

**NCCEAPA Business Meeting**  
**Friday, September 27 2013**  
**9:00 AM**  
**Embassy Suites**  
**Concord, NC**

**Call to Order:** Tracy Brown, NCCEAPA President, called the meeting to order and welcomed the Association members and guests at 9:01a.m.

**Administrative Update:** Dr. Joe Zublena, Associate Dean, CALS and Director, NC Cooperative Extension Service, gave an Administrative Update.

Dr. Fletcher Barber, Associate Administrator, County Operations & State Programs, NC A&T, gave an update from NC A&T.

Debbie King, 2012-13 TERSSA President, was presented her NC State Retirement Plaque by Dr. Joe Zublena.

**Call to Order:** Tracy Brown called the Business Session to order at 9:40a.m. She asked for an approval of the agenda **Item #1** with the following changes. Change the date of the minutes from September 23, 2012 to September 14, 2012 for approval. Under Recognition - Remove: Sue Mills Awards Process/Applications. Under New Business – Remove: Proposed Rules and Bylaws Change. Tracy explained to the membership the reason to remove the Proposed Rules and Bylaws Change was part of the change was already covered in the bylaws in another sections and there has been a recommendation that was brought to the floor in the Board of Directors Meeting and the change would be further looked at. Under Other Business: Add Staff Senate Update.

**Motion: Chris Austin, Union County**  
**2<sup>nd</sup>: Pamela Brylowe, Jones County**  
**Motion Carried-Agenda approved**

**Roll Call:**

<b>Campus</b>	<b>9</b>	<b>South Central</b>	<b>24</b>
<b>Northeast</b>	<b>20</b>	<b>West</b>	<b>15</b>
<b>North Central</b>	<b>16</b>	<b>Southeast</b>	<b>15</b>

**Parliamentary Review:** Geri Bushel: We have a quorum.

**Thought for the Day:** Jane McDaniel, 1<sup>st</sup> Vice President, presented a video titled, "A Pep Talk from a Kid to You".

**Approval of Minutes:** The minutes had been posted on the website.  
Motion: Latoya Lucy, Bladen County  
2<sup>nd</sup>: Donna Holland, Campus  
**Motion Carried: Minutes from September 14, 2012 approved.**

<b>District Reports:</b>	Campus	Susan Graham, President	Item 2
	Northeast	Edna Williams, President	Item 3
	Southeast	Gina Britton, President	Item 4
	South Central	Christine Barrier, President	Item 5
	North Central	Sandy Ruble, President	Item 6
	West	Tami Hagie, President	Item 7

**Standing Committee Reports:**

Membership	Susanne Winebarger, West	Item 8
Nominating	B.J. Okelshen, Northeast	Item 9
Professional Improvement	Anita Wright, Campus	Item 10
Public Relations	Cynthia Gustashaw, SC	No Report
Reflections	Becky Castello, NE	Item 11
Financial Report	Martha Smith, NC	Item 12

**Updates/Recognition of Award Winners:**

**Executive Board Award** – Jane McDaniel, 1<sup>st</sup> Vice President, reported that the award was given to Julie Campbell, Alexander County, at the NCCEAPA Banquet, Thursday, September 26, 2013.

**Herter-O'Neal Scholarship** – Sandy Kanupp, 2<sup>nd</sup> Vice President **Item 13**

**Sue Mills Lighthouse Award** – Tracy Brown, reported that Becky Lewis, Cabarrus County, received the award at the NCCEAPA Banquet.

**APA Search of Excellence Award** – Tracy Brown, reported that Sherry Lynn, received the State Award. Katie Moore (SE), Melissa Vaughn (W), Sally Southard (NC), Becky Lewis (SC) received District Certificates.

**Honorary Membership Nominations-** Susanne Winebarger, Chair, West District presented the nominations to the membership. **Item 14**

**Federation-** Cheryl Mitchell, Federation Representative, gave a report. **Item 15**

**TERSSA-** Debbie King, 2013 President, encouraged NCCEAPA members to join TERSSA.



**Staff Senate** – Karin Cousineau, Staff Senate Representative, gave a report. **Item 16**

### **Old Business**

**TERSSA Dues/Form** – Tracy presented the membership with the TERSSA Form **Item 17**. She noted the following changes that were voted by the Board of Directors: #6 correct the misspelling of TERESSA to TERSSA, remove (Does your District/Campus have 100% membership?) (If no, how many members remain unpaid/declined joining?), remove the extra comma in (ex. Honorary, active honorary, associate, new). Cynthia Gustashaw noted that #7 TERESSA needed to be changed to TERSSA as well. Tracy also mentioned that if members do not have their dues paid then they do not have a voting right at meetings. District Treasurers need to make sure to send payments to the State Treasurer by the deadline.

**Archiving Financial Reports** – Martha Smith, Treasurer, gave a report that she presented to the Executive Board on the September 25, 2013. **Item 18** Executive Board decided that the State Treasurer would still receive a hard copy in the mail and then scan it along with all the other documents the treasurer obtains and keeps and put them in a Google Doc or another program that can be shared with the President and the next Treasurer.

### **Proposed Budget -**

Martha Smith, Treasurer, presented the membership with the Proposed Budget **Item 19** with the following changes. Remove: Under Revenue- Other Contribution, BOD Snacks \$100 and Under Expenses- Misc. \$100. State Administration is wanted receipts for the Board of Directors Snacks to reimburse an exact amount up to \$100. So this is money in/money out and not a budget item. Also, change Awards to Awards/Recognition since the Presidents Plaque is here this is considered a recognition and not an award.

Motion: Deborah Waterman, Durham County

2<sup>nd</sup>: Karin Cousineau, Orange County

**Motion Carried: Proposed Budget approved.**

### **Honorary Members-**

Susanne Winebarger presented the committee's recommendation for honorary members. **Item 14**

2<sup>nd</sup>: Ivy Olsen, Henderson County

**Motion Carried: All Honorary Members presented were accepted.**

## **Other Business**

**2013-14 Slate of Officers** - BJ Okelshen presented the membership with the 2013-14 NCCEAPA Officers. The theme for the Installation was Gillegan's Island. The slate is as follows:

<b>President</b>	<b>Jane McDaniel, West</b>
<b>1<sup>st</sup> Vice President</b>	<b>Sandy Kanupp, North Central</b>
<b>2<sup>nd</sup> Vice President</b>	<b>Susan Johnson, South Central</b>
<b>Secretary</b>	<b>Pamela Jordan Carrington, North Central</b>
<b>Treasurer</b>	<b>Ivy Olson, West</b>
<b>Advisory</b>	<b>Tracy Brown, Campus</b>

Nominating Committee made the motion to accept the 2013-14 Officers.  
2<sup>nd</sup> – Kay Morton, South Central

**Motion Passed: 2013-14 Slate of Officers accepted.**

**2014 Invitation -** The Northeast District presented a video invitation. The 2014 dates are September 18-19, 2014.

**Passing of the Presidents Gavel** - Tracy presented the NCCEAPA gavel to Jane McDaniel the 2013-14 NCCEAPA President.

**President Recognition-** Jane McDaniel presented Tracy Brown with a present for her time and hard work she devoted to NCCEAPA in 2012-13.

Districts Raffles were conducted and a Thank You was extension to the South Central District for hosting the meeting.

**Adjourn:** **Motion- Deborah Waterman, Durham**  
**2<sup>nd</sup> – Dawn Stone, Randolph**  
**Motion Carried**

Respectfully submitted,

Julie Campbell  
2013 State Secretary



North Carolina Cooperative Extension  
Administrative Professionals Association

**Business Meeting**

Friday, September 27, 2013

9:00 am

Embassy Suites, Concord, NC  
5400 John W. Hammon Dr., Concord, NC 28027

Tracy E. Brown, Presiding  
Geri Bushel, Parliamentarian

## AGENDA

Agenda Item	Discussion / Outcomes and Next Steps
Tracy E. Brown President	<ul style="list-style-type: none"> <li>Call Meeting to order</li> </ul>
Reflections - Kay Morton Co-Chair, State Planning Committee	
Dr. Joe Zublena Associate Dean & Director, NCCES	<ul style="list-style-type: none"> <li>Bring Greeting</li> <li>Administrative update</li> </ul>
Dr. Fletcher Barber Associate Administrator, NCCEP	<ul style="list-style-type: none"> <li>Bring Greeting</li> <li>Administrative update</li> </ul>
Break (5 mins)	

## BUSINESS MEETING AGENDA

Opening Business Tracy E. Brown, President	<ul style="list-style-type: none"> <li>Call to Order</li> <li>Approval of Agenda</li> </ul>
Roll Call Julie Campbell, Secretary	Campus _____ South Central _____ Northeast _____ West _____ North Central _____ Southeast _____
Parliamentary Review Geri Bushel, Parliamentarian	<ul style="list-style-type: none"> <li>Verify quorum</li> </ul>
Thought for the Day Jane McDaniel, 1 <sup>st</sup> Vice President	<ul style="list-style-type: none"> <li></li> </ul>
Approval of Minutes Julie Campbell, Secretary	<ul style="list-style-type: none"> <li>Approve minutes of last meeting [September 23, 2012]</li> </ul>

## DISTRICT REPORTS - 2 Minutes Max

Campus Susan Graham, President	<ul style="list-style-type: none"> <li></li> </ul>
Northeast Edna Williams, President	<ul style="list-style-type: none"> <li></li> </ul>
Southeast Gina Britton, President	<ul style="list-style-type: none"> <li></li> </ul>
South Central Christine Barrier, President	<ul style="list-style-type: none"> <li></li> </ul>



**DISTRICT REPORTS Cont. - 2 Minutes Max**

Agenda Item	Discussion / Outcomes and Next Steps
<b>North Central</b> <i>Sandy Ruble, President</i>	•
<b>West</b> <i>Tami Hagie, President</i>	•

**STANDING COMMITTEE CHAIR REPORTS - 2 Minutes Max**

<b>Membership</b> <i>Susanne Winebarger, WT</i>	•
<b>Nominating</b> <i>B.J. Okleshen, NE</i>	•
<b>Professional Improvement</b> <i>Anita Wright, CP</i>	•
<b>Public Relations</b> <i>Cindy Gustashaw, SC</i>	•
<b>Reflections</b> <i>Becky Castello, NE</i>	•
<b>Financial Report</b> <i>Martha Smith, NC</i>	•
<b>Rules &amp; Bylaws</b> <i>Deborah Waterman, NC</i>	•

**UPDATES / REOGNITIONS OF AWARD WINNERS**

<b>Executive Board Award</b> <i>Jane McDaniel, 1<sup>st</sup> VP President</i>	•
<b>Herter-O'Neal Scholarship</b> <i>Sandy Kanupp, 2<sup>nd</sup> VP</i>	•
<b>Honorary Mem. Nominations</b> <i>Suzanne Winebarger, Chair</i>	•
<b>Sue Mills Lighthouse Award</b> <i>Tracy E. Brown, President</i>	•
<b>APA Search for Excellence Award</b> <i>Tracy E. Brown, President</i>	•
<b>Federation</b> <i>Cheryl Mitchell, Federation Rep.</i>	•
<b>2013 TERSSA Meeting</b> <i>Debby King, President-TERSSA</i>	•

**OLD BUSINESS**

<b>Archiving Financial Records</b> <i>Martha Smith, Treasurer</i>	•
<b>TERSSA Due</b> <i>Tracy E. Brown, President</i>	•

**NEW BUSINESS**

Agenda Item	Discussion / Outcomes and Next Steps
<b>Sue Mills Awards Applications</b> <i>Tracy E. Brown, President</i>	•
<b>2013-2014 Proposed Budget</b> <i>Martha Smith, Treasurer</i>	•
<b>Proposed Rules &amp; Bylaws Chg</b> <i>Deborah Waterman, NC</i>	•
<b>Honorary Mem. Nominations</b> <i>Suzanne Winebarger, Chair</i>	•
<b>2013-2014 Slate of Officers</b> <i>B.J. Okleshen, NE</i>	•

**OTHER BUSINESS**

<b>Installations of 2013-2014 Slate of Officers</b> <i>B.J. Okleshen, NE</i>	•
<b>Passing of Presidential Gavel</b> <i>Tracy E. Brown, President</i>	•
<b>2014 District Invitation</b> <i>Becky Castello</i>	
<b>District Raffle Drawing</b> <i>District's Designee</i>	Campus _____ South Central _____ Northeast _____ West _____ North Central _____ Southeast _____
<b>Door Prizes</b> <i>District's Designee</i>	
<b>Closing</b> <i>Tracy E. Brown, President</i>	Adjourn

**Notes:**



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# NCCEAPA Campus Chapter

## 2012-2013 FINAL WRITTEN REPORT

September 26, 2013

The Campus Chapter has 14 paid members and three associate retired members in our chapter. We welcomed four new members this year: Beth Dabney, County Operations Executive Assistant; Stella Dockery, Southeast District Administrative Associate; Evelyn Stahling, Northeast District Administrative Associate; and Brenda Wright, CALS Business Office Accounting Technician and Proposal Processor; all with North Carolina State University.

The 2012-2013 association year was an exciting and rewarding year for the Campus Chapter. On October 18, 2012, the Campus Chapter held its first business meeting at NC State University. After the meeting, members participated in a self-guided tour of JC Raulston Arboretum and a Cooperative Extension scavenger hunt at the NC State Fair. Six members of the Campus Chapter attended the TERSSA meeting in Montgomery in October. They were Andrea Brooks, Tracy Brown, Margaret Browne, Geri Bushel, Donna Holland and Anita Wright. The 2011-2012 Secretary of the Year Award was presented to Vicky Merritt.

On December 7th, the Campus Chapter met at the Orange County Center to conduct business and enjoy our annual holiday luncheon. President Susan Graham discussed tips for handling stress during the holidays.

Each year the Campus Chapter selects a community service project. For 2012, the committee decided we should do a hands-on project. On November 30th, members met with Rachel Presslein at the Habitat for Humanity Restore in Durham. We learned about their mission and helped the staff organize/update their extensive library. We were then given the challenge to window-dress two front windows of the store to encourage sales. We formed two teams and were allowed to use anything in the store. We had a blast utilizing our creative skills in a friendly competition for items to use and the best-dressed window.

On April 11, 2013, the Campus Chapter met at NC A&T State University. After our business meeting, Lalit Rainey and Stephen Charles with A&T's Agricultural Communications presented professional development on social networking and mobile technology.

On August 29, 2013, the Campus Chapter had its final meeting for the association year at the Orange County Center. Heavy rains earlier in the summer caused us to postpone our annual summer picnic and membership drive but we were able to include them with this meeting. Beth Dabney, Stella Dockery, and Brenda Wright were recognized at the meeting as our newest members. Lisa Valdivia, Community Garden Coordinator with NC A&T State University, gave a presentation on community gardens.



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(2002)

**Campus Chapter**

Final Report 2012-2013

Page 2 of 2

The 2013 Administrative Professional of the Year Award was presented to Anita Wright of NC A&T. The 2013 Professional Development Scholarship was awarded to Suzanne Hugus of NCSU.

Officers for the 2013-2014 association year were installed. They are as follows:

President .....	Alice Pennix
1st Vice President .....	Suzanne Hugus
2nd Vice President .....	Andrea Brooks
Secretary .....	Evelyn Stahling
Treasurer .....	Tracy Brown
Advisor .....	Susan Graham

Respectfully submitted,

Susan Graham, President, Campus Chapter  
September 26, 2017

**NCCEAPA Board of Director's Meeting  
President's Report  
September 25 - 26, 2013**

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(1082)

**For our SPRING MEETING meeting, the Northeast District met at the Dare County Government Complex in Manteo, NC. on April 27, 2012. Dare County secretary Donna Hanusik hosted the meeting. Registration began at 9:30am**

**President Melanie Storey called the meeting to order. Welcome was given by Susan Ruiz-Evans, CED for Dare County.**

**Travis Burke, via Skype presented remarks from Administration. There will be a technology training on May 9<sup>th</sup> & 10<sup>th</sup> at A& T State University.**

**New website roll out was presented by Kyleen Burgess, our IM Agent. New site will launch in June.**

**We currently have 35 active members, 1 associate member and 11 honorary members.**

**Our community service project was donations to the local food bank.**

**Secretary of the year was presented to Becky Castello.**

**Following adjournment, members were given the opportunity to participate in a guided tour of Jeanette's Pier.**



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(182)

**FALL MEETING - The NCCEAPA – NE District met at the East Carolina Ag & Education Center in Rocky Mount, on October 26, 2012. Edgecombe County Secretaries, Vivian Turner and Gloria Morning hosted the meeting. Reg. began at 9:30am.**

**President Melanie Storey called the meeting to order. Melanie announced that this is her last meeting. She will be retiring on December 3<sup>rd</sup>. Melanie will be serving as the Hertford County Register of Deeds.**

**Welcome was given by Bob Filbrun, Horticulture Agent, Edgecombe Co. He gave a brief history of Edgecombe Co. and a demonstration on honey.**

**The Spring minutes were posted to the website. 2012 Camp scholarship went to Halifax.**

**2012 state meeting photos are on Facebook page.**

**Bj Okleshen & Sherry Lynn are attending monthly meetings for staff senate.**

**The professional development was presented by Lesa Walton, 4-H Youth Development, Edgecombe County & her topic was Time Management.**

**Respectfully submitted,**



**Edna Williams**

**NE District President**

**Minutes of the North Carolina Cooperative Extension Administrative Professionals Association - Southeast District - Spring Meeting  
March 22, 2013**

The spring meeting of the Southeast District NCCEAPA was held on March 22, 2013 in Greene County.

**Gina Britton, President of the NCCEAPA-SED, called the meeting to order.**

The **Welcome** was given by Shenile Ford, Greene County Extension Director.

The **Thought for the Day** was given by LaToya Lucy, First Vice President. It was a quote from Mahatma Gandhi on how thoughts go to words, to actions, to habits, to values, to destiny.

Shenile Ford, Greene County CED, introduced the guest speaker, **Rachel Monteverdi, Extension Agent, Family and Consumer Sciences, Franklin County**. She presented a very educational program on **"7 Habits of Highly Effective People."** The goal is to live with purpose, identify values, look at principle-centered leadership, to use time more effectively.

Gina handed out lists for committees to finalize committee members and committee chairs. They are as follows:

**Benevolence Committee:** Sheila Griffis - Chair

Members: Penny Shue, Audrey Potter, Aletha Mebane

**Finance Committee:** Dawn Coleman - Chair

Members: Patty Cain, Danyce Dicks

**Membership Committee:** Pam Brylowe - Chair

Members: Regina Gardner, Wanda Hargrove, Emily Walter, Sherry Hall

**Nominating Committee:** Debra West - Chair

Members: Kim Davis, Diane Lynch, Sharon Sutton

**Professional Improvement:** Nita Walton - Chair

Members: Debby King, Kim Hoskins, Jennifer Rich

**Public Relations Committee:** Angie Faison - Chair

Members: Connie Bailey, Reatha Hoffman

**Reflections Committee:** Jessica Whitley

**Rules & By-Laws Committee:** LaToya Lucy - Chair

Members: Ardith Taylor, Cindy Nance, Patricia Burch



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(2086)

## **BUSINESS SESSION:**

**Roll Call** by Connie Bailey, Secretary:

Bladen	1	Lenoir	2
Brunswick	2 + 1 retiree	New Hanover	2
Carteret	1	Onslow	3
Columbus	0	Pamlico	1 + 1 retiree
Craven	1	Pender	1
Duplin	0	Robeson	1
Greene	2	Sampson	2
Johnston	0	Wayne	4
Jones	2	Wilson	1

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**Minutes:** Copies of the minutes were given to everyone. A motion was made to approve the minutes and the vote was unanimous.

**Treasurer's Report** by Dawn Coleman, Treasurer: Copies of the treasurer's report were given to everyone. A motion was made to approve the report and the vote was unanimous.

Greg Hoover, Southeast District Extension Director, introduced Stella Dockery, our new Southeast District Administrative Assistant. Stella gave a brief description of her background and said she looked forward to working with the Southeast District secretaries.

The **Invocation** was given by LaToya Lucy.

**Lunch:** A delicious lunch was provided for the secretaries by the Greene County Extension secretaries.

After lunch Greg Hoover presented service awards and gave an administrative update. He discussed budget issues, hiring, and salary increases for secretaries.

## **COMMITTEE REPORTS:**

**Benevolence Committee:** no report

**Finance Committee:** Treasurer's Report already approved. Dawn asked for names of recent retirees to make sure everyone had received appropriate retirement gift.

**Membership Committee:** Pam Brylowe announced we currently have 36 members and 13 honorary members in our district.

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(386)

**Nominating Committee:** Sheilia Griffis was nominated and received a unanimous vote to fill the vacant Second Vice President position.

**Professional Improvement Committee:** Nita Walton reported that the Professional Improvement Scholarship had rotated to Sampson County last time and would next go to Robeson County.

**Public Relations Committee:** no report

**Reflections Committee:** Jessica Whitley will be in charge of the photo album. The photo album is available for everyone to see.

**Rules & By-laws Committee:** LaToya Lucy reported the name change for the association and other changes had been taken care of at the state meeting.

#### **OLD BUSINESS:**

Gina reported that the "elusive" box of association records had been located.

The vacant Second Vice President position has been filled by Sheilia Griffis.

The President decides on a Parliamentarian.

Information is being compiled for the 2015 State Meeting; checking on location in New Bern. Asked secretaries to bring theme ideas to August meeting.

It is too late for the Herter O'Neal Scholarship.

The website for the Southeast has been updated.

#### **NEW BUSINESS:**

The next state meeting is September 25-27 in Concord.

The next district meeting is August 2 in Johnston County.

A motion was made and voted unanimously to adjourn.

Respectfully submitted,

Connie Bailey  
Treasurer



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(4006)

**Minutes of the North Carolina Cooperative Extension Administrative Professionals Association – Southeast District – Fall Meeting**  
**August 2, 2013**

The fall meeting of the Southeast District NCCEAPA was held on August 2, 2013 in Johnston County.

**Gina Britton, President of the NCCEAPA-SED, called the meeting to order.**

The **Welcome** was given by Bryant Spivey, Johnston County Extension Director.

The **Thought for the Day** was given by LaToya Lucy, First Vice President. She introduced the group to 13 virtues that Ben Franklin used in his life to improve himself: temperance, silence, order, resolution, frugality, industry, sincerity, justice, moderation, cleanliness, tranquility, chastity and humility and suggested that we practice these same virtues in our lives.

Katie Moore, Johnston County Administrative Assistant, introduced the guest speaker, **Stephanie Kelber, NCSU HR Training & Organization Development**. She presented a customer service workshop that helped us identify our own communication styles and the communication styles of others. Learning the different communication styles help us work better together as well as helping us serve our customers needs more effectively.

Stella Dockery, SED Administrative Assistant, provided the **Administrative Update** that consisted of reviewing changes to the Faculty/Staff Tuition Waiver process. She reported that annual country travel allocations will be announced soon and does not expect any major changes. She reminded the group to join in for the August 6<sup>th</sup> webinar that will address the new budget situation. She told the group that Greg Hoover, SED DED, has approved the planning for a fall retreat for the SED Administrative Assistants. Stella will form a committee to decide date, location and agenda for the retreat.

The **invocation** was provided by Angie Faison, Johnston County Support Specialist.

**Lunch:** A delicious lunch was provided for the association by the Johnston County staff.

**BUSINESS SESSION:**

**Roll Call:**

Bladen	2	Lenior	2
Brunswick	2	New Hanover	0
Carteret	1	Onslow	3
Columbus	2	Pamlico	1
Craven	1	Pender	1
Duplin	2	Robeson	1
Greene	2	Sampson	3
Johnston	3	Wayne	4
Jones	2	Wilson	0

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**Minutes:** Copies of the minutes were emailed to the association prior to the meeting and distributed to everyone at the meeting. Angie Faison noted that she did not agree to serve as chair of the Public Relations Committee as stated in the minutes. Reatha Hoffman agreed that she will serve as chair of that committee. A motion was made to approve the minutes as amended and the vote was unanimous.

**Treasurer's Report** by Dawn Coleman, Treasurer: Copies of the treasurer's report was given to everyone. A motion was made to approve the report and the vote was unanimous.

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(506)

#### **COMMITTEE REPORTS:**

**Benevolence Committee:** Sheila Griffis reminded the group to call or email card requests to her or other committee members.

**Finance Committee:** Treasurer's Report already approved.

**Membership Committee:** Pam Brylowe announced we currently have 39 members and 13 honorary members in our district.

**Nominating Committee:** To be addressed in New Business section.

**Professional Improvement:** Nita Walton headed a discussion with the group regarding the SED Professional Improvement Scholarship rotation. There has been some confusion about the order of rotation and wrong information posted on the website. After group discussion, it was decided that it is Wayne County's turn to receive the scholarship. They will need to submit their application to Nita Walton by December 2013 to receive the scholarship. The association will continue the rotation alphabetically in the district meaning Wilson County is slated to receive the scholarship for 2014. The group decided that if a county chooses not to use the scholarship when it is their turn, they will not be able to "give" to another county, it will, instead, not be used that year and move on to the next county the following year to keep the alphabetical rotation correct. The rotation information listed on the website is incorrect and needs to be updated to show Wayne County for 2013, Wilson County of 2014 and so on.

**Public Relations:** no report

**Reflections Committee:** no report

**Rules & Bylaws:** no report

#### **OLD BUSINESS:**

Gina Britton reminded the group that the next state meeting is September 25-27 in Concord.

#### **NEW BUSINESS:**

Regina Gardner distributed proposals for locations for the 2015 state meeting that will be hosted by SED. The possible locations are New Bern, Carolina Beach and Wilmington. After group discussion, a motion was made to book the DoubleTree by Hilton on the New Bern Riverfront to lock in proposed rate of \$93 per person for the 2015 state meeting and the vote was unanimous. SED last hosted the state meeting in 2008. Dawn Coleman, Treasurer, reviewed expenditures with the group from that meeting to give the group an idea of the cost that would be involved in hosting the state meeting. LaToya will offer a 50/50 raffle at this year's state meeting as a fundraiser for the association.

The nominating committee consisting of Debra West, Diane Lynch, Sharon Sutton and Kim Davis recommended the following slate of officers for the term 2014-2016:

President – LaToya Lucy, Bladen County

1<sup>st</sup> Vice President – Lisa Wimpfheimer, Craven County

2<sup>nd</sup> Vice President – Jessica Whitley, Lenior County

Secretary – Connie Bailey, Wilson County

Treasurer – Dawn Coleman, Brunswick County

Advisor – Gina Britton, Brunswick County

A motion was made to accept the recommended slate of officers and the vote was unanimous.

Debby King provided the installation ceremony for the new officers.

Pam Brylowe invited association members to Jones County for the next district meeting, date and location to be announced.

A motion was made and voted unanimously to adjourn.

Respectfully submitted by Debra West for:

Connie Bailey

Secretary

4  
(696)





## South Central District

Board of Directors Meeting  
September 26 & 27, 2013  
Embassy Suites & Convention Center  
Concord, NC

The South Central District presently has 39 members, of which 2 are honorary, 2 retirees, and <sup>16</sup>~~12~~ are TERSSA members.

RuthAnn Pope, retired from Anson County, has been nominated for Honorary Membership in 2013.

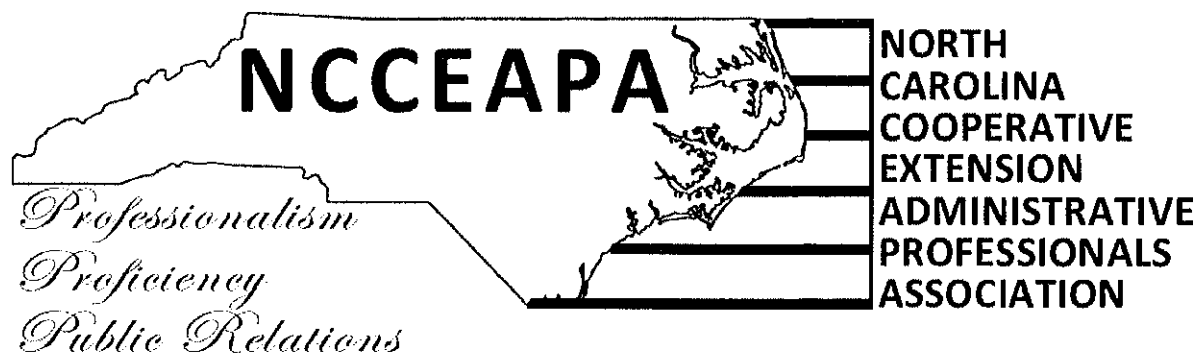
District meetings were held on April 5<sup>th</sup> in Concord at the Embassy Suites and Convention Center and August 9<sup>th</sup> in Taylorsville at the Catawba Valley Community College. Both meetings were dedicated to the planning of the 2013 Annual NCCEAPA & TERSSA Joint Conference September 25<sup>th</sup> -27<sup>th</sup>. The Spring 2014 meeting will be held in Anson County.

2013-2014 Officers installed were:	President	Christine Austin (Union County)
	First Vice President	Pamela Layfield (Anson County)
	Second Vice President	Cynthia Gustashaw (Gaston County)
	Secretary	Julie Campbell (Alexander)
	Treasurer	Lisa Forrest (Stanly County)
	Advisor	Christine Barrier (Cabarrus County)

Respectfully,

A handwritten signature in blue ink that reads 'Christine Barrier'. The signature is written in a cursive style.

Christine C. Barrier  
President 2012-2013



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(1087)

## North Central District

President's Report to the State Board of Directors  
September 2013

### Executive Board

The Executive Board met on April 4, 2013 at 2:00 PM. The meeting was held via Blackboard Collaborate. The agenda consisted of planning committee development exercise and establishing the agenda for the business meeting at the spring meeting to be held in Person County on May 3<sup>rd</sup>. In an effort to encourage attendance a decision was made to develop a survey to determine the level of support for members of the district to attend the State Meeting in September. The results would determine if a program of support would be necessary. The budget was amended to fund a guest speaker for the fall meeting. The next meeting will take place just prior to the district meeting to confirm the agenda for the business portion of the Fall District meeting.

### Board and Committee Development

Currently the President is filling vacancies for Professional Improvement Committee Chair and District Webmaster. The President met with the 1<sup>st</sup> Vice President on August 9, 2013 to offer orientation.

### Membership Meetings

Twenty four active and associate members, from eleven different counties attended the Spring Meeting of the NCCEAPA-North Central District held on May 3, 2013 in Person County at Sunset Ridge Buffalo Farm. Also in attendance were two honorary members and four guests. Marion Jay (MJay) and Debbie Harrelson of the host county did an excellent job planning every last detail. The guest speaker was Ms. LeighAnn Creson, Health Educator, Person County Health Department. The topic was, "Keys to a Professional Outlook". The business meeting agenda included:

- A committee development exercise that will continue through June 15, 2013. The Executive Board members helped facilitate small groups to answer 3 questions that will help the shape the future of committee work in the future
- A special recognition of immediate-past President, Pam Jordan-Carrington, Durham County. Pam was honored for her leadership during a very challenging and historic year due to redistricting and hosting the State Meeting. The point was made that she skillfully and graciously accepted these extraordinary challenges even though she had not served as 1st and 2nd Vice President just prior to being elected and installed in October 2011. She received a token of appreciation in the form of a gift card.
- A short report on the results of a recent survey defining support for members to attend the 2013 State association meeting.

The Fall Meeting is set for Friday, October 18, 2013 and is approved by the County Operations Director. It will be held at Valarie Schindler Wildlife Learning Center, Asheboro, NC (Randolph). Registration began on July 17, 2013.

### Other

- There are 43 active members from 18 counties including 4 new members this year. Rockingham and Alamance counties have declined membership.

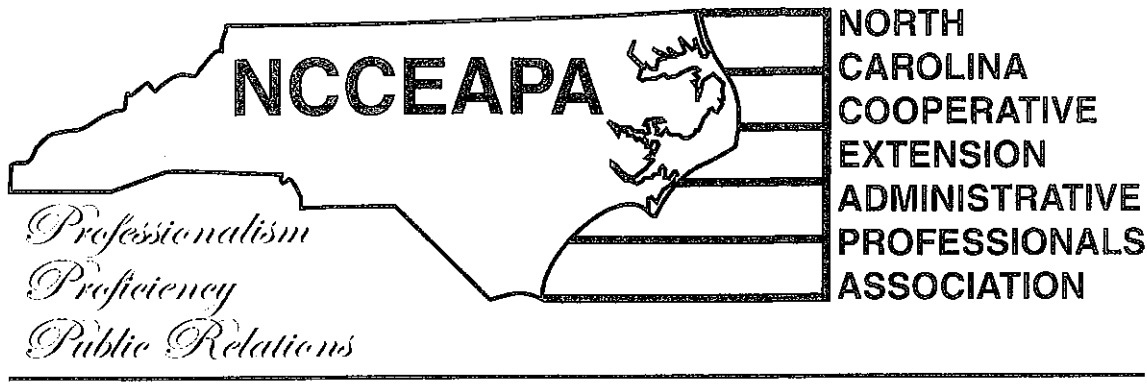
4  
(2482)

- The recipient of the district (\$250) and state (\$750) Herter O'Neal Scholarships is from Surry County.
- Sally Southard, Surry County will receive the North Central District Professional Improvement Scholarship (\$250).

Signed,

Sandy Ruble, Granville County, 2012-2013 President





**West District**  
**September, 2013**  
**State Meeting Report**

The West District currently has 31 members and 18 honorary members. The West District's Spring meeting was hosted by Debbie Hunter in Macon County at the Macon County Environmental Resource Center on May 17th.

Allan Durden, County Extension Director welcomed the association members and gave a brief overview of Macon County and the Environmental Resource Center.

Jane McDaniel conducted the Professional Development Program.

The association members presented a card and monetary donation to a special member as the Community Service Project.

The spring meeting ended with a tour of the Macon County Environmental Resource Center Gardens by the County Extension Director.

On August 23<sup>rd</sup> the Fall meeting was hosted by Kerri Rayburn of at the Jackson County Extension Center. Rob Hawk, County Extension Director welcomed the association members.

Harvey Fouts, past District Director, attended as the special guest. John Dorner presented the Professional Development Program on Google+ and Facebook. The 2013-2014 officers were voted in. The community service project was the Jackson County Community Table and the association members donated can goods and other items.

The secretary of the year award was presented to Susanne Winebarger of Watauga County. To end the fall meeting the members toured the Jackson County Green Energy Park.

The 2014 Spring meeting will be hosted in Henderson County on May 2, 2014. The Community Service Project will be the Henderson County Only Hope Western North Carolina. This is a program for homeless kids.

## NCCEAPA Membership Committee Report

### September 2013

	West District	North Central District	Campus Chapter	South Central District	Northeast District	Southeast District	TOTALS
<b>Paid Active Members</b>	31	42	13	36	35	39	196
<b>Honorary Members</b>	18	7	15	2	16	13	71
<b>Associate Members</b>	0	1	3	2	1	0	7

Respectfully submitted by the 2012-2013 Membership Committee:

Susanne Winebarger, West (Chair)  
 Pana Jones, North Central  
 Suzanne Hugus, Campus  
 Becky Lewis, South Central  
 Risha Foreman, Northeast  
 Pam Brylowe, Southeast

9  
(184)

**Nominating Committee Report**  
**Board of Directors Meeting/Association Business Meeting**  
**September 25-27, 2013**  
**Concord, NC**

Applications were accepted beginning June 1, 2013 for persons interested in serving as an officer for the North Carolina Cooperative Administrative Professionals Association during 2013-2014. Emails were sent to each District President with guidelines and application information. Throughout the nomination process additional emails were sent to the District Presidents and to the Nomination Committee encouraging the submission of nominations.

Jane McDaniel, 1<sup>st</sup> Vice-President, Sandy Kanupp, 2<sup>nd</sup> Vice-President, consented to rotate to serve as President and 1<sup>st</sup> Vice-President, respectfully.

Nominations were accepted for the following open positions:

2<sup>nd</sup> Vice-President – keeping in line with the rotation schedule, the South Central District was tasked with providing a candidate for this position

Secretary

Treasurer

The 2012-2013 Nomination committee would like to offer for consideration the following slate of officers to serve during 2013-2014:

President – Jane McDaniel, McDowell County, West District

1<sup>st</sup> Vice President – Sandy Kanupp, North Central District Office, North Central District

2<sup>nd</sup> Vice-President, Susan Johnson, Cumberland County, South Central District

Secretary - Pamela Jordan Carrington, Durham County, North Central District

Treasurer - Ivy Olsen, Henderson County, West District

Advisor – Tracy Brown, Campus

Thank you to each person that has agreed to serve. We are confident you will do an outstanding job!

Respectfully submitted,

*BJ Okleshen*

Chair, Nominating Committee

B. J. Okleshen, Chair, Gates County – Northeast

Anita Wright - Campus

Tonya Wingate, Caswell County - North Central

Rhonda Gaster, Lee County - South Central

Debra West, Wayne County - Southeast

Maryann Mickewicz, Transylvania County - West



(2004)

**\* NOMINATION FOR STATE OFFICE\***

Nominee's name, county and office to be filled in by nominating person(s) and signed. Form should then be forwarded to nominee for her to fill in remaining portion and sign statement.

I (We) nominate Susan Johnson from

Cumberland County for the office of NCCEAPA 2nd VP

\_\_\_\_\_  
Signature of Nominating Person(s)

\_\_\_\_\_  
County

Nominee to fill in remaining information and sign statement below. Upon completion, a copy is to be made and sent to nominating person(s). The original is to be sent to the State Nominating Committee Chairman by August 1.

Office Address of Nominee:

301 E Mountain Dr, Fayetteville NC 28306

Home Address of Nominee: 7291 Beaver Dam Road, Stedman NC 28391

Years in Extension: 16 1/2 Qualifications: Served as District President, 2nd VP,

1st VP, Secretary, State Parliamentarian, Have served as chair of the state

nominations committee as well as various district committees. Presently serving

on the state meeting planning committee. Serves as the Cumberland County dept

Heart Assoc and United Way campaign rep.

**\* AGREEMENT STATEMENT\***

I agree to have my name placed in nomination for NCCEAPA 2nd VP  
State Officer and I further agree that should I be nominated, I will serve in this capacity to the best of my ability and will conscientiously, willingly and unselfishly serve the Association to the betterment of all members and to achieve our goals and aims.

Susan J Johnson  
Nominee's Signature

9  
(3084)

**\* NOMINATION FOR STATE OFFICE \***

Nominee's name, county and office to be filled in by nominating person(s) and signed. Form should then be forwarded to nominee for her to fill in remaining portion and sign statement.

I (We) nominate IVY OLSON from

Henderson County for the office of NCCEAPA Treasurer

James D. McDowell  
Signature of Nominating Person(s)

MCDOWELL  
County

Nominee to fill in remaining information and sign statement below. Upon completion, a copy is to be made and sent to nominating person(s). The original is to be sent to the State Nominating Committee Chairman by August 1.

Office Address of Nominee:

100 Jackson Park Road, Hendersonville, NC 28792

Home Address of Nominee: 3 Willow Valley Lane, Hendersonville, NC 28739

Years in Extension: 6 Qualifications: I have been the Admin

Asst for 2 years. In my previous position I was

Senior Vice President of a Credit Union in Florida.

Part of my duties included HR and supervision of

the Accounting + IT departments. Currently serving

as West District Treasurer.

**\* AGREEMENT STATEMENT \***

I agree to have my name placed in nomination for NCCEAPA Treasurer  
State Officer and I further agree that should I be nominated, I will serve in this capacity to the best of my ability and will conscientiously, willingly and unselfishly serve the Association to the betterment of all members and to achieve our goals and aims.

Ivy Olson  
Nominee's Signature

4  
(484)

**\* NOMINATION FOR STATE OFFICE \***

Nominee's name, county and office to be filled in by nominating person(s) and signed. Form should then be forwarded to nominee for her to fill in remaining portion and sign statement.

I (We) nominate Pamela Jordan Carrington from  
Durham County for the office of State Secretary

Jane McDaniel  
Signature of Nominating Person(s)

McDaniel  
County

Nominee to fill in remaining information and sign statement below. Upon completion, a copy is to be made and sent to nominating person(s). The original is to be sent to the State Nominating Committee Chairman by August 1 .

Office Address of Nominee:

721 Foster Street Durham, NC 27701

Home Address of Nominee: 2615 E. Weaver Street Durham, NC 27707

Years in Extension: 10 Qualifications: 2011-12 North Central District President,

2010-11 North Central District Secretary, Member of the NCCEAPA for 9 years, 2009-10

NCD Membership Committee, 2008-09 NCD Outreach Committee Chair, 2012-13 NCD

Advisor to the Board , 4-H & FCS Secretary Durham County Center

**\* AGREEMENT STATEMENT \***

I agree to have my name placed in nomination for Secretary  
State Officer and I further agree that should I be nominated, I will serve in this capacity to the best of my ability and will conscientiously, willingly and unselfishly serve the Association to the betterment of all members and to achieve our goals and aims.

Pamela Jordan Carrington  
Nominee's Signature



NCCEAPA Professional Improvement Report  
Board of Directors Meeting  
Concord, NC

September 26, 2013

Members of the NCCEAPA Professional Improvement Committee are:

North Central – Sandy Ruble  
Campus Chapter – Anita Wright, chair  
Northeast – Sarah Roberson  
Southeast – Nita Wilson  
South Central – Dana Braswell  
West – Janice Dodson

Since the beginning of the 2012-13 association year, each district has been actively engaged in professional development sessions for its members. Districts trainings have consisted of conflict management, information management, crime prevention and awareness, website maintenance and management.

Applications were received and forwarded for the Herter O'Neal Scholarship.

Each year our association provides a scholarship for the sole purpose of professional development in an effort to enhance job and related skills of its members. Scholarship funds can be used for continuing education through a college or university, certification, workshops or seminars.

This year we had two extremely deserving candidates for the scholarship. Therefore, two scholarship awards were presented.

The first scholarship recipient is Sally Southard. She is currently enrolled as a full-time student at Surry Community College where she is pursuing her Associate in Art Degree. Upon completing this degree, it is her plan to transfer to a four-year university to further her education and obtain a BS in business administration.

The second scholarship recipient is Mignon Sheppard. She is currently enrolled at North Carolina Agricultural and Technical State University where she is pursuing a Master of Science degree in Agricultural Education and has a 3.83 GPA. It is her desire advance in Cooperative Extension by becoming an Extension Agent.

End of Report

Submitted by Anita Wright, State Professional Improvement Committee Chair

## Reflections Committee Report

Rebecca Castello <rebecca\_castello@ncsu.edu>  
To: Julie Campbell <julie\_campbell@ncsu.edu>

Mon, Nov 4, 2013 at 10:36 AM

Julie,

Did not send report cause I just mentioned that the basically the book was up to date and I would be adding of course the 2013 meeting and if anyone had anything to submit to please send it to me.

Sorry with only that little bit said I did not think I needed to send you a report.

Have a GREAT week.

On Mon, Nov 4, 2013 at 9:53 AM, Julie Campbell <julie\_campbell@ncsu.edu> wrote:

Good morning. I am finalizing the minutes from the September Conference in Concord and I need a few items to complete the minutes. I would like to include you report that you gave in the BOD meeting and Business meeting. Can you please forward me that report? Thanks and hope you have a great day!

Julie Campbell  
COSS Administrative Assistant  
NC Cooperative Extension Service - Alexander County  
376 1st Avenue SW  
Taylorsville, NC 28681  
Phone: 828-632-4451  
Fax: 828-632-7533  
Email: julie\_campbell@ncsu.edu

Becky Castello,  
County Administrative Assistant

# 2012-2013 NCCEAPA REPORT

## Summary

12  
(1062)

### CHECKING ACCOUNT

Ending Balance per Statement dated 9/25/12		\$7,847.33	
<b>Revenue</b>			
dues		\$4,000.00	
Corn Growers (chk should be rec'd by 9/18/13)		\$250.00	
NCCES Foundation		\$1,000.00	
Ag Agents		\$1,000.00	
Other: interest, reimbursements		<u>\$147.32</u>	
	<i>sub-total</i>	\$6,397.32	\$6,397.32
<b>Expenditures</b>			
Executive Board Award (12-13)	0.00		
Admin. Prof. Awards of Excellence Winners	(800.00)		
11-12 winners pd (\$350)			
12-13 winners pd (\$450)			
Professional Improvement (State Mtg)	(1,000.00)		
Professional Improvement Scholarship (11-12 Winner)	(500.00)		
Herter O'Neal (12-13 winner)	(750.00)		
Horn of Plenty	(125.00)		
Travel & Subsistence	(1,829.32)		
Federation Dues	(50.00)		
BOD Refreshments	(85.94)		
Benevolence	0.00		
Miscellaneous	<u>(168.35)</u>		
Design New Logo (\$60)			
Logo contest winner - NC Dist (\$75)			
Bank Fee (\$12)			
Other misc. (\$21.35)			
	<i>sub-total</i>	(5,308.61)	<u>\$ (5,308.61)</u>
		\$8,936.04	<b>\$8,936.04</b>

### MONEY MARKET ACCOUNT

Ending Balance per Statement dated 9/25/12		\$14,881.32	
Deposits: all interest	\$107.63	\$107.63	
Expenditures	0.00	<u>\$0.00</u>	
		\$14,988.95	<b>\$14,988.95</b>

### SHARE ACCOUNT

Ending Balance per Statement dated 9/25/12		\$59.99	
Deposits: all interest	\$0.43	\$0.43	
Expenditures	0.00	<u>\$0.00</u>	
		\$60.42	<b>\$60.42</b>

**Total Assets    \$23,985.41**

12  
(2012)



College of Agriculture and Life Sciences

Wake County Center  
4001 E Carya Drive  
Raleigh, NC 27610-2914  
(919) 250-1100 (Phone)  
(919) 250-1097 (Fax)  
[www.ces.ncsu.edu/wake](http://www.ces.ncsu.edu/wake)

September 25, 2013

TO: NCCEAPA – Executive Board  
FROM: Martha Smith, 2012-2013 Treasurer  
RE: SECU Checking Account # 086-05921116

In late August, a cup of coffee turned over on my desk and thoroughly soaked the NCCEAPA checkbook, check carbon copies and register. Unwritten checks that remained in the checkbook were numbers #828, 829 & 830. The remaining carbon copies of check and check register were not salvageable.

I started writing checks on the next sequence and inadvertently picked up #931 instead of #831 as the next sequence. Two checks were written in this sequence; check #931 (on 8/12/13) and check # 932 (dated 8/15/13).

When I realized the error in sequence, I put the 931-series back and looked for the 831-series. Checks 831-870 were not present in the materials forwarded to me at the beginning of this fiscal year. I started writing check with check #871 and this is the current series being used. I researched bank statement back to October 2004 and no checks had been written out of sequence during that time period.

The NCCEAPA bank accounts have been audited by a Senior Accounting Specialist at Wake County Human Services and no problems or irregularities were identified. This audit letter is filed with the Treasurer's information.

Respectfully submitted

Martha Smith  
Northeast District  
2012-2013 State Treasurer

CC: Tracy Brown, NCCEAPA President



**2013 Herter O'Neal Scholarship Report**

NCCEAPA Executive Board Meeting  
September 25, 2013

This year at least 77 applications were received statewide. Four (4) applications were submitted to state competition.

Judging was done by 3 faculty members and 1 retired SPA employee from the Mountain Horticultural Crops Research and Extension Center.

The competition was very close! The winner was Frank Miller from Surry County, North Central District.

Submitted by:

Sandy Kanupp  
2013 2nd Vice-President  
NCCEAPA

14  
(10612)

## **HONORARY MEMBERSHIP NOMINATION FORM**

I received a recommendation a few months ago that our committee look into revising the current Honorary Membership Nomination Form. The recommendation came from someone that felt that it asked for information that may be hard to find and suggested we ask people to submit a "letter of honor" instead.

The Membership Committee reviewed the form and made several revisions. The form is now a Nomination Cover Page and includes the guidelines and due date and requests a letter of recommendation instead of asking specific questions. The guidelines remain the same.

The Membership Committee would like to present the Nomination Cover Page to the Board of Directors for approval.

Respectfully submitted by the 2012-2013 Membership Committee:

Susanne Winebarger, West (Chair)  
Pana Jones, North Central  
Suzanne Hugus, Campus  
Becky Lewis, South Central  
Risha Foreman, Northeast  
Pam Brylowe, Southeast



14  
(2012)

## HONORARY MEMBERSHIP INTO THE NORTH CAROLINA COOPERATIVE EXTENSION ADMINISTRATIVE PROFESSIONALS ASSOCIATION

### **Who can be an Honorary Member?**

*"Honorary membership may be bestowed upon a member/non-member in recognition of outstanding service to the association".*

### **How should a recommendation be submitted?**

*"Recommendation in writing shall be made to the Chair of the Membership Committee. The Chair of the Membership Committee will present recommendation to the Board of Directors who, after two-thirds vote, shall recommend the candidate to the association at an annual meeting. A majority vote of the members assembled shall be required to confer the honor".*

### **Does an Honorary member have to pay dues?**

*"An Honorary Member shall pay no dues except where he/she is an Active or Associate Member."*

### **When is the honorary membership application due?**

**August 1<sup>st</sup>**

## Nomination Cover Page

Nominee's Name: \_\_\_\_\_ Title: \_\_\_\_\_

County / District: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Yrs in Extension: \_\_\_\_\_ Yrs in NCCEAPA: \_\_\_\_\_ Date (if) Retired from NCCES: \_\_\_\_\_

Please attach a **letter of recommendation** to the Board of Directors using the following guidelines:

☐ Cooperation

☐ Contributions

☐ Approval by district members

☐ Participation

☐ Leadership

Suggestion: Include association data such as office(s) held, committees served on/chaired, number/percentage of meetings attended, other contributions to and in cooperation with the NCCEAPA, etc.

Nominated by: \_\_\_\_\_ Title: \_\_\_\_\_

County / District: \_\_\_\_\_ Email: \_\_\_\_\_

14  
(30812)

***Honorary Membership  
In  
The North Carolina Cooperative Extension  
Administrative Professionals Association***

Nominee's Name:

County:

Address:

Years in Extension:

Years in NCCEAPA:

Retired from NCCES:

Association Data – District:

State:

Offices Held:

Committees Served On (indicated chairman with \*):

Number of Meetings Attended:

List any other contributions to and cooperation with the NCCEAPA:

Nominated by:

District:

County:

Remarks:

14  
(4812)

July 11, 2013

TO: Pana Jones, NCCEAPA-North Central District Membership Committee Chair

FROM: Sandy Ruble, NCCEAPA-North Central District President

On behalf of the Executive Board, we unanimously recommend Carolyn Bagley, Vance County for Honorary Membership in our District and State Associations. She is a devoted, meritorious member. Now that she is retired, we are determined to keep her and the wealth of energy and mindfulness with us forever. Although awards are not considered criteria for honorary membership, it is worthy of mentioning that Carolyn received the NCCESA North Central District Secretary of the Year Award in 1995 and in 2001. In addition, in 2006 she received the NCCESA Award of Excellence in Special Leadership.

Cooperation: Carolyn has defined cooperation in her profession. It is very evident that she is consistently and graciously accepts change, whether it is with leadership, policy or personnel. She is always very kind to put aside personal opinion to help nurture a sense of community in the workplace and with her colleagues.

Participation: Carolyn began her employment in 1972, about a year before the Secretaries Association was established. As membership steadily grew in the days when meetings were either held on Saturdays or members were required to take annual leave to attend, she joined the association in 1978-1979. Her participation is extraordinary as she has attended all district meetings and only missed a few State Meetings.

Contributions: Carolyn has participated in most every committee in the district and helped North Central District host state meetings numerous times during her tenure. In 2012, Carolyn helped the State Meeting planning committee make many difficult decisions.

Leadership: Carolyn has demonstrated excellent leadership in her profession and in our association. As County Administrative Secretary, she gained the respect of her peers and co-workers. As an active member the district association she chaired the Finance, Membership, Benevolence, Nominating, Fund Raiser and Hospitality committees. She also served at least one term on the State Finance Committee. Carolyn served as District President, 1993-1994 and at other times served as 1<sup>st</sup> and 2<sup>nd</sup> Vice President and Treasurer.



14  
(50812)

**Honorary Membership  
In  
The North Carolina Cooperative Extension Administrative Professionals' Association**

**TODAYS DATE: May 2, 2013**

- Nominee's Name: RUTH ANN POPE County: ANSON
- Address: 1638 MT. VERNON RD., WADESBORO, NC 28170
- Years in Extension: 12 Years in NCCESA: 12
- Retired from NCCES: JULY 31, 2012
- Association Data – District: SOUTH CENTRAL State: NORTH CAROLINA
- Offices Held: DISTRICT PRESIDENT 2010-11, EVERY COMMITTEES
- Committees Served On (indicated chairman with \*):  
SEE DISTRICT WEBSITE RECORDS
- Number of Meetings Attended: MOST OR ALL
- List any other contributions to and cooperation with the NCCESA: SEE ATTACHED.
- Nominated by: SOUTH CENTRAL DISTRICT ASSOCIATION (originally Pam Layfield but was voted on unanimously by the association to nominate)
- District: SOUTH CENTRAL County: ANSON
- Remarks: SEE ATTACHED.

14  
(60812)

January 14, 2013

NCCEAPA – SC District  
Becky Lewis, Cabarrus County  
Membership Committee Chair

RE: Ruth Ann Pope, Retired Administrative Secretary, Anson County  
Honorary Membership

Dear Membership Committee:

I am excited and honored to recommend Ruth Ann Pope for Honorary Membership to the NC Cooperative Extension Secretaries Association.

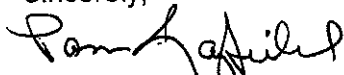
Ruth Ann worked for Extension for 12 years and retired on July 31st, 2012. She is a member of the South Central District NC Cooperative Extension Secretary Association and served as President for 2010-2011 and also served on many committees on the district and state level and has chaired several committees over the years.

She is a quiet person but speaks volumes in the amount of time, creative energy and versatility she brings to this organization. Through extension programs she has taught classes in pottery and flower arranging or she may be in the kitchen helping to cook for any given event. There is never any hesitation to offer or make time for a project. Ruth Ann has a florist back ground so she makes arrangements for events not only for our county office but for district, director, secretary and state meetings as well. She even uses or grows flowers for events and uses them from her own garden and you can catch her out in the county collecting greenery. She has made up to seventy pieces for one event to be given as door prizes and gifts through extension.

Ruth Ann's care and concern of this organization and its image is very commendable. Her work at her job was the same as her creations; she only puts out and gives her very best daily. She is a wonderful support person and has done nothing but help everyone to be a better person and do better at his or her job and encourage the staff.

I know that Ruth Ann still wants to be an active member of this organization and I personally recommend her to the Membership Committee for Honorary Membership.

Sincerely,



Pam Layfield, Secretary  
NCSU  
NCCE  
Anson County Center

14  
(70812)

**Honorary Membership  
In  
The North Carolina Cooperative Extension Secretaries Association**

Nominee's Name: Vicky Isles Merritt

County: NCSU Campus

Address: 902 S. Main Street, Wake Forest, NC 27587

Years in Extension: 12 Years

Years in NCCESA: 11 Years

Retired from NCCES: January 1, 2013

Association Data – District: Campus Chapter

State:

Offices Held: 2010-2011 - President, Campus Chapter  
2009-2010 - 2<sup>nd</sup> and 1<sup>st</sup> Vice President, Campus Chapter  
(became 1<sup>st</sup> Vice President due to vacancy in that office.)  
2006-2007 - Secretary, Campus Chapter

Committees Served On (indicated chairman with \*):

Ex-officio member of all committees as President Campus Chapter  
Professional Improvement\*, Reflections\*, Membership\*, Rules & By-Laws, Hospitality  
Committees

Number of Meetings Attended: over 55.

List any other contributions to and cooperation with the NCCESA:

Vicky also served as active ex officio member of the North Central/Southeast district chapters, attending their meetings and participating in their activities. Vicky is a true example of the above-and-beyond personality who is extremely detailed on the task side and very caring on the social side. She is always willing to jump into tasks full steam and provide hugs and compassion at any necessary moment.

Nominated by: Susan Graham

District: Campus Chapter

County:

Remarks: Vicky Merritt has served the NCCESA/NCCEAPA honorably over the past 11 years. She has served on numerous committees and as President of the Campus Chapter. She was a Sue Mills Lighthouse Award nominee and received the Award of Excellence in Special Leadership at both the district and state levels in 2008. She also received the Campus Chapter Secretary of the Year Award in 2012. Vicky has also been active in the Staff Senate and was a member of the University Standing Committee for Group Insurance and Benefits.

Vicky's enthusiasm and support of the NCCEAPA is strong. She is also a strong supporter of the Sue Mills Lighthouse Award and the North Carolina Cooperative Extension and its mission to empower the citizens of the great state of North Carolina.

14  
(80012)

**Honorary Membership  
In  
The North Carolina Cooperative Extension Secretaries Association**

Nominee's Name: Vicki Pettit County: ~~Extension-Administration~~ Campus

Address: 2321 Carbonton Road, Sanford, NC 27330

Years in Extension: 19 Years

Years in NCCESA: 19 Years

Retired from NCCES: August 1, 2013

Association Data – District: Campus Chapter State:

Offices Held: South Central District 2<sup>nd</sup> Vice President – 1997, 1998, 1999

Committees Served On (indicated chairman with \*):

State Professional Improvement\*

South Central District Professional Improvement \*

Campus Chapter Professional Improvement \*

State Meeting Decoration Committee\* (1998)

State Meeting Program Committee\* (2001)

Campus Chapter Rules & Bylaws\*

Campus Chapter Reflections Committee\*

State Meeting Planning Committee Co-Chair\* (2006 and 2008)

Number of Meetings Attended: over 55.

List any other contributions to and cooperation with the NCCESA:

Vicki nominated the Campus Chapter for the first ever 2006 Resource Development Award for Staff Organizations from the NC Agricultural Foundation. The Campus Chapter received a \$500 check and plaque as a result of Vicki's nomination.

Vicki worked with NCCES Foundation to increase support for NCCESA. In 2006, the NCCESA received a grant of \$1,000 as a result of Vicki's work.

Vicki is a member of TERSSA.

Nominated by: Susan Graham District: Campus Chapter County:

Remarks: Vicki Pettit has served the NCCESA/NCCCEAPA honorably over the past 19 years. Vicki is the recipient of the following awards: Pride of the Wolfpack award four times; finalist for the Sue Mills Lighthouse Award; Leadership and Service Award from the NCFCEA in 2008; Award of Excellence in Special Leadership Skills in 1996, 1997 and 2006; Award of Excellence in Computer Utilization in 1997 and 2000; NCCESF Leadership & Service Award in 2008; the NCCES Executive Board Award in 2005; the NCSU Award of Excellence for Off-Campus Secretarial in 1997 and On-Campus Supervisory/Administrative in 2004; State Award for Meritorious Support Service from ESP in 1997; and the NCCESF Distinguished Service for Excellence Award for Secretaries 1998.

14  
(90812)

Vicki has held the rating of Certified Professional Secretary since 1998.



14  
(10/12)

**Honorary Membership  
In  
The North Carolina Cooperative Extension  
Administrative Professionals Association**

**Nominee's Name:** Devona H. Wooten (Beard)

**County:** Campus

**Address:** 280 Bud Johnson Rd., Newton Grove, NC 28366

**Years in Extension:** 30

**Years in NCCESA:** 30

**Retired from NCCES:** March 1, 2013

**Association Data:** District: X

State: X

**Offices Held:**

- North Carolina Cooperative Extension Secretaries Association - Advisor (1996), President (1995), 1st Vice-President (1994), 2nd Vice-President (1993), Treasurer (1992)
- North Carolina Cooperative Extension Secretaries Association - South Central District 1st Vice-President (1989-1990), 2nd Vice-President (1990-1992), Treasurer, 2002-2003, 1st Vice-President (2003-2004), 2nd Vice-President (2004-2005) and President (2005-2006)

**Committees Served On (indicated chairman with\*):**

Served on all committees on state and district level.

**State:**

- \* Rules & Bylaws
- \* Finance
- Membership
- Public Relations
- Nominating Committee
- Professional Development

**District:**

- \* State Meeting Planning Committee for South Central District
- \* Finance
- \* Rules & Bylaws
- Membership
- Public Relations
- Nominating Committee
- Professional Development

**Number of State Meetings Attended:** 29

**List any other contributions to and cooperation with the NCCESA:**

- Chaired Meeting and Planning Committee for the Charter Meeting of the Southern Regional Extension and Research Support Staff Association Meeting in Nashville, TN
- Served on North Carolina Federation of Extension Associations - 1993-1995.
- Represented NCCESA on Staff Senate – 1996-1998 (this was first year secretaries were included)
- First county secretary to participate in Pathways Leadership Program
- Planning Committee for North Carolina Cooperative Extension Secretaries Training – 1995
- Facilitator, 1996 North Carolina Cooperative Extension Secretaries Training
- North Carolina State Grange Search for Excellence - 2005
- North Carolina Cooperative Extension Secretaries Association Professional Development Award - 2005

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(110012)

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D. Wooten (Beard)

- North Carolina Cooperative Extension Secretaries Association, South Central District Secretary of the Year - 2005
- Award of Excellence in Leadership - 2005 (District)
- North Carolina Cooperative Extension Secretaries Association Executive Board Award – 2004
- Pride of the Wolfpack Award - 2003
- North Carolina State University Award for Excellence - 1996
- North Carolina State University Agriculture and Life Sciences Award for Excellence - 1995
- Award of Excellence in Leadership - 1993 (District)
- Award of Excellence in Computers - 1992 (District)
- Facilitator, 1996 North Carolina Cooperative Extension Secretaries Training
- Horn of Plenty Planning Committee, for North Carolina County Commissioners Annual Meeting in Pinehurst, North Carolina - 1995

**Nominated by:** Susan Ayscue (Brame) & Tracy E. Brown

**District:** Campus

**County:**

**Remarks:**

Devona has been an outstanding association member for 30 years (25 years in the District (SC) and 5 years on Campus). Her leadership and willingness to assist whenever needed has been a tremendous asset to our organization. She has served on numerous committees over the years and in many offices including 1995 State President. She was instrumental in the organization of The Southern Regional Extension and Research Support Staff Association (aka TERSSA) and served as Chair of the Meeting and Planning Committee for the Charter Meeting in Nashville, TN in 2008. For her many years of exceptional service, Devona is most deserving of honorary membership status.

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**Honorary Membership  
in  
The North Carolina Cooperative Extension Administrative Professionals Association**

**Nominee's Name:** Rebecca T. Ritch

**County:** Caldwell

**Address:** 2385 Walt Arney Road, Lenoir, NC 28645

**Years in Extension:** 25

**Years in NCCESA:** 25

**Retired from NCCES:** April 1, 2013

**Association Data**

**Offices Held:** District Treasurer (*based on Offer Eligibility List on our website*)

**Committees Served On (indicate chairman by\*):**

Becky chaired and served on numerous standing committees over the past 25 years. This is difficult to track with the many district changes. At the very least, she served on a district standing committee each year, as well as serving on committees for planning annual meetings.

**Number of meetings attended:** Figuring at only 75% of the meeting opportunities available, I would estimate Becky has attended over 55 state and/or district meetings.

**List any other contributions to and cooperative with the NCCESA:**

Becky has been dedicated to the NCCESA for her entire Extension career. She has always participated at any level, and I've never known her to turn down a job! She has encouraged others to participate in the Association. She is not one to seek the limelight, but she worked diligently on any task she agreed to take on in a calm, highly professional manner. She is highly regarded by her peers and former coworkers. She was and continues to be a great ambassador for Extension and the North Carolina North Carolina Cooperative Extension Administrative Professionals Association...

I believe that Ginger is most deserving of the Honorary Membership designation from the North Carolina Cooperative Extension Secretaries Association.

**Nominated by:** Sandra Kanupp

**District:** North Central

**County:** n/a

Cheryl Mitchell – Federation President-Elect  
Federation Update

The 2012 Federation Forum met on December 14, 2012, at the McSwain Extension Education and Agriculture Center in Sanford.

Election and installation of 2013 Federation Officers:

President- Mitzi Downing- NCACES

President Elect- Cheryl Mitchell- NCCEAPA

Secretary- Meg Wyatt- MCAE4-HA

Treasurer- Mary Hollingswood- NCACAA

Webmaster- Teresa Byrd- NCAEPAAT

Parliamentarian- Debra Stroud- ESP

Past President- Eleanor Summers- NCEAFCS

Spring board meeting was held May 28 via Blackboard. Dr. Zublena requested Federation to review and select the final awardees of the Grange Awards. After all nominations have been received, Tracy Brown will forward to Federation Board for judging.

Call for nominations for the Leadership and Service Award will be going out shortly and will be due October 30.

The 2013 Federation Forum will be Friday, December 13, at the Union County Agricultural Services and Conference Center. The President and 1<sup>st</sup> VP of each member association and 10 additional members from each association are invited to attend. We will be soliciting suggestions and concerns from members to be addressed at the Forum. We would like suggestions on how you would like to see the Federation improved.

NCCEAPA – NCD Fall Meeting, October 18<sup>th</sup>, 2013

Staff Senate Report:

The last few Staff Senate meetings have centered on the Budget and NCSU Restructuring. The Human Resources office continues to inform Staff Senate with Insurance changes and updates and has also been instrumental in presenting several health related workshops on campus and online.

Staff Senate meets once a month on campus. It is an excellent opportunity for County personnel to familiarize themselves with the Campus and to get to know the different departments and staff members. Travel expense reimbursement and permissions for attendance can be obtained by requests through your director and district director.

Guest speakers from the University will bring interesting presentations and understanding of the University process to the Staff Senate meeting.

Most of the information that is shared during Staff Senate is forwarded to you via e-mail by me. Please let me know if you do not receive any e-mails from me.

If you have any concerns relating to Staff issues, please contact me and I will be glad to forward your requests and concerns to the Staff Senate.

Respectfully submitted

A handwritten signature in cursive script that reads "Karin Cousineau".

Karin Cousineau

Staff Senator



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**NORTH CAROLINA COOPERATIVE EXTENSION ADMINISTRATIVE PROFESSIONALS ASSOCIATION**

**\_\_\_\_ NCCEAPA State Dues Form**

Please return this form with payment of dues to the State Treasurer no later than November 1. Also, please use this form when adding new members after November 1 of each year.

DISTRICT: \_\_\_\_\_ TREASURER: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

1. NUMBER OF PAID ACTIVE MEMBERS: \_\_\_\_\_ X \$20.00 each .....\$ \_\_\_\_\_

2. NUMBER OF PAID ACTIVE HONORARY MEMBERS: \_\_\_\_\_ X \$ 20.00 each .....\$ \_\_\_\_\_

3. NUMBER OF PAID ASSOCIATES: \_\_\_\_\_ X \$20.00 each .....\$ \_\_\_\_\_

4. NUMBER OF HONORARY MEMBERS: \_\_\_\_\_ X \$ 0.00 each .....\$ - 0 -

5. NCCEAPA State Dues Amount Enclosed (1-4) .....\$ \_\_\_\_\_

6. NUMBER OF PAID ACTIVE TERRESSA MEMBERS: \_\_\_\_\_ X \$10.00 each .....\$ \_\_\_\_\_

7. TERESSA National Dues Amount Enclosed (6) .....\$ \_\_\_\_\_

8. Total amount of enclosed check (5 + 7) .....\$ \_\_\_\_\_

Does your Districts / Campus have 100% membership? ☐ Yes ☐ No

If no, how many members remains unpaid / declined joining? \_\_\_\_\_

Please list your county and the names of paid members. Beside each name indicate their status if other than active. (ex: honorary, active honorary, associate, new). List below the NCCEAPA Active Paid Members (\* = TERSSA Paid Member):

County's Name: \_\_\_\_\_

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County's Name: \_\_\_\_\_

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NCCEAPA Annual Meeting

September 24 – 27, 2013

Concord, NC

#### FINANCIAL SECRETARIES REPORT

Archiving Financial Records – At the February 2013 Executive Board Meeting it was proposed to discontinue transporting 5-years of printed bank statements to each newly-elected Treasurer and access the bank statements and check writing online, as suggested by a Loan Officer. This idea was presented for discussion to the Executive Board and was not favorably received since it would require the association to have a debit card to this account. Therefore, this proposal was not pursued.

Other ideas presented were off-line storage of back-up information: several programs were researched and all would range between \$100 - \$250 per year for service charge. This would insure a defined level of security.

Currently, all financial records are archived exclusively to a jump-drive which is transferred with the new Treasurer.

Since NCCEAPA has a newly updated website, these recommendations are presented:

1. Per suggestion of the bank representative, if we are still receiving printed bank statements, they should use the address of the Extension Office of the current Treasurer instead of the person's home address.
2. Utilize the University website for online retention of minutes and memos.
3. Archive and Retention of Financial Information:
  - a. Utilize the Google-Drive in Google mail. This information can be entered on any NCSU email system and shared with specific officers / members.
  - b. Depending on the security of the university website, archived financial reports can be stored there also.

Respectfully submitted

Martha Smith  
Northeast District  
2012-2013 NCCEAPA Treasurer

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**NC Cooperative Extension Administrative Professionals Association**

**Fiscal Year 2013 - 2014**

**PROPOSED BUDGET**

<b>REVENUE</b>	<b>Debit</b>	<b>Credit</b>
<b>Membership Dues</b>		
No. Members	200	
Amount of Dues	<b>\$20</b>	<b>\$4,000</b>
<b>Banking Data</b>		
Interest (checking)	12	
	<b>\$2</b>	<b>\$18</b>
Interest (Shared)	12	
	<b>\$0.03</b>	<b>\$0.36</b>
Interest (Money Market)	12	
	<b>\$9</b>	<b>\$108</b>
<b>Other Contributions</b>		
County Operations - BOD Mtg Refreshments		<b>\$100</b>
Corn Growers		<b>\$250</b>
NCCES Foundation		<b>\$1,000</b>
Ag Agents		<b>\$1,000</b>
Transfer from Money Market to Balance to cover Exe. Bd Travel		<b>\$2,084</b>
<b>TOTAL REVENUE</b>		<b>\$8,560</b>
<b>EXPENDITURES</b>		
<b>Dues / Contributions</b>		
Horn of Plenty	\$125	
Federation Dues	\$50	<b>\$175</b>
<b>Bank Charges</b>		
Checking Charges	\$12	<b>\$12</b>
<b>Awards</b>		
Executive Board Award (Plaque & Monetary Award)	\$250	
Secretary Awards of Excellence	\$500	
Host District Professional Improvement	\$1,000	
Professional Improvement Scholarship	\$500	
Herter O'Neal Scholarship	\$750	
Outgoing President's Plaque	\$100	<b>\$3,100</b>
<b>Travel</b>		
President's & Executive Board Travel (NE Hosting)	\$5,000	<b>\$5,000</b>
<b>Other</b>		
Benevolence	\$125	
Miscellaneous	\$100	
Printing; purchase new check, etc.	\$48	
<b>TOTAL EXPENDITURES</b>		<b>\$8,560</b>