

NCCEAPA BOARD OF DIRECTORS MEETING

Minutes

March 4, 2016 – 9:00 a.m.

Cumberland County Center

The meeting started at 9:00 am with Registration and Networking. At 9:30 am the group said the Pledge of Allegiance. Everyone went around the room and introduced themselves.

Welcome was done by George Quigley, Cumberland County Advisory Council Chair. Mr. Quigley shared that he enjoyed being around people who make a difference and he would like to welcome us to Cumberland County. Mr. Quigley shared that he is part of the Advisory Council in Cumberland County and he enjoyed being part of groups that support Cooperative Extension and our State. He stated that other states were envious of our Advisory Council system. Again he thanked everyone for coming and thanked everyone for what they do for Extension.

Susan Johnson introduced the Cumberland County staff that were available.

Jane McDaniel from McDowell County did an Icebreaker with the group. We broke out into 5 groups and did phone call scenarios.

Administrative Update by Clinton McRae, South Central District Director. Clinton shared about his career with Extension and encouraged everyone to do the following: (1) Be an inspiration to new agents and office personnel; (2) “Eat your frog first” – No procrastination; (3) Pebble/Sand in your shoe; (4) Appreciate your work.

Susan Johnson introduced our guest speaker, Adrian Gaskins, Area Specialized Agent, Information Management. Adrian shared “Hot Tech Topics”

- Video Education (Please participate in the NCSU You Tube Channel)
- Photo-Sharing (NCSU is currently working on a photo-sharing site)
- Basecamp – Project Management Software – use Unity ID email and create a new password. The 6 components of Basecamp (Project Management Software) are: (1) Campfire –live chat; (2) Message Board; (3) To Do List; (4) Schedule; (5) Automatic Check-Ins; (6) Docs & Files
- Free Software offered to employees – Anti-virus Software and Microsoft Office Package 365 (Adrian to send links)
- Don’t get burned: Copyright images – DO NOT use copyrighted images. Images are available under IT Resources, click e-mail, calendar, and other tools, Web-Press Website Information offers images to use on Cooperative Extension materials
- Photo Release – photo releases are required for all minors under 18. Recommended for adults as well.

- Flickr – Make sure to check on no known copyright photos
- Constant Contact – DO NOT USE STOCK IMAGES – these images cost a fee.
- Avoid clipart – please use high quality images instead
- Digital Signage – on hold till branding is in place

BUSINESS MEETING

2015-2016 Officers

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

- President Susan Johnson called the meeting to order at 11:04 am
- Roll Call was given by Dana Braswell, Secretary
 - Shelia Ange, Northeast - absent
 - Laura Apple, North Central - present
 - Chris Austin, South Central - present
 - Christine Barrier, South Central - present
 - Christie Bell, Northeast, present
 - Carmen Boswell, North Central - present
 - Dana Braswell, South Central - present
 - Andrea Brooks, Campus – present
 - Margaret Brown, Campus – present
 - Connie Burleson, Northeast – present
 - Geri Bushel, Campus – absent
 - Carol Capel-Baldwin, South Central – present
 - Becky Castello, Northeast – present
 - Jessie Davis, Southeast – present
 - Regina Gardner, Southeast – absent
 - Debbie Goforth, West – present
 - Jessica Griffin, Southeast – present
 - Shelia Griffis, Southeast – absent
 - Cyndy Gustashaw, South Central – absent
 - Kathy Hepler, North Central – absent
 - Gwen Hernandez, North Central – absent
 - Donna Holland, Campus – absent
 - Carol Horne, West – present
 - Suzanne Hugus, Campus – present
 - Debbie Humphrey, South Central – present
 - Cathy James, South Central – present
 - Susan Johnson, South Central – present

- Sandy Kanupp, District Office – present
 - Pam Layfield, South Central – present
 - LaToya Lucy, Southeast – absent
 - Sherry Lynn, Northeast – present
 - Jane McDaniel, West – present
 - Melva Menius, South Central – present
 - BJ Okleshen, Northeast – present
 - Ivy Olsen, West – absent
 - Nan Rackley, Southeast – present
 - Beth Rogers, South Central – absent
 - Mignon Sheppard, North Central – absent
 - Sally Southard, North Central – absent
 - Teresa Story, Northeast – present
 - Barbara Walker, West – absent
 - Debra West, Southeast, absent
- Christine Barrier, Parliamentarian verified there was a quorum present and explained that unless you were an officer or a member of the Board of Directors that you were not eligible to vote.
 - Member review agenda. Motion made to accept agenda as presented by Sherry Lynn, Northeast District. Seconded by Jane McDaniel, West District. Motion passed unanimously.
 - Thought for the day was shared by Becky Castello, titled “Seven Wonders of the World”. (1) To See; (2) To Hear; (3) To Touch; (4) To Taste; (5) To Feel; (6) To Laugh; and (7) To Love
 - Chris Austin, South Central District made motion to approve the September 24, 2015 minutes as posted on the web <https://sites.google.com/a/ncsu.edu/ncceaps.home>. Seconded by Jessica Griffin, Southeast District. Motion passed unanimously.
 - Carmen Boswell gave an update on the Treasury Account Balances which are as of March 4, 2016: Checking Balance \$4,629.18; Money Market Account \$15,351.11; Shares Account \$61.51 for a total of \$22,751.70. No Motion Needed.

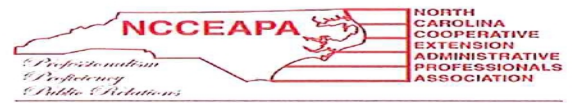
DISTRICT REPORTS

CAMPUS

Andrea Brooks with Campus shared that Campus has been hard at work on our 2016 state meeting. Since the start of the 2015-2016 association year, the ladies and I have met twice. Our first meeting was held on October 30, 2015 at NCSU. We discussed details and ideas for the state meeting and formed committees. Members participated in an online interactive

communication training course by Dan O'Connor. The topics were body language, dealing with difficult people, power phrases, and principles of communication. Members were provided with materials for future use. As of November 2015, Tracy Brown and Beth Dabney are no longer with campus NCCEAPA. Tracy served in numerous positions at the district and state levels. Beth, who was fairly new, was with our district for a few years. Both ladies are and will be missed tremendously. We gained one new member, Leigh Watkins (NCSU). Our December meeting was cancelled due to scheduling conflicts. Our second meeting was held February 19, 2016 at NC A&T SU. This sole purpose of this meeting was to plan our state meeting (status updates, budget, etc.) and identify our next community project service project. Our spring meeting is scheduled to take place April 8 in Orange County. Respectfully submitted by Andrea' Brooks.

**Northeast District Report
2016 NCCEAPA Winter Board Meeting
March 3rd - 4th 2016
Fayetteville, NC**



The Northeast District currently has 29 active members and 18 honorary members 12 TERSSA members.

The 2015/2016 Officers currently are:

President – Becky Castello – Hertford County
Vice President – BJ Okleshen – Gates County
2nd Vice President – Christi Bell – Washington County
Secretary – Connie Burleson – HydeCounty
Treasurer – Sherry Lynn – Currituck County
Advisor – Teresa Story – Perquimans County

On October 24, 2015 the NCCEAPA-NED meeting was hosted by Nash County and was held at the Nash County Center in Nashville, NC. There were 17 members present at the meeting and they were all welcomed by Charlie Tyson, Nash Co. CED. We added one new member from Nash County, Ms. Megan Turner. Each member brought non-perishable food items that were donated to the local food bank. After the meeting the members participated in a horticulture staff development tour of the Nash County Arboretum presented by Matt Stevens, Extension Agent Agriculture Commercial and Consumer Horticulture.

Our next Association meeting will be held in Northampton County hosted by Robbie Bridgers on May 20, 2016.

Respectfully submitted by,

Rebecca Castello,
NCCEAPA-NED President

North Central District Report
February 22, 2016

The North Carolina Cooperative Extension Administrative Professionals Association is an association whose purpose is to establish and maintain a structure through which members may be united in a professional development and improvement effort the benefit of themselves and the North Carolina Cooperative Extension system.

North Central District Officers as follows:

Mignon Sheppard - President
Laura Apple - 1st VP
Kathy Hepler - 2nd VP

Gwen Hernandez - Secretary
Sally Southard - Treasurer
Carmen Boswell - Advisor

1. At our Fall 2015 meeting, we discussed losing members and ways we can attempt to reclaim and entice new administrative assistants in our district to join the Association. We decided that creating a "New Membership" brochure would be a good idea-detailing the history of NCCEAPA, benefits of joining, how to join (1st year free), what we do (community service and professional development), and feature a couple of member testimonials. Laura Apple has agreed to be in charge of the brochure. Anyone with "This information will also be posted to our district website by Gwen Hernandez for new employees can easily access it.
2. All administrative assistants were asked to send in their email and phone number, so that we could update the Majordomo list serv to include EVERY admin from each county in North Central District. This way everyone can see what fun activities we are doing, and hopefully want to get involved.
3. We also discussed fundraising ideas and the importance of raising money for to fulfill our upcoming hosting commitment of 2017 State Meeting. All Administrative Professionals were encouraged to participate in fundraising efforts. 1) Miss North Central – a competition to see who can raise the most funds. The winner receives a sash, crown, and bragging rights of the title. Funds are due to Sally Southard, Treasurer by March 18th. 2) North Central eCookbook – members have been asked to send in recipes to Mignon Sheppard. She will compile to create a district cookbook with a release date TBA later.
4. Two video messages from Mignon Sheppard have been sent to members updating them on the fundraisers and membership. These videos are uploaded to our Facebook page and our North Central District as we are using technology to become more high tech, high touch.
5. In February, Kathy Hepler sent out the Herter O'Neal Scholarship information to all of the Admins to forward to local high schools in their county. More information will be available after the application process. The winner will be announced during 2016 State Meeting.

End of Report

Submitted by Mignon Sheppard, North Central President

SOUTHEAST – Presented by Jessica Griffin

For the last 2 years the Southeast District worked on preparing for the 2015 State Meeting. We sent out a survey to base our numbers on for calculations. We were very pleased with the actual turnout of attendance, especially with all that was going on within our organization. We requested each District to bring canned goods to the meeting to be donated to the food bank. We were able to donate a substantial amount of non-perishable foods because of our great secretaries and their giving natures. Since the State meeting our District has decided to continue to bring canned goods to each District Meeting donating to that County's local food bank. Our next meeting will be May 20th in Pamlico County. Respectfully submitted, Sheilia G. Griffis, SE District President.

SOUTH CENTRAL – Presented by Cathy James

The South Central District has 25 active members, 14 TERSSA, and 13 Honorary. We have only one AA that is not a member of the association. We are planning to have our spring meeting in Hoke County on April 22nd at a cabin in a quiet area of the county. Cathy Brown will be doing a presentation on "Leadership". A Hoke County Master Gardener will show the group how to make household cleaning products without using chemicals. At that time, we will discuss what our service project will be for the year. Submitted by: Cyndy Gustashaw

WEST

President – Carol Horne; 1st Vice President – Ivy Olsen; 2nd Vice President – Barbara Walker; Treasurer – Jane McDaniel; Secretary – Debbie Goforth.

On October 1, 2016 District Committees were formed and dues were paid. Our membership has decreased. The West District will host the 2017 State Annual Meeting and it will be held in Asheville. Our Spring meeting will be held on April 29th at Mills River. Submitted by Carol Horne, West District President.

STANDING COMMITTEE REPORTS

Finance – Carmen Boswell, State Treasurer

NC Cooperative Extension Administrative Professionals Association
Financial Report
March 4, 2016

CHECKING ACCOUNT

Beginning Balance from 12/01/2015 \$2,667.73

Revenue:

Membership Dues (2016)	\$2,680.00
TERSSA (2016)	\$ 360.00
Interest Earned (from 11/02/2015-2/23/2016)	\$ 2.17
 Total Revenue to Date	 <u>\$5,709.90</u>

Total Revenue \$5,709.90

Expenditures:

Check #976 - Sandra Kanupp (Federation Forum Mtg.)	\$ 327.75
Check #977 - Janice Dotson (Federation Forum Mtg.)	\$ 297.28
Check #978 - Susan Johnson (Federation Forum Mtg.)	\$ 79.35
Check #979 - Jane McDaniel NCCEAPA Website Domain Fee	\$ 33.34
Check #980 - TERSSA Dues	\$ 200.00
Check #981 - TERSSA Dues	\$ 160.00
Check #982 - 2016 Federation Dues	\$ 50.00
Check #983 - Voided Check	\$ 0.00
Fees	\$ 3.00
Total Expenditures to Date	<u>\$ 1,150.72</u>

Account Balance \$4,629.18

MONEY MARKET ACCOUNT

Beginning Balance \$15,312.92

Interest Earned (from 11/2015- 2/2016) \$38.19

Total Revenue to Date \$ 38.19

Account Balance \$15,351.11

SHARES ACCOUNT

Beginning Balance \$61.31

Interest Earned (from 11/2015-2/2016) \$.20

Total Revenue to Date \$.20

Account Balance \$ 61.51

Total All Accounts \$22,751.70

Membership – Debbie Goforth, Chair

2015-2016 Membership Report

Total Paid Members – 136

Total Honorary Members – 88

West – 19 Paid, 16 Honorary

North Central – 25 Paid, 10 Honorary

Campus – 11 Paid, 18 Honorary

South Central – 25 Paid, 13 Honorary

Northeast – 29 Paid, 18 Honorary

Southeast – 27 Paid, 13 Honorary

2015-2016 Membership Committee

Chair- Debbie Goforth, West

Sharon Williams, South Central

Retha Hoffman, Southeast

Margaret Browne, Campus

Risha Foreman-Griffin, Northeast

Pana Jones, North Central

Honorary Membership Applications are due August 1 to Debbie Goforth (State Chair)

- Membership Committee Report – Debbie Goforth reported the following:

District _____	Paid Members _____	Honorary Members	TERSSA Members
Campus	11	18	5
North Central	25	10	3
Northeast	29	18	12
South Central	25	13	14
Southeast	27	13	7
West	19	16	2
TOTAL	136	88	43

PLEASE NOTE: Susan Johnson requested that District Presidents have their District Treasurer to send a report to Carmen Boswell, State Treasurer a list of who has paid their dues and who is a member of TERRSA. It is imperative that when sending monies, please fill out the required forms, so that all monies can be distributed. This will help clarify the difference in the membership numbers.

Nominating – Suzanne Hugus, Chair



State Winter Board Meeting

2015-2016 Nominating Committee Report

The State Nominating Committee for 2015-16 is made up of:

Christine Barrier	South Central
Sherry Ramsey	North Central
Michelle Kasey	Southeast
Christy Boyce	Northeast
Brenda Wilson	West
Suzanne Hugus	Campus

We are charged with seeking nominations for the 2016-17 term for:

2nd VP – to come from Campus
Secretary
Treasurer
Federation – Webmaster

Updated State Officer eligibility is due to the State President by April 1st.

A call for nominations will be made in the middle of June with a deadline of August 1st. We look forward to seeing who will take on these important roles.

Respectfully submitted,

A handwritten signature in blue ink, appearing to be 'Suzanne Hugus', is written above the printed name.

Suzanne Hugus, CAP
Committee Chair

Rules & By-Laws – Debbie Humphrey, Chair

No Report. At this time there have been no proposed by-law changes.

Professional Improvement – Chris Austin, Chair

The NCCEAPA Professional Improvement Committee consisting of

Myself, Chris Austin, South Central
Kathy Helper, North Central
Donna Holland, Campus
Emily Walters, Southeast
Teresa Story, Northeast
Sarah Gottfried, West

would like to encourage members of our association to take every opportunity to apply for awards available to them. There are often times scholarships and awards that are not presented because no one has applied. Because we are limited in some offices to one Administrative Assistant please feel free to nominate someone from another county that you feel is deserving of the award. Toot your own horn too, ask your director and agents for letters of recommendation.

Be sure to check the NCCEAPA website under the heading of Awards for a listing of opportunities. The Professional Improvement Committee will be sending out reminders about due dates for awards applications.

Respectfully submitted by

Chris Austin
Professional Improvement Chair
South Central District

Board of Director's Meeting 3/4/16

Public Relations

I sent an email to the Public Relations District Chairs, informing them of the Board of Directors meeting, requesting a return email if they had any reports or information, that they would like me to give at this meeting.

No reports/information from any of the District Chairs.

Public Relations Chairs:

Ann Burrows ann_burrows@ncsu.edu NC District Chair

Christie Bell christie_bell@ncsu.edu NE District Chair

Debbie Hunter debbie_hunter@ncsu.edu W Chair

Susan Johnson susan_johnson@ncsu.edu SC Chair (per Susan Johnson email dated 3/2/16)

Campus --- Vacant

Nan Rackley nan-rackley@ncsu.edu SE Chair and State Chair

Nan Rackley 3/4/16

Reflections – Jessie Davis, Chair

Southeast District – by Jessie Davis – The Southeast District maintains a scrapbook. Pictures are taken and recorded at District meetings. I will also be taking pictures at today's board meeting to add to the scrapbook.

West District – by Maryann Mickewicz – The West District's spring and fall meetings and educational activities have been captured for posterity with photos and program descriptions entered into our scrapbook.

Northeast District – by Donna Holland – The Northeast District continues to maintain a scrapbook to record the history of our association.

Campus – by Karla Frizzelle – Campus has nothing to report at this time. This year has been challenging. Due to a hectic schedule and the Extension Conference, we were not able to have our annual picnic or holiday celebration.

North Central District – by Sarah Moore – Our district continues to maintain our scrapbook, highlighting programs and educational events.

South Central District – Vacant – No Report

OTHER REPORTS & UPDATES

2016 Distinguished Service Award, 2016 Executive Board Award and Sue Mills Lighthouse Award
– Becky Castello, 1st Vice President. Becky shared the following:

- The Executive Board decided to send out call for nominations on May 1st and send reminders in June, July with the deadline remaining August 1st. Decision was made that one e-mail will go out listing all available awards and will be sent to list serve from each district, all District Extension Directors, all County Directors and all Administrative Assistants.

Honorary Membership – Debbie Goforth, Chair Membership

- Debbie shared the number count of 88 honorary members and that applications are due August 1st to her (State Chair). Debbie also shared that when each District Treasurer updates Carmen, State Treasurer with their numbers, we will have a more exact count.

2016 Herter-O'Neal Scholarship – LaToya Lucy, 2nd Vice President

- Susan Johnson shared that LaToya Lucy has sent an e-mail out. Everyone has received except for the West District. Becky Castello made request to Shelia Ange to post information on website. Becky announced that updated information on the Herter O'Neal Scholarship is now available.

NCCEAPA Professional Improvement Scholarship – Chris Austin, Chair

- Chris has no report at this time

Federation – Sandy Kanupp, Advisor

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 Secretary
- Becky Castello- 2014-15 State 2nd Vice 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 knows where the sign-in sheet is.

Submitted by:

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

Horn of Plenty – Susan Johnson, President

The Horn of Plenty will be held on Thursday, August 11th in Guilford County, Winston Salem. She has reached out and shared that we are available to help if needed. She was told that if our help was needed it would come from Sheri Schwab.

TERSSA Update – Christine Barrier – 2015-2016 TERSSA Vice President



President
Linda Good, OH
Recording Secretary
Karen Bixler, AL
Membership Secretary
Joycie Wilson, 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**

TERSSA Report

**March 3-4, 2016
Cumberland County - Fayetteville, NC**

Address from President Linda Good to NCCEAPA/TERSSA members

2016 TERSSA Executive Board is excited to begin the new year. The board is actively working on outreach with existing states to increase membership and marketing to states who have not yet experienced the benefits of a National Extension Support Staff Association. Communication is ongoing with: North Dakota, Nebraska, West Virginia, Indiana, Pennsylvania, Michigan, Georgia, Virginia, and Florida. TERSSA offers Extension professionals an opportunity to strengthen their leadership muscles by serving on the following board/committees: Executive Board, Awards Committee, Annual Meeting Committee, Nominations Committee, Finance Committee, Bylaws Committee, and Public Relations Committee. The work of these committees have already begun with the Bylaws and Standard Operating Committee reviewing and updating the documents. The TERSSA Webmaster has secured and formatted a new TERSSA website: terssa2008.wix.com/terssa. This website will remain as the webmaster position changes from state to state.

North Carolina TERSSA members who have graciously volunteered their time and talents are: Christine Barrier, 2016 TERSSA Vice President and Bylaws and SOP Procedures Committee Chairperson, LaToya Lucy, Scholarship Committee Chairperson, Anita Wright, Nominations Committee member and Rebecca Castello, Finance Committee members.

The TERSSA Executive Board has set upcoming meetings: April 5, July 7, August 16, September 12, and October 4 in anticipation of the TERSSA Annual Conference on October 18 and 19 in Columbus, Ohio. The first Board Meeting was held January 27.

The 2016 TERSSA Conference promises to offer an excellent educational, productive experience for all. After surveying TERSSA members for professional development needs – the Planning Committee is securing Outstanding Extension professionals to facilitate sessions as varied as: Technology, Social Media, Attitude Focus: Values & Outlook, Personal Leadership, Commitment to Excellence and more. Ohio State University Extension Educational Technologists are setting up a Tech Faire for attendees to

ask Tech questions and experience the newest in technology (3D printers included!). Cea Cohen Elliott, our featured Conference keynote speaker, is a professional motivational speaker, wellness and fitness coach who specializes in motivating her audience through humor and her love of life is contagious. Ohio is excited to welcome the TERSSA Conference to Columbus for the first time! (Save the Date Note is attached).

By-laws are in the process of being revised to be combined with the Standard Operating Procedures, and will come before membership at the annual conference for voting.

TERSSA membership presently sits at 81 representing 7 states:

1	Alabama
4	Louisiana
1	Kentucky
37	North Carolina
1	Mississippi
35	Ohio
1	South Carolina

Respectfully,

Christine Barrier
TERSSA 2015-2016 Vice President

Staff Senate – Teresa Story, Senator, District 19D

STAFF SENATE

TERESA STORY, SENATOR, DISTRICT 19D

I am a member of Staff Senate. We meet on the first Wednesday of each month. It is a two-year commitment. I strongly urge you to make sure that your District has someone to represent you in Staff Senate. It is a great opportunity to network with others at NCSU. You find out what is going on at the University sometime before anyone else. You take questions and concerns to the Staff Senate that your co-workers may have. Again, I strongly urge you, if you get the chance, to participate. We do not want to lose our voice at the University.

Years of Service Recognition Project – Jane McDaniel

- Jane requested that when you send in your money for dues, etc., to please use the form provided and fill out all requested information. Information from these forms are used to update the years of service recognition project.

OLD BUSINESS

2016 State Meeting Update – Andrea' Brooks, Campus President

Andrea shared that plans are in progress for our state meeting that will be held at the Greensboro Marriot-Downtown in Greensboro, NC (September 14-16). The theme is Renew, Re-Direct. The contract for the hotel rooms and meeting space(s) has been signed and is in place. Our anticipated target date for opening registration is end of April or early May. As for the registration fee, while we realize and are aware that each region is different, our goal is to keep the price comparable to last year or as close to that as possible. We are excited and hope each of you will “meet us in the middle” for some great workshops and tools/tips you can apply in your professional lives.

Questionnaire Follow-Up Meeting with Sheri Schwab – Susan Johnson, President

Susan Johnson shared that from the comments she received at our State Meeting last year, the top three concerns for not joining our Association or attending meetings are as follows: No County Extension Director support, No office coverage, and no travel money. Sheri stated that she would share this with the County Extension Directors, in which she did.

NEW BUSINESS

2015-2016 Proposed Budget – Carmen Boswell, State Treasurer

Carmen shared with the group that if anyone knew any other Associations, groups, etc., that might contribute to money to our Association to please let her know and she would send them a letter.

NCCEAPA

Fiscal Year 2016 - 2017

PROPOSED BUDGET

March 3, 2016

2016-2017 Finance Committee

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

REVENUE Credit

Membership Dues

No. Members	134	
Amount of Dues	\$20	\$2,680
(There are 37 honorary members)		

Other Anticipated Contributions:

Corn Growers		\$250
NCCES Foundation		\$500
Ag Agents		\$1,000
NC Farm Bureau		\$250
NC Tomato Growers		\$75
NC Peanut Growers		\$50
NC Cattlemen's Association		\$350
Carolina Farm Credit		\$1,000
Winter BOD Meeting		\$125
Transfer funds from Money Market to balance		\$985

TOTAL REVENUE \$7265

EXPENDITURES Debit

Dues / Contributions

Horn of Plenty	\$125	
Federation Dues	\$50	\$175

Bank Charges

Checking Charges	\$12	\$12
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Awards

Executive Board Award (Plaque & Monetary Award)	\$250	
Distinguished Service Award	\$500	
Host District-Professional Improvement Expenses	\$1,000	
Professional Improvement Scholarship	\$500	
Herter O'Neal Scholarship	\$750	
Outgoing President's Recognition	\$125	\$3,125

Travel

President's & Executive Board Travel	\$3600	\$3600
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Other

Benevolence	\$125	
Websites (2) annual fees	\$34	
Winter BOD Meeting	\$125	
Miscellaneous	\$69	\$353

TOTAL EXPENDITURES \$7265

\$0.00

Other New Business

- Susan Johnson shared with Board that if you are asked to serve as Chairman, Officer, etc., to please think about it before you automatically say no. Everyone is needed to make our organization strong.

ADJOURN

Chris Austin made motion to adjourn meeting. Seconded by Andrea' Brooks. Motion passed unanimously.

Respectfully Submitted,

Dana Braswell

Dana Braswell
Union County
2015-2016 State Secretary

*Copy of TERSSA Brochure and Save the Date card available in Secretary Notebook