

NCCEAPA Board of Directors Meeting
Friday, March 1, 2013
10:00 AM
NC A&T State University
Greensboro, NC
Coltrane Hall-Daniel Godfrey Conference Room

Welcome: The Membership was welcomed with a wonderful spread of food prepared by Jane McDaniel, 1st Vice President, NCCEAPA, and Cheryl Mitchell, Federation Representative. Tracy Brown, President welcomed the membership at 9:55 AM.

An Administrative Update from NC A&T State University was given by Dr. Fletcher Barber, Associate Administrative, NCCEP. He shared with the membership programs that NC A&T are offering and the new staff they are hiring. New Staff Members are being hired in the areas of 4-H, Agriculture, Family & Consumer Sciences, Horticulture.

An Administrative Update for NC State University was given by Sheri Schwab, Associate and Director, NCCES. Sheri shared several new things happening on campus. One was the merge of CALS and College of Sciences Academic Programs. A new strategic plan will be unveiled sometime in June. Sheri also gave an update on the CVENT software that is being used across the state for citizen to register for events. They are still working on details the software has on the financial side of it and trying to work out the glitches to make it most useful. Sheri also gave an update on the Job Duties and Descriptions for Secretaries. The consultant interviewed different individuals across the state and the consultant is to meet with Sheri to look at the results. Results should be available end of April or May. Sheri shared how much she appreciate secretaries and all their hard work.

Tracy introduced the speaker for the meeting. **Item #1** A presentation, **Item #2**, on Respect in the Work Place-Diversity was given by Chiquita McAllister, Fiscal Officer, NC A&T State University. Chiquita shared several examples of diversity in the work place and the group discussed and shared examples they had experienced and ways to prevent diversity in the work place.

Call to Order: Tracy Brown, President, called the meeting to order at 11:30 AM

Approval of Agenda: Motion: BJ Okelson, Northeast
Item #3 2nd: Pam Layfield, South Central
 Decision: The motion Carried

Thought for the Day: Presented by Jane McDaniel, **Item #4**

Roll Call: Campus - 5 South Central - 4
 Northeast - 7 North Central - 6
 Southeast - 2 West - 5
 Total members present: 29

Parliamentary:

Geri Bushel reported that there is a quorum.

Approval of Minutes:

Motion: Tami Hagie, West
2nd: Cheryl Mitchell, West
Decision: Minutes for the September 13, 2012 Board of Director's Meeting were accepted.

District Reports:

Campus	Item #5
Northeast	Item #6
Southeast	
South Central	Item #8
North Central	Item #9
West	Item #10

Standing Committee Reports:

Finance:	Martha Smith	Item #11	
Membership:	Tamie Hagie for Susanne Winebarger		Item #12
Nominating:	No Report Given		
Professional Development:	Anita Wright	Item #13	
Public Relations:	Jane McDaniel for Cynthia Gustashaw		Item #14
Reflections:	Jane McDaniel for Becky Castello	Item #15	
Rules and Bylaws:	No Report Given		

Old Business:

- 1 **501(c)3 Tax Exempt Status** - Tracy presented the status on becoming a 501(c)3 Non-Profit Organization. Tracy said this item has been passed around and handed down and now it needed to be voted on. The Executive Board recommended stopping the process of becoming a 501(c) Tax Exempt Status and leaving the NCCEAPA tax status as it. Motion: BJ Okelson. 2nd: Cheryl Mitchell. There was no discussion. Decision: Motion Carried.
- 2 **Name/EIN Changes** - Martha Smith spoke on District's using the State's EIN number. Each District needs to obtain an EIN number. There is a specific way to name the district on the number. She recommended each district using NCCEAPA-District Name. That way when they research they can pull up the numbers easy. Each district needs to get their number and provide Martha with a letter stating the new EIN number and use the example given for the name. Tracy asked which districts were still using the State's EIN #. Tracy said getting a new EIN number can be taken care of over the phone without much paperwork. The reason for needing to get new EIN numbers is the different district and associations were being charged Federal Back holding Fees because all the accounts were using the same EIN number. A Social Security Number will have to be given to obtain the new EIN number. Also please use the office mailing address instead of personal address.

New Business:

- 1 **2013-2014 Proposed Budget** - Martha Smith said the budget is still being worked on. Tracy stated the reason the budget is not ready is the State Meeting coming up in September is going to require more travel for Executive Board since there is an additional day for the meeting. Tracy said the budget would be sent out for vote via email or Collaberate at a later date.
- 2 **Archiving Financial Records** - Tracy announced this was going to be removed from the agenda. Martha Smith is looking into ways to store and archive the financial records for the Association.
- 3 **Handbook - District Procedures** - The Executive Board made a recommendation to change the responsibilities for District secretaries. The handbook currently states: The District secretaries are responsible for sending copies of district meeting minutes to the State President. The changed handbook would state: The District secretaries are responsible for sending the minutes to the District membership and posting them to the District website following the State secretaries time frame. Motion: Sherry Lynn-Northeast. 2nd: Vivian Turner-Northeast Decision: Motion carried.
- 4 **NCCEAPA Logo Contest** - Tracy presented the new logo. Based on the percentages of Love It and Like It Alot the winner was Image B. The district that submitted Image B was North Central. The submission was done anonymously so the check will be made out the district winner, North Central District. Tracy will send the new logo to the communications department to be cleaned up for the new website and for printing.
- 5 **NCCEAPA Website** - Sheila Ange gave a report. **Item #16**
- 6 **TERESSA Due** - Tracy Brown read a letter send from Debbie, TERESSA President. The letter was requesting that TERESSA dues be included on the District/State Due forms. The Executive Board discussed the letter and the form update and decided to make sure the form stated that TERESSA dues are still optional for those wanting to be TERESSA members. The Executive Board made a recommendation to support the recommendation from the TERESSA President to add the TERESSA dues to the District/State Form but TERESSA marked optional and the State Treasurer will send one check from North Carolina to the TERESSA Treasurer by TERESSA time frame. Motion: Shawn Senters, North Central. 2nd: LaToya Lucy, Southeast Discussion: The question would ask if this would change the deadline for dues to be paid to the treasurer. Tracy replied that it should not change that TERESSA is on the same timeframe that State is on. The two people that this will effect is the District and State Treasurer will have to make sure to send the dues for the TERESSA amount as well. Decision: Motion carried. Jane McDaniel stated that she would like to see the association set a date for dues to be due and mandate that date. TERESSA does not allow a member to vote if their dues are not paid by the deadline. After much discussion about new secretaries coming in mid-year and other scenerios the topic was tabled to see if the treasurer would have any conflicts getting the dues to TERESSA as a result of district not sending their dues to the State Treasurer.

Updates/Announcements:

Executive Board Awards &

Sue Mills Lighthouse Award : Jane McDaniel gave a report. Tracy and Jane discussed in the Executive Board meeting that they would combine their information on these awards and send those deadlines out together so everyone would not get so many emails. Jane said the deadline for these awards are August 1 and they would be sending out an announcement on June 1st.

Herter-O'Neal Scholarship: Sandy Kanupp gave a report. **Item #17**

Honorary Membership Nominations: No report given

2013 NCCEAPA State Meeting: Tracy Brown shared times for meetings that are subject to change

Item #8 Christine Barrier, shared the flier that South Central District presented.

September 25, NCCEAPA Executive Board Meeting, 9-11 AM; September 25, TERESSA Business Meeting, 1-2:45 PM; September 26, NCCEAPA Board of Directors Meeting, 9-11 AM; September 27, NCCEAPA Business Meeting.

2013 TERESSA Meeting: Christine Barrier shared greetings from Debbie, TERESSA President.

Item # 18

Horn of Plenty: Tracy Brown said she did not have a date or place. It will be held in Greensboro b the other logistics are still unknown.

Federation: Cheryl Mitchell gave a report. **Item #19**

Adjourn: 12:40 PM

Motion: Martha Smith, North Central

2nd: Jane McDaniel, West

Decision: Carried.

Respectfully submitted,

Julie Campbell
2013 State Secretary

Chiquita Tillman McAllister is the Fiscal Officer with the Cooperative Extension Program at North Carolina A&T State University.

She holds BS degree in Business Administration from the University of NC at Chapel Hill and a Masters in Human Development and Services from NC A&T State University.

Chiquita serves on a national Change Agent States for a Diversity team and as one of the statewide coordinators for North Carolina's Extension Diversity Catalyst team. She has provided numerous workshops and presentations on issues relating to leadership and empowerment, ethics, diversity and respect in the workplace.

As Simple As Respect

Diversity, Respect and Inclusion in the Workplace

NCCEAPA

March 1, 2013

Chiquita Tillman McAllister, Facilitator

Diversity, respect and inclusion are key factors in a healthy, productive workplace. We will discuss a plan to promote a respectful environment by exploring the following plan...

- A Guideline
- An exploration of the Guideline
- The Simple Steps for positive action

guideline 1

Turn Uncomfortable Situations Into Learning Opportunities

guideline 1

Try to turn negative situations into positive opportunities. By talking to others about why some things are offensive or insensitive, we help each other learn about respect. And a respectful workplace is a more productive and a happier one.

guideline 1

Simple Steps

Respond right away, calmly and rationally

Ask questions to help discover the source of inappropriate comments

Help coworkers understand why something is offensive

guideline 2

Religious Or Cultural Beliefs Should Not Be Used To Deny Anyone Equality At Work

guideline 2

Many of us have strong religious or cultural beliefs. Our coworker's beliefs may be different, and we should be careful to be respectful of those differences when expressing our own.

guideline 2

Simple Steps

- Question whether expressing certain opinions is appropriate in a workplace setting
- Let coworkers know that some behavior is inappropriate
- Never be afraid to apologize

guideline 3

Just Because Expressions or Words Are Commonly Used, Does Not Mean They Are Acceptable

guideline 3

Think about the expressions and sayings you use. What might sound harmless to you may be very offensive to others.

guideline 3

Simple Steps

- Be aware that cultural or ethnic stereotypes are offensive
- Always use respectful language, no matter who's around
- Don't cross boundaries in emotionally charged situations

guideline 4

Be Careful Not To Display Or Send Potentially Offensive Materials On Your Computer

guideline 4

E-mail and the Internet are tools, not toys. Sharing inappropriate messages, games, and non-work related Web pages has no place at work.

guideline 4

Simple Steps

Be sensitive to ethnic backgrounds that are different from your own

Take responsibility for hurtful behavior

Show understanding for others' feelings, and make efforts to repair workplace relationships

guideline 5

Judging People's Abilities By Their Appearance Can Lead To Discrimination

guideline 5

For example, asking only women to make coffee or clean up, or assigning physical tasks only to men is a form of discrimination. Never treat people differently based on their physical appearance.

guideline 5

Simple Steps

Speak up against appearance-based discrimination

Listen to and be understanding of the concerns of others

Take responsibility for your actions

guideline 6

Cultural Or Ethnic Stereotypes Are Offensive

guideline 6

Making generalizations and typecasting are both forms of stereotyping—for example, saying that a race of people are good athletes or excel in math, or that women are bad drivers and that men can't cook. Whether positive or negative, stereotypes are always inappropriate.

guideline 6

Simple Steps

- Make coworkers aware of stereotypes, positive or negative, and why they are offensive
- Explore similarities instead of focusing on differences
- Consider people as individuals

guideline 7

Speak Up Against Disrespect

guideline 7

Whenever possible, you should let coworkers know if they are being disrespectful or insensitive. By speaking up when these situations occur, you can often spare hurt feelings, anger, or discomfort in the future.

guideline 7

Simple Steps

- Intervene before a problem escalates
- Defuse tensions by listening and understanding
- Relate disrespectful behavior to personal experiences

**as Simple
as Respect**
Diversity, Respect and Inclusion in the Workplace

In conclusion, I hope that you will remember it really is As Simple As Respect. Please use these guides to help promote diversity, respect and inclusion in your workplace.

North Carolina Cooperative Extension
Administrative Professionals Association
Board of Directors Meeting
March 1, 2013

Refreshment: 9:30 AM / Meeting Beginning: 10:00 AM



New logo will be designed soon

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NC A&T State University
Coltrane Hall - Daniel Godfrey Conference Room
1601 E. Market Street, Greensboro, NC 27411

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"> Welcome 	
Dr. Fletcher Barber Associate Administrator, NCCEP	<ul style="list-style-type: none"> Bring Greeting Administrative update 	
Sheri Schwab Associate Director, NCCES	<ul style="list-style-type: none"> Administrative update 	
Chiquita McAllister Fiscal Officer, NC A&T SU	<ul style="list-style-type: none"> Respect in the Work Place - Diversity training 	
Break	<ul style="list-style-type: none"> 	

BUSINESS MEETING AGENDA		
Opening Business Tracy E. Brown, President	Call to Order	
Thought for the Day Jane McDaniel, 1 st Vice President		
Roll Call Julie Campbell, Secretary	Campus _____ South Central _____ Northeast _____ North Central _____ Southeast _____ West _____	
Parliamentary Review Geri Bushel, Parliamentarian	<ul style="list-style-type: none"> Verify quorum 	
Approval of Minutes Julie Campbell, Secretary	<ul style="list-style-type: none"> Approve minutes of last meeting [Sept. 13, 2012] 	

DISTRICT REPORTS – 2 Minutes Max	
Campus Susan Graham, President	•
Northeast Vivian Turner, President	•
Southeast Gina Britton, President	•
South Central Christine Barrier, President	•
North Central Sandy Ruble, President	•
West Tami Hagie, President	•

COMMITTEE CHAIR REPORTS – 2 Minutes Max

Agenda Item	Discussion	Outcomes and Next Steps
Financial Report <i>Martha Smith, NC</i>	•	
Membership <i>Susanne Winebarger, WT</i>	•	
Nominating <i>B.J. Okleshen, NE</i>	•	
Professional Improvement <i>Anita Wright, CP</i>	•	
Public Relations <i>Cindy Gustashaw, SC</i>	•	
Reflections <i>Becky Castello, NE</i>	•	
Rules & Bylaws <i>Deborah Waterman, NC</i>	•	

OLD BUSINESS

501(c)(3) Tax Exempt Status <i>Tracy E. Brown, President</i>	•	
Name / EIN Changes <i>Martha Smith, Treasurer</i>	•	

NEW BUSINESS

2013-2014 Proposed Budget <i>Martha Smith, Treasurer</i>	•	
Archiving Financial Records <i>Martha Smith, Treasurer</i>	•	
Handbook – District Procedures <i>Tracy E. Brown, President</i>	•	
NCCEAPA Logo Contest <i>Tracy E. Brown, President</i>	• Survey Results [handout]	
NCCEAPA Website <i>Shelia Ange, Webmaster</i>	•	
TERSSA Due <i>Tracy E. Brown, President</i>	•	

UPDATES / ANNOUNCEMENTS

Executive Board Award <i>Jane McDaniel, 1st VP</i>	• Update	
Herter-O'Neal Scholarship <i>Sandy Kanupp, 2nd VP</i>	• Update	
Honorary Mem. Nominations <i>Susanne Winebarger, Mem. Chair</i>	• Update	
Sue Mills Lighthouse Awards <i>Tracy E. Brown, President</i>	• Update	

Board of Directors Meeting Continue
March 1, 2013

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UPDATES / ANNOUNCEMENTS Continue

Agenda Item	Discussion	Outcomes and Next Steps
2013 NCCEAPA State Meeting <i>Tracy E. Brown, President</i>	• Update	
2013 TERSSA Meeting <i>Debby King, President-TERSSA</i>	• Update	
Horn of Plenty <i>Tracy E. Brown, President</i>	• Update	
Federation <i>Cheryl Mitchell, Federation Rep.</i>	• Update	
Closing <i>Tracy E. Brown, President</i>	• Adjourn	

Thought for the day

Jane McDaniel <jane_mcdaniel@ncsu.edu>
To: Julie Campbell <julie_campbell@ncsu.edu>

Fri, Mar 1, 2013 at 10:50 AM

"Time is an equal opportunity employer. Each human being has exactly the same number of hours and minutes every day. Rich people can't buy more hours. Scientists can't invent new minutes. And you can't save time to spend it on another day. Even so, time is amazingly fair and forgiving. No matter how much time you've wasted in the past, you still have an entire tomorrow." written by Denis Waitley

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Jane D. McDaniel
Administrative Secretary
North Carolina Cooperative Extension Service
McDowell County Center
Room 226
60 East Court Street
Marion, NC 28752
828-652-7874

Board of Directors Meeting
March 1, 2013
Campus Chapter Report

2012-2013 Officer for the Campus Chapter are President – Susan Graham, 1st Vice President – Alice Pennix, 2nd Vice President, Suzanne Hugus, Secretary – Andrea Brooks, Treasurer – Tracy Brown, and Advisor – Anita Wright. We have 16 active paid members and one active honorary member. We have welcomed one new member so far this year, Evelyn Stahling, District Administrative Associate for the Northeast District at NC State University.

The Campus Chapter held its fall meeting October 18th at Brickhaven on the campus of NC State University. Twelve members were present. 2nd Vice President Suzanne Hugus presented the Secretary of the Year award to Vicky Merritt. Vicky received a certificate and monetary award. After the business meeting, the membership participated in a self-guided tour of the J.C. Raulston Arboretum and a scavenger hunt at the NC State Fair.

Six members of the Campus Chapter attended the TERSSA meeting October 31-November 1 in Montgomery, Alabama.

The Campus Chapter held their community service project at the Habitat for Humanity Restore Center in Durham on November 30th. Tracy Brown, Margaret Browne, Susan Graham, Donna Holland and Evelyn Stahling met with Rachel Presslein, who gave an overview of Habitat's purpose. 100% of the proceeds from the store go towards helping to build homes for Habitat. The Habitat Restore is unique in that it doesn't accept clothing or shoes; only gently used household goods and books. The group worked updating the extensive library at the center by pulling outdated books and preparing them for recycling. We broke for lunch and then divided into two teams and designed two store-front window displays. The two beautiful rooms were decorated with furniture and items from the stock of the Restore and enticed prospective shoppers.

We had three members representing the Campus Chapter attend the Federation meeting December 14th at the Lee County Center in Sanford.

Ten members and one honorary member attended the December 7th meeting of the Campus Chapter which was held at the Orange County Extension Center. After the business meeting, the group enjoyed a fellowship luncheon and activities.

The Campus Chapter participated in the statewide logo contest. Members voted on six entries submitted by our members and chose a logo submitted by Suzanne Hugus to submit to the statewide logo contest.

The Campus Chapter has obtained a new EIN number as of February, 2013, and are no longer using the State EIN number.

Respectively submitted,
Susan Graham
President, Campus Chapter

March 1, 2013

NCCEAPA-NE Executive Summary

The Northeast District- We had our fall meeting October 26, 2012 in Edgecombe County. We currently have 35 Paid Active Members, 11 Honorary Members of which we had 31 members present.

Melanie Storey, our NED President retired from Extension as of November 30th and now Vivian Turner, myself, has moved to 1st Vice President to President.

In 2014 the NE district will be hosting the NCCEAPA State meeting and meeting location and logistics were discussed.

For our community service project, canned goods and non-perishable food were donated by the 31 members in attendance and 75 pounds of goods were donated to the local Women's Shelter in Edgecombe County, and it was much appreciated.

Respectfully submitted: Vivian Turner. Northeast District President



Board of Directors Meeting
March 1, 2013
NC A&T University
Greensboro, NC

The South Central District is excited to be hosting the 2013 annual meeting in Cabarrus County – at the Embassy Suites Resort and Convention Center on Burton Smith Boulevard in Concord. Our meeting will be in conjunction with our first national hosting of the TERSSA Annual Conference. President Debby King from Onslow County is thrilled to be able to join with us in offering a first-class event.

Our Conference Planning Committee – Kay Morton, Kim Gibson, and Susan Johnson – have the ‘worker-bee’ committees busy. There are several special activities planned along with some exceptional professional development sessions and great opportunities to network with not only state association co-workers, but with our national association members as well. So far, we know that Mississippi, Louisiana, Ohio and Alabama have made plans to be with us.

You are now able to make hotel reservations at www.embassysuitesconcord.com. The registration will be on-line and should be available very soon.

South Central current membership stands with 39 active members; 10 of those being TERSSA members.

Respectfully,

Christine Barrier
District President

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(1052)

North Carolina Cooperative Extension
Administrative Professionals Association
(NCCEAPA)

and

The Extension and Research
Support Staff Association (TERSSA)

**SAVE THE
DATES!**

2013 Joint State and National Conference

Revving Up For Success!

TERSSA: September 25-26, 2013

NCCEAPA: September 26-27, 2013

**Embassy Suites Hotel
5400 John Q. Hammons Drive, NW
Concord, NC 28027**

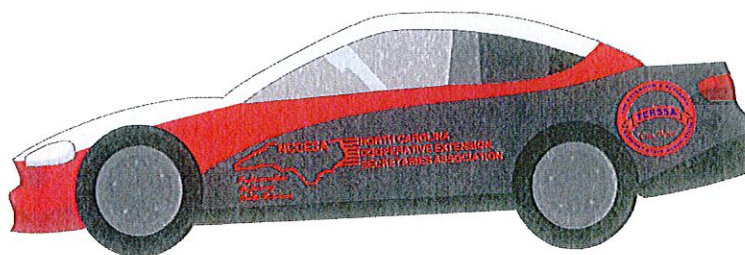
Registration: \$100 (these meetings will be combined on September 26 and there is only one registration fee per person whether you attend TERSSA, NCCEAPA or both)

Room Rates: \$145 double suite (per room, not per person)

You may book your room now by calling the hotel direct at 704-455-8200 and speaking to the reservations department, by calling 1-800-362-2779, or going online to www.embassysuitesconcord.com

Group/Convention Code: CES

Deadline to Book: August 28, 2013



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NC Cooperative Extension Administrative Professionals Association

North Central District

President's Report to the State Board of Directors
March 1, 2013

Executive Board

The Executive Board met on January 9, 2013 at 2:00 PM. The meeting was held via Skype session between the Orange Co. office and Surry Co. office. The agenda consisted of a review of the by-laws, development of a list of special rules for our district, update on forming committees and approval of a budget. The next meeting date will take place just prior to the district meeting to confirm the agenda for the business portion of the Spring District Members meeting.

Board and Committee Development

Thirty-one administrative professionals from our newly merged district completed a survey to determine interest in serving on a committee and/or as an officer. This worked very well to assemble a slate of officers and committee chairpersons and participants. The only vacancy that currently exists is the professional improvement committee chair. Sally Southard (Surry) was appointed Treasurer on November 21, 2012 following the elected Treasurer's resignation. On January 11, 2013 Sandy Kanupp, District Administrative Associate was recommended to the State Executive Board to appoint as State Second Vice President due to an unanticipated shift of Executive authority.

Membership Meetings

The Association met on October 26, 2012 at the Orange County Extension Center in Hillsborough. Twenty-eight members and three guests were in attendance. Jim Cowden, District Extension Director gave a brief administrative update. During the business meeting there was a brief review of the success of hosting the State Meeting and committee reports. The members agreed by consensus to allocate an amount of money for scholarships in 2013 and tossed around ideas for future fundraising. Carolyn Bagley received a gift and token of appreciation for her retirement and pledged her future commitment to the association. Kathy Hepler (Forsyth) was recognized for receiving the Secretary of Excellence Award. M. Jay of Person County extended an invitation to the Spring Meeting. Officers were installed by Advisor, Pam Jordan-Carrington (Durham) for the 2012-2013: President, Sandy Ruble (Granville); First Vice President, Karen Cousineau (Orange); Second Vice President, Jan Taylor (Surry); Secretary, Shawn Senter; Treasurer, Marie Bruff. Michele Little, "One Chic Mama", from Raleigh provided the professional improvement program. She discussed business casual and upscale casual as appropriate office wear. For a service project, items were collected for the thrift shop and food pantry of the Orange Congregations In Missions.

The Spring Meeting is set for Friday, May 3, 2013 and is approved by the County Operations Director. It will be held at Sunset Ridge Buffalo Farm, Roxboro, NC (Person). Registration began on February 15.

Other

- There are 43 active members from 18 counties including 4 new members this year. Rockingham and Alamance counties have declined membership.
- A Logo design was selected from 4 entries to submit for State-wide voting.
- The State Meeting Save the Date Announcement was circulated to members and non-members on February 15, 2013.
- The Herter O'Neal Scholarship, the promotion began February 15 in our district.
- Deborah Waterman (Durham) is serving on the State Board of Directors as Chair of the Rules and By-Laws committee.

Signed,



Sandy Ruble, Granville County, 2012-2013 President

NCCEAPA-West District

Friday, March 1, 2013

The Polk County hosted the NCCEAPA - West District fall meeting which was held on Friday, September 28th at Pearson Falls - 18 active members were present.

Community Service Project was presented to the Thermal Belt Outreach Ministries Dental Clinic and Utilities.

Each committee chair that was present gave a brief report:

Membership Committee—Tami Hagie-Avery County

Report Stated: 7 new members joined; total membership 32 active members; Honorary Members total - 17 (2 Deceased).

Reflections Committee—Jane McDaniel-McDowell County

Report Stated: State Scrapbook should be posted on website by October 5, 2012.

Nominating Committee—Vonda Vaughn-Mitchell County

Report Stated: Ballot vote regarding 2nd Vice President was submitted to the active members present at meeting. Cheryl Mitchell, McDowell County received most votes.

The new slate of officers was presented and membership voted.

2012-2013 Officers:

Tami Hagie-Avery County, President

Cathy Brackins-Madison County, 1st Vice President

Cheryl Mitchell-McDowell County, 2nd Vice President

Norma Chrisawn-Yancey County, Secretary

Ivy Olson-Henderson County, Treasurer

Donna Tulley-Clay County, Advisor

4-H Scholarship Award: Watauga County was the recipient of the 4-H Scholarship award that is presented at spring meeting. Susanne Winebarger, Watauga County, was not present at the spring meeting to accept. The membership voted, at fall meeting, to make an exception to rotation and award the scholarship to Watauga County.

The West District had 18 members to attend the 2012 State Meeting in Raleigh. Also, 3 active members attended the TERSSA annual meeting.

The 2012 Secretary of the Year Award was presented to Brenda Wilson of Yancey County.

The 2013 West District Spring meeting has been confirmed for May 17, 2013 and will be hosted by Macon County.

The Herter O'Neil Scholarship Award information has been distributed, via email, to the West District county centers. The secretaries have contacted the local schools, colleges and advertised in the local media. The applications will be submitted to the Sandy Kanupp by April 1st.

Respectfully Submitted By: Tami Hagie, President

NC COOPERATIVE EXTENSION ADMINISTRATIVE & PROFESSIONALS ASSOCIATION
Financial Report: February 28, 2013

CHECKING ACCOUNT

date	check #	notes / memos	payments (-)	deposits (+)	balance
10/1/2012	X	balance forwarded #5921116			7,367.38
10/23/2012		maintenance / interest for Oct 2012	(1.00)	1.43	7,367.81
10/24/2012	816	NCSU: Susan Hugus_award	(500.00)		6,867.81
10/25/2012	X	registration: NCD - 38		760.00	7,627.81
11/14/2012	X	registration: NCD - 3		60.00	7,687.81
11/27/2012	X	maintenance / interest for Nov 2012	(1.00)	1.80	7,688.61
11/28/2012	X	registration: SCD - 37		740.00	8,428.61
12/14/2012	X	registration: SCD - 1		20.00	8,448.61
112/14/12	X	CALS reimbursement: board mtg		125.00	8,573.61
12/20/2012	X	maintenance / interest for Dec 2012	(1.00)	1.33	8,573.94
12/28/2012	X	registration: WED - 28 <i>West</i>		560.00	9,133.94
1/14/2013	X	registration: NED - 34		680.00	9,813.94
1/24/2013	X	maintenance / interest for Jan 2012	(1.00)	2.21	9,815.15
1/29/2013	X	registration: SED - 39		780.00	10,595.15
2/11/2013	X	registration: NCD - 2		40.00	10,635.15
2/13/2013	X	registration: SCD - 1 (2012), 1 (2013)		40.00	10,675.15
2/13/2013	X	registration: NED - 1		20.00	10,695.15
2/14/2013	815	Cheryl Mitchell: Federation Mtg	(290.00)		10,405.15
				Checking: sub-total	\$ 10,405.15

SHARE ACCOUNT

date	check #	notes / memos	payments (-)	deposits (+)	balance
10/1/2012	X	balance forwarded			59.99
10/23/2012	X	interest: Oct 2012		0.03	60.02
11/27/2012	X	interest: Nov 2012		0.04	60.06
12/20/2012	X	interest: Dec 2012		0.03	60.09
1/24/2013	X	interest: Jan 2013		0.04	60.13
				Share: sub-total	\$ 60.13

MONEY MARKET ACCOUNT

date	check #	notes / memos	payments (-)	deposits (+)	balance
10/1/2012	X	balance forwarded			14,881.32
10/23/2012	X	interest: Oct 2012		8.54	14,889.86
11/27/2012	X	interest: Nov 2012		10.68	14,900.54
12/20/2012	X	interest: Dec 2012		7.02	14,907.56
1/24/2013	X	interest: Jan 2013		10.72	14,918.28
				Money Market sub-total	\$ 14,918.28

Total \$ 25,383.56

NCCEAPA Membership Committee Report

Board of Directors Meeting

March 1, 2013

	West District	North Central District	Campus Chapter	South Central District	Northeast District	Southeast District	TOTALS
Paid Active Members	31	42	16	37	35	39	200
Honorary Members	18	7	15	2	11	15	68
Associate Members	0	0	0	2	0	0	2

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

NCCEAPA Professional Improvement Report
Board of Directors Meeting
NC A&T State University
Greensboro, NC

March 1, 2013

The North Carolina Cooperative Extension Administrative Professionals Association is an association whose purpose is to establish and maintain a structure through which members may be united in a professional development and improvement effort the benefit of themselves and the North Carolina Cooperative Extension system.

The chairperson for each district are:

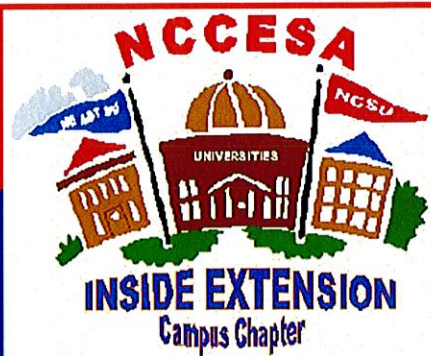
North Central – Sandy Ruble
Campus Chapter – Anita Wright
Northeast – Sarah Roberson
Southeast – Nita Wilson
South Central – Dana Brawell
West – Janice Dodson

Since the beginning of the association year, each district has been 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.

The professional improvement committee in each district is currently focusing its efforts on receiving applications for the Herter O'Neal Scholarship.

End of Report

Submitted by Anita Wright, Committee Chair



NC Cooperative Extension Administrative Professional Association Campus Chapter

Growth and Change

In this Issue:

- President's Message
- Habitat Service Project
- Statewide Meeting
- Good News!



President's Message 2013

Spring is Coming!

First off, I'd like to thank you for all you do during these challenging times – finances are tight at home and, on the job, most of us are working with less resources than in the past.

There are "time sensitive" situations everyday but you all handle them with grace and professionalism. I am so very proud to be associated with such a fine group. And I greatly appreciate the thoughts, prayers and support you've given me during the past several months.

There have been a lot of exciting things happening in the association since our last newsletter. There was the state meeting last September in Raleigh, at which time we officially changed the name of our organization to the NC Cooperative Extension Administrative

Professional Association. This has been a long-time coming and describes our membership so much better at this current place and time.

A lot has happened in the world of business since 1973, when our organization was formed and nowhere is it more evident than in Extension. Yet another example of this is the birth of TERSSA, The Extension and Research Support Staff Association.

I'm sure when NCCESA was formed 40 years ago, no one even thought about the possibility of a national organization for us. If you are not a member, I urge you to think about it and have an opportunity to see this organization grow!

Our spring meeting will be held at NC A&T State University on Thursday, April 11, 2013. More information is forthcoming. Speaking of spring, it is on its way! I wish you all an exciting transformation from dark and cold to sunny and blooming! See you all in April!



Susan Graham,
Campus Chapter President

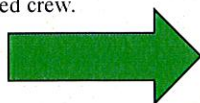
Habitat Restore Service Project

Several Campus Chapter members participated in a service project at the Habitat Re-Store in Durham, N.C. in December, 2012.

Tracy Brown, Margaret Browne, Susan Graham, Donna Holland, and Evelyn Stahling spent the morning boxing and moving books (our poor, old backs). After lunch and a brief respite, we were tasked with a fun, creative project of arranging two themed rooms to make the furniture more appealing and sellable.

The group split into two teams and quickly went to work. The final result was quite stunning, and all of us were complimented on their sense of style and aesthetics. What a talented crew.

HGTV – Here we come!



Susan Graham, Evelyn Stahling, Donna Holland, Tracy Brown, Margaret Browne at one of their decorated rooms at the Durham Habitat for Humanity Re-Store, December 2012.



Share your good news!
We plan on publishing a
Fall newsletter, so save
your important news and
send it our way!

Have You Heard My Good News?

Wedding!

Susan Graham is proud to announce the engagement of her daughter, Gini Graham, to David Madorin. A spring, 2014 wedding is planned. Gini is currently teaching deaf students in the Rowan County school system and her fiancé is a high school teacher in Cabarrus County.

New Addition!

Vicki Pettit is pleased to announce the arrival of her granddaughter, Zoey Christina Rae

Billups on Feb. 6, 2013 at 9:40 p.m. Zoey weighed in at 5 pounds, 13 ounces, and was 19 inches long. The entire Billups Family is doing well.

Retirement Celebration

Please hold Tuesday, July 23 from 2-4 p.m. on your calendars for Vicki Pettit's Retirement reception in Raleigh. Details will be emailed as the date gets closer.

Retiree News

Don't believe all the talk about when you retire, you will have all this time to do what you want to do. I can honestly tell you that is not true. However, what you have heard that you are busier when you retire is true! Upon my retirement January 1, 2013, it has taken me a long time to get where I can do what I really want. The first week of retirement was putting up Christmas decorations and getting my house back in the order. The second week was going to Greensboro to escort my 77 year

Retiree News *continued*

old aunt to some important doctor appointments and spending a few days with her. Also, my sister had a complete knee surgery the 2nd week in January, so I also helped her while in the hospital and rehab. Then the next 2 weeks my sister was at my house doing out-patient rehab. My granddaughter came to stay the night with me and wouldn't go home for a week—ha,ha—loved every minute of it. Finally, the first of February, Donald & I made the decision to move back to Wake Forest and started house hunting. Yes, I am going to leave "Scotty Country" but still follow him, trying not to be known as the "gray-haired lady who stalks Scotty." We are still looking for houses and will be moving the middle of April. Donald is doing good, Melissa is still on target for graduating from Meredith in May, Hope got a new job with a dentist in Wake Forest, Paul is still enjoying working and playing golf in Wakefield TPC in Wake Forest, Chad got a new job with Parks & Rec in High Point, my oldest Granddaughter, Kiersten will be graduating high school and will be attending Meredith in the fall, and Lainey just turned 5 years old on February 16th and will begin Kindergarten in July. My how time flies! I miss all my friends but can honestly say I do not miss going to work everyday, even though I loved my job. So, life has been busy and I look forward to seeing all of you in April. Enjoy each day and live life to the fullest...I am!

Vicky Merrit



Secretaries of Excellence Award winners Debbie Goforth, Kathy Hepler, Carol Capel, Melanie Storey, Suzanne Hugus

2012 Statewide Meeting held in Raleigh

The North Central District hosted the 2012 State Business Meeting and Banquet September 13-14 at the Raleigh Brownstone.

Attendees enjoyed an on-site shopping boutique, educational workshops on Healthy Lifestyles, Boosting Metabolism, and Ergonomics.

Off-site tours were given of the Raulston Arboretum and Bell Tower.

The 2-day event culminated in the Awards Banquet which featured comedian Jerry Carroll as the guest speaker.

Dr. Joe Zublena, Sheri Schwab, and Fletcher Barber were among the Administration attendees.

14
(1083)

2012-2013 Officers

President: Susan Graham

1st Vice President: Alice Pennix

2nd Vice President: Suzanne Hugus

Secretary: Andrea Brooks

Treasurer: Tracy Brown

Advisor: Anita Wright

The primary purpose of this Association is to establish and maintain a structure through which members may be united in a professional development and improvement effort for the benefit of themselves and North Carolina Cooperative Extension.

Our objectives are first, and most important, to strive to always perform our duties with conscientious dignity to help make North Carolina Cooperative Extension the best in the nation; to be recognized in our profession as professionals; to request State Administration to provide opportunities for professional improvement; to invite state and district personnel to meet with us with suggestions, information, answers to pertinent questions, etc., so that we will always stay abreast of the latest in Extension; to continue our aim to avail the general public with the many services offered by North Carolina Cooperative Extension; and to improve working relationships and communications between secretaries and their co-workers in regard to planning time and work.

[http://www.ces.ncsu.edu/
assn/nccesa-ncsu/](http://www.ces.ncsu.edu/assn/nccesa-ncsu/)



Chapter Calendar



Upcoming Meeting

April 11, 2013 12:00 noon

A&T University— more details
to follow



Furniture "Masterpiece" at Habitat Service project in Durham, NC

NCCEAPA
State Reflections Committee Report

March 1, 2013

The State Reflections Committee would like to report that to date the hardcopies of all past books with the exception of one has been sent to the NCSU library and have been archived.

The current book is up to date and will continue to be updated as information comes in.

As always, if anyone has any photos they would like to share please get with me so that we can continue to document our history.

Respectfully submitted,

Becky Castello,
NCCEAPA Reflections State Chair

NCCEAPA Board of Directors Meeting
February 29, 2013
Greensboro NC

State Association Website Report
Shelia Ange, Webmaster

With the name change in September, came the need to change the logo and at least 85 pages of the state association website. As state webmaster, I requested assistance from EIT in moving the site so modifications could be made to accommodate the name and logo changes. However, this was delayed by the new computer roll out and other factors.

In mid-January, EIT notified me that they would not be assisting in moving the site and instructed me to re-create the website as a GoogleSite. This site is currently under construction ~~with the new logo and name~~ and estimated date of live service will be the end of March 2013.

I would like to thank you for your patience while the site is being totally rebuilt and modified.

2013 Herter-O'Neal Scholarship Report
NC Cooperative Extension Administrative Professionals Association
Board of Directors Meeting
March 1, 2013
Greensboro, NC

The initial e-mail regarding the 2013 Herter-O'Neal Scholarship was sent on Monday, February 4, 2013, to four district 2nd vice-presidents and one district president in a district where no 2nd vice-president was listed on the officer list.

All documents associated with awarding the scholarship were attached to the email.

A finalist application from each district is due to Sandy Kanupp, State 2nd Vice-President by April 1, 2013.

From discussion from several districts, it appears the information has filtered down to counties as it should.

Once all district winners are received, a committee will chose a state winner from the district winner submissions.

Respectfully submitted,

Sandy Kanupp
2013 NCCEAPA State Vice-President



President – Debby King – NC
 Secretary- Christine Barrier – NC
 Treasurer- Brenda Sue Milner - MS
 Past President- Karen Bixler - AL

Membership Secretary- Glenda Jenkins - MS
 Web Master- Sharon Fox - AL
 President Elect – Vonnie Jordan - LA

NCCEAPA – Board of Directors Meeting

TERSSA Report

March 1, 2013

NCA&T University -Greensboro

The TERSSA Executive Committee met on February 19th via Blackboard. Dates were given for the 2013 Annual meeting to be held in conjunction with the North Carolina's NCCEAPA State Meeting. We have a new website up and running which can be visited through the NCCEAPA's website. Currently we have 78 members with all state's numbers being a little lower than this time last year, but we are looking for those numbers to rise after spring meetings are held. The Committee voted to send \$400 to North Carolina to assist in hosting the annual meeting. President King has also received \$200 from the Onslow County Farm Bureau to go toward the meeting. Our Awards Chairman, Sandra Walton from Alabama, shared the applications for upcoming awards to be given at the annual meeting will soon be available on the webpage. After some discussion on how to raise our membership the meeting adjourned.

Membership to date stands as follows:

Alabama	6
Kentucky	8
Louisiana	5
Mississippi	17
North Carolina	32
Ohio	9
South Carolina	1

Respectfully,
 Christine Barrier, Recording Secretary
 In the absence of President Debby King
 TERSSA 2013

Cheryl Mitchell – Federation President-Elect
Federation Update

The 2012 Federation Forum met on December 14, 2012 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

The minutes of the forum are not available, and the spring meeting date is undetermined.

The 2013 Federation Forum will be the second Friday in December.