

**NCCEAPA Executive Board Meeting
Minutes
March 2, 2017 @ 3:00 p.m.
Pitt County Extension Office
Greenville, NC**

2016 - 2017 Officers

Becky Castello – President

Suzanne Hugus – 2nd Vice President

Carmen Boswell – Treasurer

Shelia Ange – Parliamentarian

LaToya Lucy – 1st Vice President

Dana Braswell – Secretary

Susan Johnson – Advisor

Jane Dale - Federation Officer

- President Becky Castello called the meeting to order at 3:23 pm.
- Roll Call was given by Dana Braswell. In attendance: Becky Castello, Suzanne Hugus, Dana Braswell, Carmen Boswell, Susan Johnson, Shelia Ange and Jane Dale. Absent: LaToya Lucy
- Shelia Ange, Parliamentarian verified there was a quorum present.
- Members reviewed agenda. Dana Braswell 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 Becky Castello for LaToya Lucy. LaToya had two thoughts. (1) “Flatter me, and I may not believe you. Criticize me, and I may not like you. Ignore me, and I may not forgive you. Encourage me, and I will not forget you. Love me and I may be forced to love you.” – *William Arthur Ward* (2) “Whenever you’re in conflict with someone, there is one factor that can make the difference between damaging your relationship and deepening it. That factor is attitude.” – *William James*
- Suzanne Hugus made motion to approve the Executive Board Minutes from September 14, 2016 as posted on the web at <https://sites.google.com/a/ncsu.edu/ncceapa/home>. Seconded by Becky Castello. Motion passed unanimously.
- Carmen Boswell gave the financial report. Report was seconded by Suzanne Hugus (see below)

**NC Cooperative Extension Administrative Professionals Association
Financial Report
March 2, 2017**

CHECKING ACCOUNT

Beginning Balance from 9/14/2016 \$3,166.98

Revenue:

Membership Dues (2017- South Central District, Southeast District, Campus, & Northeast District/B.Monk Dues)	\$1,300.00
Membership Dues (2017 Northeast District & Campus)	\$ 880.00
Membership Dues (2017 North Central District)	\$ 640.00
Membership Dues (2017 West District)	\$ 410.00
Membership Dues (West District/T.Edwards)	\$ 20.00
Deposit – NCSU Reimbursement for 2016 Winter Bd. Mtg.	\$ 112.17
Interest Earned (from 9/14/2016-3/1/2017)	\$ 3.14

Total Revenue to Date \$3,365.31

Total Revenue \$6,532.29

Expenditures:

Check #1000 – Rebecca Castello – Outgoing President gift, DSA & EBA plaques, Dist. DSA Awards, NCCEAPA State Meeting lodging	\$ 362.08
Check #1001 – VOID	\$ 0.00
Check #1002 – Sandra Kunupp – NCDSA	\$ 50.00
Check #1003 – Susan Johnson – NCCEAPA State Conf. Mileage	\$ 126.36
Check #1004 – VOID	\$ 0.00
Check #1005 – LaToya Lucy-NCCEAPA State Mtg. Mileage & Meals	\$ 163.92
Check #1006 – Christine Barrier – NCCEAPA Exec. BOD Mileage & Meals	\$ 379.56
Check #1007 – Sandy Kanupp – NCCEAPA State Conf. Mileage	\$ 367.66
Check #1008 – Sandy Kanupp – Officer Installation Supplies	\$ 15.49
Check #1009 – Kitty Askins Hospice Center – Donation-In Memory of Debra West	\$ 25.00
Check #1010 – Rebecca Castello – 2017 State Planning Meeting	\$ 99.46
Check #1011 – TERSSA	\$ 140.00
Check #1012 – TERSSA	\$ 220.00
Check #1013 – TERSSA	\$ 40.00
Check #1014 – TERSSA	\$ 50.00
Check #1015 – NC Federation of Cooperative Extension Associations	\$ 50.00
Fees	\$ 6.00

Total Expenditures to Date \$ 2095.53

Account Balance \$4,436.76

MONEY MARKET ACCOUNT

Beginning Balance \$15,440.72

Interest Earned (from 9/2016-2/2017) \$64.72

Total Revenue to Date \$64.72

Account Balance \$15,505.44

SHARES ACCOUNT

Beginning Balance \$61.78

Interest Earned (from 9/2016-2/2017) \$.19

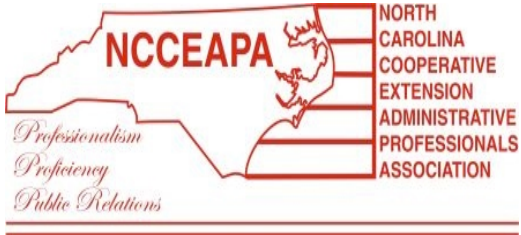
Total Revenue to Date \$.19

Account Balance \$ 61.97

Total of All Accounts \$20,004.17

Old Business

- Approval of Called Executive Board Minutes from November 11, 2016. See below for minutes. Motion to accept minutes as e-mailed by Dana Braswell. Seconded by Carmen Boswell. Motion passed unanimously.



NCCEAPA Called Executive Board Meeting Minutes November 11, 2016 @ 3pm via Zoom

2016 - 2017 Officers

Becky Castello – President

Suzanne Hugus – 2nd Vice President

Carmen Boswell – Treasurer

Shelia Ange – Parliamentarian

LaToya Lucy – 1st Vice President

Dana Braswell – Secretary

Susan Johnson – Advisor

Teresa Story - Federation Officer

- President Becky Castello called the meeting to order at 3pm.
- Roll call was given by Becky Castello – Present was LaToya Lucy, Becky Castello, Shelia Ange, Susan Johnson and Carmen Boswell
- Shelia Ange, Parliamentarian verified there was a quorum present.
- Becky Castello presented the reason for the called meeting was to examine the request to increase host district funds from the Association from the current \$1000.00 to \$1500.00. Members discussed ways to lessen the burden on host district by simply raising registration to absorb cost by no more than \$10, utilizing NCSU & NC A&T Agents for professional development as well as possibly utilizing local entertainment.
- After discussion, a motion was made by Carmen Boswell to not increase funds at this time due to the fact that the current \$1000.00 was no longer a donation to the Association from Development. Seconded by LaToya Lucy, motion passed.
- Becky Castello also mentioned the need to update the Herter-O'Neal Scholarship guidelines and LaToya Lucy said she would get with Suzanne Hugus to start this process.

Meeting was adjourned at 4:00pm

Respectfully submitted,

Becky Castello,

2016-17 NCCEAPA President

New Business

Treasurer's Report – Proposed Budget

Carmen Boswell shared the proposed budget. The budget recommendation from the committee was seconded by Dana Braswell. See proposed budget below.

NCCEAPA			
Fiscal Year 2017 - 2018			2016-2017 Finance Committee
PROPOSED BUDGET			
March 2, 2017			Carmen Boswell, Chair – North Central
			Crystal Headen - Campus
			Jessie Davis - Southeast
			Sherry Lynn - Northeast
			Cathy James-South Central
			Janice Dotson-West
REVENUE		Credit	Balance
<u>Membership Dues:</u>			
Number of Members	140		
Amount of Dues	\$20		\$2,800
(There are 88 honorary members)			
<u>Contributions:</u>			
FCS Association	\$200		
Corn Growers Association of NC	\$300		
NCAACA (Ag Agents)	\$1,000		
Carolina Farm Credit	\$500		
NC Farm Bureau	\$250		
Winter BOD Meeting	\$125		\$5,175
Transfer funds from Money Market to balance	\$2,075		
TOTAL REVENUE			\$7,250
EXPENDITURES		Debit	Balance
<u>Dues / Contributions:</u>			
Federation Dues	\$50		\$50
Contribution to Hosting District for State Meeting	\$1,000		
<u>Bank Charges:</u>			
Checking Charges	\$12		\$1,062
<u>Awards:</u>			
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
<u>Travel:</u>			
President's & Executive Board Travel	\$3600		\$6,837
<u>Other:</u>			
Benevolence	\$125		
Websites (2) annual fees	\$34		
Winter BOD Meeting	\$125		
President Expenses of Executive Bd. Mtg. & BOD Mtg.	\$129		\$7,250
TOTAL EXPENDITURES			\$7,250
			\$0.00

2017 Sue Mills Lighthouse Award

Becky Castello shared that the forms had been updated online and that the information would be sent out on May 1st. Reminders would be sent out in June and July. Applications are due back by August 1st.

2017 Distinguished Service Award

Becky Castello shared for Latoya Lucy that all information would be sent out on May 1st, with reminders sent out in June and July. Applications are due back by August 1st.

2017 Executive Board Award

Becky Castello shared for Latoya Lucy that all information would be sent out on May 1st, with reminders sent out in June and July. Applications are due back by August 1st.

2017 Herter-O'Neal Scholarship

Suzanne Hugus shared that she met with the District 2nd Vice Presidents via Zoom on Feb. 10th and all information has been updated on-line and all District 2nd Vice Presidents are to send this information to their District Professional Improvement Chairs to send out to every District Administrative Assistant for dispersal with their district's chosen deadline and then send their nomination in by April 1st.

Several proposed changes have been recommended. Please see below. Motion to accept recommended changes made by Dana Braswell. Seconded by Carmen Boswell. Motion passed unanimously.

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

Becky Castello shared for Latoya Lucy that she was continuing to work on membership.

Federation Report

Susan Johnson – reporting for Teresa Story

NC Federation of Cooperative Extension Associations
November 17, 2016 Forum

This year's forum was set up differently than in years past. The format was World Café'. I have made copies of the information that was gathered during the session.

In the e-mail from Amy-Lynn Albertson, she was going to send the World Café' notes to Sheri by January 11th. Sheri and Amy-Lynn had a zoom meeting last week and Sheri wants to meet with Charissa and Cameron to formalize some things and then it will be presented at Federation's next Board meeting.

The elected officers for 2017 are:

President – Charissa Puryear – NCAEPAAT

President Elect – Cameron Lowe – ESP

Secretary – Toi Degree – NCEAFCS

Treasurer – Emily Edmonds – NCACES

Webmaster – Jane McDaniel – NCCEAPA

Parliamentarian – Peggie Lewis – NCAE4-HA

At our State meeting we will need to nominate one of our members to be the 2018 Treasurer of Federation.

Federation Forum: World Café November 17, 2016

1. What is going well? and needs to be continued?

Communication: web portals, Extension publications, Administration asking for input, Online onboarding, video communication from campus., Advocacy of administration for Extension to the legislature, collaboration during disasters between counties and admin., mentoring program, relationships with FCS/4H specialists and agents, tools for marketing, constant contact,

Leadership: Dr. Bonanno is great, Collaboration of Admin and counties during disasters, hiring process, legislative advocacy, administration is more visible, strategic goals set by administrative level, recognition by university hierarchy, School of Ag & Human Services, relationship with A&T,

Training: Mentoring program, state conference, new agent training, focused programing efforts,

Morale: FCS, recognition by university hierarchy

2. Is there anything that Extension and/or administration is presently doing that we need to stop doing or do differently?

Travel: mileage challenges, per diem needs to be increased, rental cars for 75+ miles, faster turnaround for reimbursement, agents need to know what their travel allotments are, what happened to business center model?

Career Path: Equitable pay, advanced degree support, defined career path, streamline title promotion,

Programming: Protect our programs (ESMMWL, SHIP etc.), specialist communication with agents, create evaluation to assess impact for non-traditional roles i.e. facilitator, convener..

Leadership: we need a SOP for professional scheduling, need CED leadership training, need to clarify ASA roles and responsibility with all staff, need to involve AA's in district meetings, the 360 evaluation of CED's not really anonymous, no more cross county CED's, Don't talk about branding and logos two years before you have one

3. Identify a challenge(s) your association/team, etc. or entire organization could proactively address?

Funding: travel reimbursement, fund raising, specialists writing grants

Communication: web technology, more advocacy, communicate needs to specialist, networking, presentation skills, role of support staff, specialists need to include evaluations,

Leadership: retention of agents, consistent fair treatment of all positions, support professional development with association fees, support pursuit of higher education, Make the EPAT less subjective, Both universities need to work together seamlessly (travel, leave etc.)

Training: more training for all employees, HR training for CED addressing generational gaps

4. What are your suggestions/ideas for improving challenges you identified?

Communication: Invite specialists to agent association meetings, include PA's in training that is program specific, include AA's and PA's in annual conference, If you can't change it tell us why, transparency, incorporate federation forum in conference schedule, ask for agent staff input

Training: more distance ed. opportunities, Advanced training for agents mid-career, leadership training, skill development training, soft skill training, expand mentoring and onboarding training, teach ERS at new agent training, concrete training on integrated programing,

Leadership: career ladder for all positions, consistent approval of Prof. Assoc. agendas, professional scheduling calculator, support all employees joining their respective professional associations, Align ERS with EPAT.

Funding: P-card for the county tied to travel, advanced degree=pay raise, funding for training,

5. How can Federation better represent you to the organization or administration?

Communication: listen to concerns, and find answers to the questions, create a portal for Federation, add Federation and Associations information to the onboarding, quarterly webinars, and general overview of what Federation is assign task force to address issues

Funding: pay for support/ follow-up on all suggestions; work funding for travel meals etc.

Leadership: have representation of Federation at Admin or COT meetings, prioritize needs and have consistent policies

6. What other ideas or questions would you like Federation to address?

Explain Federation fully as to purpose, mission and responsibility, be fiscally transparent
Continue the dialogue throughout the year
Follow up on outcomes of questions and issues, task force; possibly look at 3 year appointments

Real timeline on when things will happen? I.e. accountability, branding, travel system reimbursement, career ladder, online registration system.
Both universities agents' ability to deliver both university developed programs
Training affecting all employees needs to be offered more frequently and available to all ie. ERS changes, webinar on training or ERS site
More frequent opportunities for curriculum specific trainings: Cook Smart, Eat Smart, 4-H curriculums, funding for trainings, use agents to teach if specialists can't fix in calendars or resources.

2017 State Meeting Update

Becky Castello shared that the State Meeting will be held in Flat Rock, NC on September 19 – 22, 2017. The Executive Board Meeting will be held on the 19th and TERSSA will be on the 20th. The "Mountain Lodge" and an adjoining hotel has been booked.

TERSSA REPORT

Jane Dale shared for Christine Barrier the following report.



**NCCEAPA
Board of Director
Meeting
Greenville, NC
March 3, 2017**

2016-2017 Officers

Christine Barrier - NC – President
Cheryl Duplechain - LA – President-Elect
Anita Wright - NC – Membership Secretary
Carman Boswell - NC – Recording Secretary
Glenda Jenkins - MS – Treasurer
Sandra Walton – AL - Webmaster
Linda Good - OH – Past President/Advisor

On behalf of TERSSA, it is indeed a pleasure to share updates with the NCCEAPA Board of Directors. North Carolina was represented by a delegation of 12 at the 2016 TERSSA Annual Conference in Columbus, Ohio.

- That delegation included: Christine Barrier, Carman Boswell, Dana Braswell, Andrea Brooks, Rebecca Castello, Chastity Elliott, Crystal Headen, Susan Johnson, Debby King, Jane McDaniel, BJ Okleshen and Anita Wright.
- From that conference:
 - NC filled 3 elected officer positions:
 - President – Christine Barrier
 - Membership Secretary – Anita Wright
 - Recording Secretary – Carman Boswell
 - Three (3) award recipients:
 - Dana Braswell – Award of Excellence
 - Debby King, Executive Board Award
 - Geri Bushel, TERSSA 5-Year Consecutive Membership Award
 - Two (2) 2017 annual conference planning committee members:
 - Jane McDaniel
 - Christine Barrier

Membership Drive continues thru May 31st for the 2017 year. This extended date is to accommodate the state associations meeting in the spring.

- Present membership of 84 represents the following:
 - Alabama 3
 - Louisiana 6
 - Kentucky 6
 - North Carolina 55

(representing NCSU, NCA&TU and NC Research campuses)

- Mississippi 3
- Ohio 10
- South Carolina 1

All committees (standing and special-appointed) are chaired and have begun meeting and formatting exciting opportunities for the coming year. Committee Chairs are:

- Finance - Glenda Jenkins – MS
- Bylaws – Cheryl Duplechain – LA
- Public Relations – Tammy Morton – SC
- Nominating – Karen Bixler – AL
- Awards – Adrian Wilbanks – MS
- Scholarship – Marianne Guthrie – OH
- Annual Meeting – Jane McDaniel & Christine Barrier – NC
- Outreach/Marketing – Linda Good - OH

Revised/updated TERSSA Bylaws are in place as of October, 2016. Any question/concern/clarification should be directed to Cheryl Duplechain (cduplechain@agcenter.lsu.edu), Bylaws Committee Chair, as soon as possible.

The Board of Directors are meeting with 4 dates scheduled:

December 12, 2016

March 15, 2017

June 14th

September 6th

Board meetings are scheduled to begin at 10:00 a.m. and are held via computer with ZOOM. All members are invited to attend.

The 2017 annual conference plans are well underway and working conjointly with NCCEAPA- West District planning committee. Henderson County informational packets have been sent to all states for sharing at their upcoming state conference and the official invitation has been posted on the continually-updated TERSSA webpage (terssa2008.wix.com/terssa) by Webmaster Sandra Walton – AL.

Respectfully,

Christine Barrier
TERSSA 2016-2017 President

Professional Develop./Conference Allotment

Becky Castello shared that she had been asked to investigate the time frame that our Association is allocated for travel and professional development. She suggested that a committee be formed to investigate the different Associations to see the difference in the amount of time. Suzanne Hugus volunteered to Chair this committee.

NC ECA National Meeting Donation

Becky Castello shared that she had received a letter requesting a donation due to the fact that ECA was hosting their National Meeting, after discussion, item was tabled due to the fact that we are also hosting our National meeting this year.

Ad-Hoc Committee (State Meeting Guidelines)

Becky Castello shared that she had been asked to form an Ad-Hoc Committee that will be charged with working on a State meeting guideline booklet to have in place to assist District's during their time of hosting. Jane Dale volunteered to be on such committee.

Rules and By-Laws

Shelia Ange presented the following Rules and By-Laws changes.

Dana Braswell made a motion to accept all changes to Rules and By-Laws as presented. Seconded by Suzanne Hugus. Motion passed unanimously.

Proposed change, deletion, and update for District Procedures – March 2017

The District Procedures are a complementary document to the Rules & By-Laws.

- **NAME**
 - Shall be known as the North Carolina Cooperative Extension Administrative Professionals Association followed by District name (ex. NCCEAPA-Western District or NCCEAPA-WD) or Campus Chapter (NCCEAPA-Campus Chapter).
- **COMMITTEES**
 - Districts will have all standing committees on the state level: Membership, Public Relations, Nominating, Rules and Bylaws, Finance, Reflections, and Professional Improvement.
 - These committees shall have the same function as the state level, plus whatever other responsibilities the district designates. Districts may appoint special committees at their own discretion.
- **OFFICERS**
 - The District Officers shall be the same as the State Officers: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, and Parliamentarian.
 - The District secretaries are responsible for sending copies of district meeting minutes to the State President.
 - District officer nominations and election process shall be completed each ^{Spring} ~~spring~~ with officers to take office October 1 of same year.
 - District committee assignments shall be completed and sent to State President by November 1 of each year.
- **BOARD OF DIRECTORS**
 - The Board of Directors is composed of District Officers and has the same function as the state level.

ADD:

- **EXECUTIVE BOARD**
 - The Executive Board is composed of the District Officers.
- **DUES**
 - Dues shall be at the discretion of each district.
- **OTHER**
 - All districts must have at least one meeting per year prior to the state meeting. Districts may carry on special projects at their own discretion.
- **BENEVOLENCE**
 - A \$25.00 memorial contribution will be sent to a favorite charity in honor of a deceased active member. Districts should contact the State Treasurer regarding the death of a member.

NCCEAPA
Rules and By-Laws Committee Report
March 2017

"This committee is responsible for receiving proposed changes from members, drawing these proposed changes up, presenting the changes to the Board of Directors, and upon their approval, posting these proposed changes to the website at least two weeks prior to the state meeting. If the proposed changes are accepted by a two-thirds majority vote, the committee shall make corrections to the NCCEAPA Constitution and Bylaws web page."

Current Rules and By-Laws Committee Members:

Sandy Kanupp, Chair; Sarah Gottfried, Kim Hoskins, Susan Johnson, Shelia Ange, Margaret Browne

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.

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.

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.

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.

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.

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

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.

Upcoming Deadlines

April 1, 2017	Herter O’Neal Scholarship Application – Suzanne Hugas, 2 nd Vice President
May 9 – 11, 2017	Mandatory Administrative Assistant’s Training – Raleigh, NC
August 1, 2017	Executive Board Award Nominations – LaToya Lucy, 1 st Vice President
August 1, 2017	Distinguished Service Award – LaToya Lucy, 1 st Vice President
August 1, 2017	Honorary Membership Nominations – LaToya Lucy, 1 st Vice President
August 1, 2017	Professional Improvement Scholarship – Tina Lovejoy, State Professional Improvement Chair

August 1, 2017	Sue Mills Lighthouse Award Nominations – Becky Castello, State President
August 10, 2017	Horn of Plenty, Durham County, Location TBD
September 19, 2017	NCCEAPA – Executive Board Meeting, Flat Rock, NC
September 20, 2017	TERSSA National Meeting – Flat Rock, NC
September 21, 2017	NCCEAPA – Board of Directors Meeting, Flat Rock, NC
September 22, 2017	NCCEAPA – Annual State Business Meeting, Flat Rock, NC
TBA	Federation Forum

Adjourn

Becky Castello adjourned meeting at 5:15 p.m. Dana Braswell made a motion to adjourn meeting. Seconded by Carmen Boswell. Motion passed unanimously.

Respectfully Submitted

Dana Braswell

Dana Braswell, NCCEAPA Secretary 2016-17
Union County



NCCEAPA Executive Board Meeting
March 2, 2017 @ 3:00 pm
Pitt County Extension Office, Greenville, NC

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
 Jane Dale – Federation Officer

Becky Castello, Presiding

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	Jane McDaniel
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 September 14, 2016				Motion to accept: Seconded: Decision:			
Financial Report <i>Carmen Boswell, Treasurer</i>	F/T from Committee Seconded: Decision:							
Old Business								
Other Old Business								
New Business								
Treasurer's Report 2017-18 Proposed Budget <i>Carmen Boswell, Treasurer</i>					Budget Recommendation from Committee Seconded: Decision:			
2017 Sue Mills Lighthouse Award <i>Becky Castello, President</i>					Motion to accept: Seconded: Decision:			
2017 Distinguished Service Award <i>LaToya Lucy, 1st Vice President</i>					Motion to accept: Seconded: Decision:			
2017 Executive Board Award <i>LaToya Lucy, 1st Vice President</i>					Motion to accept: Seconded: Decision:			



2017 Herter-O’Neal Scholarship <i>Suzanne Hugus, 2nd Vice President</i>		Motion to accept: Seconded: Decision:
Honorary Membership <i>LaToya Lucy, Membership Chair</i>		Motion to accept: Seconded: Decision:
Federation Report <i>Susan Johnson, Advisor</i>		
2017 State Meeting Update <i>Janice Dotson, West District</i>		
TERSSA Report <i>Jane Dale, NC TERSSA Meeting Co-Chair</i>		
Professional Develop./Conference Allotment <i>Becky Castello, President</i>		
NC ECA National Meeting Donation <i>Becky Castello, President</i>		
Ad-Hoc Committee (State Meeting Guidelines) <i>Becky Castello, President</i>		
Rules and By-laws <i>Shelia Ange, Rules and By-laws Member</i>		
Other		
Other Business		
Upcoming Deadlines		
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TBA	Federation Forum	
Other Announcements		
Adjourn		Motion to accept: Seconded: Decision:

