

**NCCEAPA Executive Board Meeting  
Minutes  
September 14, 2016 – 3:00 pm  
Greensboro Marriott Downtown,  
Greensboro, NC  
(Appalachian Room)**

**2015 - 2016 Officers**

Susan Johnson – President  
LaToya Lucy – 2<sup>nd</sup> Vice President  
Carmen Boswell – Treasurer  
Christine Barrier – Parliamentarian

Becky Castello – 1<sup>st</sup> Vice President  
Dana Braswell – Secretary  
Sandy Kanupp – Advisor  
Teresa Story - Federation Officer

- President Susan Johnson called the meeting to order at 3:07 pm.
- Roll Call was given by Dana Braswell. In attendance: Sandy Kanupp; Susan Johnson; Becky Castello; Dana Braswell; Carmen Boswell; LaToya Lucy; and Christine Barrier.
- Christine Barrier, Parliamentarian verified there was a quorum present.
- Members reviewed agenda. LaToya Lucy shared that the Herter O-Neal scholarship needed to be added. Motion made to accept agenda with addition as presented by Susan Johnson. Motion seconded. Motion passed unanimously.
- Thought for the day was shared by Becky Castello. "True leaders don't create followers.... they create more leaders."
- Becky Castello made motion to approve the March 3, 2016 minutes as posted on the web at <https://sites.google.com/a/ncsu.edu/ncceapa/home>. Seconded by Carmen Boswell. 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
<b>Total Revenue to Date</b>	<b>\$2,335.62</b>	

**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
<b>Total Expenditures to Date</b>	<b>\$ 3,797.82</b>	

**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**

## Old Business

- \$250.00 to West Virginia Flood Relief Donation – Susan Johnson shared that our Association sent a donation, and that we had received a very gracious thank you for our consideration from Sheri Schwab and Clinton McRae.

## New Business

- Carmen Boswell shared the proposed budget for 2016-2017. (see below) This budget was voted on via e-mail and approved by the Executive Board; currently out for approval from general membership.

NCCEAPA			
Fiscal Year 2016 - 2017			
PROPOSED BUDGET			
September 14, 2016			
REVENUE	Credit	Balance	
<u>Membership Dues:</u>			
Number of Members	138		
Amount of Dues	\$20		
Total Dues	\$2,760		
(There are 88 honorary members)			
<u>Anticipated Contributions:</u>			
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	
<u>Dues / Contributions:</u>			
Federation Dues	\$50		
Contribution to Hosting District for State Meeting	\$1,000		
Total Dues/Contributions	\$1,050		
<u>Bank Charges:</u>			
Checking Charges	\$12		
Total Bank Charges	\$12		
<u>Awards:</u>			
Executive Board Award			
(\$50 Com. Award & \$200 Monetary Award)	\$250		
Distinguished Service Award ( 6 District Winners) \$50 ea.	\$300		
State Winner – Dist. Svc. Award	\$250		
(\$50 Com. Award & \$200 Monetary Award)			
Professional Improvement Scholarship	\$500		
Herter O'Neal Scholarship	\$750		
Outgoing President's Recognition	\$125		
Total Awards	\$2,175		
<u>Travel:</u>			
President's & Executive Board Travel	\$3,600		
President's & Executive Board Travel Total	\$3,600		
<u>Other:</u>			
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	\$0.00

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

Updated : 9/27/2016

Updated : 9/27/2016

- **2016 Distinguished Service Award** – Becky Castello shared with the Executive Board that an award recipient was chosen.
- **Sue Mills Lighthouse Award** – Susan Johnson shared with the Executive Board that an award recipient was chosen.
- **2016 Herter-O'Neal Scholarship** – Latoya Lucy shared that all Districts submitted applications this year and that the winner will be announced tomorrow night. Latoya also shared that the committee may need to make changes to criteria and possible changes to guideline clarification.

- **2016 Executive Board Award** – Becky Castello shared with the Executive Board that an award recipient was chosen.
- **Honorary Membership** – Susan Johnson shared with the Executive Board 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.
- **Years of Service Project** – Susan Johnson shared that Jane McDaniel had graciously agreed to maintain this list and will share at the Annual meeting.

**Federation Report** – Sandy Kanupp shared the following report.

**Federation Report for 2017 NCCEAPA Executive Board Meeting  
September September 14, 2017 – Greensboro, NC**

The 2015 Federation Forum was held December 10, 2015, at the North Raleigh Hilton, in Raleigh – immediately following the close of the 2015 Extension Conference.

An email was sent on November 17, 2015, inviting the NCCEAPA Executive Board members, our federation officers, and district presidents not represented otherwise in this delegation – as called for by our Rules and by-Laws.

The following people were invited to attend via this e-mail:

- Sherry Lynn – 2014-15 State Treasurer
- Dana Braswell – 2014-15 State Treasurer
- Becky Castello- 2014-15 State President
- Susan Johnson – 2014-15 State 1st Vice President
- Jane McDaniel – 2014-15 State Advisor
- Janice Dotson – 2014-15 State Federation Officer
- Suzanne Hugus – Campus
- Latoya Lucy – Southeast
- Lisa Wimpfheimer – Southeast
- Andrea Brooks – Campus
- Carmen Boswell – North Central

Lisa Wimpfheimer was unable to attend, so Jessica Griffin from that same district (Southeast) was asked to attend.

Carmen Boswell from North Central was unable to attend; so I went down the list of 2014-15 North Central officers until I found someone who could attend (Mignon Sheppard could not and Laura Apple could not). Gwen Hernandez rounded out our delegation.

As far as I know, our full contingent of delegates was there. The room was crowded, and I couldn't see part of the room. Apparently, no one knew where the sign-in sheet is.

The next Federation Forum is scheduled for November 17, 2016, but the date is tentative and the location is to be determined.

Submitted by:

*Sandy Kanupp*  
2014-15 NCCEAPA State President  
2015-16 NCCEAPA Advisor

**TERSSA Report** – Christine Barrier shared the following report.



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

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

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**NCEAPA  
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 16<sup>th</sup>. Registration, not to include presenters, speakers, and special guests, now sits at 74 members as of September 12<sup>th</sup>.

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 24<sup>th</sup> thru September 30<sup>th</sup>. The results of that voting will be reported at the October 18<sup>th</sup> Annual Conference Business Meeting.

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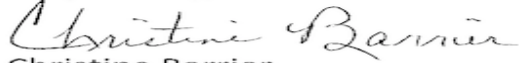
Board of Directors and Committee Chairs met Monday, September 12<sup>th</sup>.  
Membership presently sits at 153 representing 7 states:

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

The membership drive for 2017 began September 1, 2016 and 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,

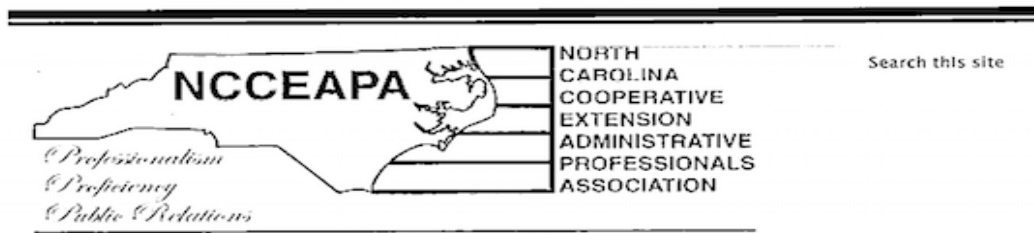


Christine Barrier  
TERSSA 2015-2016 Vice President

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**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. After discussion the Executive Board would like to add the word “active” member to the description.





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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!" →

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Webmaster: Sheila 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. After discussion The Executive Board thought an Ad Hoc Committee should be appointed and the upcoming 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.

### **Announcements**

September 15, 2016 – NCCEAPA Board of Directors Meeting, Greensboro, NC

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**

Becky Castello made a motion at 4:57 pm to adjourn the meeting. Seconded by Latoya Lucy. Motion passed unanimously.


Respectfully Submitted

*Dana Braswell*

Dana Braswell, NCCEAPA Secretary 2015-16

Union County





**NORTH CAROLINA COOPERATIVE EXTENSION ADMINISTRATIVE PROFESSIONALS ASSOCIATION**

**2015-2016 Officers**

Susan Johnson – President

Becky Castello – 1<sup>st</sup> Vice President

LaToya Lucy – 2<sup>nd</sup> Vice President

Dana Braswell – Secretary

Carmen Boswell – Treasurer

Christine Barrier – Parliamentarian

Sandy Kanupp – Advisor

Teresa Story – Federation Officer

**NCCEAPA Executive Board Meeting**

**September 14, 2016 @ 3:00 p.m.**

**Greensboro Marriott Downtown, Greensboro, NC**

*Susan Johnson, Presiding*

*Christine Barrier, Parliamentarian*

**AGENDA**

Agenda Item	Discussion	Outcomes and Next Steps
<b>Call to Order</b> <i>Susan Johnson, President</i>	Call to order time:	
<b>Roll Call</b> <i>Dana Braswell, Secretary</i>	<div>Susan Johnson</div> <div>Becky Castello</div> <div>LaToya Lucy</div> <div>Dana Braswell</div> <div>Carmen Boswell</div> <div>Sandy Kanupp</div> <div>Christine Barrier</div> <div>Teresa Story</div>	
<b>Parliamentary Review</b> <i>Christine Barrier, Parliamentarian</i>	Verify Quorum	
<b>Approval of Agenda</b> <i>Susan Johnson, President</i>		Motion: Seconded: Decision
<b>Thought for the Day</b> <i>Becky Castello, 1<sup>st</sup> Vice President</i>		
<b>Approval of Minutes</b> <i>Dana Braswell, Secretary</i>	March 3, 2016 Executive Board Minutes	Motion: Seconded: Decision:
<b>Financial Report</b> <i>Carmen Boswell, Treasurer</i>	Update on Account Balances	No motion needed

**OLD BUSINESS**

Agenda Item	Discussion	Outcomes and Next Steps
\$250 West Virginia Flood Relief Donation		

**NEW BUSINESS**

Agenda Item	Discussion	Outcomes and Next Steps
<b>2016-2017 Proposed Budget</b> <i>Carmen Boswell</i>		Motion: Seconded: Decision:
<b>2016 Distinguished Service Award</b> <i>Becky Castello</i>		Motion: Seconded: Decision:
<b>2016 Sue Mills Lighthouse Award</b> <i>Susan Johnson</i>		Motion: Seconded: Decision:
<b>2016 Executive Board Award</b> <i>Becky Castello</i>		Motion: Seconded: Decision:

<b>Honorary Membership</b> <i>Susan Johnson</i> <i>(Debbie Goforth)</i>		Motion: Seconded: Decision:
<b>Years of Service Recognition</b> <b>Project Susan Johnson</b> <i>(Jane McDaniel)</i>		Motion: Seconded: Decision:
<b>Federation Report</b> <i>Sandy Kanupp</i>		Motion: Seconded: Decision:
<b>TERSSA Report</b> <i>Christine Barrier</i>		Motion: Seconded: Decision:
<b>Benevolence</b>		Motion: Seconded: Decision:
<b>State meeting liaison</b>		Motion: Seconded: Decision:
<b>State meeting attendance guidelines</b>		Motion: Seconded: Decision:
<b>Other New Business</b>		Motion: Seconded: Decision:
<b>Announcements and Deadlines</b>		
September 15, 2016	NCCEAPA Board of Directors Meeting, Greensboro, NC	
September 16, 2016	NCCEAPA Annual State Business Meeting, Greensboro, NC	
October 18-19, 2016	TERSSA Conference, Columbus, Ohio	
November 17, 2016	Federation Forum (Date is tentative and location TBA)	
<b>Adjournment</b>		
<b>Adjourn</b>	Motion: Seconded: Time:	

Meeting Notes: \_\_\_\_\_

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