be taken from the general fund instead of the triennial delegates fund as stated in the report. The motion was seconded and carried.

Under old business, the following motions, recommendations, and reports were presented:

1. Mrs. V. I. Hockaday moved that the McKimmon Education and Smith Health Loan funds committee be combined. It was seconded and carried.
2. Mrs. Jennings Davenport moved that all other state committees remain separate and stress their objectives. It was seconded and carried.
3. The president recommended that the organization promote the sale of cookbooks with renewed effort.
4. Mrs. Obed Castelleo, treasurer of NCHD House Fund, reported a balance of \$40,321.45 as of November 13, 1959. The report was filed with the secretary. Mrs. J. V. Whitfield moved that each supervisory district appoint a member for a building fund committee. The motion was seconded and carried. The following were named to this board: Mrs. E. L. Murph, Kannapolis; Mrs. Obed Castelleo, Winterville; and Mrs. Claude Jeffreys, Burlington. The other three districts were asked to send in a representative for this committee as soon as possible.
5. In the matter of state resolutions, it was moved by Mrs. W. L. Askew to dispense with same, but that they would be accepted if sent to the second vice president. Motion carried.
6. Mrs. Dorothy Vanderbilt, public relations chairman, reported that 95 counties had representatives at publicity workshops, and over 400 women had attended. She also stated there were 3200 subscriptions to Green 'N' Growing with 7 countries and 12 states subscribing. A balance of \$3033 was reported.

* All officers named in these minutes are incoming officers for 1960, unless otherwise designated.

7. Miss Ruth Current suggested that Mrs. Roy Wilkerson serve as chairman to send a compiled report by the 17 delegates to the Washington Conference to the state office to be passed on to all counties in mimeographed form. The group voted that this be done.

8. Mrs. English commended Mrs. Mary McAllister and her committee on the new 1960 yearbooks. Members of her committee were Mrs. David Williams and Mrs. H. C. Little.

9. Mrs. W. Alton Smith, music chairman, reported to the board on her committee's activities during the year. She announced that district training schools had been held, and the annual State Music Workshop was at WCUNC, Greensboro, June 28-July 3, 1959. Her committee requested that the state organization sponsor the Greensboro Chapter, Society for Preservation and Encouragement of Barber Shop Quartet Singing of America one night at Farm Home Week and charge admission with the monies shared by all state committees. On motion of Mrs. Viv Hill, which passed, the president will appoint a committee to decide if the organization will sponsor this program and how the funds will be divided or spent.

10. Mrs. V. I. Hockaday moved that the Mother of the Year Program be continued. It was seconded and carried.

11. Mrs. J. V. Whitfield moved that the Leadership Awards project be continued. It was seconded and passed.

12. Mrs. John Griffin moved that the organization continue the support of the Korean Orphan (180.00 per year). It was seconded and passed.

13. Mrs. Baxter Hall explained briefly about the NC Literacy Program. Mrs. Taylor Long moved that it be continued. It was seconded and carried.

14. Mrs. Foy T. Goodin moved that the Each One Reach One program continue. It was seconded and carried.

Under new business, the following items were discussed, moved, recommended, or otherwise decided:

1. That those appointed to go to the Leadership Workshop at Chapel Hill as delegates for 1960 to go if at all possible or at least let it be known to the president if they can't attend.

2. Mrs. English read credentials of Mrs. Aubrey McLennan of Chapel Hill whom the Executive Board selected as state treasurer. The group voted to accept her election.

3. An election was held for the keeper of the State Home Demonstration Scrapbook. Mrs. C. F. McIntyre of Red Oak, Nash County, was elected. Other nominees were Mrs. Devitt Lee of Marshville and Mrs. T. L. Anthony of Wilson County.

4. Mrs. English reminded those present that the nominating committee for state officers for 1961 would consist of Mrs. V. I. Hockaday, immediate past president, plus one member from each supervisory district. She asked that each district send in names of nominating committee member as soon as possible to Mrs. Hockaday.

5. It was moved by Mrs. R. W. Harris that the executive board set its own meeting dates, and that standing committees decide for themselves time and place for their meetings. Carried.

6. Mrs. C. F. McIntyre moved that this board give Mr. J. V. Whitfield cooperation in working for equal standing of HD agents in his endeavor in keeping HD work on as high level as it has previously held. It was seconded and carried.

7. Mrs. V. I. Hockaday moved that a suitable file be bought, at organization's expense, to take care of the state president's papers which will be passed on each year. It was seconded and passed.

8. Mrs. Hockaday gave a report on her expenses for the year. She said it was quite an honor but that she didn't think it should be a financial burden. Having just returned from National Meeting in Oregon and Country Women's Council in Missouri by car, she didn't have her report in figures as she had planned.

9. It was clarified and voted that monies refunded by district chairmen who did not attend National Meeting be divided among those 11 who did go. Also, the 1959 state president, Mrs. V. I. Hockaday, is to receive payment for all expenses to National Meeting.

10. Mrs. David Williams, first vice president, read the revised Constitution and By-Laws of the NC Organization of HD Clubs. The group proposed some changes, after which Mrs. John Griffin moved that they be accepted as read and amended by the Executive Board and Board of Directors. It was seconded and passed.

11. The district agents were then asked to distribute copies of the new constitution and by-laws to home agents to give to council presidents and explain same. (State office to make and forward these copies.)

12. Mrs. W. L. Askew reported briefly on the Symposium. Mrs. W. Taylor Long and Mrs. J. V. Whitfield added comments.

13. Miss Ruth Current presented a fruit cake idea for clubs. The cakes are to be sold for \$2.00, for 2 lb. cakes, with 50¢ profit to the organization. Contact Miss Current's office for details.

14. Mrs. John Griffin moved that Home Demonstration continue to honor outstanding friends and leaders during Farm Home Week. It was seconded and passed.

15. Mrs. English announced the date for Farm Home Week this year, July 12-15, 1960.

16. Suggestions for programs for Farm Home Week are welcomed and to be sent directly to Miss Ruth Current.

17. Mrs. Hockaday moved to continue contributions of \$10 per year to World Affairs Conference, Chapel Hill. Approved.

Several excellent reports on conferences were heard during the board meeting. Those reporting follows:

National Citizenship Conference, Washington, D. C., September 16-19 - Mrs. Roy Wilkerson.

National Home Demonstration Council, Portland, Oregon, October 11-14. Mrs. Foy T. Goodin, Mrs. John Griffin, Mrs. W. Taylor Long.

United Nations Tour, New York, October 28-31. Mrs. R. E. McDowell.

Country Women's Council, Kansas City, Missouri, October, 1959 - Mrs. V. I. Hockaday.

Associated Country Women of the World, Edinburgh, Scotland, August 3-15 - Mrs. David Williams.

The meeting adjourned at 12:05 P.M., Friday, November 13, 1959.

Respectfully submitted,

Mrs. Gilbert English, President

Mrs. George B. Shupe, Secretary

HOME DEMONSTRATION BUILDING FUND

100% Counties
November 13, 1959

<u>COUNTIES</u>	<u>MEMBERS</u>	<u>TOTAL</u>
Halifax	440	\$1,100.00
Scotland	220	559.50
Haywood	100	1,000.00
Montgomery	300	750.00
Pitt	465	1,162.50
Cabarrus	500	1,250.00
Orange	220	560.00
Randolph	300	750.00
Alexander	256	610.00
Cumberland	325	812.50
Hertford	238	596.50
Johnston	197	1,213.00
New Hanover	218	545.50
Jones	194	185.50

Mrs. Obed Castelloe, Treasurer
N. C. H. D. Building Fund

WESTERN DISTRICT
Miss Mary Harris, District Agent

November 13, 1959

100%
No. Members

400

Avery	\$ 67.00
Buncombe	97.25
Cherokee	80.00
Clay	50.00
Graham	5.00
Haywood	1,000.00
Henderson	45.00
Jackson	30.00
Macon	15.00
Madison	8.00
Mitchell	25.00
Swain	
Transylvania	125.00
Watauga	43.00
Yancey	5.00

Mrs. Obed Castelloe, Treasurer
N. C. H. D. Building Fund

EASTERN DISTRICT
Miss Florence Cox, District Agent

November 13, 1959

100%
No. Members

194

Beaufort	\$322.31
Camden	204.00
Carteret	100.00
Chowan	250.00
Craven	592.61
Currituck	344.00
Dare	41.00
Gates	235.00
Hyde	53.00
Jones	485.50
Onslow	149.50
Pamlico	159.25
Pasquotank	613.00
Perquimans	344.28
Tyrrell	127.00
Washington	25.00

Mrs. Obed Castellce, Treasurer
N. C. H. D. Building Fund

NORTHEASTERN DISTRICT
Miss Lorna Langley, District Agent

November 13, 1959

100%
No. Members

440
238
238

465

Bertie	\$ 260.68
Edgecombe	425.00
Franklin	302.50
Granville	390.67
Greene	421.76
Halifax	1,100.00
Hertford	596.50
Johnston	1,243.04
Lenoir	387.50
Martin	72.00
Nash	576.75
Northampton	523.11
Pitt	1,162.50
Vance	149.10
Wake	1,030.75
Warren	417.50
Wayne	581.50
Wilson	500.00

Mrs. Obed Castelloe, Treasurer
N. C. H. D. Building Fund

SOUTHWESTERN DISTRICT
Mrs. Callie Hardwicke, District Agent

November 13, 1959

100%
No. Members
256

500

Alexander	\$ 640.00
Burke	51.50
Cabarrus	1,250.00
Caldwell	138.00
Catawba	575.50
Cleveland	304.00
Davie	20.00
Gaston	176.50
Iredell	684.00
Lincoln	260.00
McDowell	20.00
Mecklenburg	875.00
Polk	43.00
Rowan	562.56
Rutherford	357.50
Stanly	215.05
Union	565.53

Mrs. Obed Castelloe, Treasurer
N. C. H. D. Building Fund

NORTHWESTERN DISTRICT
Miss Anamerle Arant, District Agent

November 13, 1959

100%		
No. Members	Alamance	\$750.15
	Alleghany	150.00
	Ash	
	Caswell	304.30
	Chatham	496.61
	Davidson	460.00
	Durham	408.50
	Forsyth	364.05
	Guilford	313.68
220	Orange	550.00
	Person	370.19
300	Randolph	750.00
	Rockingham	537.95
	Stokes	188.50
	Surry	200.00
	Wilkes	605.00
	Yadkin	415.00

Mrs. Obed Castelleo, Treasurer
N. C. H. D. Building Fund

SOUTHEASTERN DISTRICT
Mrs. Mary L. McAllister, District Agent

November 13, 1959

100% No. Members		
	Anson	\$511.32
	Bladen	289.85
	Brunswick	26.95
	Columbus	447.00
325	Cumberland	812.50
	Duplin	532.55
	Harnett	323.00
	Hoke	520.00
	Lee	302.70
300	Montgomery	750.00
	Moore	497.79
218	New Hanover	545.50
	Pender	98.79
	Richmond	261.00
	Robeson	575.21
	Sampson	579.00
220	Scotland	559.50

Mrs. Obed Castellon, Treasurer
N. C. H. D. Building Fund

DELEGATES ON 1959 STUDY TOUR TO U. N.

EASTERN DISTRICT:

Camden County	Mrs. John Hale, Belcross, N. C. Mrs. Wallace Hollowell, Belcross, N. C.
Carteret County	Mrs. Cicero Taylor, Rt. 1, Havelock, N. C. Mrs. C. R. Wheatly, Sr., Beaufort, N. C. Mrs. Floy Garner, County Home Economics Agent, Beaufort, N. C.
Chowan County	Mrs. Fred Castelloe, Rt. 3, Edenton, N. C.
Craven County	Mrs. I. L. Heath, Cove City, N. C. Mrs. J. C. Ipock, Rt. 2, New Bern, N. C.
Currituck County	Mrs. E. A. Cox, Moyock, N. C.
Gates	Mrs. T. W. Parker, Gates, N. C. Mrs. Elton Byrum, Corapeake, N. C.
Jones County	Mrs. C. N. House, Rt. 2, Box 150, Dover, N. C.
Pamlico County	Mrs. G. P. Midyette, Oriental, N. C. Mrs. W. J. Smith, Oriental, N. C.
Perquimans County	Mrs. M. T. Griffin, Rt. 2, Edenton, N. C.
Tyrrell	Mrs. R. S. Knight, Jr., Rt. 1, Columbia, N. C. Mrs. W. S. Carawan, Columbia, N. C.

NORTHEASTERN DISTRICT:

Bertie County	Mrs. A. S. White, Rt. 3, Windsor, N. C. Miss Lenore Crouser, County Home Economics Agent, Windsor, N. C.
Edgecombe County	Mrs. R. B. Denson, Rt. 2, Rocky Mount, N. C.
Granville County	Mrs. N. C. Brummitt, Rt. 2, Kittrell, N. C. Mrs. George Frazier, Rt. 4, Oxford, N. C.
Halifax County	Mrs. T. E. Shearin, Rt. 1, Box 186, Roanoke Rapids, N. C.
Nash County	Mrs. W. W. Morgan, Middlesex, N. C. Mrs. Raymond Finch, Rt. 2, Bailey, N. C.
Northampton County	Mrs. C. K. Wright, Conway, N. C.
Pitt County	Mrs. J. W. Gay, Rt. 2, Box 286, Farmville, N. C.
Vance County	Mrs. J. H. Faulkner, Rt. 3, Henderson, N. C.
Wake County	Mrs. O. F. McCrary, 127 Brooks Ave., Raleigh, N. C.
Wilson County	Miss Modie Morris, Rt. 2, Wilson, N. C.

SOUTHEASTERN DISTRICT:

Bladen County Mrs. J. Edgar Flowers, Acme, N. C.
Columbus County Mrs. Eunice Singletary, P.O.Box 116, Tabor City, N. C.
Cumberland County Mrs. D. J. Dudley, Rt. 2, Box 283, Fayetteville, N. C.
Harnett County Mrs. Johnnie Barnes, Rt. 2, Angier, N. C.
Hoke County Mrs. J. A. Webb, Sr., Rt. 3, Raeford, N. C.
Mrs. David Hendrix, Rt. 2, Raeford, N. C.
Lee County Mrs. Guy Talbott, Rt. 5, Sanford, N. C.
Moore County Mrs. Linnie Kate Comer, Rt. 2, Seagrove, N. C.
Mrs. Kennie Brewer, Rt. 2, Seagrove, N. C.
Richmond County Mrs. Sam Key, Box 441, Rockingham, N. C.
Sampson County Mrs. James Floyd, Rt. 5, Clinton, N. C.
Scotland County Mrs. C. M. Reaves, Wagram, N. C.
Mrs. Laura B. Wright, County Home Economics Agt., Laurinburg

NORTHWESTERN DISTRICT:

Alleghany County Mrs. Roger Poole, Eunice, N. C.
Mrs. Elsie Simmons, Box 204, Rt. 4, Sparta, N. C.
Davidson County Mrs. S. W. Leonard, Rt. 4, Lexington, N. C.
Durham County Mrs. H. E. Forbes, 3829 Angier Ave., Durham, N. C.
Forsyth County Mrs. Jean P. Trivette, Rt. 3, Old Hallow Rd., Winston-Salem
Mrs. T. R. Styers, 804 Oak Summit Rd., Winston-Salem, N. C.
Guilford County Mrs. Thomas A. Farlow, Rt. 1, Box 132, Guilford, N. C.
Mrs. Ed F. Williams, Jr., Rt. 1, Box 79, High Point, N. C.
Orange County Mrs. W. L. Kennedy, Rt. 2, Hillsboro, N. C.
Mrs. Harold Walker, Rt. 1, Cedar Grove, N. C.
Randolph County Mrs. Carl Kearnes, Rt. 3, Denton, N. C.
Rockingham County Mrs. Joe Meador, Rt. 3, Reidsville, N. C.
Surry County Miss Hallie Badgett, Rt. 4, Box 359, Mt. Airy, N. C.
Mrs. W. Hugh Holcomb, 149 W. Elm St., Mt. Airy, N. C.
Mrs. Samuel Levering, Ararat, Virginia
Mrs. Evelyn G. Nifong, County Home Economics Agt., Dobson, N.C.

SOUTHWESTERN DISTRICT:

Alexander County Mrs. Conway Sharpe, Taylorsville, N. C.
Burke County Mrs. Paul Hoke, Rt. 1, Box 93, Morganton, N. C.
Mrs. C. Y. Greene, Rt. 6, Morganton, N. C.
Cabsrus County Mrs. Hal Little, Rt. 1, Midland, N. C.
Cleveland County Mrs. Latham Wilson, Rt. 2, Lawndale, N. C.
Miss La Una Brashears, County Home Economics Agent, Shelby
Gaston County Mrs. Frank Brown, Rt. 1, Mt. Holly, N. C.
Mrs. Marvin Ratchford, Rt. 3, Gastonia, N. C.
Iredell County Mrs. Chase Morrison, Rt. 1, Stony Point, N. C.
McDowell County Mrs. T. M. Burnett, Rt. 1, Old Fort, N. C.
Mecklenburg County Mrs. R. E. McDowell, Rt. 3, Charlotte, N. C.
Rowan County Mrs. C. L. Helderman, Gold Hill, N. C.
Rutherford County Mrs. Ben Sumner, Rt. 4, Rutherfordton, N. C.
Stanly County Mrs. McRay Hatley, Rt. 3, Albemarle, N. C.
Union County Mrs. J. B. Allen, Marshville, N. C.

STATE OFFICE: Miss Ruth Current, Assistant Director, P. O. Box 5097, Raleigh, N. C.
Miss Maudred Morris, Asst. Extension Editor, N. C. State College,
Raleigh, N. C.
Miss Eleanor H. Mason, P. O. Box 5097, Raleigh, N. C.

TOUR GUIDE: Mr. H. H. Bullock, Box 182, Kinston, 2N. C.

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS

NORTH CAROLINA STATE COLLEGE OF
AGRICULTURE AND ENGINEERING.
NORTH CAROLINA COUNTIES AND
UNITED STATES DEPARTMENT OF
AGRICULTURE COOPERATING

EXTENSION SERVICE
HOME DEMONSTRATION WORK

STATE OF NORTH CAROLINA
P. O. Box 5097
State College Station, Raleigh, N. C.
October 26, 1959

Dear Home Economics Agents:

Mrs. McAllister's letter to you (enclosed) gives instructions to follow in ordering your 1960 Yearbooks.

You will agree after looking over it, and I hope studying it, that she with her committee of excellent club women did a magnificent job in revising the yearbook. Hours and hours of hard work have gone in the revision of the yearbook. We are hoping that it will clear questions and some confusion that has troubled us all along the way.

Will you please get your orders in as soon as possible.

Ruth Current

Ruth Current
Assistant Director

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
STATE OF NORTH CAROLINA

EXTENSION SERVICE
HOME DEMONSTRATION WORK

NORTH CAROLINA STATE COLLEGE OF
AGRICULTURE AND ENGINEERING.
NORTH CAROLINA COUNTIES AND
UNITED STATES DEPARTMENT OF
AGRICULTURE COOPERATING

P. O. Box 5097
State College Station, Raleigh, N. C.

October 26, 1959

TO THE HOME ECONOMICS AGENTS

Dear Co-workers:

The 1960 Yearbooks for Home Demonstration Clubs will be off the press the latter part of the week of October 26.

The books will be packaged at the State College Print Shop where they are printed. I have sent to Mr. L. B. Phillips, Manager of the Print Shop, a list of the counties with the number of books ordered for each county.

The Yearbooks will cost eight cents (8¢) per copy. The books must be paid for before they are released from the print shop. Will you please send a check made out to North Carolina State College Print Shop for the number of books as listed below and send it to Mr. L. B. Phillips. Be sure to give name of county.

If you plan to be in Raleigh after the week of October 26 and wish to get your books directly from the Print Shop, please let Mr. Phillips know the date you will get them so they will be ready for you.

If the books are shipped to you, the county will have to pay transportation charges. Please let Mr. Phillips know if the books are to be shipped.

Sincerely,

Mary L. McAllister

Mrs. Mary L. McAllister
District Home Economics Agent

MM;mw

Copy to:
Miss Ruth Current
Mr. L. B. Phillips
District Agents

Number of books ordered by your county _____ . Total cost _____ .

County _____

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS

NORTH CAROLINA STATE COLLEGE OF
AGRICULTURE AND ENGINEERING.
NORTH CAROLINA COUNTIES AND
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AGRICULTURE AND HOME ECONOMICS
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Mrs. Mary L. McAllister
District Home Economics Agent

MM:mw

Copy to:
Miss Ruth Current
Mr. L. B. Phillips
District Agents

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NORTH CAROLINA STATE COLLEGE OF
AGRICULTURE AND ENGINEERING.
NORTH CAROLINA COUNTIES AND
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COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
STATE OF NORTH CAROLINA

EXTENSION SERVICE
HOME DEMONSTRATION WORK

P. O. Box 5097
State College Station, Raleigh, N. C.

October 16, 1959

TO ALL HOME ECONOMICS AGENTS AND ASSISTANT AGENTS

Dear Co-workers:

It has been thought that it would be wise to put a money value on many of the things we do in the Home Demonstration Program.

Enclosed is a list of items compiled by a Committee from the Home Agents' Association along with an estimated dollar and cents value placed on each item by the Subject Matter Specialist.

I hope this will be useful to you and will make our estimates more uniform in preparing annual reports, special project reports, etc.

Sincerely,

Nell Kennett

Nell Kennett
State Home Economics Leader

NK:mlw
Enc.

HOUSING AND HOUSE FURNISHINGS

The following estimates are for labor for both home construction and for earning additional income:

I. Interior Decoration

A. New Construction Estimates

1. Slip Covers

a. Chair	\$ 5.00 to \$ 10.00	in addition to materials
b. Sofa	10.00 to 15.00	" " " "
c. Stools	2.00 to 5.00	" " " "

2. Draw Drapes ^{and side} ~~drapes~~ ^{drapes} 5.00 single width for a pair
1.50 for each additional width in addition to material

3. Cafe Curtains 3.00 a pair for single width top and bottom in addition to material.

4. Valances and Cornices 3.50 & up in addition to materials

5. Ruffled glass curtains 3.00 & up " " " "

6. Tailored Glass Curtains 2.00 & up " " " "
(depending on width)

7. Bedding (construction)

a. Pillow cases	0.50 & up	
b. Quilts - Tops	5.00	
Quilting	based upon yards of thread used in quilting	
c. Bedspreads and dust ruffles	5.00 to 10.00	
d. Dressing table	5.00 to 7.00	

B. Reconstruction and Refinishing furniture

1. Reupholstery

a. Chair	\$ 10.00 to \$ 20.00	in addition to materials
b. Sofa	20.00 to 40.00	" " " "
c. Stools	6.00 to 8.00	" " " "

2. Refinishing furniture

a. Small articles such as picture frames, small tables, etc.	2.00 to 5.00	
b. Large furniture such as a table chest, etc.	10.00 to 40.00	

CRAFTS - FOR SALE OR HOME USE

1. Baskets (oak split, reed, honeysuckle, etc.)	\$ 3.00
2. Rugs:	
Braided - 1 sq. foot	2.00
Hooked - per sq. foot	5.00
3. Pine cone wreaths	10.00
4. Copper, brass, aluminum, etc.	
Tooled	5.00
Etched	5.00
5. Jewelry	2.00
6. Corn shuck floor mats	5.00
7. Chair bottoming	2.50
8. Wood carving	5.00
9. Brooms	1.75
10. Bedspreads, candlewick	15.00
11. Silk screening	
(1) small articles - Christmas cards, placemats	1.50
(2) larger articles - Tablecloths, luncheon sets	5.00
12. Weaving	3.00

FOOD CONSERVATION

A. Canning

1 quart fruits	.60
1 quart vegetables	.60
1 quart meat	
Pork	.65
Beef	.65
Poultry	.60
Seafood	
Fish	.60
Shellfish	.75
1 pint pickles	.35
1 pint jams	.50
1 pint jellies	.35
1 pint juices	.25
1 pint preserves	.75

B. Storage

1 # fruit	.10
1 # vegetable	.15
1 # meat	.65

C. Freezing

Quart fruits	.50
Quart vegetables	.50
Quart meat	.65

PRICES ON FOODS

A. Production of an Adequate Home Garden

The figures are based on the average home garden for a family of five, allowing 1/10 acre per person.

a. Cost of seeds, fertilizer, insecticides	\$ 35.40
b. Gross value of garden produce	441.80
c. Net value of garden produce	406.40

(which would be used fresh, canned or frozen) value is higher if stored root crops are added.

B. Foods for Additional Income

1. Selling Baked Goods:

The sale price and labor cost of baked products is determined by the retail value of ingredients used in each product.

A "rule of Thumb" scale to follow is to figure the retail cost of the ingredients and sell the product for twice this figure.

Plain cake made with butter and iced --	\$1.00 per layer
Plain cake made with vegetable shortening and iced --	\$.60 per layer
Plain butter cake, large loaf --	\$2.00
Plain cake with vegetable shortening, large loaf --	\$1.50 per loaf
Plain sugar cookies made with butter 2" in diameter --	\$.25 per dozen
Plain sugar cookies made with vegetable shortening - 2" in diameter --	\$.20 per dozen
Brownies and similar cookies, 2" square --	\$.48 per dozen
Yeastbread, 1 lb. loaf --	\$.30 per loaf
Yeast rolls, Parker House, medium size --	\$.30 dozen

2. Vegetables and Fruits:

The price of vegetables and fruits vary according to the season of the year, the availability of the product and the quality of the food.

A fixed price for which vegetables and fruits should sell cannot be set. The price of the foods on the local market at the time a farm family has food for sale should help determine the price he should place on his products.

The following list shows the average price of certain commodities last year. (Prices should change with seasons). Labor cost of producing individual vegetable crops would be based on garden cost.

VEGETABLES:

<u>Vegetable</u>	<u>Average price per pound</u>
Lima beans	.24 to .40
Snap beans	.18 to .30
Beets	.12 to .20
Cabbage	.03 to .05
Cantaloupe	.09 to .15
Carrots	.09 to .15
Sweet corn	.09 to .15
Cucumbers	.09 to .15
Egg plant	.15 to .25
Lettuce	.21 to .35
Onions	.06 to .10
Green peas	.24 to .40
Green peppers	.15 to .25
Turnip greens	.15 to .25
Tomatoes	.09 to .10
Watermelon	.03 to .05
White potatoes	.06 to .10
Sweetpotatoes	.09 to .15

3. Selling Dairy Products:

The price of dairy products varies in different sections of the State, and the season. A fixed price for cost of production, labor cost, and sale price of dairy products is hard to determine.

The cost of producing milk and the wage rate is determined by the level of production of the cow.

Average labor cost per hour - \$.50 to \$1.00

Average sale price of dairy products:

Sweet Milk	\$.20 per quart
Buttermilk	.18 per quart
Cottage Cheese	.37 per pound
Butter	.70 per pound

4. Selling Meats:

There are certain State and county laws of sanitation regarding the sale of meats. Check with the County Health Department regarding regulations. There are strict regulations on beef and fresh pork.

Cost of production and the sale price of meats vary so much with the scale of production and from season to season that it is extremely difficult to put a fixed price. Average prices for small production (not commercial sale) are given:

<u>Average Cost Production</u>	<u>Average Sale Price</u>	<u>Average Profit</u>
<u>Poultry</u>		
Broilers - .17 to .18 lb.	.37 lb.	.20 lb.
Turkeys - .25 lb.	.40 lb.	.15 lb.
Eggs - .30 dozen	.38 to .45 dozen	.08 to .17 dozen
<u>Pork</u>		
Ham - .65 lb.	.90 to 1.00 lb.	.25 lb.
Side Meat - .40 lb.	.50 lb.	.10 lb.
Shoulder - .40 lb.	.60 lb.	.20 lb.
Sausage - .40 lb.	.50 lb.	.10 lb.

The average labor cost of all cured pork is about .08 per pound.

CLOTHING

A. Construction

Women and Girls

Housedresses and school dresses -	\$ 3.00
Tailored dresses	6.00
Tailored suits	30.00
Coats	60.00
Blouses	4.00
Skirts	6.00
Petticoats	1.00
Housecoats	4.00
Sleeping garments	3.00
Formal dresses	20.00
Wedding gowns	30.00
Aprons	1.00
Dressy Dress	16.00

Accessories

Hats	\$10.00
Gloves	12.00
Pocketbooks	
Buttons	.05
Belts	1.50
Collars	1.00
Scarfs	1.00

Children's Clothing

Playsuits	2.50
Dresses	3.00
Coats	15.00
Hats	3.00
Gowns	2.00
Housecoats	3.00
Underclothes	1.00
Boy's shirts and pants	2.00

Infant's Wear

Baby dresses	2.00
Baby kimonas	2.00
Baby sweaters	3.00
Baby bootees	.50

Men's Wear

Suits	15.00
Sport shirts	2.50
Jackets	5.00
Shorts	.50
Pajamas	2.00
Dress Shirts	
Slacks	4.00

Alterations and Remodeling of

Women's clothing	$\frac{1}{4}$ original price
Men's clothing	"
Children's clothing	"
Dying articles or garments	"

B. Planning of Wardrobe

Selecting garments $\frac{1}{2}$ of money

C. Use and Care of Sewing Machine

Cleaning and storage	5.00
Using attachments	

D. Sewing for Additional Income

New garments
Altering and remodeling

MEETING OF DISTRICT AGENTS

September 14, 1959

The following dates were set up for the Recreation Training Schools for the year 1959-60.

December 7, 8, 9 -----	December 10, 11, 12 -----	Southwestern
January 11, 12, 13 -----	January 14, 15, 16 -----	Southeastern
January 25, 26, 27 -----	January 28, 29, 30 -----	Northeastern
February 1, 2, 3 -----	February 4, 5, 6 -----	Northwestern
February 15, 16, 17 -----	February 18, 19, 20 -----	Eastern
March 7, 8, 9 -----	March 10, 11, 12 -----	Western

The District Agents will contact counties and let Nell Kennett know by October 15, the county, place, and date of Recreation Training Schools.

Nell Kennett will give this information to Recreation Commission (Lonnie Powell).

CONFERENCE RECREATION TRAINING SCHOOLS - SEPTEMBER, 1959

Lonnie Powell
Nell Kennett
Fred Wagoner

Recommendations

1. Prepare attendance certificate (to be used state-wide) for Recreation Training.
2. Extension keep North Carolina Recreation Commission better informed on feedback and results of Recreation Training Schools.
3. Follow-up of Recreation Training Schools.
 - (a) Recreation personnel plan with county extension staff for 1 - 2 hour conference during three day Training School for discussion on follow-up.
 - (b) District 4-4 Leader and/or other member of supervisory team plan for follow-up with agents on Recreation Schools.
4. The letter of instruction from Recreation Commission to participating counties include a statement of the purpose and objectives of the training school.
5. The letter from Recreation Commission go to county agent and home agent.
6. Send Lonnie Powell list of County Agents.
7. Desirable to do an evaluation of Training Schools.

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September 10, 1959

MEMORANDUM TO: District Agents
State L-H Leader
Assistant State L-H Leaders

FROM: Nell Kennett
Fred Wagoner

Will you please meet in 310 Ricks Hall at 11:00 a.m. or immediately after Staff Conference September 11.

The purpose of the conference is to discuss and set up dates for the Recreation Leadership Training Schools for the coming year.

July 1, 1959

TO: ALL HOME ECONOMICS SPECIALISTS AND DISTRICT HOME ECONOMICS AGENTS

FROM: NELL KENNETT

SUMMARY OF PROGRAM PLANNING CONFERENCE

of

District Home Economics Agents and Home Economics Specialists
Monday, June 29, 1959

District home economics agents and home economics specialist have an important role in assisting county home economics personnel with program planning. Specialist assistance is most needed at the county level in:

1. Analyzing situations.
2. Acting as advisor in determining needs.
3. Classifying needs to determine where to place major emphasis.

TRAINING HOME ECONOMICS AGENTS:

That major part of agents training by specialist should be over-all training; however, sometimes it may be necessary to do some training on a specific demonstration or area.

Subject matter specialist will not meet county home economics agents in district or sub-district groups this fall for conferences on 1960 plans of work.

Each home economics subject matter department staff will have a joint conference with district home economics agents (as a group) to discuss their respective subject matter fields, state program, over-all objectives, and areas in which major emphasis should be placed. Purpose: Better understanding and co-ordination of effort.

<u>DATE</u>	<u>TIME</u>	<u>SPECIALIST</u>	<u>PLACE OF CONFERENCE</u>
July 13	2 p.m.	Mrs. Grimsley	105 Ricks
July 14	2 p.m.	Miss McIver	105 Ricks
July 22	9 a.m.	Miss Whisnant	105 Ricks
July 24	9 a.m.	Miss Gordon	105 Ricks
July 27	2 p.m.	Miss Wilson	105 Ricks
?	?	Miss Pritchard	?

(If specialist decide to use a room other than 105, please notify Gerry Hall and district agents)

Tentative county plans of work for 1960 should be in hands of specialist October 1. Specialist will study plans, confer with district agents if major changes seem advisable, and return plans to county home economics agents, if necessary, with recommendations for changes.

In 1960, district agents and specialist will start early in the year working with home economics agents on preparation of a two year plan of work - (1961-1962). District meetings with county personnel were recommended to be held the last two weeks in April. This would involve district agents and specialist ^{to} assist State H-H Leaders.

It was recommended that a committee composed of district agents, specialists in charge, and assistant specialists be appointed to work out a recommended procedure or the mechanics for the state staff to follow in program planning for 1961-62.

Will the following persons please serve on this committee:

- Mary Harris - Chairman
- Lorna Langley
- Pauline Gordon
- Rachel Ferguson
- Nell Kennett will work with the committee.

We must do the best job that can be done on a real home economics program in every county in North Carolina. It will take the very best efforts of each of us - I can't do it --and you can't do it -- but we can do it.

July 1, 1959

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MINUTES OF THE NORTH CAROLINA ORGANIZATION OF HOME DEMONSTRATION CLUBS'

STATE COUNCIL MEETING

Textile Building Auditorium

1 p.m. June 9, 1959

The meeting was called to order by the president, Mrs. V. I. Hockaday. Mrs. L. B. Pate gave the devotions.

Minutes of the last meeting were read by the Recording Secretary, Mrs. Marshall McRee. They were Approved as read.

The roll was called by the secretary with fifty-nine (59) counties being represented.

The treasurer's report was given by Mrs. Fernie Laughinghouse, State Treasurer. Deposits in Saving account, \$7,734.00, Triennial Delegate Fund, \$3,454.95, National Delegates Fund - interest \$16.01, Estelle T. Smith Health Loan Fund, \$2,364.63, Jane S. McKimmon Loan Fund, \$15,384.52, notes receivable from loan funds, \$25,025.84, Bonds, \$7,000.00, cash in bank, \$7,069.03. Disbursements were as follows: President's Expense, \$75.28, Postage, \$25.97, Officers Expenses, \$34.45, Farm Home Week, \$38.77, Cookbook postage refund, \$1.50, affiliation dues, \$185.00. Notes receivable, \$300.00, making a total expense, \$661.57.

Mrs. Obed Castelloe, Treasurer of the N. C. Home Demonstration House Fund made the following report. Total funds raised as of June 8, 1959, \$38,782.48. Mrs. Castelloe reported that thirteen counties were paid in full.

Mrs. W. H. Vanderbilt, Chairman of the State Publicity Committee for 1959-60 reported on the magazine "Green 'N' Growing". Mrs. Vanderbilt pointed out the fact that the magazine belonged to the club women of the state. She stated that the magazine was in need of financial aid until it could be financed by advertising. If subscriptions to the magazine could be increased it would be easier to get advertising. Mrs. Vanderbilt suggested that club women give 25¢ each per year to keep the magazine going. After much discussion, the group did not feel that this could be done back in the counties. Mrs. Alva Worthington moved that \$2,000 be borrowed from the saving fund and used to make "Green 'N' Growing" successful, to be paid back as the magazine grows. The motion was defeated.

Mrs. Clarence Bunn moved that the necessary money be advanced from the general fund to the Home Demonstration magazine "Green 'N' Growing" to keep the project going. The motion was seconded by Mrs. R. A. McCullen, and carried.

A motion was made to change the name of Publicity Committee to Public Relations Committee. The motion was seconded and carried.

Mrs. C. B. Strickland, Chairman of the Jane S. McKimmon Loan Fund reported that there are 14 girls now in college and 12 to enter the fall of 1959 making a total of 26 girls. Mrs. Strickland said that the loan fund should be increased from \$300 to \$500 per year due to the increased cost of college expenses.

Mrs. J. M. Davenport made a motion that the Jane S. McKimmon and the Estelle T. Smith Loan Funds be increased from \$300 to \$500 yearly. The motion was carried.

The motion was made that the chairman of the Jane S. McKimmon Loan Fund and the Estelle T. Smith Loan Fund be permitted to pass on applications in an emergency. The motion was carried.

After an interesting discussion on changing the term of district officers from one year to two years, the council voted to keep the term one year.

Mrs. Charles Graham made the motion that the Executive Board composed of the state officers meet quarterly. The motion was seconded and carried.

Mrs. J. P. Morgan made a motion that the State meeting be held separate and apart from Farm Home Week--same week, but separate. The motion was carried.

A motion was made that the Executive Board work with State College officials and decide when Farm Home Week should be held. The motion was carried.

There was a long discussion on the writing of the Home Demonstration history.

Mrs. Obed Castelloe made a motion that was seconded by Mrs. C. J. Gainey, that the Executive Board be authorized to borrow \$5,000 from the N. C. H. D. House Fund to be used in writing a history of Home Demonstration Work in North Carolina, when and if needed. Interest to be repaid at the rate the fund is now earning. The motion was defeated.

A motion was made that the president be given authority to act on anything that should come up in an emergency. The motion carried.

Mrs. Whitfield made the motion that the State Home Demonstration Treasurer be paid \$50.00 per month. The motion was seconded and carried.

Mrs. H. C. Little discussed the non-readers program which was given last winter over WBTB. Mrs. Little ask that club women encourage the people of their counties to take part and support this worthwhile program, as it is an opportunity to help reduce illiteracy in ourstate.

Mrs. Charles Graham discussed the outstanding contribution and honor that Mrs. George Apperson has brought to North Carolina as former president of N. C. Federation Home Demonstration Clubs and former Chairman of Country Women's Council, and who is at the present time Area Vice-President of A.C.W.W. Mrs. Graham made the motion that if Life Membership does not exceed \$50.00, that this organization give Mrs. Apperson a Life Membership in the Country Women's Council.

Mrs. J. C. Berryhill seconded the motion and it carried.

It was recommended that a Committee be appointed by the President to study and recommend procedure for securing resolutions.

Mrs. L. B. Pate, Chairman of Nomination Committee, gave the following report:

President - Mrs. Gilbert English, N.W. District
First Vice-President - Mrs. David Williams, S. E. District
Second Vice-President - Mrs. H. C. Little, S. W. District
Recording Secretary - Mrs. George Shupe, W. District
Corresponding Secretary - Mrs. W. L. Ascue, E. District
Co-ordinating Treasurer - Mrs. T. Spencer Dean, N. E. District

The report of nomination committee was accepted unanimously.

Respectfully submitted:

Mrs. V. I. Hockaday, President
Mrs. Marshall McRee, Recording Secretary

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
STATE OF NORTH CAROLINA

Post Office Box 5097
State College Station
Raleigh, North Carolina

June 11, 1959

Dear Home Economics Agents:

The form on which to report International Relations activities in your county is enclosed. Please make available any information to the County International Relations Chairman and ask her to send the report to the District International Relations Chairman as listed below. An extra copy of the report blank is enclosed for your files.


Each District Committee Chairman will combine the reports from her district and send it to Mrs. B. M. O'Brian, Chairman of the State International Relations Committee. Mrs. O'Brian will compile the state-wide report and send it to Mrs. Everett Spangler, Chairman of the Country Women's Council.

Please ask the County Chairman to send her report in by July 1 so that the district report may go to Mrs. O'Brian by July 15. We want to have a grand report of the many, many international relations activities carried on in the counties.

DISTRICT INTERNATIONAL RELATIONS CHAIRMEN

- Northeastern - Mrs. B. M. O'Brian, Route 1, Oxford, N. C.
- Southeastern - Mrs. R. D. McLeod, Biscoe, N. C.
- Northwestern - Mrs. D. V. Andrew, Snow Camp, N. C.
- Southwestern - Mrs. Joe Chaney, Wingate, N. C.
- Eastern - Mrs. M. A. Paul, Jr., Aurora, N. C.
- Western - Mrs. Frank Phillips, Route 2, Spruce Pine, N. C.

Sincerely,



Ruth Current
Assistant Director

Enclosure

Copy to:
Miss Nell Kennett
District Agents
State International Relations Committee
Mrs. V. I. Hockaday

THE COUNTRY WOMEN'S COUNCIL U.S.A.
THE ASSOCIATED COUNTRY WOMEN OF THE WORLD
1959 QUESTIONNAIRE

County _____

Name and Address of International Relations Chairman _____

1. Pennies for Friendship collected during the fiscal year. _____
2. Number of Letter Friends _____
3. Number of Exchange Programs. _____
4. Number of Friendship Parcels. _____
5. Number of subscribers to "The Countrywoman". _____
6. What International Programs, entertainments, or exhibits, including celebration of International Day and observance of United Nations Day?

7. How many international visitors, foreign students, etc., received hospitality or assistance during the year? _____
8. What has been done to further knowledge and understanding of other countries?

9. What has been done to further a better knowledge and understanding of the United Nations and its Specialized Agencies?

10. What participation in United Nations Projects, including the United Nations Appeal for Children and UNESCO?

11. What other international activities not listed already?

NOTE: Special interesting events may be described in detail on an extra sheet.

The members of the State Council of Home Demonstration Clubs invite you to join them at a luncheon to be held at the State College Union at 12:30 Friday, June 12, immediately following their annual state meeting.

We also invite you to the annual state meeting at the Coliseum the same day at ten o'clock in the morning.

Because of limited seating space in the Union, we would appreciate knowing if you can be with us for the luncheon.

Please write or call Mrs. Ellen White, 101 Ricks Hall, State College Station, Raleigh, North Carolina, telephone Temple 4-5211, Extension 244, not later than Tuesday, June 9.

The members of the State Council of Home Demonstration Clubs invite you to join them at a luncheon to be held at the State College Union at 12:30 Friday, June 12, immediately following the annual meeting of the Home Demonstration Clubs.

We also invite you to the annual state meeting at the Coliseum the same day at ten o'clock in the morning.

Because of limited seating space in the Union, we would appreciate knowing if you can be with us for the luncheon.

The price of the luncheon ticket is \$1.75. Please write or call Mrs. Ellen White, 101 Ricks Hall, State College, Raleigh, North Carolina, telephone Temple 4-5211, Extension 244, not later than Tuesday, June 9, to purchase or reserve your ticket.

FARM HOME WEEK
June 9-12, 1959

First Aid Room Open:

Tuesday 1:00 p.m. - 10:30 p.m.
Friday 10:00 a.m. - 12 noon
Open each night 7:00 p.m. - 10:00 p.m.

(Neil Kennett has already contacted the Wake County Chapter
Red Cross concerning this)

Requested use of Rooms 125-127 129-131 (permission granted)

Registration Tuesday, June 9 at 9:00 a.m.

All Week

Front lobby Coliseum

2 long tables
6 chairs

1 table
2 chairs - Home Demonstration Cook Book

1 table
2 chairs - Home Demonstration Magazine

1 table
3 chairs - Sale of tickets for tour

1 table - Scrapbooks

Thursday 1:00 p.m. - Load busses in parking lot for Chapel Hill Tour.

FARM HOME WEEK
June 9-12, 1959

TUESDAY, JUNE 9 - 7:30 p.m.

Diagram of stage
Speakers stand (all week)
Microphone (at speakers stand)
Microphone (left of center stage) - Each evening all week
Fans on stage
Overhead lights (all sessions)
Footlights (all sessions)
Pitcher of ice water, paper cups (all sessions)
Piano on left stage (will be delivered Tuesday afternoon)
25 chairs backstage for use on stage

Reception - (back of Coliseum)

Tuesday, June 9, after the general meeting at 7:30

(Will want to prepare for Reception Tuesday afternoon)

2 long tables for punch bowls

4 long tables - back of screen or in back corridor for preparation and serving

Several large waterproof containers for cups and waste

WEDNESDAY AFTERNOON, JUNE 10 - 2:00 p.m.

Speakers stand - center stage

Microphone (at speakers stand)

2 neck mikes - long cords (Neil Kennett get mikes - Fowler will operate them)

WEDNESDAY NIGHT, JUNE 10 - 7:30 p.m.

Speakers stand - center stage

Microphone (at speakers stand)

Microphone (left center stage)

THURSDAY NIGHT, JUNE 11 - 7:30 p.m.

Speakers stand - center stage

Microphone (at speakers stand)

Microphone (left center stage)

FRIDAY MORNING, JUNE 12 - 10:00 a.m.

Speakers stand - center stage

3 standing mikes

1 neck mike (long cord)

Overhead lights

Footlights

North Carolina State College of
Agriculture and Engineering,
North Carolina Counties and
United States Department of
Agriculture Cooperating

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
STATE OF NORTH CAROLINA

Extension Service
Home Demonstration Work

Post Office Box 5097
State College Station
Raleigh, North Carolina

June 4, 1959

Miss Marie Scott, Avery County
Miss Mary Cornwell, Haywood County
Mrs. Kathleen C. Hodges, Henderson County
Mrs. Florence Sherrill, Macon County
Mrs. Marion Wilson, Madison County
Mrs. Rita Preston, Beaufort County
Mrs. Floy Garner, Carteret County
Mrs. Thelma McCotter, Pamlico County
Mrs. Paige Underwood, Perquimans County
Mrs. Frances Darden, Washington County
Miss Doris Teeter, Iredell County
Miss Anne Youngblood, Wayne County
Mrs. Dorothy Wilkinson, Granville County

Miss Emily Ballinger, Warren County
Mrs. Eugenia VanLandingham, Edgecombe
County
Miss Fleta Harrelson, Bladen County
Miss Josephine Hall, Hoke County
Mrs. Martha Harris, Montgomery County
Miss Verna Belle Lowery, New Hanover County
Miss Hilda Glantz, Robeson County
Mrs. Jane Davidson, Ashe County
Miss Flossie Whitley, Chatham County
Miss Jessie Trowbridge, Orange County
Miss Isabelle Buckley, Rockingham County
Mrs. Evelyn Nifong, Surry County

Dear Co-Workers:

Your District Agent gave me your names to assist with the tour to Chapel Hill during Farm Home Week on Thursday afternoon, June 11. We are delighted to have you work with us on this committee.

Would you please meet Mr. D. G. Harwood and Mrs. Callie Hardwicke back of the stage in the Coliseum on Wednesday, June 10 at 4:00 p.m. for briefing and instructions on the tour. This will be immediately following the afternoon program in the Coliseum.

I shall be looking forward to seeing you.

Sincerely,

Nell Kennett
Nell Kennett
State Home Economics Leader

NK:ebw

Copy to:
Mrs. Callie Hardwicke
Mr. D. G. Harwood
Mr. W. L. Turner

North Carolina State College of
Agriculture and Engineering,
North Carolina Counties and
United States Department of
Agriculture Cooperating

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
STATE OF NORTH CAROLINA

Extension Service
Home Demonstration Work

Post Office Box 5097
State College Station
Raleigh, North Carolina

June 4, 1959

Dear Past Presidents:

We hope you are planning to spend June 9-12 on the North Carolina State College campus. Farm Home Week will open on Tuesday this year and close with the luncheon on Friday.

The best program ever has been planned -- interesting classes, excellent instructors and guest speakers. We will tour to Chapel Hill on Thursday afternoon, visit the Morehead Planetarium, Ackland Art Center, and have tea with President and Mrs. William Friday in their home. Tuesday night, following the opening program, a reception honoring Chancellor and Mrs. Carey H. Bostian will highlight the program. Wednesday night will be Awards Night and on Thursday night we will again have the privilege of hearing Miss Maxeda von Hesse who will talk on "The Un-Used You".

At the Annual Meeting of Home Demonstration Clubs on Friday, special seating arrangements will be provided for you. Please meet at 9:45 a.m. in Room 125 at the Coliseum. Mrs. Gwen Terasaki, author of "Bridge to the Sun," will be our guest speaker. Mrs. Gilbert English, First Vice President, will have charge of the State Report on "Home Demonstration -- Yesterday-Today-Tomorrow".

The luncheon, which will be held in the College Union at 12:30 p.m., had to be limited this year. Each county is allowed four persons except in the case of state officers, board of directors, and state committee chairmen. If you are planning to attend the luncheon (\$1.75 per person), you will have to come under the county quota. Please check with your Home Agent concerning this.

We will be looking forward to seeing you at Farm Home Week.

Sincerely,

Ruth Current

Ruth Current
Assistant Director

Copy to:
Home Economics Agent
Miss Nell Kennett
District Agents

State College of
Engineering,
Counties and
Department of
Cooperating

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
STATE OF NORTH CAROLINA

Extension Service
Home Demonstration Work

Post Office Box 5097
State College Station
Raleigh, North Carolina

Dear Home Agent:

Your check in the amount of \$ has been received for luncheon tickets for the Home Demonstration Luncheon on Friday, June 12, 1959, in the College Union. These tickets are enclosed.

Sincerely,

Nell Kennett

Nell Kennett
State Home Economics Leader

NK:ebw

Enclosure



North Carolina Federation
of
Home Demonstration Clubs

~~XXXXXXXXXXXXXXXXXXXX~~

~~XXXXXXXXXXXX~~

Route 2
Goldsboro, North Carolina
May 19, 1959

TO THE JANE S. MCKIMMON EDUCATIONAL LOAN FUND GIRLS:

Enclosed is a note for one-half of the amount of the loan granted you for the coming year.

Please sign this note together with your parents and endorsers and mail it to Mrs. Fernie Laughinghouse, Treasurer, North Carolina Home Demonstration Clubs, Pantego, North Carolina. Your note will not be accepted unless it is signed by the endorsers listed on your application blank and as indicated at the bottom of the letter. Upon receipt of your note, Mrs. Laughinghouse will send you a check. You will receive the check by September 1, 1959. A similar note, followed by a check, will be sent to you in December.

In order for the Committee to keep in touch with the Loan Fund girls and to know how they are getting along, each girl is asked in the requirements for securing a loan to write to the Chairman of the Committee once each quarter. This is most important.

Thank you for your prompt attention to the enclosed note. I send my best wishes to each of you for the 1959-1960 school year.

Sincerely yours,

Mary E. Strickland

(Mrs.) C. B. Strickland, Chairman
Jane S. McKimmon Educational Loan
Fund Committee

MS:ebw

Enclosure:

Endorsers:

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS

NORTH CAROLINA STATE COLLEGE OF
AGRICULTURE AND ENGINEERING.
NORTH CAROLINA COUNTIES AND
UNITED STATES DEPARTMENT OF
AGRICULTURE COOPERATING

EXTENSION SERVICE
HOME DEMONSTRATION WORK

STATE OF NORTH CAROLINA
Post Office Box 5097
State College Station
Raleigh, North Carolina

May 15, 1959

TO THE COUNTY HOME ECONOMICS AGENTS

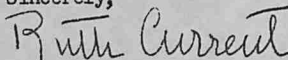
Dear Home Agents:

It will soon be time for the 1960 Home Demonstration Yearbook to go to press, and if revisions are to be made, we need your early assistance. Will you please check with the County Council members - or others - for their recommendations for improving the Yearbook, along with your own, and let us have them.

We also need your assistance in getting correct information for the book. Please fill in the information at the bottom of the page and return to me immediately after your June County Council meeting.

Thank you for your cooperation and help in getting the information to us so we may continue with plans for getting the books printed this summer.

Sincerely,



Ruth Current
Assistant Director

Copy to:
District Home Agents
Members of the Executive Board of the
North Carolina Home Demonstration Clubs

Will you have an election of Council officers this year? Yes No

Name of your County Council President _____

P. O. Address _____

Name of your County Council Treasurer _____

P. O. Address _____

Will they serve for the period 1960-1961? _____

If not, what is their term of office? _____

How many Yearbooks will you need for 1960? _____

County _____

Home Economics Agent _____

ANNUAL MEETING
--OF THE
NORTH CAROLINA HOME DEMONSTRATION CLUBS
STATE COLLEGE
RALEIGH, NORTH CAROLINA
JUNE 12, 1959
10:00 a.m.

PROGRAM

Mrs. V. I. Hockaday, President, Presiding
Mrs. Marshall McRee, Recording Secretary

- SONG - "God of Our Fathers"
Dr. Arnold E. Hoffmann, Director, Raleigh
Mrs. Arnold E. Hoffmann, Organist, Raleigh
- DEVOTIONS - Mrs. David Williams, Second Vice President, Rose Hill
- DUET - COLLECT - Mrs. J. A. Rogers, Kittrell
Mrs. Harry Ellington, Kittrell
- WELCOME - Miss Ruth Current, Assistant Director, Agricultural
Extension Service, North Carolina State College, Raleigh
- RESPONSE - Mrs. Howard Franklin, Corresponding Secretary, Newland
- STATE REPORT - "HOME DEMONSTRATION - YESTERDAY - TODAY - TOMORROW"
Mrs. Gilbert English, First Vice President, Trinity
- SONG - "ONWARD, EVER ONWARD"
- INTRODUCTION OF SPEAKER - Mrs. B. M. O'Brian, Chairman, State
International Relations Committee, Oxford
- SPEAKER - Mrs. Gwen Terasaki, Johnson City, Tennessee
- INSTALLATION OF OFFICERS - Mrs. Ralph Proffitt, Past President,
Burnsville

LUNCHEON

COLLEGE UNION

12:30 p.m.

Mrs. V. I. Hockaday, Presiding

Arranged by Mrs. Gilbert English, First Vice President,
and Randolph County Home Demonstration Club Women

Special Feature - The Madrigal Singers from the Musical
Arts Club of Asheboro

Mrs. E. Cecil Bally, Jr.
Mrs. W. R. Gray
Mrs. Jack Nelson

Mrs. Ted Moran
Mrs. Wayne Kearns
Mrs. Clyde Barksdale

OFFICERS

President	Mrs. V. I. Hockaday Roanoke Rapids
First Vice President	Mrs. Gilbert English Trinity
Second Vice President	Mrs. David Williams Rose Hill
Recording Secretary	Mrs. Marshall McRee Hickory
Corresponding Secretary	Mrs. Howard Franklin Newland
Treasurer	Mrs. Fernie Laughinghouse Pantego
Coordinating Treasurer	Mrs. J. P. Morgan Shawboro

NORTH CAROLINA STATE COLLEGE OF
AGRICULTURE AND ENGINEERING,
NORTH CAROLINA COUNTIES AND
UNITED STATES DEPARTMENT OF
AGRICULTURE COOPERATING

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
STATE OF NORTH CAROLINA

EXTENSION SERVICE
HOME DEMONSTRATION WORK

Post Office Box 5097
State College Station
Raleigh, North Carolina

May 1, 1959

TO THE STATE HOME ECONOMICS STAFF:

Miss Current and I have outlined duties for staff members during Farm Home Week. We thought you would like to have this early in order to be making your plans.

If there are any questions, and I am sure there will be, I will be glad to discuss them with you. If I can assist you in any way, please feel free to call on me.

Sincerely,

Nell Kennett

Nell Kennett
State Home Economics Leader

NK:ebw

Attachment

FARM HOME WEEK
June 9-12, 1959

DUTIES OF HOME ECONOMICS STAFF

TOUR - Thursday afternoon, June 11 - Transportation - Mrs. Callie Hardwicke
and (Mr. Bill Turner?)

Contact bus company and make all arrangements

A. Chapel Hill - Tea at President Friday's; Planetarium; Ackland Museum
Duke University

(All of us may have to assist with this.)

B. Campus Shuttle Bus

Contact Mr. R. J. Harris for schedule, etc.

COLISEUM - Contact person for the entire week - Miss Nell Kennett

District Agents and Specialists - please prepare a day by day
list of properties, etc., you will need for programs at the
Coliseum and give to Miss Kennett by May 30.

PICTURES - Contact person for Dr. Bennett - Mrs. Mary McAllister

RECEPTION - Tuesday night, June 9, Coliseum - Miss Lorna Langley

Work with the home agents in the Northeastern District - committees
on decorations, receiving line, refreshments, etc.

STAGE COMMITTEE - Properties for each session during the week - Miss Mary
Harris and Miss Florence Cox

Chairs (correct number)

Table

Microphone

Water, glasses

Etc.

DECORATIONS - Stage - all week - Miss Pauline Gordon

Select your own committee of home agents attending Farm Home Week.

ANNOUNCEMENTS - Day-by-day - Assistant to official announcer - Miss Marjorie
Shearin

Announcer - Mrs. H. C. Little, Lincoln County

Make all announcements at programs all week. Check with presiding
officer, staff members, etc., for announcements that need to be
made.

STATE COUNCIL - Tuesday, 1:30 p.m., Auditorium of the Textile Building -
Miss Lorna Langley

Discuss with Mrs. Hockaday the physical arrangements, seats reserved
for voting delegates, etc.
Serve as parliamentarian or secure one.

PRESIDENT'S LUNCHEON - Friday, June 12, College Union, 12:30 p.m. - Randolph
County - Miss Anamerle Arant, Advisor

STATE REPORT - June 12 - Miss Anamerle Arant, Advisor and Coordinator

TEA - June 11, 3:00 - 5:30 p.m., President William Friday's, Chapel Hill -
Miss Virginia Wilson, Chairman
Mrs. Rachel Ferguson
Miss Jo Earp

TUESDAY'S LUNCHEON - June 9 - For instructors and special guests - Mrs.
Corinne Grimsley, In Charge

SUMMARY OF 39 INDIVIDUAL EVALUATION REPORTS

Communications Training Workshop
 Raleigh, North Carolina
 April 6-10, 1959

1. To what extent do you feel the information and experiences received in the following areas will be useful to you in your work:

	Value			
	Much	Some	Little	None
<u>Monday:</u>				
Questionnaire	14	15	5	1
Film 5118 - Discussion	24	15	0	0
Missed Signals in Extension	26	12	0	0
The Art of Listening	35	4	0	0
<u>Tuesday:</u>				
The Learning Process	33	6	0	0
The Unit Act, Motivation, and Blocks	27	9	3	0
<u>Wednesday:</u>				
The Diffusion Process	27	12	0	0
Social Systems and Social Action	29	10	0	0
The Communication Process	32	6	1	0
<u>Thursday:</u>				
Case Studies	20	17	2	0
Planning and Holding Effective Meetings	24	13	2	0
<u>Friday:</u>				
Holstein County Problem Assignment	28	11	0	0
Principles and Techniques for Interviewing, Counseling	22	16	1	0

2. Which of the procedures and techniques used this week will have the most application in your work? List not more than five in the order of their relative importance.

(Ranked in order based on indications as shown in individual evaluation.)

The art of listening
Planning and holding effective meetings
Social systems and social action
The communication process
Buzz groups
The diffusion process
The learning process
Brainstorming
Principles and techniques of interviewing and counseling
Case studies
Visuals (flannel boards, movies, etc.)
Problem assignments
Group discussions
The unit act, motivation, and blocks
Missed signals in Extension
Panel discussions
Seating arrangements
Listening units (each group listening for a particular point)
Short movies followed by discussion periods
Question and answer periods
Audience participation
Variety of teaching techniques
Arousing interest by various ideas
Tests and quiz sheets
Identifying the problem
Evaluation

3. List changes you would suggest for improvement of communications workshops to be held in the future.

Devote more time to "brainstorming".
Include more problem solving sessions.
Include more case studies - perhaps one from a North Carolina county.
Devote more time to group study.
Find some method of presentation that would require less sitting.
Shorter breaks.
More situations and pictures relative to Extension Service rather than industry.
The workshops should be longer than one week.
More details on Social Action.
More detailed discussion of the use of various communication techniques.
Do not call on students so much for discussion but let the students hear more.
Try to make sure that questions asked from the floor are correctly answered before moving on and then forgetting them.
More "set up" time for project work on Holstein County.
More panels and individual participation on part of members.
Rather than have several films in the same half day or day, arrange to distribute them throughout the week.
Increase audience participation.
The pace should be increased. The program is too slow - especially the first day.
More problem solving techniques.
Help audience distinguish between problem, facts and opinion.
Shorten session - adjourn at 4:00 p.m.
Better living conditions for the men agents.
Include office secretaries in some workshops with agents and state staff so as to experience reactions of agents as well as secretaries.
Redirect session on effective meetings to present new ideas.
Seek means to insure follow-up.
A short summary period at the end of each day and these to be combined at 1:15 p.m. on Friday.
Relate more clearly how industrial films may be applied to Extension.
Less emphasis on negative, more emphasis on positive.
Go more into detail on the "art of person to person" communications.
End workshop with the county reports and a summary of the reports.
The teaching staff devote more of their time to the preparation for the school until all staff members have attended the school.
Classes begin at 8:30 a.m.
Not enough time for group discussion periods.
Some of the visuals be checked for improvement.
More emphasis on the psychological aspects of communications.
Distribute interest getters throughout the week and have more discussions and group reports the first two days.

GROUP EVALUATION OF COMMUNICATIONS TRAINING WORKSHOP

North Carolina State College
April 6-10, 1959

Members of Group: A. D. Stuart
Flossie Whitley
G. W. Miller, Jr.
Mrs. Ozetta P. Guye
T. M. Hyman
Mary Sue Moser
R. S. Boal
H. G. Thompson

1. Give an example of how you would apply one of the teaching techniques used this week in a specific situation in your work.

Buzz technique for leader training.
Brainstorming in tobacco marketing work.
Listening technique.
Use of small group technique.
Participation.

2. One of our problems is how to reach all county staff members with communications training. Please give us your recommendations on this problem.

a. In the light of our experiences this week, we recommend that presently scheduled programs for the May state meetings be cancelled and in place the communications training be given to all Extension workers. If necessary, increase the meeting time to one week.

b. Offer this training in Extension Summer School.

3. Additional comments (if any) on the total week's workshop.

Every worker needs this training right now in order to make it more effective.

One of the most helpful and practical conferences ever.

Total workshop has given us a tremendous opportunity and experience in self-analysis.

Unusually fine atmosphere and setting for this meeting - relaxed atmosphere.

Tremendous expression of good will and tolerance.

We realized how rigid we were in our attitudes.

Stimulating experience.

Spiritual experience.

Humility.

GROUP EVALUATION OF COMMUNICATIONS TRAINING WORKSHOP

North Carolina State College
April 6-10, 1959

Members of Group: S. H. Dobson
Marjorie Gilbert
C. E. Bernhardt
Mrs. Hazel S. Parker
Jack Kelley
L. H. Hobbs
C. P. Libeau
J. A. Glazener

1. Give an example of how you would apply one of the teaching techniques used this week in a specific situation in your work.

The technique of listening - Monday morning staff conference

a. Create a good listening environment

- (1) physical
- (2) emotional

2. One of our problems is how to reach all county staff members with communications training. Please give us your recommendations on this problem.

Two meetings per district be held using the county personnel and district agents as instructors along with one or two of the persons who had the course originally. Someone in the administration should attend at some time during the course.

3. Additional comments (if any) on the total week's workshop.

The best organized and effective Extension effort to make our work effective.

In order for other Extension workers to receive this training, it should receive priority in time and funds over district and/or state meetings.

GROUP EVALUATION OF COMMUNICATIONS TRAINING WORKSHOP

North Carolina State College
April 6-10, 1959

Members of Group: Ray M. Ritchie
Sarah Ann Butts
C. D. Raper
Mrs. Genevieve Greenlee
W. C. White
C. R. Pugh
Frank B. Thomas
Kenneth Bean
Iola Pritchard

1. Give an example of how you would apply one of the teaching techniques used this week in a specific situation in your work.

Brainstorming for developing ideas for fair exhibits.

2. One of our problems is how to reach all county staff members with communications training. Please give us your recommendations on this problem.

Approximately the same number of the group be retained or at least one of the original team members be present at each meeting plus any additional instructors from this school to sit in on one more training school.

Do not have schools on the district level to permit diversified audience. Secretaries be invited to attend.

3. Additional comments (if any) on the total week's workshop.

Poor orientation of the Holstein County problem when it was passed out.

Questionnaire on the first day may have been omitted.

The presentation of meetings as a technique was not effective. Have a better informed panel.

Insure better follow-up.

GROUP EVALUATION OF COMMUNICATIONS TRAINING WORKSHOP

North Carolina State College
April 6-10, 1959

Members of Group: Mrs. Edith B. McGlamery
Mrs. Frances Darden
R. L. Lyday
M. L. Johnson
L. C. Laney
H. E. Scott
Melvin H. Kolbe
W. C. Mills
Mrs. Victoria B. Bynum

1. Give an example of how you would apply one of the teaching techniques used this week in a specific situation in your work.

Situation - low housing standards - unpainted, need repairs, no inside baths, etc.

Techniques - buzz group, followed by over-all group discussion.

2. One of our problems is how to reach all county staff members with communications training. Please give us your recommendations on this problem.
 - a. Take team to district. Bring in geographic cross section of district as to age, agents and assistants, and specialists.
 - b. Train all well in proper setting even if it takes longer.
 - c. Possibly hold two sessions at the same time.
3. Additional comments (if any) on the total week's workshop.
 - a. Be enthusiastic toward others without disclosing trade secrets.
 - b. Include department heads, when possible.
 - c. Not to be too secretive about school.
 - d. Not necessary for the secretaries to be included. The county staff could train her as needed.

GROUP EVALUATION OF COMMUNICATIONS TRAINING WORKSHOP

North Carolina State College
April 6-10, 1959

Members of Group: R. A. Gaddy
Mrs. Florence Sherrill
A. T. Jackson
R. L. Wynn
Verna Belle Lowery
W. C. Carpenter
H. M. Covington
Mrs. Ruby Uzzle

1. Give an example of how you would apply one of the teaching techniques used this week in a specific situation in your work.

Using con-par in a program projection meeting in getting participation of local people in evaluating the accomplishments - physical facilities, resource people, time, moderator, a person to summarize the information brought out in the panel.

2. One of our problems is how to reach all county staff members with communications training. Please give us your recommendations on this problem.

We recommend that communications training schools be conducted on a district basis with county agricultural agents and home economics agents and with the assistant agents as soon thereafter as possible.

3. Additional comments (if any) on the total week's workshop.

Every Extension person should have this training at the earliest possible date.

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
STATE OF NORTH CAROLINA

NORTH CAROLINA STATE COLLEGE OF
AGRICULTURE AND ENGINEERING.
NORTH CAROLINA COUNTIES AND
UNITED STATES DEPARTMENT OF
AGRICULTURE COOPERATING

EXTENSION SERVICE
HOME DEMONSTRATION WORK

Post Office Box 5097
State College Station
Raleigh, North Carolina

March 31, 1959


Dear Home Agents:

At our very excellent Jane S. McKimmon Loan Fund Committee meeting with the State Chairman, the State Treasurer, the State Federation President and two home agents, we decided that all of you should have copies of the application for loan in your office for use when girls inquire for such help. We think, too, - this we discussed - that you should be very familiar with the rules and regulations listed in the Yearbook on pages 16 and 17. We were sorry that requests for loans from several came in too late for the girls to get consideration.

Let's ask the Chairman of the County Jane S. McKimmon Loan Fund Committee to assist in every way in letting worthy girls know that they can borrow \$300.00 (the loan may be increased to \$500.00 after State Council meeting in June) to assist them in getting a college education. We have 17 girls now in school and we approved 12 applications for next year. The letters Mrs. Strickland read to us from several of the girls now getting help were most heartwarming. Nothing you do is more important nor more rewarding than pushing contributions for the Jane S. McKimmon Loan Fund.

Thank you for what you have done and what you will continue to do.

Good wishes and with great appreciation,



Ruth Current
Assistant Director

RC:ebw

Enclosures

Copy to:
Mrs. C. B. Strickland
Mrs. V. I. Hockaday
Mrs. Fernie Laughinghouse
District Home Economics Agents

P.S. I am also enclosing copies of the application for the Estelle T. Smith Health Loan Fund. It is of equal importance.

RC

MINUTES OF THE
JANE S. MCKIMMON EDUCATIONAL LOAN FUND COMMITTEE MEETING
March 17, 1959

The Jane S. McKimmon Educational Loan Fund Committee met for the annual meeting on March 17, 1959, at 11:00 a.m. in 105 Ricks Hall. Mrs. C. B. Strickland, Chairman, presided. Others present were: Mrs. V. I. Hockaday, Mrs. Fernie Laughinghouse, Miss Jessie Trowbridge, Miss Marie Penuel, and Miss Ruth Current.

Seventeen girls are receiving the loan at the present time. Two of these will graduate this spring from Woman's College, leaving 15 girls to continue to receive the loan. The committee reviewed the grades of the girls in school. Miss Marie Penuel made a motion that loans be continued to the 12 girls enrolled at East Carolina College for the next school year. The motion was seconded by Mrs. V. I. Hockaday and carried. Mrs. Hockaday made a motion that loans be continued to Elisabeth Haun to return to Woman's College, to Betty Anne Delbridge to return to Greensboro College, and to Joan Edwards to return to Western Carolina College. Miss Penuel seconded the motion and it carried.

The question has been raised by one of the girls currently in school that if she did not use the loan for the coming school year would she be eligible to receive the loan the next year, if needed, without having to file a new application. The committee agreed that a girl could go a year without using the loan and still receive it the following year upon request if her grades and work were satisfactory. The committee would have to keep informed on such requests in order to be sure that funds would be available.

A motion was made by Miss Jessie Trowbridge to send recommendations from the committee to the counties to prepare delegates for voting at State Council meeting on increasing the loan from \$300.00 to \$500.00 a year. This motion was seconded by Mrs. Fernie Laughinghouse and carried. Mrs. Hockaday will include the recommendations in a letter to be sent to all members of the State Council.

A motion was made by Mrs. Fernie Laughinghouse that the District Home Economics Agents provide application blanks for the home agents. The motion was seconded by Mrs. Hockaday and carried.

The Chairman of the committee is to write form letters to all graduates, endorsers of notes, and to the girls when their applications are approved.

After reviewing new applications for the loan for the coming school year, Mrs. Laughinghouse moved that the group accept the following applicants. The motion was seconded by Mrs. Hockaday and carried. Applicants approved are:

- | | |
|----------------------|-----------------------|
| 1. Nancy Marie Baker | 6. Joy Thore |
| 2. Justine Stansbury | 7. Mrs. Edna S. Denby |
| 3. Edith Anne Clark | 8. Nancy McLeod |
| 4. Gail Mann | 9. Mary Jane Joyner |
| 5. Maxine Howard | |

Approved conditionally provided the necessary information is received were:

1. Dorothy Wilder who needs two persons other than members of the family as endorsers.
2. Bertha True who needs a letter from the home agent.

A motion was made by Mrs. Hockaday and seconded by Miss Trowbridge that Mrs. Strickland and Miss Penuel be given the authority to review and approve the application of Kathy Holden, Gléville, N. C., as the committee did not receive her application blank in time. The motion carried.

Respectfully submitted,
Mrs. C. B. Strickland, Chairman
Miss Marie Penuel, Acting Secretary

THE NORTH CAROLINA FEDERATION OF HOME DEMONSTRATION CLUBS
JANE S. MCKIMMON EDUCATIONAL LOAN FUND

Application for Loan

Date of this application _____

Name and Address _____ Age _____

School last attended _____

Name of Principal _____ Address _____

Does your certificate or diploma give you sufficient credits to enter an A
Grade College? _____

Are you a 4-H Club girl? _____

Do you live on a farm? _____

In what community leadership activities have you participated? _____

Amount you wish to borrow yearly _____

How many years will you need this loan? _____

College you wish to attend _____

What course do you wish to take? _____

Will you be willing to do work to help defray your expenses? _____

Have you other debts? _____

Do you agree to pay this debt before you marry? _____

Do you agree to make monthly payments after securing employment? _____

Give name and address of parties who will endorse your notes:

(The endorsement of notes by Extension Workers will not be permitted)

Are parents helping and to what extent? _____

Name and address of parents: _____

Will you receive aid from any other source? _____

REQUIREMENTS FOR SECURING A LOAN FROM THE

JANE S. MCKIMMON LOAN FUND

1. This fund shall be in charge of a committee known as the Jane S. McKimmon Educational Loan Fund Committee. This committee shall consist of five members; two members from the Home Demonstration Agents' Association and three members from the State Federation of Home Demonstration Clubs.
2. Money shall be loaned without interest while the student is in an Accredited Four-Year College, all loans to be repaid within two years after finishing school. Failing to do this the borrower agrees to pay interest at six percent from the date the note is drawn. Should the borrower marry, the date for maturity automatically falls due.
3. All applicants for loans must be rural residents of North Carolina who are able to present sufficient credits from an accredited High School. Loans are for students in North Carolina colleges only, and preference will be given to 4-H girls. No loan shall exceed \$300.00 annually.
4. All requests for loans must be made by letter in the handwriting of the applicant, a filled-in application blank and recommendation from the following: principal of high school (or school last attended) and one other teacher, the home demonstration agent, one from a responsible man or woman of her community, a health certificate from a reputable physician, and her high school records. Students must present a record of work done each year in college.
5. The application for loans shall be made to the chairman of the Jane S. McKimmon Educational Loan Fund Committee by March 1, and shall be submitted by her to each member of the Loan Fund Committee subject to majority rule.
6. The treasurer of the North Carolina Federation of Home Demonstration Clubs shall hold monies of this fund. Checks shall be issued only when instructed by the Loan Fund chairman and after receiving the note of the borrower properly signed and endorsed.
7. Each borrower is requested to write to the chairman of the Jane S. McKimmon Educational Loan Fund Committee once each quarter.
8. Loans for each school year are made in two installments, one at the beginning of each school term. Each note must bear the endorsement of the girl, her parents or guardian, and two citizens of approved financial responsibility, other than her family. These notes must be returned by July 1 and December 10. The committee shall at all times encourage girls to keep their indebtedness to the minimum.
9. The treasurer shall hold all notes and collect payments on these notes as they fall due.
10. The committee shall be satisfied with the student's work before extending help a second year.
11. Failure to comply with the rules herein stated makes an applicant ineligible for a loan.

THE NORTH CAROLINA FEDERATION OF HOME DEMONSTRATION CLUBS

JANE S. MCKIMMON EDUCATIONAL LOAN FUND

Application for Loan - Home Demonstration Agents

Date of application _____

Name in full _____

Address _____

Place of birth _____ Date of birth in full _____

Married _____ Single _____ Widowed _____

In which county are you located _____

Amount you wish to borrow yearly _____

How many years will you need this loan _____

Have you other debts _____

Do you agree to make monthly payments after returning to employment _____

Give names of parties who will endorse your notes _____

<u>Colleges attended</u>	<u>Date</u>	<u>Degrees Conferred</u>
--------------------------	-------------	--------------------------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

Proposed field of study _____

University or college in which you will study _____

Date _____

Three References _____

Requirements for Securing a Loan from the Jane S. McKimmon

Educational Loan Fund

1. This fund shall be known as the Jane S. McKimmon Educational Loan Fund and shall be used as a fund for Home Agents desiring higher work in Home Economics training, and shall be in charge of a committee known as the Jane S. McKimmon Educational Loan Fund Committee. This committee shall consist of five members; two members from the Home Agents' Association and three members from the North Carolina Federation of Home Demonstration Clubs.
2. Money shall be loaned without interest while the student is in college, all loans to be repaid within two years after leaving school. Failing to do this, the borrower agrees to pay interest at six per cent from the date the note is drawn.
3. All applicants for loans must be residents of North Carolina and serving as home demonstration agents in the State. No loans shall exceed \$500 annually.
4. All requests for loans must be made by letter; one from the applicant's supervisor and two from responsible people in the county in which she is working. A health certificate from a reputable physician is also required.
5. The application for loans should be made to the Chairman of the Jane S. McKimmon Educational Loan Fund Committee by March 1st, and shall be submitted by her to each member of the Loan Fund Committee, subject to a majority rule.
6. The Treasurer of the North Carolina Federation of Home Demonstration Clubs shall hold all monies of this fund. Checks shall be issued only when instructed by the Loan Fund Chairman and after receiving the note of the borrower properly signed and endorsed.
7. Loans for each school year are made in two installments, one at the beginning of each school term. The borrower must execute a note for each loan with two satisfactory endorsers.
8. The Treasurer shall hold all notes and collect payments on those notes as they fall due.
9. The Committee shall be satisfied with the student's work before extending help a second year, if it is requested.
10. Applications for loans each year shall be in the hands of the Chairman by March 1st.

THE NORTH CAROLINA FEDERATION OF HOME DEMONSTRATION CLUBS

ESTELLE T. SMITH HEALTH LOAN FUND

Application for Loan

1. Date of this application _____
2. Name and Address _____ Age _____
3. School last attended _____
4. Name of Principal _____ Address _____
5. Does your certificate or diploma give you sufficient credits to enter a state accredited professional school of nursing? _____
6. Are you a 4-H Club girl? _____
7. Do you live on a farm? _____
8. In what community leadership activities have you participated? _____

9. School of Nursing you wish to attend _____
10. Have you other debts? _____
11. Do you agree to pay this debt before you marry? _____
12. Do you agree to make monthly payments after securing employment? _____
13. Give name and address of parties who will endorse your notes:

(The endorsement of notes by Extension Workers will not be permitted.)

14. Name and address of parents: _____

REQUIREMENTS FOR SECURING AN ESTELLE T. SMITH LOAN FUND
REQUIREMENTS FOR SECURING AN ESTELLE T. SMITH LOAN FUND

1. This fund shall be known as the Estelle T. Smith Health Loan Fund and administered by a Committee composed of the President, Treasurer, and Health Chairman of the North Carolina Federation of Home Demonstration Clubs.
2. This fund shall be loaned to rural girls desiring to take nurses training in state accredited professional schools of nursing in North Carolina. Money shall be loaned without interest while the student is in training, but all loans are to be repaid within two years after graduation. Failing to do this, the borrower agrees to pay interest at six percent from the date the note is drawn. Should the borrower marry, the date for maturity automatically falls due.
3. All applicants for loans must be prospective student nurses who have been tentatively accepted by an accredited school of nursing in North Carolina and who have graduated from an accredited high school. No loan shall exceed \$300.00 - \$150.00 for the first year, \$75.00 the second year, and \$75.00 the third year.
4. All applications for loans must be made by letter in the handwriting of the applicant and accompanied by letters from the following: principal of high school attended, one other high school teacher, home demonstration agent, a responsible man or woman in the community, health certificate from a reputable physician, and her high school record. Students must present a record of work done each year while in school.
5. Application for loans shall be made to the State Health Chairman, by March 1st. A notice must be sent from the director of nurses to the Health Chairman who will send the necessary application forms.
6. The treasurer of the North Carolina Federation of Home Demonstration Clubs shall hold monies of this fund. Checks shall be issued only when instructed by the State Health Chairman and after receiving the note of the borrower properly signed and endorsed.
7. Loans for each school year are made in one installment. Each note must bear the endorsement of the girl, her parents or guardian, and two citizens of approved financial responsibility, other than her family. These notes must be returned by July 1.
8. The treasurer shall hold all notes and collect payments on these notes as they fall due.
9. The committee shall be satisfied with the student's work before extending help a second year.
10. Failure to comply with the rules herein stated makes an applicant ineligible for a loan.

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
STATE OF NORTH CAROLINA

Post Office Box 5097
State College Station
Raleigh, North Carolina

March 25, 1959

TO THE DISTRICT CHAIRMEN:

Enclosed are three copies of the District Home Demonstration Council Report. Immediately after your district meeting, please fill out this blank in triplicate and return one copy to me, one copy to Mrs. V. I. Hockaday, Route 1, Roanoke Rapids, North Carolina, and keep one for your files.

I should like to remind you that a copy of the District Resolutions should be sent to the Second Vice-President of the North Carolina Home Demonstration Clubs, Mrs. David Williams, Rose Hill, North Carolina. These resolutions will be used in compiling resolutions for the State Council and annual meeting.

I hope each one of you will have a very fine district meeting with excellent attendance. I wish it were possible for me to attend all the meetings and to have the opportunity to know you and the women in your district better. Although I cannot be with each one of you, I send my best wishes for a successful meeting.

Sincerely,

Nell Kennett

Nell Kennett
State Home Economics Leader

NK:ebw

Enclosures

Copy to:
Home Economics Agents
District Agents
Mrs. V. I. Hockaday
Mrs. David Williams

Please fill out this blank in triplicate immediately after your annual meeting and send one copy to Miss Nell Kennett, State Home Economics Leader, Box 5097, State College Station, Raleigh, North Carolina; and one copy to Mrs. V. I. Hockaday, Route 1, Roanoke Rapids, North Carolina; and keep one for your files.

OFFICERS ELECTED FOR NEXT YEAR

CHAIRMAN _____

County _____

Address _____

FIRST VICE-CHAIRMAN _____

County _____

Address _____

SECOND VICE-CHAIRMAN _____

County _____

Address _____

SECRETARY _____

County _____

Address _____

HISTORIAN _____

County _____

Address _____

Place of Next Meeting _____

Date of Next Meeting _____

REPORT OF DISTRICT FEDERATION MEETING

District Number _____

Place of Meeting _____

Date _____

Presiding Officer _____

Guest Speaker _____

Number Attending _____

Highlights of Meeting: (Please write on the back of this page.)

North Carolina State College of
Agriculture and Engineering,
North Carolina Counties and
United States Department of
Agriculture Cooperating

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
State of North Carolina

Extension Service
Home Demonstration Work

Post Office Box 5097
State College Station
Raleigh, North Carolina

March 25, 1959

TO MEMBERS OF THE STATE HOME DEMONSTRATION COUNCIL EXECUTIVE COMMITTEE
AND STATE COMMITTEE CHAIRMEN:

Dear Club Members:

Enclosed is a copy of the National Home Demonstration Council Handbook for 1959. I believe you will find it helpful as a member of the Executive Committee and a State Committee Chairman. Please study it carefully and acquaint club members with the Council and its programs.

Sincerely,

Nell Kennett

Nell Kennett
State Home Economics Leader

NK:ebw

Enclosure

Copy to:
District Agents

NOT TO BE TURNED IN

QUIZ ON COMMUNICATIONS PROBLEMS

Select the better of the three answers given even though all answers may be correct to some degree.

1. A man is a good listener only if he (check one)
 - (a) does not think while the other fellow is talking.
 - (b) hears everything the other man has to say.
 - (c) seeks information as he listens about his own and the other fellow's assumptions, viewpoints and feelings.

2. You can determine whether you have communicated with the other fellow by (check one)
 - (a) asking him questions.
 - (b) watching his facial expressions.
 - (c) knowing whether he should be interested in what you are talking about.

3. There are three factors which enter into our daily person-to-person communications. Which is the most important according to the film? (check one)
 - (a) Assumptions.
 - (b) Viewpoints.
 - (c) Feelings.

4. In order to get a clear picture of the other fellow, as we listen (check one)
 - (a) we have to "tune in" on some things that are never actually voiced.
 - (b) we must concentrate on everything he says.
 - (c) we must clear our minds of any prejudices or evaluations we have made in advance.

5. When we talk to another person we can assume (check one)
 - (a) that he is listening to what we say.
 - (b) that what is important to us may not be important to him.
 - (c) that he knows and shares our unspoken feelings.

6. In the film, the boss became aggressive because (check one)

- (a) he was under pressure from those above him.
- (b) the employee failed to understand him.
- (c) he saw the employee as a threat to his plans and authority.

7. The biggest block to interpersonal communication is (check one)

- (a) man's inability to listen intelligently, understandingly and skillfully to another person.
- (b) man's inability to be logical, lucid and clear in what he says.
- (c) the fact that any one statement may have several meanings.

8. When an employee has an interview with his supervisor, he should be able to (check one)

- (a) assume that his supervisor will speak in a logical way.
- (b) explain in very clear terms his own ideas.
- (c) assume that what will take place will be largely an interaction of feelings as well as ideas.

9. The process of personal communication requires (check one)

- (a) words that have meaning in themselves apart from the people involved.
- (b) getting others to see things from your point of view.
- (c) that you make an estimate of the other fellow's needs and desires as well as your own.

10. It is necessary for everyone who must deal with other people on important matters to know how to listen with understanding because (check one)

- (a) in a crucial conversation, false ideas of other people can lead to misunderstanding and disagreement.
- (b) there will be less argument.
- (c) people usually try to conceal their real feelings.

ANSWERS TO QUIZ QUESTIONS

1. The preferred answer is C. It is not enough to be just a blotter or photographic negative, soaking up everything that is said. Good listening requires active participation on the part of the listener.
2. The preferred answer is A. Many times facial expressions can be very deceiving. Just because a person appears interested in a subject does not mean he actually understands.
3. The preferred answer is C. Feelings are deeply imbedded in people and not subject to logical argument, whereas viewpoints and assumptions are more easily changed by new facts and perspectives.
4. The preferred answer is A. It is not enough to concentrate on everything that is said; we have to be actively thinking as we listen. It is almost impossible to actually clear our minds of our prejudices and evaluations, but it helps to "know thyself".
5. The preferred answer is B. The thought voices in the film pointed up the fact that people often "cut-out" while listening. These voices also showed that these unspoken feelings vary with each individual. It is safest to assume that the other fellow probably has a different set of values than you.
6. The preferred answer is C. "A" is wrong because in the example of good listening in the film, the boss was under the same pressure from above as during the first example. "B" is wrong because in the same way he had to deal with the same person as before. It was only when the threat to him was removed by good listening on the employee's part that he did not become aggressive.
7. The preferred answer is A. No matter how logical, lucid or clear the transmitter is, unless the receiver is "tuned in," there can be no communication. The fact that any one statement may have several meanings complicates the process of interpersonal communication, but good listening habits can overcome this obstacle.
8. The preferred answer is C. Unfortunately, supervisors as well as most other people, do not always speak in a logical way. As the film pointed out, explaining one's own ideas in the clearest of terms is not sufficient to achieve understanding.
9. The preferred answer is C. Words have no meanings apart from the people involved. Getting other people to see things from your point of view is fine, but interpersonal understanding requires more than this "one-way-communication."
10. The preferred answer is A. "B" is wrong because elimination of arguments in itself does not mean good communication. "C" is wrong because the purpose of listening with understanding is not just to get at hidden feelings, but to be able to communicate with others.

North Carolina State College of
Agriculture and Engineering,
North Carolina Counties and
United States Department of
Agriculture Cooperating

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
State of North Carolina

Extension Service
Home Demonstration Work

Post Office Box 5097
State College Station
Raleigh, North Carolina

February 24, 1959

TO THE HOME ECONOMICS AGENTS IN THE EASTERN DISTRICT

Dear Agents:

I would like to tell you how much I enjoyed my trip to the Eastern District and the opportunity to spend a little time with you agents and your wonderful women. It really was a big lift to me.

Some of you requested a copy of "A Prayer for the Middle-Aged" and I am enclosing a copy for you.

If I can be of any assistance to you at any time, please feel free to call on me.

Sincerely,

Nell Kennett

Nell Kennett
State Home Economics Leader

NK:ebw

Enclosure

Copy to:
Miss Florence Cox

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
STATE OF NORTH CAROLINA

NORTH CAROLINA STATE COLLEGE OF
AGRICULTURE AND ENGINEERING
NORTH CAROLINA COUNTIES AND
UNITED STATES DEPARTMENT OF
AGRICULTURE COOPERATING

EXTENSION SERVICE
HOME DEMONSTRATION WORK

Post Office Box 5097
State College Station
Raleigh, North Carolina

January 7, 1959

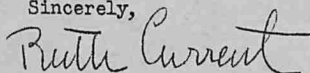
TO COUNTY HOME ECONOMICS AGENTS

Dear Home Agents:

Enclosed are two copies of the Financial Report blank. One is for your County Council Treasurer to fill in and send to Mrs. Fernie Laughinghouse, Treasurer of the North Carolina Home Demonstration Clubs, Pantego, North Carolina, and the other copy is for your files.

At the Executive Board meeting in October, the time for this report to be in to Mrs. Laughinghouse was set as March 1. Please be sure that your county report is sent on time.

Sincerely,



Ruth Current
Assistant Director

Enclosure

Copy to:
District Agents

Send this report to the Treasurer of the North Carolina Home Demonstration Clubs, Mrs. Fernie Laughinghouse, Pantego, North Carolina, not later than March 1.

FINANCIAL REPORT

Date _____

County _____

County Home Economics Agent _____

County Council President _____

County Council Treasurer _____

No. Home Demonstration Clubs _____

No. Members _____

District _____

District Agent _____

Federation Dues (\$1.00 per club) _____

Jane S. McKimmon Loan Fund _____

Estelle T. Smith Health Fund _____

Pennies for Friendship Fund _____

United Nations Appeal for Children _____

National and International
Delegates Fund (10¢ per member) _____

TOTAL _____

Home Demonstration Building Contributions should be sent to:

Mrs. Obed Castelloe
Winterville
North Carolina