



**NCCEAPA Executive Board Meeting
Minutes
September 19, 2017 @ 3:00 p.m.
Mountain Lodge & Conference Center
Flat Rock, NC**

2016 - 2017 Officers

Becky Castello – President

Suzanne Hugus – 2nd Vice President

Carmen Boswell – Treasurer

Shelia Ange – Parliamentarian

*Cathy James – Filling in as Treasurer in Absence of Carmen Boswell

LaToya Lucy – 1st Vice President

Dana Braswell – Secretary

Susan Johnson – Advisor

Sherry Lynn - Federation Officer

- President Becky Castello called the meeting to order at 3:00 pm.
- Roll Call was given by Dana Braswell. In attendance: Becky Castello, LaToya Lucy, Suzanne Hugus, Dana Braswell, Cathy James, Susan Johnson, Shelia Ange and Sherry Lynn. Absent: Carmen Boswell
- Shelia Ange, Parliamentarian verified there was a quorum present.
- Members reviewed agenda. LaToya Lucy made motion to accept agenda as presented by Becky Castello. Motion seconded by Suzanne Hugus. Motion passed unanimously.
- Thought for the day was shared by LaToya Lucy. Take everything good inside you, multiply it, and give it to God. Then spread it abundantly to everyone you come across!
- Suzanne Hugus made motion to approve the Executive Board Minutes from March 3, 2017, as posted on the web at <https://sites.google.com/a/ncsu.edu/ncceapa/home>. Seconded by LaToya Lucy. Motion passed unanimously.
- Dana Braswell made motion to approve the minutes from called Executive Board Minutes from July 10, 2017. Motion seconded by LaToya Lucy. Motion passed unanimously.
- Cathy James gave the financial report. Correction of Check #1016 – check made payable to Carmen Boswell instead of Rebecca Castello (see below)

NC Cooperative Extension Administrative Professionals Association Financial Report

September 19, 2017

CHECKING ACCOUNT

Beginning Balance from 3/2/2017

\$4,436.76

Revenue:

Deposit-Corn Growers donation	\$ 300.00
Deposit-NC Ag Agents Assn. donation	\$ 1000.00
Deposit- NC Farm Bureau Federation	\$ 250.00
Deposit-NC Extension Assn. of FCS donation	\$ 200.00
Deposit – NCSU Reimbursement for 2017 Winter Bd. Mtg.	\$ 124.13
Interest Earned (from 3/2/2017-9/19/2017)	\$ 4.28
Total Revenue to Date	<u>\$1,878.41</u>

Total Revenue

\$6,315.17

Expenditures: *Common Board*

Check #1016	Rebecca Castello – Executive Bd./Winter BOD Bd. Mtg.	
	Mileage and meal reimbursement	\$ 187.76
Check #1017	Rebecca Castello – Food & Supplies for Winter Bd. Mtg.,	
	lodging and meals reimbursement	\$ 231.70
Check #1018	Susan Johnson –Executive Bd./Winter BOD Bd. Mtg.-mileage	\$ 141.24
Check #1019	Sheila Ange – Executive Bd./Winter BOD Bd. Mtg. -mileage	\$ 85.07
Check #1020	LaToya Lucy – Executive Bd./Winter BOD Bd. Mtg.	\$ 137.36
	Mileage & lodging reimbursement	
Check #1021	Jane McDaniel- Winter Bd, Mtg.- Mileage & Meals	\$ 354.35
Check #1022	Jane McDaniel – NCCEAPA Website	\$ 35.34
Check #1023	NCCEAPA West District Spring Mtg.- for Rebecca Castello	\$ 10.00
Check #1024	Becky Castello – West District State Planning Mtg. –meal & lodging	\$ 127.62
Check #1025	NCCEAPA South Central Spring Mtg.- for Rebecca Castello	\$ 15.00
Check #1026	UNC Chapel Hill -Herter-O'Neal Scholarship Winner-Madelaine Munoz	\$ 750.00
Check #1027	NCCEAPA North Central District Mtg.-for Rebecca Castello	\$ 15.00
Check #1028	NCCEAPA West District – NCCEAPA State Mtg.	\$ 1000.00
Check #1029	NC ECA, Inc.-NVON Mtg. contribution	\$ 250.00
Check #1030	Mountain Lodge & Conference Center	\$ 1861.72
	Lodging for Executive Bd.- Lucy, Hugus, Ange, Castello	
Check #1031	Bladen County Extension-NCCEAPA SE Dist. Fall Mtg.	\$ 12.00
Fees	Checking Fees	\$ 6.00
Total Expenditures to Date		<u>\$ 5,220.16</u>

Checking Account Balance

\$ 1095.01

MONEY MARKET ACCOUNT

Beginning Balance

\$15,505.44

Interest Earned (from 3/2017-9/2017) \$92.04

Total Revenue to Date \$92.04

Money Market Account Balance

\$15,597.48

SHARES ACCOUNT

Beginning Balance

\$61.97

Interest Earned (from 9/2016-2/2017) \$.27

Total Revenue to Date \$.27

Shares Account Balance

\$ 62.24

Total of All Accounts

\$16,754.73

Old Business

- Becky Castello shared that the NCCEAPA sent a donation of \$250.00 towards the ECA National meeting. The Executive Board met during a called meeting on July 10, 2017 and voted unanimously for such donation.

New Business

Treasurer's Report – Proposed Budget

Cathy James shared the proposed budget. The budget recommendation from the committee was seconded by Latoya Lucy. Executive Board also made suggestion that books be reviewed before transferred over to new treasurer. See proposed budget below.

NCCEAPA

Fiscal Year 2017 - 2018

PROPOSED BUDGET

September 19, 2017

REVENUE	Credit	Balance
Membership Dues:		
Number of Members	140	
Amount of Dues	\$20	\$2,800
(There are 88 honorary members)		
Contributions:		
FCS Association	\$200	
Corn Growers Association of NC	\$300	
NCAACA (Ag Agents)	\$1,000	
NC Farm Bureau	\$250	
Winter BOD Meeting	\$125	\$4,675
Transfer funds from Money Market to balance	\$2,075	
TOTAL REVENUE		\$6,750

2016-2017 Finance Committee

Carmen Boswell, Chair – North Central
 Crystal Headen - Campus
 Jessie Davis - Southeast
 Sherry Lynn - Northeast
 Cathy James-South Central
 Janice Dotson-West

EXPENDITURES	Debit	Balance
Dues / Contributions:		
Federation Dues	\$50	\$50
Contribution to Hosting District for State Meeting	\$1,000	
Bank Charges:		
Checking Charges	\$12	\$1,062
Awards:		
Executive Board Award		
(\$50 Com. Award & \$200 Monetary Award)	\$250	
Distinguished Service Award (6 District Winners)	\$300	
\$50 ea.		
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	\$3,237
Travel:		
President's & Executive Board Travel	\$3100	\$6,337
Other:		
Benevolence	\$125	
Websites (2) annual fees	\$34	
Winter BOD Meeting	\$125	
President Expenses of Executive Bd. Mtg. & BOD Mtg.	\$129	\$6,750
TOTAL EXPENDITURES		\$6,750

\$0.00

2017 Sue Mills Lighthouse Award

Becky Castello shared that a recipient would be awarded at the Awards luncheon on Thursday.

Sue Mills Lighthouse Guidelines

Executive Board decided to table discussion until State Business meeting

2017 Distinguished Service Award

LaToya Lucy shared that we did not have any nominations this year for the Distinguished Service Award. LaToya encouraged everyone to please nominate that deserving co-worker.

2017 Executive Board Award

LaToya Lucy that we have (1) nomination this year and the recipient will be announced at the Awards luncheon on Thursday. LaToya also encouraged everyone to apply for this award as well as to nominate their co-workers.

2017 Herter-O'Neal Scholarship

Suzanne Hugus shared that we had 68 applicants this year for the Herter-O'Neal Scholarship and that Madeline Munoz from Gates County was our 2017 recipient.

Herter-O'Neal Scholarship Guidelines

Suzanne Hugus shared the following Guideline updates and also that an example of a judging rubric would be added to the website for anyone to use if so desired. Seconded by LaToya Lucy.

OLD GUIDELINES

North Carolina Cooperative Extension Administrative Professionals Association

Basic Information

- This scholarship is offered to anyone pursuing a college degree (Associate and/or Bachelor's) in business or a business related field of study.
- All eligible applications will be considered regardless of race, sex, religion, veteran's status or age.
- Applicants must be a legal resident of North Carolina.
- The privacy of applicants will be protected.
- Scholarship amount: \$750
- Funds are paid directly to the school and not to the individual.
- Effective 2008 – scholarship is open statewide.

State 2nd Vice President Responsibilities

- Work with District 2nd Vice Presidents on updated material.
- Notify all District 2nd Vice-Presidents of scholarship deadline (April 1).
- Form an outside committee to judge district finalists' applications received by the State 2nd Vice President.
- Notify the state winner of the Herter-O'Neal Scholarship by letter.
- Notify district finalists not chosen - follow template letter.
- Notify all District 2nd Vice Presidents of the state winner.
- Prepare and present scholarship report at NCCESA state meeting.

District 2nd Vice President Responsibilities

- Provide updated material and deadlines to District Professional Improvement Committee.
- Work with Professional Improvement Committee to review and select a district winner.
- Establish deadline to receive applications in order to process them by state deadline of April 1.
- Notify district level candidates not selected for submission to state.
- Provide district finalist applications to State 2nd Vice President for selection of Herter-O'Neal Scholarship winner.

District Professional Improvement Committee Responsibilities

- Provide updated material and deadlines to each County Administrative Secretary in their district.
- Receive all applications from their respective district.
- Meet with the District 2nd Vice President to review applications and select a district finalist.

County Administrative Secretary Responsibilities

- Visit Financial Aid Officer at local colleges and high schools to provide application materials (brochure/flyer/application form).
- Provide news release to local newspapers.
- Submit county applications to district Professional Improvement Committee chairman.
- Coordinate and make presentation (if the state winner is from your county).
- Provide news release to local newspaper(s) about the winner.

NEW PROPOSED GUIDELINES

North Carolina Cooperative Extension Administrative Professionals' Association

Basic Information

- This scholarship is offered to anyone pursuing a college degree (Associate or Bachelor's) in business or a business-related field of study with the exception of current members or those eligible to become members of the NCCEAPA.
- Applicants must be a legal resident of North Carolina.
- The privacy of applicants will be protected.
- Scholarship amount: \$750
- Funds are paid directly to the school and not to the individual.
- Effective 2008 – scholarship is open statewide.

State 2nd Vice President Responsibilities

- Update materials.
- Notify all District Professional Development Chairs of scholarship guidelines, details, and deadline of April 1.
- Form an outside committee to judge district finalists' applications received by the State 2nd Vice President.
- Notify the state winner of the Herter-O'Neal Scholarship by letter.
- Notify district finalists not chosen - follow template letter.
- Notify all District Professional Development Chairs of the state recipient.
- Prepare and present scholarship report at NCCEAPA state meeting.

District Professional Improvement Committee Responsibilities

- Establish deadline to receive applications in order to process them by the state deadline.
- Provide updated materials and deadlines to each County Administrative Assistant in their district.
- Receive all applications from their respective district by established deadline.
- Meet to review applications and select a district finalist.
- Provide district finalist applications to State 2nd Vice President for selection of Scholarship recipient.
- Notify district level candidates not selected for submission to state.

County Administrative Assistant Responsibilities

- Visit Financial Aid Officer at local colleges and also high schools to provide application materials (brochure/flyer/application form).
- Provide news release to local newspapers.
- Submit county applications to District Professional Improvement Committee chairperson.
- Coordinate and make presentation (if the state recipient is from your county).
- Provide news release to local newspaper(s) about the recipient.

Honorary Membership

LaToya Lucy shared that we have two applicants this year.

- (1) Joyce Dorsey: After reading of brief nomination – seconded by Dana Braswell, motion passed unanimously.
- (2) Pam Brylowe: After reading of brief nomination – seconded by Dana Braswell, motion passed unanimously.

Federation Report

Becky Castello shared that as of right now, no report other than next Federation Forum will be held on December 8, 2017 in Chatham County at the Chatham County Agriculture & Conference Center.

TERSSA Report

Becky Castello shared that North Carolina currently has 68 members.

Professional Develop./Conference Allotment

Suzanne Hugus shared that she had sent an e-mail to Sheri and had not received a response back yet. After much discussion, decision was made to table any further action at this time and let each District submit number of days, etc. for approval and see what happens.

Ad-Hoc Committee (State Meeting Guidelines)

LaToya Lucy shared that the committee had been working on a booklet for State Meeting Guidelines and it would be posted on the website to use as a tool.

Rules and By-Laws

Shelia Ange shared that all changes had been shared and were ready to be presented at the business meeting on Friday to the delegation for a vote.

Staff Senate Report

Becky Castello reported for Carol Haywood - District 19D

It is very important for Extension to be involved with Staff Senate. It is a way of networking with other campus offices and gives them a chance to learn about what Extension does. If you get the opportunity to serve please do so.

Years of Service Project

Becky Castello shared that the Years of Service Project that Jane Dale had started was lost on her google drive when she left Extension. Becky has sent out an e-mail requesting everyone send her their start date to her and she would get this information in a format that we could put on website.

Other Business

NCCEAPA List Serve

Executive Board decided that the NCCEAPA list serve would be the responsibility of the Membership

Upcoming Announcements & Deadlines

December 8, 2017 Federation Forum, Chatham County Agriculture & Conference Center

September 19, 2017 TERSSA Conference, Hendersonville, NC

September 20, 2017 NCCEAPA Board of Directors Meeting, Hendersonville, NC

September 21, 2017 NCCEAPA Annual State Meeting, Hendersonville, NC

Adjourn

Becky Castello adjourned meeting at 5:00 p.m. Dana Braswell made a motion to adjourn meeting. Seconded by all members standing. Motion passed unanimously.

Respectfully Submitted

Dana Braswell

Dana Braswell, NCCEAPA Secretary 2016-17

Union County



NCCEAPA Executive Board Meeting

September 19, 2017 @ 3:00 pm

Mountain Lodge & Conference Center, Flat Rock, NC

Becky Castello, Presiding

2016 – 2017 Officers

Becky Castello – President
 LaToya Lucy – 1st Vice President
 Suzanne Hugus – 2nd Vice President
 Dana Braswell – Secretary
 Carmen Boswell – Treasurer
 Shelia Ange – Parliamentarian
 Susan Johnson – Advisor
 Sherry Lynn – Federation Officer

Shelia Ange, Parliamentarian

AGENDA

Agenda Item	Discussion	Outcomes and Next Steps
Call to Order <i>Becky Castello, President</i>	Call to Order Time:	
Roll Call <i>Dana Braswell, Secretary</i>	Becky Castello LaToya Lucy Suzanne Hugus Dana Braswell Carmen Boswell Susan Johnson Shelia Ange Sherry Lynn	
Parliamentary Review <i>Shelia Ange, Parliamentarian</i>	Verify quorum	
Approval of Agenda <i>Becky Castello, President</i>		Motion to accept: Seconded: Decision:
Thought for the Day <i>LaToya Lucy, 1st Vice President</i>		
Approval of Minutes <i>Dana Braswell, Secretary</i>	Executive Board Minutes March 3, 2017	Motion to accept: Seconded: Decision:
Approval of Minutes <i>Dana Braswell, Secretary</i>	Called Executive Board Minutes July 10, 2017	Motion to accept: Seconded: Decision:
Financial Report <i>Cathy James, Finance Committee Mem.</i>	Update on Account Balances	
Old Business		
ECA National Meeting Donation <i>Becky Castello, President</i>		
Other Old Business		
New Business		
2017-18 Proposed Budget <i>Cathy James, Finance Committee Mem.</i>		Budget Recommendation from Committee Seconded: Decision:
2017 Sue Mills Lighthouse Award <i>Becky Castello, President</i>		
Sue Mills Lighthouse Guidelines <i>Becky Castello, President</i>		Motion to accept: Seconded: Decision:
2017 Distinguished Service Award <i>LaToya Lucy, 1st Vice President</i>		

