

**NCCEAPA Board of Directors Meeting  
Minutes  
September 21, 2017 @ 9:00 a.m.  
Mountain Lodge & Conference Center  
Flat Rock, NC**

**2016 - 2017 Officers**

Becky Castello – President

Suzanne Hugus – 2<sup>nd</sup> Vice President

Carmen Boswell – Treasurer

Shelia Ange – Parliamentarian

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

LaToya Lucy – 1<sup>st</sup> Vice President

Dana Braswell – Secretary

Susan Johnson – Advisor

Sherry Lynn - Federation Officer

- President Becky Castello called the meeting to order at 9:19 am.
- Roll Call was given by Dana Braswell. Campus – 6; Northeast – 5; North Central – 2; Southeast – 2; South Central – 5; and West - 2
- Shelia Ange, Parliamentarian verified there was a quorum present.
- Members reviewed agenda. Ivylyn Olson made motion to accept agenda as presented by Becky Castello. Motion seconded by Alice Pennix. Motion passed unanimously.
- Thought for the day was shared by LaToya Lucy. There are only two days in the year that nothing can be done. One is called yesterday and the other is called tomorrow. So today, have a new mindset, a new focus, and new intentions. You may surprise yourself at the new results.
- Christie Bell made motion to approve the Board of Directors 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.
- 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
<b>Total Revenue to Date</b>	<b><u>\$1,878.41</u></b>

### Total Revenue

**\$6,315.17**

### Expenditures: *Common Board*

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

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**

## **District Reports**

- Geri Bushel made motion to postpone reading of District Reports until the Business meeting on Friday, September 22, 2017. Seconded by BJ Okleshen. Motion passed unanimously.

## **Standing Committee Reports**

**Finance** – No Report

**Membership** – LaToya Lucy – To date only received two districts. This is membership report to date.

<b><u>CAMPUS</u></b>	<b><u>ACTIVE</u></b>	<b><u>HONORARY</u></b>	<b><u>TERSSA</u></b>
	<u>12</u>	<u>18</u>	<u>11</u>
<b><u>WEST</u></b>	<u>19</u>	<u>16</u>	<u>4</u>
<b><u>SOUTHEAST</u></b>	<u>25</u>	<u>13</u>	<u>14</u>
<b><u>NORTHEAST</u></b>	<u>29</u>	<u>18</u>	<u>17</u>
<b><u>SOUTH CENTRAL</u></b>	<u>27</u>	<u>13</u>	<u>7</u>
<b><u>NORTH CENTRAL</u></b>	<u>30</u>	<u>10</u>	<u>?</u>

**Nominating** – BJ Okleshen reported that we still need a 2<sup>nd</sup> Vice President and it needs to come from the West District. She will have one before Friday.

**Rules & By-Laws** Sandy Kanupp shared that the changes for Rules & By-Laws had been posted on the website and that the changes were mainly just some tweaking. Asked if anyone had any questions with regard to proposed changes.

**Professional Improvement** – Becky Castello shared that an announcement would be made at the Business meeting on Friday.

**Reflections** – Donna Holland shared that each District had been very supportive in sending of materials to her for the video. Committee voted that the video would be shown at the Business meeting on Friday.

## **Other Reports**

**2017 Sue Mills Lighthouse Award** – Becky Castello shared that the award would be presented during the Awards luncheon later today.

**2017 Distinguished Service Award** – LaToya Lucy shared that we had no applicants and encouraged everyone to apply and nominate one of their co-workers.

**2017 Executive Board Award** – LaToya Lucy shared that we had 1 excellent nomination, but also encouraged everyone to please nominate that deserving co-worker.

**2017 Herter-O'Neal Scholarship** – Suzanne Hugus shared that she will report at the Business meeting on Friday. Suggestions were made to put on Google doc, etc. to simplify and to please stop using the word "Secretary", Suzanne shared that in the proposed changes to be voted on at the Business meeting, "Secretary" had already been corrected with Administrative Assistant.

**Honorary Membership** - LaToya Lucy shared that we have two applicants this year.

(1) Joyce Dorsey: After reading of brief nomination – Motion made by Christine Barrier to accept nomination for honorary membership, seconded by Ivylyn Olson, motion passed unanimously.

(2) Pam Brylowe: After reading of brief nomination – Motion made by Regina Gardner to accept nomination for honorary membership, seconded by Evelyn Stahling, 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** – Christine Barrier gave the following report.



**President**  
Christine Barrier - NC  
**Recording Secretary**  
Carman Boswell - NC  
**Membership Secretary**  
Anita Wright - NC  
**Webmaster**  
Sandra Walton - AL

**Vice President**  
Cheryl Duplachain - LA  
**Treasurer**  
Glenda Jenkins, MS  
**Advisor**  
Linda Good - OH

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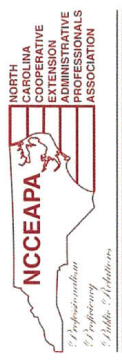
### NCCEAPA Annual Conference Board of Directors & Business Meeting

#### **TERSSA Report** *September 21 & 22, 2017* Flat Rock - Henderson County

- I am extremely proud to team up with the West District-NCCEAPA in hosting the 9<sup>th</sup> TERSSA Annual Conference.
- TERSSA membership presently sits at 168:
  - 2 Alabama
  - 3 Louisiana
  - 2 Kentucky
  - 68 North Carolina
  - 35 Mississippi
  - 57 Ohio
  - 1 South Carolina
- 2018 Membership Drive started September 1<sup>st</sup> thru May 31<sup>st</sup>.
- North Carolina TERSSA members actively involved include:
  - Carman Boswell, Recording Secretary
  - Anita Wright, Membership Secretary
  - Numerous NC members serve on various committees

- The TERSSA Executive Board has met regularly, March 15, June 14, next is scheduled for September 6, and did conclude September 19 at the annual conference.
- By-laws have been reviewed and changes/corrections were submitted for voting on-line at the same time the President's Comments and Officer nominations are sent out to membership.
- The website is continually updated and can be viewed at <http://terssa2008.wix.com/terssa>, and can be accessed from the NCCEAPA website.
- The 2017 Annual Conference was held in Flat Rock, NC, September 20-22, in conjunction with NCCEAPA Annual Conference. Five (5) states were represented: North Carolina, Ohio, Mississippi, Alabama, and Louisiana. During the Business Meeting, 3 professional Awards were presented, with a monetary value of \$200; two (2) \$250 scholarships were awarded for a value of \$500; and 6 new officers were elected.
- 'Certificate of Attendance' was available to participants at the conclusion of the TERSSA professional development seminar on September 20<sup>th</sup> (attached).
- A 'Wrap-Up Survey' was also available to all conference participants. Results of the survey will be forwarded to members of both associations by TERSSA President Barrier (attached).
- 2018 TERSSA Annual Conference will be in New Orleans, Louisiana November 14-16.

Respectfully,  
Christine Barrier  
TERSSA 2016-2017 President



## 2017 Conjoint Annual Conference

### Wrap-Up Survey

What did you learn	What did you like most about the conference	What did you like least about the conference	Additional recommendations or comments

Please use the back for additional comments.

Return to Christine Barrier, TERSSA President prior to leaving the conference, or send to [christine\\_barrier@ncsu.edu](mailto:christine_barrier@ncsu.edu) when you return safely to your office. Results will be compiled and shared with both memberships via e-mail.

# Certificate of Attendance



## TERSSA 2017



Attendee's Name: \_\_\_\_\_

ID Number: \_\_\_\_\_ Year Certified: \_\_\_\_\_

for attending the following seminar:

Title: \_\_\_\_\_ Length of Session: 1 HOUR

Presenter: Kimberly Neloms, Extension Specialist AL A&M University Date: September 20, 2017

Sponsored by: TERSSA (The Extension & Research Support Staff Association)

Attendance verified by: \_\_\_\_\_ Date: \_\_\_\_\_  
Christine Barrier, TERSSA President

\_\_\_\_\_ Date: \_\_\_\_\_  
Kimberly Neloms

*This form may be used to receive certification points toward renewal of CPS/CAP (Certified Professional Secretary/Certified Administrative Professional) certifications or for any professional development certification as required.*

### **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.

#### **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.
- 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.

#### **New Business**

## Treasurer's Report – Proposed Budget

### NCCEAPA

Fiscal Year 2017 - 2018

#### PROPOSED BUDGET

September 19, 2017

REVENUE	Credit	Balance
<b>Membership Dues:</b>		
Number of Members	140	
Amount of Dues	\$20	\$2,800
(There are 88 honorary members)		
<b>Contributions:</b>		
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	
<b>TOTAL REVENUE</b>		<b>\$6,750</b>

EXPENDITURES	Debit	Balance
<b>Dues / Contributions:</b>		
Federation Dues	\$50	\$50
Contribution to Hosting District for State Meeting	\$1,000	
<b>Bank Charges:</b>		
Checking Charges	\$12	\$1,062
<b>Awards:</b>		
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
<b>Travel:</b>		
President's & Executive Board Travel	\$3100	\$6,337
<b>Other:</b>		
Benevolence	\$125	
Websites (2) annual fees	\$34	
Winter BOD Meeting	\$125	
President Expenses of Executive Bd. Mtg. & BOD Mtg.	\$129	\$6,750
<b>TOTAL EXPENDITURES</b>		<b>\$6,750</b>

\$0.00

#### 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

### 2017 Sue Mills Lighthouse Award Guidelines

Becky Castello shared that a recipient would be awarded at the Awards luncheon on Thursday, which would leave us with 6 lighthouses on hand. Due to some remodeling in Raleigh and the current place the lighthouses are being stored, we need to come up with a new location or solution for storage. Geri Bushel will store lighthouses at NCSU, Department of Agricultural Sciences, 512 Brickhaven, Raleigh.

### 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.

#### 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.

## **Rules & ByLaws – No Further Report**

### **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.

### **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, Sandy Kanupp made a motion that the 2018 Association President approach Sheri Schwab for additional days of SHRA/COSS support for association meetings. Motion seconded by Suzanne Hugus. Motion passed unanimously.

### **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

### **Proposed Slate of Officers**

President – LaToya Lucy

1<sup>st</sup> Vice President – Suzanne Hugus

2<sup>nd</sup> Vice President – Someone from West District

Treasurer – Cathy James

Secretary – Sally Southard

### **Upcoming Announcements & Deadlines**

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

### **Adjourn**

Becky Castello adjourned meeting at 11:13 a.m. 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 Board of Directors Meeting

September 21, 2017 @ 9:00 am

Mountain Lodge & Conference Center, Flat Rock, NC  
Becky Castello, Presiding

### 2016 – 2017 Officers

Becky Castello – President  
LaToya Lucy – 1<sup>st</sup> Vice President  
Suzanne Hugus – 2<sup>nd</sup> 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			
<b>Call to Order</b> <i>Becky Castello, President</i>	Call to Order Time:					
<b>Roll Call</b> <i>Dana Braswell, Secretary</i>	Campus	Northeast	North Central	South East	South Central	West
<b>Parliamentary Review</b> <i>Shelia Ange, Parliamentarian</i>	Verify quorum					
<b>Approval of Agenda</b> <i>Becky Castello, President</i>			Motion to accept: Seconded: Decision:			
<b>Thought for the Day</b> <i>LaToya Lucy, 1<sup>st</sup> Vice President</i>						
<b>Approval of Minutes</b> <i>Dana Braswell, Secretary</i>	Board of Directors Minutes March 3, 2017		Motion to accept: Seconded: Decision:			
<b>Financial Report</b> <i>Cathy James, Finance Committee Mem.</i>	Update on Account Balance					

## District Reports

<b>Campus</b> <i>Geri Bushel, President</i>	
<b>Northeast</b> <i>Becky Castello, President</i>	
<b>North Central</b> <i>Laura Apple, President</i>	
<b>Southeast</b> <i>Jessica Griffin, President</i>	
<b>South Central</b> <i>Carol Capel, President</i>	
<b>West</b> <i>Ivylyn Olsen, President</i>	

## Standing Committee Reports



NCCEAPA 2017 Board of Directors Meeting – September 21, 2017

<b>Finance</b> <i>Cathy James, Finance Committee Mem.</i>	
<b>Membership</b> <i>LaToya Lucy, Chair</i>	
<b>Nominating</b> <i>BJ Okleshen, Chair</i>	
<b>Rules &amp; Bylaws</b> <i>Sandy Kanupp, Chair</i>	
<b>Professional Improvement</b> <i>Tina Lovejoy, Chair</i>	
<b>Public Relations</b> <i>Christie Bell, Chair</i>	
<b>Reflections</b> <i>Donna Holland, Chair</i>	
<b>Other Reports</b>	
<b>2017 Sue Mills Lighthouse Award</b> <i>Becky Castello, President</i>	
<b>2017 Distinguished Service Award</b> <i>LaToya Lucy, 1<sup>st</sup> VP</i>	
<b>2017 Executive Board Award</b> <i>LaToya Lucy, 1<sup>st</sup> VP</i>	
<b>2017 Herter-O'Neal Scholarship</b> <i>Suzanne Hugus, 2<sup>nd</sup> VP</i>	
<b>Honorary Membership</b> <i>LaToya Lucy, Membership Chair</i>	
<b>Federation Report</b> <i>Becky Castello, President</i>	
<b>TERSSA Report</b> <i>Christine Barrier, TERSSA President</i>	
<b>Staff Senate Report -</b> <i>Becky Castello, President</i>	
<b>Old Business</b>	
<b>ECA National Meeting Donation</b> <i>Becky Castello, President</i>	
<b>Other Old Business</b>	
<b>New Business</b>	
<b>2017-18 Proposed Budget</b>	Budget Recommendation from Committee Seconded:



Cathy James, Finance Committee Mem		Decision:
Sue Mills Lighthouse Guidelines Becky Castello, President		Recommendation from Committee Seconded: Decision:
Herter-O'Neal Scholarship Guidelines Suzanne Hugus, Committee Chair		Recommendation from Committee Seconded: Decision:
Rules & Bylaws Sandy Kanupp, Chair		Recommendation from Committee Seconded: Decision:
State Meeting Guidelines LaToya Lucy, Committee Chair		Recommendation from Committee Seconded: Decision:
Professional Develop/Conference Allotment Suzanne Hugus, Committee Chair		Recommendation from Committee Seconded: Decision:
Years of Service Recognition Project Becky Castello, President		Motion to accept: Seconded: Decision:
Other New Business		
Upcoming Deadlines		
December 8, 2017	Federation Forum, Chatham County Agriculture & Conference Center	
Other Announcements		
Adjourn		Motion to accept: Seconded: Decision:

MeetingNotes: \_\_\_\_\_

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