

**NCCEAPA Executive Board Meeting  
Wednesday, September 25, 2013  
Embassy Suites  
Concord, NC**

**Welcome and Call to Order:** Tracy Brown, NCCEAPA State President, called the meeting to order and welcomed the Board Members at 9:13 AM.

**Approval of Agenda:** Tracy asked for an approval of the agenda with the removal of the last item on the agenda, Handbook-Rules and Bylaws under New Business. This item will be brought to the Board of Directors is has already been posted to the website for the membership to look at.

**Item #1**                      Motion:        Jane McDaniel, 1<sup>st</sup> Vice President, McDowell County  
                                    Second:        Martha Smith, Treasurer, Wake County  
                                    Decision:      Carried

**Thought for the Day:** Jane McDaniel presented the thought for the day- a video on "Giving is the Best Communication".

**Roll Call:**

Tracy Brown, President  
Jane McDaniel, 1st Vice President  
Sandy Kanupp, 2nd Vice President  
Julie Campbell, Secretary  
Martha Smith, Treasurer  
Geri Bushel, Parliamentarian  
Cheryl Mitchell, Federation Representative

Advisor, Teresa Story, was not present.

**Parliamentary:** Geri Bushel, Parliamentarian confirmed quorum.

**Approval of Minutes:**

Motion:        Sandy Kanupp, 2<sup>nd</sup> Vice President, West District  
Second:        Jane McDaniel, McDowell County, McDowell County  
Decision:       Minutes for the February 28, 2013  
                         Executive Board Meeting were accepted

**Financial Report:** The Financial Report **Item #2** was presented by Martha Smith. Account balances are as follows:

Checking:       \$8,936.04  
Money Market: \$14,988.95  
Shares:         \$60.42

It was discussed that after expenses are paid for the 2013 Annual Meeting, all but the amount needed for "operating" will be transferred to the Money Market account plus \$500. It was thought that a

checking account with a large balance might throw up a red flag to the IRS, and we want to make sure we do not have to pay taxes.

Proposed Budget (Item #3): - the only large change for this coming year will be in travel for the Executive Board for the state meeting. It will be in Kill Devil Hills, NC and some will have to come in on Tuesday, so that will be an extra night.

It was agreed that "Board of Director meeting refreshments" should come off the proposed budget, since it is reimbursed based on receipts and is an "in and out". As far as the association budget is it neither revenue nor expense.

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box.]

Geri Bushel suggested that since we have so much money might we consider giving money to the state meeting host district to defray costs of the meeting in order to reduce the cost per individual. It was noted that the State Association already gives the hosting district \$1000; it's intended use is for professional speakers.

Another item discussed included a possible moratorium on state dues.

After all the discussion the following changes were made to the Proposed 2013-14 Budget:

Under Revenue/Other Contributions – remove "County Operations – BOD Meeting Refreshments" (\$100) to make Total Revenue \$8,460.

Under Expenditures:

Change "Awards" to "Awards and Recognition"

Under "Other" – remove "Miscellaneous" (\$100)

This will make Total Expenditures \$8,460

Martha Smith read a letter to the Executive Board she wrote regarding an accident and findings of checks in the checkbook that occurred in August. Please see Item # 4. The books have been audited since the findings and no irregularities or problems were found. The audit letter is filed with the Treasurer's information.

### **Old Business:**

- 1 **Archiving Financial Records:** Martha Smith gave a report (Item #5) on the status on Archiving Financial Records since the last Executive Board Meeting in February. It was discussed what was considered to be Financial Records because several Board Members was confused that it was Check Registers, Statements, etc. Martha specified that she was talking about the items that are saved to a jump drive and is passed from treasurer to the newly elected treasurer. The jump drive has Proposed Budgets, Financial Reports and all other documentation of the treasurer from years past. Tracy stated that the items on the jump drive did not need to be put on the Association's



website and that the reports that are given in Business Meetings are included in the secretary's minutes. Geri Bushel suggested the Google Docs or a Drop Box that the documents can be placed in and shared with the following treasurer so they are somewhere else besides the jump drive should something happen to the jump drive. Martha stated that was a recommendation in Item #5. After the discussion on what financial documents Martha was referring to be archived it was settle she was referring to the jump drive and not the bank statements that was decided in February at the Executive Board Meeting to still be received through the mail and to with online banking. Martha confirmed that the bank statements were still being received in a hard copy format. Geri asked "Why did the association no have online banking?" Tracy replied that in order to have online banking the association would have to have a debit card. Tracy stated her concerns with having an active debit card. She stated the by-laws for the association state that for each transaction there has to be two signatures of approval and with the debit card a transaction can be processed without the signatures. Martha confirmed that at one time the association was given a debit card that was never activated and has been shredded and therefore since it was never activated the online banking not available without an active debit card. After much discussion on how to archive the the bank statements Tracy recommended that the treasurer still receive the paper copy in the mail and after balancing the accounts the statement be scanned and placed in Google Docs and then the paper copy is to be shredded. **ACTION:** The Executive Board decided that ALL Financial Records would be place in Google Docs or a Drop Box, whichever the treasurer would like to use, in order to archive and would be shared from old treasurer to new treasurer.

- 2 **TERESSA Dues:** Tracy stated that in the last Board of Directors meeting in March a letter from TERESSA President, Debi King, was read and the letter requested that TERESSA Dues be included on the NCCEAPA Dues Form. Tracy stated that a voted did not be needed because it was voted to include the TERESSA dues on the NCCEAPA form but she wanted to present the updated form (Item #6) to the NCCEAPA Executive Board to look over and make changes. **ACTION:** After discussion on what changes to make, the Executive Board made the following changes: #6. Numbers of Paid Active TERESSA Members – Numbers of Paid Active TERESSA Members, Remove: Does your District/Campus have 100% Membership? Yes/No, Remove: If no, how many members remain unpaid/declined joining, and made a few grammatical errors.

## **New Business:**

1. **Honorary Membership:** Tracy stated that the Chair of the Membership Committee, Susan Winebarger, gave her the nominations and they are as follows: Ruth Ann Pope, Vicky Merritt, Vicki Pettit, Devona Wooten, and Rebecca Ritch.
2. **Executive Board Award:** Jane McDaniel reported there were 7 nominations.



3. **Herter-O'neal Scholarship:** Sandy Kanupp reported across the state she received 77 nominations. Four applications were submitted onto state and the winner was Frank Miller from Surry County. Sandy said the applications were great and made the decision very hard.
4. **Sue Mills Lighthouse:** Tracy reported there are 7 nominations but one nomination had to be removed due to the guidelines. Tracy presented the Nominating Information & Procedure Guidelines for this Award (**Item #7**). She noted that on page two of the document the two arrows are items that need to be discussed. The second bullet under the selection committee states: A NCCEF representative. Tracy state that the North Carolina Cooperative Extension Foundation has voiced that they no longer want to part of awards or receiving awards packages. Therefore, Tracy asked "Who needs to replace them on the selection committee or do they need to be replaced?"

The next arrow states (bullet 4): Note: Members of the selection committee are not eligible for nomination. If said person is the Chair of the committee (President), he/she must turn over the remainder of this process to a member of the committee, to execute the rest of the President's duties until the winner is announced at the annual state meeting.

After much discussion Sandy suggested the incoming President, Jane McDaniel create an ADHOC committee to look and make changes to the Sue Mill's Lighthouse Award Information and Procedure Guidelines and the Executive Board members agreed.

5. **APA Search for Excellence Award:** Tracy reported there were 8 nominations. She stated the nominations are low. She said that a lot of awards that have the word Excellence in them and she is afraid people are seeing it so much and ignoring the request for the applications. She suggested changing the names to some of the awards so they don't all run together. Sandy said she would look into changing the name for the award for next year's process to see if that would help bring in more applications.
6. **2013-14 Slate of Officers:** BJ Okelshen, Nominations Chair, provided Tracy a list of the slate that would be brought to the Board of Directors and voted on by the membership in the NCCEAPA Business Meeting. They are as follows:

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

7. **Federation:** Cheryl Mitchell, Federation Rep. gave her report. **Item #8**

**Adjourn:** 11:16 AM

Motion: Jane McDaniel, 1<sup>st</sup> Vice President

Second: Sandy Kanupp, 2<sup>nd</sup> Vice President

Decision: Motion carried

*Respectfully submitted:*

Julie Campbell

2013 NCCEAPA Secretary



1  
(12/2)

North Carolina Cooperative Extension  
Administrative Professionals Association  
**Executive Board Meeting**  
Wednesday, September 25, 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
<b>Opening Business</b> Tracy E. Brown, President	Call to Order
<b>Approval of Agenda</b> Tracy E. Brown, President	Motion by: _____ 2nd by: _____ All in favor: _____
<b>Roll Call</b> Julie Campbell, Secretary	
<b>Parliamentary Review</b> Geri Bushel, Parliamentarian	Verify quorum
<b>Thought for the Day</b> Jane McDaniel, 1st Vice President	
<b>Approval of Minutes</b> Julie Campbell, Secretary	Approve minutes of last meeting - [Feb 28, 2013 - handout]
<b>Financial Report</b> Martha Smith, Treasurer	

## OLD BUSINESS

<b>Archiving Financial Records</b> Martha Smith, Treasurer	
<b>TERSSA Due</b> Tracy E. Brown, President	[handout - Draft of new State Dues form]

## NEW BUSINESS

<b>Honorary Mem. Nominations</b> Suzanne Winebarger, Chair	
<b>Executive Board Award</b> Jane McDaniel, 1st VP President	1 nomination
<b>Herter-O'Neal Scholarship</b> Sandy Kanupp, 2nd VP	17 applications → 4 applications to State → Frank Miller, Surry County
<b>Sue Mills Lighthouse Award</b> Tracy E. Brown, President	6 nominations
<b>APA Search for Excellence Award</b> Tracy E. Brown, President	8 nominees



# 2012-2013 NCCEAPA REPORT

## Summary

2  
(105)

### 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)	\$ (5,308.61)
			<u>\$8,936.04</u>
			<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**

**CHECK REGISTER: Acct # 5921116**  
**Oct. 1, 2012 - Sept. 30, 2013**

2  
(2065)

BUDGET 2012-2013					
Check Register for Acct. #086-05921116					
date	check #	memo	expenses	revenue	balance
10/01/12	X	balance forwarded September 2012 statement #5921116			\$7,847.33
10/23/12	X	interest / maint. 10/23/12 stmt	(1.00)	1.43	\$7,847.76
09/04/12	805	District Awards of Excellence Winner (11/12): SC - Carol Capel	(50.00)		\$7,797.76
09/18/12	812	Kay Morton: NCCESA State Conference	(129.95)		\$7,667.81
09/04/12	809	State Awards of Excellence Winner (11/12): : Carol Capel	(200.00)		\$7,467.81
November 27, 2012					
10/17/12	806	District Awards of Excellence Winner (11/12): Nan Rackley	(50.00)		\$7,417.81
10/24/12	816	NCSU: Susan Hugus award	(500.00)		\$6,917.81
10/25/12	X	Registration: NCD, 38		760.00	\$7,677.81
11/14/12	X	Registration: NCD, 3		60.00	\$7,737.81
11/27/12	X	interest / maint. 11/27/12 stmt	(1.00)	1.80	\$7,738.61
December 20, 2012					
11/28/12	X	Registration: SCD, 37		740.00	\$8,478.61
12/14/12	X	Registration, SCD, 1		20.00	\$8,498.61
12/14/12	X	reimbursement: board mtg (2012)		125.00	\$8,623.61
12/20/12	X	interest / maint. 12/20/12 stmt	(1.00)	1.33	\$8,623.94
January 24, 2013					
12/28/12	X	Registration: WEST, 28		560.00	\$9,183.94
09/04/12	808	District Awards of Excellence Winner (11/12): Kathy Hepler	(50.00)		\$9,133.94
01/14/13	X	Registration: NED, 34		680.00	\$9,813.94
01/24/13	X	interest / maintenance 1/24/13 stmt	(1.00)	2.21	\$9,815.15
February 21, 2013					
01/29/13	X	Registration: SED, 39		780.00	\$10,595.15
03/04/13	X	interest / maint 2/21/13 stmt	(1.00)	2.00	\$10,596.15
March 11, 2013					
02/11/13	X	Regis:NC-2,SC-1('12) & 1('13), NE-1		100.00	\$10,696.15
02/14/13	815	Cheryl Mitchell, Federation	(290.00)		\$10,406.15
03/01/13	821	Tracy Brown: Federation Mtg 12/12	(52.15)		\$10,354.00
03/01/13	820	Tracy Brown: BOD mtg	(165.96)		\$10,188.04
03/01/13	822	Martha Smith: BOD mtg	(201.46)		\$9,986.58
03/01/13	818	Julie Campbell, BOD mtg	(195.55)		\$9,791.03
03/01/13	817	Jayne McDaniel, BOD mtg	(362.88)		\$9,428.15
03/01/13	819	North Central Dist: Logo Winner	(75.00)		\$9,353.15
03/11/13	X	interest / maint. 3/11/13 stmt	(1.00)	1.24	\$9,353.39
03/04/13	823	Sandy Kanupp: BOD mtg	(285.32)		\$9,068.07



**CHECK REGISTER: Acct # 5921116**  
**Oct. 1, 2012 - Sept. 30, 2013**

(3069)

date	check #	memo	expenses	revenue	balance
April 9, 2013					
03/05/13	X	Registration: West (3)		60.00	\$9,128.07
03/08/13	X	registration: Campus (11)		220.00	\$9,348.07
03/14/13	824	NC Federation, 2013 annual dues	(50.00)		\$9,298.07
03/14/13	825	Vickie Matthews: logo print ready	(60.00)		\$9,238.07
04/09/13	x	interest / maint. 4/9/13 stmt	(1.00)	1.82	\$9,238.89
May 8, 2013					
04/22/13		Donation: Extension Foundation		1,000.00	\$10,238.89
05/08/13	x	interest / maintenance 5/8/13 stmt	(1.00)	1.95	\$10,239.84
June 10, 2013					
		Registration: NED-1		20.00	\$10,259.84
05/06/13	826	Appalachian St. Univ: HO'N	(750.00)		\$9,509.84
06/10/13		interest / maintenance 6/10/13 stmt	(1.00)	2.22	\$9,511.06
July 10, 2013					
06/11/13	827	Horn of Plenty	(125.00)		\$9,386.06
07/02/13		Ag. Agents		1,000.00	\$10,386.06
07/10/13		interest / maintenance 7/10/13 stmt	(1.00)	2.00	\$10,387.06
August 8, 2013					
08/08/13		interest / maintenance 8/8/13 stmt	(1.00)	2.06	\$10,388.12
September 11, 2013					
08/12/13	931	S. Central Dist: 2013 State Mtg	(1000.00)		\$9,388.12
08/15/13	932	Cheryl Mitchell, Federation	(231.99)		\$9,156.13
09/11/13		maintenance & interest	(1.00)	2.26	\$9,157.39
October ____ 2013					
09/16/13	871	Mikes Sporting Goods: engraving	(21.35)		\$9,136.04
09/16/13	872	District Awards of Excellence Winner (12/13): SE - Katie Moore	(50.00)		\$9,086.04
09/16/13	873	District Awards of Excellence Winner (12/13): WT - Melissa Vaughn	(50.00)		\$9,036.04
09/16/13	874	District Awards of Excellence Winner (12/13): SC - Becky Lewis	(50.00)		\$8,986.04
09/16/13	875	District Awards of Excellence Winner (12/13): NE - Shrry Lynn	(50.00)		\$8,936.04
09/16/13	876	District Awards of Excellence Winner (12/13): NC - Sally Suthard	(50.00)		\$8,886.04
09/18/13	877	State Awards of Excellence Winner (12/13): __ - ____	(200.00)		\$8,686.04
09/19/13		Corn Growers Association		250.00	\$8,936.04

**Notes:** Voided checks: 828, 829, 830 (spilled coffee on these checks) (5,308.61) 6,397.32

Missing checks = 831 - 870 Not sure where these check books are, they were not in the package received back in Sept 2012

Checking acct bal. as of 9/11/13 statement	\$9,157.39
Money Market bal. as of 9/11/13 statement	\$14,988.95
Shared acct. bal. as of 9/11/13 statement	\$60.42
<b>Total bal. as of 9/11/13 statement</b>	<b>\$24,206.76</b>



**2012-2013 FISCAL YEAR  
NCCEAPA**

2  
(4065)

**Share Account # 266743**

Statement date	memo	credits (-)	deposits (+)	balance
10/01/2012	<b>balance per stmt. 9/25/12</b>			<b>\$59.99</b>
10/23/2012	Interest on statement		\$0.03	\$60.02
11/27/2012	Interest on statement		\$0.04	\$60.06
12/20/2012	Interest on statement		\$0.03	\$60.09
01/24/2013	Interest on statement		\$0.04	\$60.13
02/21/2013	Interest on statement		\$0.04	\$60.17
03/11/2013	Interest on statement		\$0.02	\$60.19
04/09/2013	Interest on statement		\$0.04	\$60.23
05/08/2013	Interest on statement		\$0.03	\$60.26
06/10/2013	Interest on statement		\$0.04	\$60.30
07/10/2013	Interest on statement		\$0.04	\$60.34
08/08/2013	Interest on statement		\$0.04	\$60.38
09/11/2013	Interest on statement		\$0.04	\$60.42
			<b>\$0.43</b>	<b>\$60.42</b>

**MONEY MARKET ACCT. # 7630296**

date	memo	payments (-)	deposits (+)	balance
10/01/2012	<b>balance per stmt. 9/25/12</b>			<b>\$14,881.32</b>
10/23/2012	Interest on Statement		\$8.54	\$14,889.86
11/27/2012	Interest on Statement		\$10.68	\$14,900.54
12/20/2012	Interest on Statement		\$7.02	\$14,907.56
01/24/2013	Interest on Statement		\$10.72	\$14,918.28
02/21/2013	Interest on Statement		\$8.59	\$14,926.87
03/11/2013	Interest on Statement		\$5.52	\$14,932.39
04/09/2013	Interest on Statement		\$8.90	\$14,941.29
05/08/2013	Interest on Statement		\$8.91	\$14,950.20
06/10/2013	Interest on Statement		\$10.14	\$14,960.34
07/10/2013	Interest on Statement		\$9.22	\$14,969.56
08/08/2013	Interest on Statement		\$8.92	\$14,978.48
09/11/2013	Interest on Statement		\$10.47	\$14,988.95
			<b>\$107.63</b>	<b>\$14,988.95</b>



# 2012-2013 NCCEAPA REPORT

## Summary

2  
(5065)

### CHECKING ACCOUNT

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<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>	
	sub-total	\$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)			
	sub-total	(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**

NC Cooperative Extension Administrative Professionals Association

Fiscal Year 2013 - 2014

**PROPOSED BUDGET**

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



## North Carolina Cooperative Extension Service

NC STATE UNIVERSITY

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

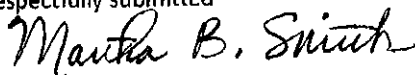
In late August, a cup of coffee turned over on my desk and thoroughly soaked the NCCEAPA checkbook, check carbon copies and register. Unwritten checks that remained in the checkbook were numbers #828, 829 & 830. The remaining carbon copies of check and check register were not salvageable.

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

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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(1062)

# NORTH CAROLINA COOPERATIVE EXTENSION ADMINISTRATIVE PROFESSIONALS ASSOCIATION

## \_\_\_\_ NCCCEAPA 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. NCCCEAPA State Dues Amount Enclosed (1-4) .....\$ \_\_\_\_\_

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

7. TERRESSA 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 NCCESA Active Paid Members (\* = TERSSA Paid Member):

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

_____	_____	_____
_____	_____	_____
_____	_____	_____

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

_____	_____	_____
_____	_____	_____
_____	_____	_____

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

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

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(2012)

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

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

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

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

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

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

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

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

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_____	_____	_____

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

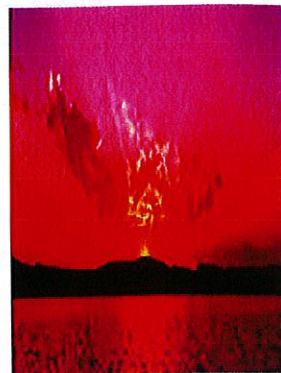
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(1063)



## Sue Mills **"Spirit of Light"** Lighthouse Award

*Award Introduction/History*



Susan Austin Mills  
May 11, 1951 - June 13, 2001

Sue Mills began her career at NC State University with Extension Forest Resources as a Typist III in 1973. In 1980, Sue moved to the Department of Extension Sociology and Anthropology, where she was a Secretary IV for 3 years. From 1983 until her retirement, she served as the Administrative Assistant for County Operations.

Sue was an outgoing person and never met a stranger. She loved NC State, Cooperative Extension, and the people that we serve across the state. She was an integral and valuable part of County Operations and its mission to support our County Extension Centers statewide. Sue possessed great organizational skills and believed in the abilities of her co-workers across the state. She was known for her "take charge" ability and if she didn't know an answer to a question, she knew who did.

The beach was a favorite place to visit and she enjoyed her vacation home along the Pamlico River. She loved to collect lighthouses, and they were a prominent theme in her home, her office, and at her retirement celebration.

Sue served in the following positions in the NC Cooperative Extension Secretaries Association (NCCESA) - Campus Chapter:

- ♥ Reflections Committee Chair. 1991-1992 and 1993-1994
- ♥ Treasurer, 1992-1993
- ♥ Professional Improvement Committee Chair, 1995-1996
- ♥ First Vice President, 1998-1999
- ♥ President, 1999-2000

Sue received the Award for Excellence from NC State University in 1999 and the NCCESA Executive Board Award in 1994. She was also recognized in "We Salute" during 1993.

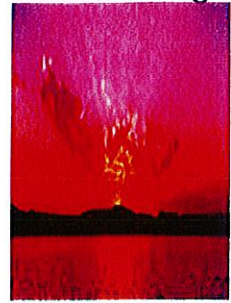
Sue's death in 2001 created a void for those that knew and loved her that will never be filled. It is our desire that this award keep her memory and her spirit with us always and that it serve as an inspiration to our members.

This award is made possible from memorial gifts given in memory of Sue A Mills. Her family, knowing her love for our organization, designated North Carolina Cooperative Extension Secretaries Association as the recipient of these gifts.





## Nominating Information & Procedure Guidelines Sue Mills "Spirit of Light" Lighthouse Award



7  
(2013)

The Sue Mills "Spirit of Light" Lighthouse Award will be presented annually by the North Carolina Cooperative Extension Administrative Professionals Association (NCCEAPA). The award is funded via memorial funds held by the North Carolina Cooperative Extension Foundation (NCCEF) and is dedicated to the memory of Susan Austin Mills.

Selection of the Sue Mill "Spirit of Light" Lighthouse award winner will be based on the nomination narrative. The person being nominated must be a **paid** member of the NCCEAPA. **Recipient will receive a Lighthouse, a certificate, and a check in the amount of \$100.**

### Criteria for the award should include:

- ♥ How **and** Why the nominee has been an inspiration to you
- ♥ How the individual has made a difference within the organization
- ♥ Leadership qualities, enthusiasm, and zest for life should be included because this award is designed to recognize an individual who has made a difference
- ♥ We really want to read your personal reflection "from the heart" on why you think your nominee should be recognized as a "Spirit of Light", *but please keep to 2 pages double spaced, 12 pt font.*

### The selection committee:

- ♥ Will be comprised of NCCEAPA **District** Presidents
- ♥ A NCCEF representative
  - ◇ Who should replace this representative or do we need such a representative at all?
- ♥ Chaired by the **State President**
- ♥ **NOTE:** Members of the selection committee are not eligible for nomination
  - ◇ Members of the selection committee are eligible for nomination, but must abstain from voting on their personal package.
  - ◇ If said person is the Chair of the committee (President), he/she must turn over the remainder of this process to a member of the committee, to execute the rest of the President's duties until the winner is announced at the annual state meeting.

**Deadline to apply for this award is 5 p.m. on August 1,**  
**via email to \_\_\_\_\_, State President at**  
**\_\_\_\_\_@\_\_\_\_\_**

**Late submissions will not be considered.**

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(3063)



## Nominating Form

### Sue Mills "Spirit of Light" Lighthouse Award



Please Print or Type

#### Nominee Information

Nominee \_\_\_\_\_ Title \_\_\_\_\_

County / District \_\_\_\_\_ Work No. ( ) \_\_\_\_\_

Work Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**In narrative format**, describe how your nominee has been an inspiration to you in such a manner that you consider them worthy of being described by the statement "Spirit of Light" in memory of Susan Austin Mills.

#### Narrative should include:

- ♥ How **and** Why the nominee has been an inspiration to you
- ♥ How the individual has made a difference within the organization
- ♥ Leadership qualities, enthusiasm, and zest for life should be included because this award is designed to recognize an individual who has made a difference
- ♥ We really want to read your personal reflection "from the heart" on why you think your nominee should be recognized as a "Spirit of Light"

Please limit narrative to no more than two (2) pages, double spaced, 12 pt font size.

**Deadline to apply for this award is 5 p.m. on August 1,**  
**via email to \_\_\_\_\_, State President at**  
**\_\_\_\_\_@\_\_\_\_\_**

**Late submissions will not be considered.**

Nominee by \_\_\_\_\_ Work No. \_\_\_\_\_

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.