NCCEAPA Board of Directors Meeting Minutes
September 15, 2016 – 10:00 am
Greensboro Marriott Downtown, Greensboro, NC

2015 - 2016 Officers

Susan Johnson – President
LaToya Lucy – 2nd Vice President
Carmen Boswell – Treasurer
Christine Barrier – Parliamentarian
Becky Castello – 1st Vice President
Dana Braswell – Secretary
Sandy Kanupp – Advisor
Teresa Story - Federation Officer

- President Susan Johnson called the meeting to order at 10:07 am.

- Roll Call was given by Dana Braswell.
  Campus with 5 – Andrea Brooks, Geri Bushel, Donna Holland, Suzanne Hugus, and Alice Pennix.
  Northeast with 7 – Shelia Ange, Christie Bell, Connie Burleson, Becky Castello, Sherry Lynn, BJ Okleshen, and Teresa Story.
  North Central with 3 – Carmen Boswell, Mignon Sheppard, Sandy Kanupp.
  Southeast with 5 – Jessie Davis, Regina Gardner, Shelia Griffis, LaToya Lucy and Nan Rackley.
  South Central with 7 – Christine Barrier, Dana Braswell, Carol Capel-Baldwin, Cyndy Gustashaw, Debbie Humphrey, Cathy James, Susan Johnson.
  West with 4 – Debbie Goforth, Jane McDaniel, Ivy Olson, Barbara Walker.

- Christine Barrier, Parliamentarian verified there was a quorum present.

- Members reviewed agenda. Motion made to accept agenda by Jane McDaniel. Motion seconded by Shelia Griffis. Motion passed unanimously.

- Thought for the day was shared by Becky Castello. "Thought from an Olympic Leader".

- Alice Pennix made motion to approve the March 4, 2016 minutes as posted on the web at https://sites.google.com/a/ncsu.edu/ncceapa/home. Seconded by BJ Okleshen. Motion passed unanimously.

- Carmen Boswell gave the financial report. (see below)

NC Cooperative Extension Administrative Professionals Association
Financial Report
September 14, 2016

CHECKING ACCOUNT		
Beginning Balance from 2/23/2016		**$4,629.18**
Revenue:		
Membership Dues (2016- Campus Dues)	$ 60.00	
Membership Dues (2016-West District/Mickewicz)	$ 20.00	
Donation – Farm Bureau Federation	$ 250.00	
Donation – Corn Growers Assn.	$ 300.00	
Donation – NCEAFCS	$ 200.00	
Return of funds –Campus Chapter (Should've been NCAACA Donation)	$1,000.00	
Donation -Carolina Farm Credit	$ 500.00	
Interest Earned (from 2/23/2016-9/12/2015)	$ 5.62	
Total Revenue to Date	**$2,335.62**	
Total Revenue	**$6,964.80**	
Expenditures:		
Check #984 – TERSSA Dues – Southeast Dist. Dues	$ 70.00	
Check #985 – Susan Johnson Reimb.- NCCEAPA Winter BOD Mtg.	$ 18.70	
Check #986 – Sandra Kunupp (1/2 Room Reimb & Winter BOD Mtg.)	$ 364.65	
Check #987 – Susan Johnson (Refreshments Reimb.-NCCE Winter BOD Mtg.)	$ 112.17	
Check #988 - Christine Barrier - NCCE Executive Bd. Mtg.	$ 29.60	
Check #989 - Carmen Boswell - BOD Mtg.	$ 29.60	
Check #990 - Carmen Boswell - Executive Bd. & BOD Mtg.	$ 116.10	
Check #991 - Martin Community College – Herter O'Neal Scholarship	$ 750.00	
Check #992 - NCCEAPA - Host 2016 NCCEAPA State Meeting	$ 1,000.00	
Check #993- West Virginia University- $ for Disaster-WV Floods	$ 250.00	
Check #994- NE District DSA Winner	$ 50.00	
Check #995- SE District DSA Winner	$ 50.00	
Check #996- Campus Chapter DSA Winner	$ 50.00	
Check #997- State DSA Winner	$ 200.00	
Check #998- Professional Improvement Winner	$ 500.00	
Check #999- Executive Board Award Winner	$ 200.00	
Fees	$ 7.00	
Total Expenditures to Date	**$ 3,797.82**	
Account Balance		**$3,166.98**
MONEY MARKET ACCOUNT		
Beginning Balance		**$15,351.11**
Interest Earned (from 2/2016- 9/2016)	$89.61	
Total Revenue to Date	$89.61	
Account Balance		**$15,440.72**
SHARES ACCOUNT		
Beginning Balance		**$61.51**
Interest Earned (from 2/2016-9/2016)	$ .27	
Total Revenue to Date	$ .27	
Account Balance		**$ 61.78**
Total of All Accounts		**$18,669.48**

District Reports

Jane McDaniel made motion to waive the readings of the District & Campus Reports until tomorrow at the State Meeting. Motion seconded by Ivy Olson. Motion passed unanimously.

Standing Committee Reports

Finance – Carmen Braswell – No Report
Membership – Debbie Goforth reported that we have 137 Paid Members and 88 Honorary Members
Reflections – Jessie Davis encouraged everyone to send any pictures, information, etc. to her.
Professional Improvement – No Report
Rules & By-Laws - Debbie Humphrey reported no changes
Nominating – Suzanne Hugus reported that new officers have been nominated

Other Reports & Updates

Sue Mills Lighthouse Award – Susan Johnson shared that Award recipient would be announced at the State meeting.
2016 Executive Board Award – Becky Castello shared that Award recipient would be announced at the State meeting.

2016 Distinguished Service Award - Becky Castello shared that Award recipient would be announced at the State meeting.

2016 Herter-O'Neal Scholarship - Latoya Lucy shared that all Districts submitted applications this year and that the winner will be announced at the State Meeting. Latoya also shared that the committee may need to make changes to criteria and possible changes to guideline clarification. Discussion on a flow sheet that defines the steps of the Scholarship and that the District application states to be judged by an outside committee.

Honorary Membership – Debbie Goforth shared that one (1) nomination had been received for honorary membership. Application is from the South Central District and is Christine Austin from Union County with 17 years of service and was nominated by Dana Braswell.

NCCEAPA Professional Improvement Scholarship – No Report

Federation Report – Sandy Kanupp shared and encouraged participation and that the next Federation meeting is tentatively scheduled for November 16, 2016 and will be held again in conjunction with the Annual Conference. The format this year will be World Café format. Sandy also encouraged nominations from our group for awards from the Federation.

Horn of Plenty – Susan Johnson shared that she had reached out and offered our assistance if needed and was told that if we were needed we would be contacted.

Staff Senate –
Staff Senate Report
By Teresa Story
Staff Senator 2014-2016

I want to encourage anyone who has the opportunity to accept a position on the Staff Senate. It is a great networking opportunity and we need to keep Cooperative Extension alive at NCSU. We have two new senators from our association representing us, Carol Haywood from Pitt County (NE District) and Jessica Griffin, Lenoir County (SE District). Carol said the new chair person wants her and Jessica to put together a presentation showing what Extension does.

Again, if you get the opportunity to participate in Staff Senate please do so.

TERSSA Update – Christine Barrier shared the following report:

President
Linda Good, OH
Recording Secretary
Karen Bixler, AL
Membership Secretary
Adrian Wilbanks, MS
Webmaster
Patty Corfman, OH

Vice President
Christine Barrier, NC
Treasurer
Glenda Jenkins, MS
Advisor
Danielle Bayham, LA

NCCEAPA
Executive Board of Directors Meeting
Board of Directors Meeting
Business Meeting

TERSSA Report

September 14-16, 2016
Campus Chapter – Greensboro, NC

President Linda Good is extremely pleased to invite you to attend the 2016 Annual TERSSA Conference, October 17-19 in Columbus, Ohio. This is a stand-alone conference fully supported by Ohio State University Cooperative Extension. Registration is open until Friday, September 16th. Registration, not to include presenters, speakers, and special guests, now sits at 74 members as of September 12th.

NC members with committee responsibilities are:

LaToya Lucy, Scholarship Committee Chair
Anita Wright, Nomination Committee Chair
Rebecca Castallo, Finance Committee Member
Christine Barrier, Vice President

Bylaws & Standard Operating Procedures Committee has combined bylaws and standard operation procedures, and has proposed a final draft which has been submitted to membership for consideration via on-line voting on beginning August 24th thru September 30th. The results of that voting will be reported at the October 18th Annual Conference Business Meeting.

Board of Directors and Committee Chairs met Monday, September 12th. Membership presently sits at 153 representing 7 states:

4	Alabama
9	Louisiana
6	Kentucky
45	North Carolina
38	Mississippi
49	Ohio
2	South Carolina

The membership drive for 2017 began September 1, 2016and runs thru May 31, 2017.

NC will have the honor of hosting the 2017 TERSSA Annual Conference in conjunction with the annual NCCEAPA Meeting. Rebecca Castallo, incoming NCCEAPA President, will be giving the official invitation in Ohio in October.

Respectfully,

Christine Barrier

Christine Barrier
TERSSA 2015-2016 Vice President

Years of Service Recognition Project —Jane McDaniel reported that she has updated list and will share at the Annual meeting.

OLD BUSINESS

West Virginia Flood Relief Donation – Susan Johnson shared that our organization had sent $250.00 and that we had received kudo's from Sheri Schwab and Clinton McRae.

2016-17 Proposed Budget – Carmen Boswell

NCCEAPA

Fiscal Year 2016 - 2017

PROPOSED BUDGET

September 14, 2016

REVENUE		Credit	Balance
Membership Dues:			
Number of Members	138		
Amount of Dues	$20		
Total Dues		$2,760	
(There are 88 honorary members)			
Anticipated Contributions:			
FCS Association		$200	
Corn Growers Association of NC		$300	
NCAACA (Ag Agents)		$1,000	
Carolina Farm Credit		$500	
NC Farm Bureau		$250	
Winter BOD Meeting		$125	
Total Contributions		$2,375	
Transfer funds from Money Market to balance		$2,115	
TOTAL REVENUE			$7,250

EXPENDITURES	Debit	Balance
Dues / Contributions:		
Federation Dues	$50	
Contribution to Hosting District for State Meeting	$1,000	
Total Dues/Contributions	$1,050	
Bank Charges:		
Checking Charges	$12	
Total Bank Charges	$12	
Awards:		
Executive Board Award ($50 Com. Award & $200 Monetary Award)	$250	
Distinguished Service Award (6 District Winners) $50 ea.	$300	
State Winner – Dist. Svc. Award ($50 Com. Award & $200 Monetary Award)	$250	
Professional Improvement Scholarship	$500	
Herter O'Neal Scholarship	$750	
Outgoing President's Recognition	$125	
Total Awards	$2,175	
Travel:		
President's & Executive Board Travel	$3,600	
President's & Executive Board Travel Total	$3,600	
Other:		
Benevolence	$125	
Websites (2) annual fees	$34	
Winter BOD Meeting	$125	
Miscellaneous (Installation of Officers, plaques, etc...)	$129	
Total Other Expenses	$413	
TOTAL EXPENDITURES		$7,250

2016-2017 Finance Committee

Carmen Boswell, Chair – North Central
Geri Bushel - Campus
Jessie Davis - Southeast
Sherry Lynn - Northeast
Sally Southard-North Central
Cathy James-South Central
Jane McDaniel-West

$0.00

Updated : 9/27/2016

There was discussion on the State Association to increase their donation of $1000.00 to the District Host County to $1500.00. After much discussion, the recommendation was that it was to late for this year's business and this would be looked at and discussed during this year under the new President, Rebecca Castello.

2016 Proposed Slate of Officers – Suzanne Hugus reported:
President – Becky Castello
1st Vice President – Latoya Lucy
2nd Vice President – Suzanne Hugus
Treasurer – Carmen Boswell
Secretary – Dana Braswell
Advisor – Susan Johnson
Federation Delegate – Jane McDaniel

Benevolence – Susan Johnson shared that she had been asked about the benevolence policy and had researched and found the policy in the District Procedures – see below. Susan also shared that after discussion the Executive Board would like to add the word "active" member to the description. The Board of Directors agreed and this will be presented at the Business Meeting.

NCCEAPA
Professionalism
Proficiency
Public Relations

NORTH CAROLINA COOPERATIVE EXTENSION ADMINISTRATIVE PROFESSIONALS ASSOCIATION

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District Procedures

- NAME
  - Shall be known as the North Carolina Cooperative Extension Administrative Professionals Association followed by District name (ex. NCCEAPA-Western District or NCCEAPA-WD) or Campus Chapter (NCCEAPA-Campus Chapter).
- COMMITTEES
  - Districts will have all standing committees on the state level: Membership, Public Relations, Nominating, Rules and Bylaws, Finance, Reflections, and Professional Improvement.
  - These committees shall have the same function as the state level, plus whatever other responsibilities the district designates. Districts may appoint special committees at their own discretion.
- OFFICERS
  - The District Officers shall be the same as the State Officers: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, and Parliamentarian.
  - The District secretaries are responsible for sending copies of district meeting minutes to the State President.
- BOARD OF DIRECTORS

- The Board of Directors is composed of District Officers and has the same function as the state level.

- DUES
  - Dues shall be at the discretion of each district.
- OTHER
  - All districts must have at least one meeting per year prior to the state meeting. Districts may carry on special projects at their own discretion.
- BENEVOLENCE
  - A $25.00 memorial contribution will be sent to a favorite charity in honor of a deceased member. Districts should contact the State Treasurer regarding the death of a member.

Add "active!"

Webmaster: Shelia Ange.

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State Meeting Liaison – Susan Johnson shared that she had been asked about the possibility of forming a State Meeting Liaison to help the next year's host with any questions, etc. She also, shared that after discussion The Executive Board thought an Ad Hoc Committee should be appointed and the up-coming President, Becky Castello will add this to her list of duties. This committee will be charged with working on a State meeting guideline booklet to have in place to assist District's during their time of hosting. During discussion it was shared that the Foundation has a planning guide and that this would be sent to Becky Castello to help come up with a guide.

2016 Federation Delegates – The following information was shared.
The list of delegates will consist of the Executive Board; the President of each District; and the 1st Vice President from Campus and the Southeast District. Each District will have two representatives. If delegate can not attend, another representative from the District will be invited. Ten (10) representatives are allowed, plus the State President and Federation Officer for a total of twelve (12).

Announcements

September 16, 2016 – NCCEAPA State Business Meeting, Greensboro, NC
October 18-19, 2016 – TERSSA Conference, Columbus, Ohio
November 17, 2016 – Federation Forum (Date is tentative and location TBA)

Adjourn

Latoya Lucy made a motion at 11:17 am to adjourn the meeting. Seconded by Andrea Brooks. Motion passed unanimously.

Respectfully Submitted
Dana Braswell
Dana Braswell, NCCEAPA Secretary 2015-16
Union County