



Carolina Connection

A quarterly publication connecting Baptist Secretaries across North Carolina

FALL 2021 Volume 38, Issue 3

Edited by Nicole Mosley

I woke too early this morning. The first thing to enter my mind was that the secretaries' conference is approximately one month away. Rather than feeling excitement and anticipation, I immediately became anxious, thinking about all the things that have yet to be done. I thought about the fact that, although I have been the NCBSA president for three years, I have yet to preside at a conference. (That made me nervous, even as it made me smile, because it is so unusual.) I thought about all the final preparations and decisions and literally had no idea what to do first. My thoughts and feelings escalated until I got out of bed, made a cup of coffee and sat to watch the sun come up. I won't bore you with details, but it has been a particularly busy couple of weeks and I realized I had deprived myself of time with the Lord, and that was the problem. So, I did what I needed to do: picked up my devotional and Bible and sat in His presence. I repented of my anxiety, thanked Him for always being faithful even when I am not and prayed for the peace that only comes when I lay down my concerns and "acknowledge Him, letting Him direct my paths."

The declaration of Proverbs 3:5-6 is that God cares about us and wants to direct our lives. How infinitely superior His plan must be in every detail! I mean, just think about all the wisdom He possesses and all the power at His disposal as the sovereign God of the universe. What I so easily forget is that *that* wisdom is available to me through the presence of the Holy Spirit. When I fail to turn to Him first and lean on my own understanding, whether that be each morning or when making choices throughout the day, I lose perspective. It is only when I reign in my raging thoughts and feelings and "present my requests to God" that He gives me just what I need. He knows what that is and truly makes my path straight.

Our lifetimes are made up of thousands of ordinary moments in thousands of ordinary days, filled with choices and opportunities to either trust in the Lord or lean on our own understanding. But most days are lived out putting one foot in front of the other while we "do the next thing," as Elisabeth Elliot famously encouraged through the words of an old English poem. That poem was my message from a faithful, loving Father and I will close with a prayer you will be encouraged today.

Many a questioning, many a fear, many a doubt, hath its quieting here.

Moment by moment let down from Heaven; time, opportunity, guidance are given.

Fear not tomorrows, child of the King; trust them with Jesus. *Do the next thing.*

Do it immediately, do it with prayer; do it reliantly, casting all care.

Do it with reverence, tracing His hand, Who placed it before thee with earnest command.

Stayed on Omnipotence, safe 'neath His wing, leave all resultings...*do the next thing.* -unknown

Until we meet again, dear sisters... *fear not tomorrow, CHILD OF THE KING. Trust it to Jesus, DO THE NEXT THING!*

God bless!

Karoline

WHAT OTHERS ARE SAYING ABOUT



Joy

Joy is authentic and original. She's hilarious with her clever wit and one-of-a-kind humor.

Anita Renfroe
Comedian

Joy is drop-dead funny. You will start laughing the minute you see her.

Jeanne Robertson
Comedian

"Over the last several years I've observed Joy perform for all types of different groups; young, old, large, small. Everyone enjoys her quick wit and hilarious banter. She is truly a...JOY!"

Billy Payne
Music Producer, Composer

After you have heard Joy Earle speak, you will go home with your heart full and your sides hurting from laughing so hard! She is as genuine as she is funny and loves the Lord fiercely! I feel honored to call her my friend. "

Melodie Crittenden Kirkpatrick
Vocal Contractor/Studio Singer

Joy. It's not just her name, it's what you feel if you are blessed enough to attend one of her events. Her stories will have you laughing till your sides hurt. You may shed a tear as the depth of her teaching touches your soul. Then, just when you think it can get any better, you will sit spellbound when she begins to sing. Don't miss an opportunity to see Joy in concert. She's the real deal.

Beverly Carriere Tiner
Author of "Just Mom- A Journey of love and laughter"

The word "Joy" truly describes Joy Earle. A very talented speaker and musician, she brought a fresh approach to laughter, to our ladies. I experienced women laughing, crying and lives being changed as she related how God has a "Recipe for a happy life" for them

Mary Cox
Director of Women's Ministry
First Baptist North Metro, Lawrenceville, Ga.

Joy is authentic and original. She's hilarious with her clever wit and one-of-a-kind humor.

Heather Harrington

AN EMAIL MESSAGE

I just wanted you to know that I really enjoyed you!!! My ribs hurt from laughing. You have such a great sense of style and I loved all your stories and the singing, WOW! I truly had a wonderful time and I just wanted to say THANKS!

Michelle C.



Registration

A BIG thank you to those who have already sent in your registration and deposit for our upcoming NCBSA Conference at Ridgecrest. Also, don't forget to send in your choices for the breakout sessions ASAP. As with past conferences, November 1 – 3, 2021 will be a time to remember. I don't know about you, but I'm ready to have some sweet fellowship, lots of laughter, and learn from God's word. If you are unable to attend this year's conference, you can still be a member of the NCBSA. Just remember to send in your annual membership dues of only \$30. This helps with the administrative costs of the NCBSA. As a reminder, only active members qualify to serve as future officers. Your officers have been working diligently and are super excited that it is all coming together. Already we have seen God's mighty hand at work! Please be in prayer for us as we strive to make this conference an experience of spiritual, professional, and personal enrichment along with lots of fun and fellowship for all.

FIRST TIME HERE?

We're HAPPY
to have you!!



First Timers

We are especially excited to have all our new ladies join us for the first time this year! We can't wait to see how the Lord is going to work in and through each of your lives during our time at Ridgecrest.

We all remember how excited and nervous we were when we were First Timers. To help channel that excitement and calm those nerves, you have been assigned a mentor who will help you get acquainted with the facility and be on hand to answer any questions you may have. You can expect to hear from your Mentor by the end of September. Remember, there will be a brief orientation class for all First Timers on Monday afternoon at 2pm. This class will give you a great overview of what to expect throughout the conference.

We can't wait to see you there!

Mentors

THANK YOU to all those who have volunteered to be Mentors this year!

Mentor Guidelines

- * Call your First Timer before the conference to introduce yourself and give encouragement.
- * Exchange cell phone numbers, as well as email addresses.
- * Let your mentee know the officers will give them a map and other important information at check-in.
- * Plan and invite them to meet you at the First Timer's class before it starts to get acquainted.
- * Answer any questions they may have before, during and after the conference. If you don't know the answer, find out and get back to them.
- * During the conference, be sure to check in with them to make sure all is well.
- * Introduce them to others.

Janette



Southern Buffet

We will be having a true Southern buffet with our favorite foods and are calling it "Denim and Pearls". We will be reminded of many 'pearls' of wisdom found in God's word and about the durability of 'denim'-an example of how God's love endures, and how we are called to persevere in our love for God and others. We'll highlight the blessings and challenges of persevering, like 'denim', while seeking God's 'pearls' of wisdom which He promises to all those who ask Him. In keeping with that theme, we would like for you gals to show up in what else but Denim! Maybe just a Denim Jacket, or Denim Jeans, or a Denim Skirt, or Denim Shirt or Dress...you get the idea!

But don't forget a southern girls favorite accessory, PEARLS!

You heard it right! Wear Denim and Pearls and come prepared for an exciting and fun evening!

****NEW****

We will also have our officer installation ceremony, how exciting everyone will have a chance to greet the new officers.

Door Prize Reminder:

It is always exciting to hear your name called and win a Door Prize! Please remember to bring at least one door prize of your choosing so that everyone gets a prize.



Your name may be called at the beginning, middle or end of any General Session and you have to be present to win. So be sure you are there to hear your name called!



Pictorial Directory:

Have you ever returned from a NCBSA Conference and could not remember the name of someone you met? I have and it is embarrassing to ask someone. Well, if we ALL have our pictures made for our Directory that will not happen.



The picture you have taken will be used to make a directory for each of us. The directory will be provided by Remember Church Directories at no charge to us.

Please have your picture made. We all want to remember YOU!

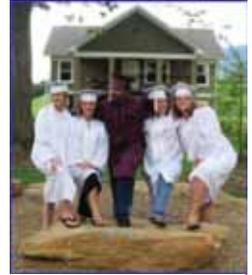


Mission Emphasis

Our mission emphasis this year is Black Mountain Home for Children, Youth and Families, a private 501(c)3 non-profit organization located in Black Mountain, North Carolina.

The Home's mission is to glorify God by caring for children and families. They do this by seeking the guidance of the Holy Spirit; seeing each child as a child of God who deserves to feel love, strength, and peace; and by bringing God's healing to these children.

Black Mountain Home serves children from birth through college graduation who have been abused, abandoned, orphaned or neglected. Most of these children have been removed from their homes by the court system because it is unsafe or unhealthy for them. Some stay for a short time, while others spend a considerable part of their growing up years at the Home. Last year Black Mountain Home served 150 children from 17 counties in Western North Carolina.



We will be receiving an offering at the conference as well as collecting the following items: diapers (varying sizes) and toiletries (shampoos, lotions, stick deodorant, toothpaste, etc.).



Please pray for this ministry and let God direct what you can do to support our Mission Emphasis collection for Black Mountain Home for Children, Youth and Families.

CHECK THIS OUT!

At this year's conference, tote bags will not be given out at check-in. If you would like something to carry your notebook and other items in during the conference, you will need to bring something with you or purchase a tote bag from our sales table.

The NCBSA Logo



NCBSA is the key to personal growth, education, motivation, professionalism, and ministry. Our logo was designed specifically for NCBSA and is symbolic of our organization opening many doors. It is in the shape of a cross, which ties in with the ministry of the group. The shape of the key is rounded, therefore focuses on the feminine aspect of the group, and resembles the dogwood petal. The logo is simple and straightforward, which gives it a more professional look. Also integrated into the key is the "S" shape symbolic of "secretaries."

We are forever grateful to the dreams and visions of Betty Walker who recognized the calling of the ministry assistant.

“The Betty Walker Endowment Fund”

Who is Betty Walker? Betty F. Walker was a former Administrative Assistant at First Baptist Church, Burlington, and was the founder and first president of the North Carolina Baptist Secretaries Association. She served on the Planning Committee that led to the formation of the National Association of Southern Baptist Secretaries and served as the second President of that organization. Betty was a teacher and trainer for Baptist secretaries for many years.

In November of 1997, the Betty Walker Endowment Fund was established in her memory to provide funds for our NCBSA organization. The North Carolina Baptist Secretaries Association exists because of the dream and vision of Betty Walker. Through this endowment fund, which bears her name, that dream has become a reality.



Progressive Fellowship

On Monday night at our conference, we will have a special time of fellowship and getting to know one another. This will be a great time to renew old friendships, form new ones or just come for dessert! Everyone will be divided into groups, and have a rotation of a craft, a game, coffee or soda, and dessert.

North Carolina Baptist Secretaries Association

“The Master Weaver: Trusting God in the Chaos”

**November 1 - 3, 2021
Conference Itinerary**

General Sessions will be held in the Jim Henry Auditorium. All meals will be served in the Dining Room.

Monday, November 1

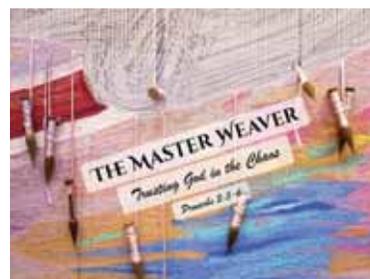
- 1:00 pm Registration Begins
- 2:00 - 2:30 pm First Timers Orientation – Boardroom
- 2:45 - 4:00 pm General Session One – Jim Henry Auditorium
- 4:00 – 4:25 pm Room Check-in
- 4:30 – 5:30 pm Breakout Session 1
- 5:30 - 6:30 pm Dinner - Dining Room
- 6:45 - 7:45 pm Breakout Session 2
- 7:50 pm Progressive Fellowship

Tuesday, November 2

- 7:15 – 8:15 am Breakfast - Dining Room
- 8:30 - 9:45 am General Session Two – Jim Henry Auditorium
- 10:00 - 10:55 am Breakout Session 3
- 11:00 – 11:55 am Breakout Session 4
- 12:00 – 1:00 pm Lunch - Dining Room
- 1:00 – 2:00 pm Breakout Session 5
- 2:05 pm Free Time
- 6:00 pm “Denim and Pearls” - Breakout Room 1
- 6:45 pm Officer Installation – Breakout Room 1

Wednesday, November 3

- 7:15 – 8:15 am Breakfast - Dining Room
- 8:15 - 9:15 am Room Checkout
- 9:30 – 11:00 am General Session Three – Jim Henry Auditorium
- 11:00 am Depart for Home



NAME

Please **CIRCLE** the sessions you plan to attend...Mail with registration form to:
Janette Harris or send electronically to: janette@burkemontbaptist.org

***** First Timer Orientation: Monday at 2:00 pm – Led by Brenda Boyles*****

Breakout 1 Monday 4:30 – 5:30 pm	Breakout 2 Monday 6:45 – 7:45 pm	Breakout 3 Tuesday 10:00 – 10:55 am	Breakout 4 Tuesday 11:00 – 11:55 pm	Breakout 5 Tuesday 1:00 – 2:00 pm
Spiritual Enrichment				
<i>Leaving a Spiritual Legacy to Your Grandchildren</i> Mark & Sherri Smith	<i>Leaving a Spiritual Legacy to Your Grandchildren</i> Mark & Sherri Smith	<i>Trusting God for Who, Where and How You Minister</i> Karen Scoggins	<i>Trusting the Lord No Matter What</i> Karen Scoggins	<i>Trusting God for Who, Where and How You Minister</i> Karen Scoggins
<i>Story of the Chrismos</i> Martha Jolly	<i>Story of the Chrismos</i> Martha Jolly	<i>Gospel-Centered Grief</i> Nathan Brooks	<i>Gospel-Centered Grief</i> Nathan Brooks	<i>Proverbs 3:5-6</i> Nathan Brooks
Professional Development				
<i>Making the Best Use of Zoom Meetings</i> Russell Schwab	N/A	<i>Making the Best Use of Zoom Meetings</i> Russell Schwab	<i>Reducing the Risk</i> Joel Stephens	<i>Health Maintenance for Women: What, When and Why?</i> Dr. Lara Pons
<i>How Can My Church Help with Medical Insurance?</i> Davis Blount	<i>Tax & Law Changes that Affect Churches</i> Davis Blount	<i>Is My Church Properly Insured?</i> Davis Blount	<i>How Can My Church Help with Medical Insurance?</i> Davis Blount	<i>Tax & Law Changes that Affect Churches</i> Davis Blount
<i>Canva Guide for Event Flyer & Bulletin</i> Lai Salmonson	N/A	<i>Canva Guide for Event Flyer & Bulletin</i> Lai Salmonson	<i>Quickbooks</i> Marlene Houk	<i>Quickbooks</i> Marlene Houk
Personal Effectiveness				
<i>Hidden Treasures</i> Lori Jarvis	<i>Hidden Treasures</i> Lori Jarvis	<i>Connecting Your Child's Heart to God</i> Mark & Sherri Smith	<i>Practical Disciple-making in the Home</i> Mark & Sherri Smith	<i>Practical Disciple-making in the Home</i> Mark & Sherri Smith
<i>There's an Addict in the Family</i> Debbie Fisher	<i>There's an Addict in the Family</i> Debbie Fisher	<i>Hurting People Hurt People</i> Joel Stephens	<i>Health Maintenance for Women: What, When and Why?</i> Dr. Lara Pons	<i>Reigniting Your Quiet Time</i> Joel Stephens
Bonus Time – Tuesday – 2:15 – 5:00 p.m.				
<i>Let's Go Shopping!</i>	<i>One-on-One Consult</i> Davis Blount (By appointment only)	<i>Directory Photos</i>		

NCBSA 2021 BREAKOUT DESCRIPTIONS

Spiritual Enrichment

Karen Scoggins

Speaker & Pastor's Wife, First Baptist Church of Hendersonville
"Trusting God for Who, Where and How You Minister"

God loves to surprise us with opportunities to minister. This session is about how to keep your eyes open to what God is up to, so you'll be ready for these opportunities.

"Trusting the Lord No Matter What"

Are you trusting the Lord with the timing of events in your life? Do you trust the Lord when you don't know what to do? Are you good at handing everything over to God, and not holding back? Come, open the Word and let's see how we can become women who truly trust God.

Mark & Sherri Smith

Senior Consultant, Family Evangelism and Discipleship, BSCNC
"Leaving a Spiritual Legacy to Your Grandchildren"

Grandparents are the 3rd most influential people in a child's life. Come learn how you can use the extraordinary gifts the Lord has given you, your lifetime of experience and years of Bible knowledge to be the disciple-maker your grandchildren need in their lives.

Nathan Brooks

Lead Pastor, Glorieta Baptist Church
"Gospel-Centered Grief"

Either suddenly or over time, everyone experiences it. In a world where "the wages of sin is death," grief is a given. How do we navigate grief, either unexpected or ongoing, through the lens of the gospel?

"Proverbs 3:5-6"

A promise in the Proverbs. How do we practice complete trust in our Sovereign Lord in a chaotic time with confidence in His promise to make our paths straight?

Martha Jolly

Retired, First Baptist Church, Taylorsville
"The Meaning of Chrismon Ornaments"

You may be asking... "What is a Chrismon?" Well, Martha Jolly is prepared to share this information with you during a special breakout session. In addition, each person attending the class will be able to make her own Chrismon.

Professional Development

Joel Stephens

Associate Pastor of Discipleship, Hopewell Baptist Church
"Reducing the Risk"

The Church is (rightfully) under the microscope right now due

to our failures to protect our children from predators. In a world that has become engulfed in lawsuits, the Church needs to know how to protect herself from false accusations of misconduct. Come get a comprehensive, industry-approved plan to help make yours a Safe Church.

Russell Schwab

Information Technology & Services Systems Administrator,
BSCNC Webmaster & IT Services, BSCNC

"Making the Best Use of Zoom Meetings"

Learn how to create scheduled meetings, use various meeting options and manage your participants while in a call. Choose the right plan and feature for what you do.

Davis Blount, BSCNC

Guidestone Financial Resource Senior Consultant

"How Can My Church Help with Medical Insurance?"

In this session, we will review the various tax savings arrangements that help small employers provide benefits to its employees, how to compare traditional medical insurance plans, and the value insurance companies offer.

"Tax and Law Changes that Affect N. C. Churches"

In 2020 Congress has passed some major tax legislation, the SECURES and CARES Acts, that influenced many US small employers, including churches. What are some of the end-of-the-year accounting and tax tasks financial administrators should consider?

"Is My Church Properly Insured?"

What is Property and Casualty Insurance, and is my church properly insured? This workshop will help you understand different types of insurances available to our local churches. We will review questions to ask when evaluating insurances, define terms used in the industry, and help determine if your church is properly covered.

Marlene Houk

Accountant, Quickbooks Software Consultant
"Quickbooks"

Marlene will cover two areas in the class:

1. Discuss typical challenges of the church financial administrator in the areas of:
 - reconciling the bank statement
 - creating a new process in QuickBooks, and
 - understanding the accounting process.
2. Answer specific questions about the church's QuickBooks Desktop or QuickBooks Online situations.

Lai Salmonson

BSCNC, Webmaster & IT Services

“Canva Guide for Event Flyers and Bulletins”

Learn how to create an event flyer and bulletin using Canva with a step-by-step manual.

Personal Effectiveness

Joel Stephens

Associate Pastor of Discipleship, Hopewell Baptist Church

“Hurting People Hurt People”

“Friendly fire” is one of the most hurtful and harmful things that can happen in a church; and it happens most often to the staff. You can’t prevent it. You can’t “fix” them either. But if you could understand them better, you might shield your heart against bitterness. “See to it ... that no ‘root of bitterness springs up” (Hebrews 12:15).

“Reignite Your Quiet Time”

“Trusting God in the Chaos” is a difficult thing to do unless your relationship with Him is fresh and strong. Reignite a passion for your daily quiet time with God by learning to pray through the Scriptures.

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**Debbie Fisher**

**Facilitator for Parents of Addicted Loved Ones (PALS)**

*“There’s an Addict in the Family”*

There is hope for families struggling with the addiction of a loved one. In this session, Debbie will discuss family dynamics when there is an addict in the family, healthy ways for families and individuals to respond, practical steps to take, and resources available to families.

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Dr. Lara Pons, MD, FAACP

“Health Maintenance for Women: What When and Why??”

Dr. Pons knows Jesus is the Great Physician and she wants to be His hands and feet. She will explore the types of laboratory and diagnostic tests women need for health maintenance and how often we need them. Do you have a nagging medical question? Come ask Dr. Pons.

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**Mark & Sherri Smith**

**Senior Consultant, Family Evangelism and Discipleship, BSCNC**

*“Connecting Your Child’s Heart to God”*

We all want to see our children connect their heart's to God. In this breakout, you will discover how to lead and nurture your child in a growing, lifelong relationship with the Lord.

*“Practical Disciple-Making in the Home”*

Moms and dads are the most influential people in a child's life. In this breakout, parents will be shown many practical ways to be disciple-makers of their homes in the natural rhythm of their busy lives.

**Lori Jarvis**

*“Hidden Treasurers”*

Sometimes you just need a New Look! I love to take old things and redo them, change them around, refresh and update “old” treasurers. At times, I’ve also found my relationship with Jesus in need of a “makeover” In this session we will take a creative look at how to reignite our passion for things we once Loved. “ The fire on the alter must be kept burning; it must not go out.” Lev. 6:12 – 13

## **Bonus Time**

Tuesday, 2:15-5:00

*Let’s Go Shopping!* – Teresa Almond will, once again, have plenty of items available for purchase on site. A portion of the proceeds will go toward our mission offering. And, of course, Black Mountain is just a short drive away!

*One-on-One Consults* – By appointment with Davis Blount.

*Directory Photos* – Numbers were a little low at Caswell last year, so we’re doing another directory. This will be the only opportunity to have your picture taken. There is no charge, and with a photo sitting, you will receive a free directory.



### **One-on-One Time with Davis Blount**

Davis Blount, our Compensation + Benefits Services Rep (BSCNC), will be available for one-on-one consultations during Tuesday afternoon free time from 2pm – 4pm. This time is being made available for Davis to answer questions regarding **individual** finances, retirement, and / or insurance, so breakout sessions can focus more on the needs of the church and / or pastors & staff. These sessions will be 20 minutes each and appointments will be made on a first come first serve basis, so sign up now to reserve your spot. To do so, please email Janette: [janette@burkemontbaptist.org](mailto:janette@burkemontbaptist.org)

**2021 NCBSA Conference November 1-3 at Ridgecrest**

Name: \_\_\_\_\_  
\_\_\_\_\_

**TOTAL COST: \$225.00** (includes membership and conference fee, room at conference center, and meals).

Place of Employment: \_\_\_\_\_  
\_\_\_\_\_

**PRIVATE ROOM - additional \$109** (If you do not have a roommate in mind and do not want a private room, a roommate can be assigned to you.)

Mailing Address (work): \_\_\_\_\_  
\_\_\_\_\_

City, Zip \_\_\_\_\_

**COMMUTERS: \$160.00** (includes membership and conference fee, Monday dinner, Tuesday breakfast, lunch and dinner, Wednesday breakfast ).

Work Phone: \_\_\_\_\_

**We encourage you to register early!**

Position: \_\_\_\_\_

A \$50.00 deposit, along with the completed registration form, reserves your spot.

E-Mail Address: (Required): \_\_\_\_\_  
\_\_\_\_\_

**Amount enclosed:** \_\_\_\_\_

Association: \_\_\_\_\_

**Installments are acceptable.**

**Final payment due September 30.**

Room mate(s): \_\_\_\_\_  
\_\_\_\_\_

**Make checks payable to NCBSA.**

**Mail to:**

NEED Private Room (Enclose additional \$109) \_\_\_\_\_

**Janette Harris**

**c/o Burkemont Baptist Church**

Physical Needs: \_\_\_\_\_  
\_\_\_\_\_

**4668 Burkemont Road**

**Morganton, NC 28655**

Food Allergies: \_\_\_\_\_  
\_\_\_\_\_

Refunds for Cancellations

(excludes \$30 membership fee)

Is this your first time attending? \_\_\_\_\_

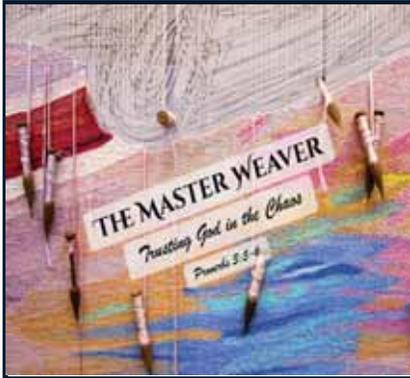
**Before July 31:** 100% refund

How many years attended? \_\_\_\_\_

**August 1–September 30:** 60% refund

Would you serve as a mentor to a First Timer?  
\_\_\_\_\_  
\_\_\_\_\_

**After September 30:** No refunds



**2021 NCBSA Conference**  
**November 1-3, 2021**

**Ridgecrest Conference Center**  
**1 Ridgecrest Drive**  
**Black Mountain, NC 28711**

*Proverbs 3:5-6*

*"Trust in the Lord with all your heart, And lean not on your own understanding;  
In all your ways acknowledge Him, and He shall direct your paths."*

**Lots of fun things you don't want to miss!**



**DENIM and  
Pearls**  
**Tuesday Evening  
Southern Buffet**



### 2021 Executive Committee



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704-692-1250



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*Secretary/Treasurer*  
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*This is being delivered via email to reduce our budget cost. It is also available on our website, [www.ncbaptistsecretaries.net](http://www.ncbaptistsecretaries.net). If you know anyone else who would like to receive our newsletter, please forward this to them. Also, contact Myra Phillips at [ncbaptistsecretaries@gmail.com](mailto:ncbaptistsecretaries@gmail.com) with their name and email and she will get them added to our mailings. Many Thanks!*



[NCBaptistSecretaries@gmail.com](mailto:NCBaptistSecretaries@gmail.com)

