

NCCEAPA Board of Directors Meeting
Thursday, September 26, 2013
9:00 AM
Embassy Suites
Concord, NC

Call to Order: Tracy Brown, NCCEAPA President, called the meeting to order at 9:10a.m.

Approval of Agenda: Agenda was approved with the following changes: Remove, Sue Mills Awards Process/Applications.

Motion: Janice Dotson, West District

2nd: Sherry Lynn, Northeast District

Item 1

Decision: Motion Carried

Roll Call:

Present: Chris Austin, Christine Barrier, Cathy Brackens, Regina Britton, Andrea Brooks, Tracy Brown, Geri Bushel, Julie Campbell, Rebecca Castello, Susan Graham, Tami Hagie, Karin Hupfeld Cousineau, Sandra Kanupp, Pam Layfield, LaToya Lucy, Sherry Lynn, Jane McDaniel, Cheryl Mitchell, BJ Okelshen, Shawn Senter, Martha Smith, Teresa Story, Edna Williams, Susanne Winebarger, Anita Wright, Ivy Olsen, Norma Bushon, Janice Dotson, Cyndy Gustashaw, Deborah Waterman.

Parliamentary:

Geri Bushel reported there is quorum.

Thought for the Day:

“The Power of Words” video presented by Jane McDaniel, 1st Vice President.

Approval of Minutes:

Motion: Shawn Senter, North Central

2nd: Andrea Brooks, Campus

Decision: Minutes from the March 1, 2013 Board of Director’s Meeting was accepted.

District Reports:

Campus	Item 2
Northeast	Item 3
Southeast	Item 4
South Central	Item 5
North Central	Item 6
West	Item 7

Standing Committee Reports:

Membership	Susan Winebarger	Item 8
Nominating	BJ Okelshen	Item 9
Professional Development	Anita Wright	Item 10
Public Relations	Cyndy Gustashaw	No Report
Reflections	Becky Castello	Item 11
Finance	Martha Smith	Item 12
Rules and Bylaws	Deborah Waterman	Item 13

Updates & Recognitions:

1. Executive Board Award: Jane McDaniel, 1st Vice President, reported 8 applications were accepted with 1 application removed and the winner would be given at the NCCEAPA Banquet.
2. Herter-O'Neal Scholarship: Sandy Kanupp, 2nd Vice President. **Item 14**
3. Sue Mills Lighthouse Award: Tracy Brown reported there were 7 applications with 1 removed due to the way the award process the one removed served on the committee. Winner will be announced at the NCCEAPA Banquet.
4. APA Search of Excellence Award: Tracy Brown reported there were 8 applications submitted. The Award winner would be announced at the banquet. Numbers are down and the name of the award looks similar to other award names so it is being looked into to change the name of this award to minimize the confusion.
5. Federation: Cheryl Mitchell, Federation Representative **Item 15**
6. 2013 TERSSA Meeting: Debby King, President-TERSSA gave a report on the meeting North Carolina hosted in Concord, NC September 25-26, 2013.

Old Business:

1. Archiving Financial Records – Martha Smith, Treasurer, gave a report on archiving the financial records for the association. **Item 16** The treasurer will now receive the bank statements in the mail at the Extension Center and they will scan the documents once the checkbook has been balanced, then the document will be shredded. The scanned version will be placed in Google Docs so that it can be shared with the President and the Treasurers at the end of the term. The other financial records ex. Budgets, treasurer's reports, etc. will be shared in Google Docs also. Chris Austin asked why the association could not take advantage of online statements and banking. Tracy responded that in order to have online banking a debit card has to be assigned and the association has to have two signatures on each transaction and with the debit card that policy could not be implemented. Ivy Olsen said she would look into that once she was voted in for the 2014 Treasurer since she has previous experience in banking.
2. TERSSA Dues – Tracy presented the Board of Directors a copy of the TERSSA Dues Form. **Item 17** The change to the form is the result of the decision to include the TERSSA Dues on the NCCEAPA Dues Form. The following changes were made by the Executive Board: #6

correct the misspelling of TERESSA to TERSSA, remove (Does your Districts/Campus have 100% membership?; if no, how many members remains unpaid/declined joining?), remove the extra comma in (ex: honorary, active honorary, associate, new). Each member will fill out the TERSSA application form to go with the dues form in order to be a TERSSA member. It was stated that the deadline for the NCCEAPA Dues was hard to meet. The dues go to the district treasurer then go to the state treasurer. After discussion the Board of Directors expressed they would like to see the deadline for the dues changed to December 31. Jane asked does a vote need to be taken in order to change the deadline for dues and Tracy no this is not a by-law change. Tracy will make the needed changes to the form and get that to Ivy Olsen. Treasurers need to make sure dues are submitted so members have voting rights at all meetings.

New Business

1. 2013-14 Proposed Budget – Martha Smith presented the proposed budget **Item 18** with the following changes: Remove – County Operations –BOD Mtg. Refreshments \$100 under Other Contributions, Change- Awards to Awards/Recognition, and Remove-Miscellaneous \$100. The reason to remove the \$100 from both Revenue and Expenditures is Administration has previously give \$100 for the BOD Meeting Refreshments and they are now just reimbursing the exact amount of receipts up to \$100. The reason for changing Awards to Awards/Recognition is the President's Plaque is purchased from that line item and that is not an award it is a recognition.
2. Proposed Rules & By-Laws Change – Deborah Waterman, Chair of the By-Laws Committee, presented **Item 13** as a motion to present to the membership at the NCCEAPA Business Meeting. 2nd – Ivy Olsen. Tracy asked for discussion.

For Bullet 1: Jane McDaniel added that Article 15 Section 2 states: *The Parliamentarian shall assist in conducting business meetings of the association following Robert's Rules of Order, Revised and shall be appointed by the President.* The change to the President's responsibilities does not need to be changed because it is already there in the by-laws.

Tracy asked if there was discussion for Bullet 2. After much discussion on the wording, Jane McDaniel said she had researched prior to the meeting and since webmaster is not mentioned anywhere in the NCCEAPA By-Laws this sections does not need to be added. She questions that when the position of webmaster was created was it created to be under special committees under Article 5 Section 2. After reading the description of a Special Committee: *(Special Committees: Any committee set up by the President or the General Membership, not made up of the district chair, to act at the discretion of the state president/and or the general membership.)* Jane stated that a Special Committee goes out of existence once the task is completed and webmaster responsibilities are never completed it continues. She asked should a job description be created for Webmaster and a standing committee be formed just as the other association committees. (ex: membership, public relation, by-laws, etc.) Have a district webmaster and all the district members serve as the state committee with a chair. Jane did say this would have to be a change to the by-laws to create this committee. Sandy added

that she thought this would be an excellent idea. Janice Dotson made a recommendation that the webmaster fall under the Public Relation Committee. Again Tracy stated that all of this discussion would have to be changed in the by-laws and would require a membership to vote. Tracy asked the Board of Directors to vote to move the by-laws change that the committee has posted to the Business Meeting for the membership to vote or NOT to move it forward. **VOTE: Move it forward to the NCCEAPA Business Meeting (2), Pull it back and NOT move it forward to the NCCEAPA Business Meeting (22). Result: Will not be moved to the NCCEAPA Business Meeting.**

3. Honorary Membership Nominations: Susanne Winebarger, Chair, presented 6 nominations for Honorary Membership. They are the following: Ruth Ann Pope, Anson County; Vicki Merrit, Campus; Vicki Pettit, Campus; Devona Wooten (Beard), Campus; Rebecca Ritch, Caldwell; Carolyn Bagley, Vance. Tracy asked for the motion to move these nominations to the Business Meeting for voting by the membership. Motion was made by Deborah Waterman, North Central. 2nd Karen Cousineau, North Central. Decision: All in favor to move nominations to the business meeting.

Susanne also gave a report **Item 19** on changing the form for Honorary Membership. The new form and format will be posted on the website.

4. Proposed 2013-14 Officers: Tracy asked for a vote to move the slate of officers that was presented in the Nominating Committee Report **Item 9** to the business meeting for membership vote. Motion: Nominating Committee, 2nd: Christine Barrier, South Central. Decision: All in favor to move given slate to vote by membership.
5. Announcement: NCCEAPA Board of Directors Meeting- February 21, 2014 at Iredell County Extension Center.
6. Adjourn: 10:45 a.m.

Motion: BJ Okelshen, Northeast
2nd: Rebecca Castella, Northeast
Decision: All In Favor

Respectfully submitted,

Julie Campbell
2012-13 NCCEAPA Secretary