

**NCCEAPA 44th Annual Business Meeting
Minutes
September 22, 2017 @ 8:30 a.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 9:29 am.
- Roll Call was given by Dana Braswell. Campus – 11; Northeast – 18; North Central – 11; South East – 9; South Central – 12; and West - 16
- Shelia Ange, Parliamentarian verified there was a quorum present.
- Members reviewed agenda. BJ Okleshen made motion to accept agenda as presented by Becky Castello. Motion seconded by Andrea Brooks. Motion passed unanimously.
- Thought for the day was shared by LaToya Lucy. Today is a new day. It is a day you have never seen before and a day you will never see again. Stop telling yourself the “same crap, different day” lie! How many days has that lie stolen from you? Seize the wonder and uniqueness of today! Recognize that throughout this beautiful day, you have an incredible amount of opportunities to move your life in the direction you want it to go.”
- Susan Johnson made motion to approve NCCEAPA State Business Meeting Minutes from September 16, 2016, as posted on the web at <https://sites.google.com/a/ncsu.edu/ncceapa/home>. Seconded by Cyndy Gustashaw. 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: *Carmen Bearell*

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-Madeline 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

DISTRICT REPORTS

CAMPUS

NCCEAPA Campus Chapter Report

The Campus Chapter consisting of 12 members from NC State and NC A&T State Universities continue to work on strengthening the bond, and support each other as Administrative Professionals. The Campus Chapter met 3 times this year, where we conducted business, received professional development, and participated in team building events.

The Campus Chapter Fall Meeting was held in October 2016 in Raleigh. The group reviewed the outcome of the recent State meeting that was hosted by the chapter, and planned for the upcoming year. The members expressed great excitement about the success of the State Meeting and relief that it was over.

The Campus Chapter Winter Meeting was held in January 2017 in the Orange County Extension Office. The meeting was a great inspiration from beginning to end. Our member, Donna Holland authored a poem titled "Women of Worth" and shared it as our thought for the day. We transitioned into discussing business and then received an enriching Professional Development presentation on "Power Poses" by Suzanne Hugus. Suzanne's presentation was very enlightening and focused on how we can change our response to situations through the physical positions we take with our bodies. She incorporated a YouTube video, handouts, and the members learned several Power Poses (Bold and Confident, Victory, Wonder Woman and Generic Superhero).

The Campus Chapter Summer Meeting was held in August 2017 at the Cedar Creek Park in Alamance County. We were fortunate to have our State President Rebecca Castello joined us for this meeting. We discussed business including preparing to attend the State and TERSSA Conference, and then had a great time of sharing in team building activities and dinner.

The Campus Chapter is dedicated to working on growing our membership, developing our professional skills, and having members involved on the state and national level. We are small in number but through dedication and hard work, we have had a successful year.

Respectfully Submitted By:

Geri Bushel

NORTHEAST

Northeast District Report 2017

NCCEAPA State Meeting September 20 – 22, 2017

Flat Rock, NC

The Northeast District currently has 29 active members and 18 honorary members, 17 TERSSA members.

The 2016/2017 Officers currently are:

President – Becky Castello – Hertford County

Vice President – BJ Okleshen – Gates County

2nd Vice President – Christi Bell – Washington County

Secretary – Connie Burleson – Hyde County

Treasurer – Sherry Lynn – Currituck County

Advisor – Teresa Story – Perquimans County

On November 4, 2016, the NCCEAPA-NED meeting was hosted by Christy Boyce, Pasquotank County and was held at the Pasquotank County Center in Elizabeth City, NC. There were 20 members present at the meeting and they were all welcomed by Ellen Owens, Co. CED. We added two new members Barbara Monk, Nash County and Brenda Leonard, Franklin Co. The 2016 Camp Scholarship was given to Nash County and the 2017 scholarship will go to Northampton County. Each member brought non-perishable food items that were donated to the local food bank. Members (A-G) brought items to participate in a silent auction where proceeds go to offset the cost of hosting the State meeting in 2020. There was an overview of the Association website to help members better understand where and how to utilize this tool. The professional development was Reduce Stress – Increase Productivity by Stacy Anderson. This professional development was focused on taking care of yourself in order to take care of others.

Our next Association meeting will be held in Perquimans County hosted by Teresa Story and Risha Foreman set for May 12, 2017. On May 12, 2017, the NCCEAPA-NED meeting was hosted by Perquimans County and was held at the Perquimans Co. Parks and Recreation in Hertford, NC. There were 19 members present at the meeting and they were all welcomed by Jewell Winslow, Perquimans Co. CED. The members discussed and decided to auction off a Yeti Cooler and Tumblers, with advance ticket sales prior to State meeting. Members brought non-perishable food items that were donated to the local food bank for the service project. County members (A – H) brought items for silent auction fundraiser. Northampton County was awarded the 2017 Camp Scholarship.

Submitted by: Becky Castello

NORTH CENTRAL

The North Central District has 28 paid District & State members and 6 paid TERSSA Members and 1 Honorary Member.

-New Installations of Officers.

* President: Kathy Kepler (Forsyth)

* 1st Vice President: Kitrinka Gordon (Forsyth)

* 2nd Vice President: Deb Fuller (Guilford)

* Secretary: Gwen Hernandez (Granville)

* Treasurer: Sally Southard (Surry)

* Advisor: Laura Apple (Rockingham)

Our last meeting took place in Chatham County on August 18, 2017. We started creating committees for planning the State meeting next year, which we will be hosting. The majority of the meeting was dedicated to working on ideas and planning that upcoming meeting.

Our District has been working on ways to get the counties in our district that are not currently involved in the association to become vested. So we are creating a process to help pay their dues and offer carpooling options for meetings.

Submitted by: Laura Apple

SOUTHEAST

The Southeast District has 26 active members, 13 honorary members and 7 TERSSA members

The 2016-2017 Officers were

President: Jessica Griffin (Lenoir)

1st VP: Regina Gardner (Jones)

2nd VP: Michelle Kasey (Brunswick)

Secretary: Wanda Hargrove (Duplin)

Treasurer: Jessie Davis (Robeson)

Advisor: LaToya Lucy (Bladen)

Parliamentarian: Sheilia Griffis (Carteret)

The SE district had their fall meeting in Bladen County August, 11, 2017. Our professional development topic was Networking: Q & A. That was a success mainly because we have several new members in our district and we covered topics that were familiar to most except the new people and a good refresher to the one's who have been in Extension for a while. It also served as a time to network and discover how different counties handled the same problems. Solutions were offered and shared.

This report is respectfully submitted in the absence of our President, Jessica Griffin.
LaToya Lucy, 1st VP State NCCEAPA

SOUTH CENTRAL

The South Central District for 2016-2017 had 27 paid members. Peggy Elliott from Cumberland County retired at the end of December 16, 2016; 13 honorary members; and 16 are TERSSA members.

The 2016-2017 Spring Meeting was held April 28th in Lee County and our Fall Meeting was held August 17th in Lincoln County. Mecklenburg County will be hosting our meeting in the Spring of 2018.

The 2017-2018 installed officers are as follows:

Beth (Rogers) Cloninger-President (Catawba County)

Dana Braswell-1st Vice President (Union County)

Lisa Forrest-2nd Vice President (Stanly County)

Susan Johnson-Secretary (Cumberland County)

Christine Barrier-Treasurer (Cabarrus County)

Carol Capel-Baldwin-Advisor (Scotland County)

Pam Layfield-Webmaster (Anson County)

Also, Kim Gibson (Montgomery County) was the South Central District Secretary of the Year.

Submitted by: Carol Capel-Baldwin

WEST

Ivylyn Olson reported that they had been working and planning on this meeting for the past year and was glad it was here and almost over.

STANDING COMMITTEE REPORTS

Finance – No Report

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

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

Nominating – BJ Okleshen reported that we have a Treasurer – Cathy James; Secretary – Sally Southard; 2nd Vice President – Barbara Walker

Rules & By-Laws Sandy Kanupp shared that the changes for Rules & By-Laws had been posted on the web-site and that the changes were mainly just some tweaking. Asked if anyone had any questions with regard to proposed changes, if not we would proceed with getting a second to approve changes.

**NCCEAPA – Rules and By-Laws Committee Report
Annual State Meeting
Flat Rock, NC
September 22, 2017**

The following changes to the rules and by-laws have been approved by the Board of Directors and the Executive Board and are up for vote today:

Article V – Officers and Their Duties - Section 1, currently reads:

Section 1:

- The elected officers of this Association shall be President, 1st Vice President, 2nd Vice President, Secretary and Treasurer.

Section 2:

- The President shall:
 1. preside at all meetings of the Association and Board of Directors;
 2. call special meetings of the Board of Directors at her/his discretion or upon the request of a majority of the Directors;
 3. appoint annually chair-persons of standing and special committees;

4. serve as an official representative of the Association at meetings of groups working for the advancement of Extension and this Association;
5. be a member ex-officio of all committees except the Nominating Committee; and
6. recommend to the Board of Directors, for their appointment, persons to fill vacancies occurring on the Board of Directors between elections, except that of President and District President.

Section 3:

- The 1st Vice President shall perform the duties assigned by the President with the approval of the Board of Directors and preside in the absence of the President. In the event of a vacancy in the office of the President, the 1st Vice President shall become President and assume the duties of the office for the unexpired term.

Section 4:

- The 2nd Vice President shall perform the duties assigned by the President, with the approval of the Board of Directors, and preside in the absence of the 1st Vice President. In the event of a vacancy in the office of 1st Vice President, the 2nd Vice President shall become 1st Vice President and assume the duties of that office for the unexpired term.

Section 5:

- The Secretary shall keep an accurate record of the proceedings of the Association and the Board of Directors. In addition to these minutes, she/he shall file in the Official Minute Book:
 1. a copy of all amendments to the Constitution and Bylaws;
 2. all resolutions which are adopted by the Association; and
 3. a list of honorary and retired members. The secretary shall search the records for information requested by officers or members; shall mail copies of the minutes of all meetings to the Board of Directors within six weeks after the conclusion of the meeting; shall conduct the correspondence of the Association as directed by the President and/or the Board of Directors.

Section 6:

- The Treasurer shall be responsible for receiving the funds of the Association and shall disburse them in accordance with the adopted budget. In cases of emergency and funds need to be transferred between accounts, the Treasurer is authorized to do so upon approval of the President. The Treasurer shall serve as Finance Committee Chair and Advisor to said committee the following year. The accounts of the Treasurer shall be reviewed at the close of the association year by a Review Committee, to be appointed by the President.

Propose adding Section 7 that reads:

- All officers shall serve a one-year term, except the Treasurer. The Treasurer will serve a two-year term.

- Addition was Seconded by Ivy Olson. Addition passed unanimously.

Article VII – State Executive Board, Section 4, currently reads:

This Board shall meet as necessary to transact the business of this Association. Three members shall constitute a quorum.

Propose adding one word to read as follows:

This Board shall meet as necessary to transact the business of this Association. Three voting members shall constitute a quorum.

- Addition was seconded by Carol Horne. Addition passed unanimously.

Article VII – State Executive Board, Section 4, currently reads:

- This Association shall pay the Executive Board members', Advisor's, and Parliamentarian's travel expenses and up to per diem subsistence expenses with receipts for NCCEAPA meetings.
- In addition, the Association shall pay the president's and 1st vice president's travel expenses and up to per diem subsistence expenses with receipts for Association representation at required meetings.
- In addition, the Association shall pay the Federation Officer's travel expenses and up to per diem expenses with receipts for NCCEAPA and Federation meetings.

Propose adding a "bullet" that reads:

Approved mileage will be reimbursed at the IRS rate per mile at the time the travel occurs.

- Addition was seconded by Sherry Lynn. Addition passed unanimously.

Article VIII – Board of Directors, Sections 1 and 3, currently read:

Section 1:

- The Board of Directors shall consist of the elected officers, immediate past president, elected district officers and state committee chairs.

Propose re-wording as follows:

The Board of Directors shall consist of the state executive board, elected district officers, and state committee chairs.

- Re-wording seconded by Christie Boyce. Re-wording passed unanimously.

Section 2:

- The Chair of the Board of Directors shall be the State President.

Section 3:

- The Board of Directors shall:
 1. direct the program and formulate policies concerning the Association and the general nature and scope of its activities;
 2. approve the proposed budget;
 3. fill by appointment all vacancies occurring on the Board of Directors between elections, except the offices of the President and District Presidents;
 4. meet prior to and during the annual State meeting;
 5. be empowered to conduct business via mail, on-line or e-meeting. Parameters of on-line or e-meeting to be determined by the President;
 6. meet at the call of the State President or upon written request of a majority of the Board;
 7. set time and place of annual meetings only if no invitation is extended.

Propose adding Section 4 as follows:

A majority of members of the Board of Directors shall constitute a quorum for the transaction of business.

- Addition of Section 4 seconded by Michelle Casey. Addition passed unanimously.

Article X – Meetings, currently reads:

Section 1:

- The Association shall hold an annual meeting in or around September. Districts will host the state meeting on the following rotational basis: West, North Central, South Central, Northeast, Southeast, Campus. Following this rotation, the district that is next in line, shall contact and work with the President when scheduling the dates of the upcoming state meeting. The invitation shall be extended to the entire membership at the state meeting by the upcoming year's host district. The host district will provide a planned educational activity to promote professional improvement during the days provided by Administration for the state meeting.

Section 2:

- The Association may hold special meetings at such time and place as may be determined by the Board of Directors.

Section 3:

- Members should be notified in writing at least two weeks prior to the date of each meeting.

Section 4:

- At least one meeting shall be held annually in each district at a time and place to be determined by each District and the County hosting the meeting. The host county will provide a planned educational activity to promote professional improvement during this day provided by Administration for the district meetings.

Section 5:

- In the event that an annual meeting of the Association cannot be held as stated in Article X, Section 1, the business of the Association shall be conducted by the Board of Directors operating on behalf of the general membership. A meeting of said Board shall take place during the same timeframe of the normally scheduled annual Association meeting in a format chosen by the Executive Board. Proposed meeting agenda shall be mailed to the general membership at least two weeks prior to the Board meeting in order to allow individual input. Members wishing to include business items on the agenda should have those submitted to the State President no later than one month prior to the scheduled meeting.

Section 6:

- In the event that any biannual meeting cannot be held on the district or chapter level, the business of the District or Chapter shall be conducted by the District or Chapter Board of Directors, which shall consist of the District or Chapter Officers and District or Chapter Committee Chairs. Meeting of said Board shall take place in a format chosen by the District or Chapter President. Proposed meeting agenda shall be mailed to the general district or chapter membership at least one month prior to the Board meeting in order to allow individual input. Members wishing to include business items on the agenda should have those submitted to the District or Chapter President no later than two weeks prior to the scheduled meeting.

Propose adding Section 7 that reads:

The following groups are allowed to attend the NCCEAPA business meeting at the NCCEAPA Annual State Meeting:

- Active members who are current with dues
- Associate members who are current with dues
- Potential members who are current NCCE employees

* Addition of Section 7 seconded by Alice Pennix. Addition passed unanimously.

Article XII – Quorum – Section 1 – currently reads:

Members present at the annual meeting shall constitute a quorum for the transaction of business. A majority of the members of the Board of Directors and of any appointed committee shall constitute a quorum for the transaction of business.

Propose – deleting second sentence and adding a bullet point that reads as follows along with two additional bullet points:

- At a Board of Directors meeting, a majority of the members of the Board of Directors shall constitute a quorum for the transaction of business.

ADD:

- At an Executive Board meeting, three voting members of the Executive Board shall constitute a quorum for the transaction of business.
- At a committee meeting, a majority of members of any committee shall constitute a quorum.

- Deletion & Addition seconded by Christie Bell. Changes passed unanimously.

I would like to express my thanks to the 2017 Rules and By-Laws Committee Members:

Sarah Gottfried, Kim Hoskins, Susan Johnson, Shelia Ange, Margaret Browne

Respectfully submitted: Sandy Kanupp, 2017 State Rules & By-Laws Chair

Professional Improvement – Becky Castello shared that Sally Southard had received the Professional improvement scholarship.

Public Relations – Christie Bell shared that there was no report.

Reflections

Members:

Brandy Hansen- West

Kandace Vernon-North Central

Nan Rackley-Southeast

Brandi Carter-South Central

Donna Hanusik-Northwest

Donna Holland-Campus

Everyone has been very, very busy this year keeping their offices running and their colleagues on the right track. Thank you all for taking the time to share your accomplishments and fun through photo memories with the Reflections Committee.

Now let's take a look back down memory and enjoy the show.

Respectfully submitted by,

Donna Holland-Chair

2017 NCCEAPA Reflections Committee

Link to video

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 the 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 Gardener to accept nomination for honorary membership, seconded by Evelyn Starling, 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

**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 9th 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 1st thru May 31st.
- 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 20th (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 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** _____

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
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 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 locations 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.

**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

1st Vice President – Suzanne Hugus

2nd 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

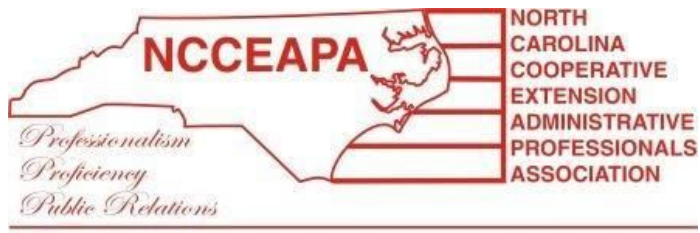
Adjourn

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 – 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>	Campus	Northeast	North Central	South East	South Central	West
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>	Board of Directors Minutes March 3, 2017		Motion to accept: Seconded: Decision:			
Financial Report <i>Cathy James, Finance Committee Mem.</i>	Update on Account Balance					

District Reports

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

Standing Committee Reports



NCCEAPA 2017 Board of Directors Meeting – September 21, 2017

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

