

**NCCEAPA Executive Board Meeting
February 28, 2013, 2:00 p.m.
NC A&T State University
Coltrane Hall-Conference Room 129**

Welcome and Call to Order: Tracy Brown, NCCEAPA State President, called the meeting to order and welcomed the Board Members at 2:21 PM.

Approval of Agenda: Motion: Sandy Kanupp, North Central District Office
Item #1 Second: Jane McDaniel, McDowell County
 Decision: Carried

Thought for the Day: n/a

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

Advisor, Teresa Story, was not present.

Parliamentary: Geri Bushel, Parliamentarian confirmed quorum.

Approval of Minutes: Motion: Julie Campbell, Alexander County
 Second: Jane McDaniel, McDowell County
 Decision: Minutes for the September 12, 2012
 Executive Board Meeting were accepted

Financial Report: The Financial Report **Item #2** was presented by Martha Smith. Tracy Brown asked why there was a large amount in the checking account balance and asked if the money could be transferred over into the Money Market account. Martha replied that October 1, 2012 the dues have been paid from the districts and not many checks have been written. Jane McDaniel noted that the dues the West District paid were coded for West Central District which is no longer district. Martha will make that change to reflect West District's dues were paid. Tracy Brown noted that the financial report did not need a vote.

Old Business:

- 1 **501(c)3 Tax Exempt Status (Old Business Item # 3):** Tracy Brown, report that this item was passed down from when Kay Morton was President (2011), and at that time Kay was trying to work with an accountant friend of hers to help us with this but it did not work out. Kay then handed it over to Teresa Storey, President (2012) and she was trying to work with someone at NCSU to see if we should do this (Tracy read Teresa's email dated March 5, 2012 **Item #4**). It was not resolved Teresa passed it to Elizabeth Wilson (2013), before she left Extension. So here we are. Tracy stated that previous minutes do not state that this matter has been voted on and would like to know how the Executive Board wants to deal with this issue once and for all. She said according to the email correspondences from previous presidents it does not look like we want to do this because it will cost us too much money. Sandy Kanupp asked if there was any benefit to having the 501 (c) 3 Tax Exempt Status and Tracy replied that honestly she did not know the pro and cons. Sandy mentioned that the association has been able to do business all this time without the Non-Profit Status and we should be able to continue.

Tracy Brown said the NCCEAPA Association-Campus Chapter now has their own EIN number so the fee that was being charged to them is no longer happening. Martha Smith stated a positive reason to file the paperwork would be for individuals to make donations to the association and be able to count the donation off on their taxes. Geri Bushel asked Tracy if each district had to have their own EIN number and then the State Account have their own. The state have always had its own EIN number. The problem was most of the districts were using the state's EIN number and the IRS notice and started charging different districts fee because more than one of us was using the "State's" EIN # under different names. The State's EIN number is still the same, as far as I know. Campus Chapter waited until the name change was approved before we applied for a new EIN number. Each district needs to supply Martha Smith with a letter stating what their EIN number is

Tracy asked that a final recommendation from this executive board be made if we recommend the NCCEAPA become a 501(C) 3 Non-Profit Status or not. Tracy said she wanted to take care of this matter now so that the next President would not have to take care of it. Geri Bushel asked why the Association was working to become 501(c) 3 in the first place. Several replied that the Association was looking at putting the account in the Foundation. The Association voted against sending the accounts to the Foundation but never voted on the 501(c) 3 Status. Sandy Kanupp stated that the 501(c) 3 Non Profit Status should have never been discussed after voting to not send the accounts to the Foundation. Tracy Brown agreed. Sandy Kanupp made a **motion** to not file the paperwork to become a 501(c) 3. Jane McDaniel **seconded**. **Decision:** Carried

- 2 **Name/EIN Changes:** Martha Smith, Treasurer sent out sample letters to all the district treasurers letting them know how each district should change their name with the IRS

so that our names are consistent throughout the state. She also asked that if they were currently using the State's EIN number to discontinue using it and to apply for the own EIN number and to email her what that new EIN number is. Tracy Brown said the process she took to get a new EIN number for the Campus Chapter was simple. She applied for a new EIN number for the Campus Chapter over the phone and it only took about 5 minutes and two weeks later a confirmation letters was sent with the next step listed. Tracy said that the person that files for the new EIN number will have to give their social security number, this was a concern. Tracy spoke with an IRS agent about the concern that when she leave office her SS # would still be on file associated with the EIN number the Campus Chapter would continue to use and the IRS agent stated that the EIN number is tied to the bank account number it is associated with and that whomever name is on the account at that time is responsible for funds (i.e. current president and treasurer whose name should be on the bank account).

Martha said that Tracy and herself had already found out that spelling out the complete name of the Association was to long for the EIN form so in order to be consistent, Martha sent out an update letter letting those who had not changed their name to change it to NCCEAPA - District Name. Tracy asked Martha what the next step was to make sure that all district have obtained their new EIN numbers. Martha questioned the time frame that was given. **ACTION:** Martha Smith stated she would follow up and report back.

New Business:

- 1 **2013-14 Proposed Budget Item #5:** Martha Smith, NCCEAPA Treasurer, presented a budget for the Executive Board to look at for 2013-14. Martha stated she used the budget from 2012-13 and the Board to need to make adjustments. Tracy asked if this was last year's budget? Martha replied "these numbers are from last year relatively expect for the revenue." Jane McDaniel asked "if the dues had been paid by everyone?" Sandy Kanupp asked "how many members do we have?" After much discussion on what District Associations had paid their dues. Martha said she has already collected the \$3560 for the members that paid dues. She stated she had sent letters to the Corn Grower's and NCCES Foundation. Jane McDaniel asked if Martha had received money from the Administrative for snacks for the Board of Directors meeting to be held the next day. Tracy Brown replied that Sherri would give the Association the actual receipt expense up to \$125. Tracy said she would need the actual receipts to get that money for the Association.

Tracy Brown asked Martha to explain the budget. Martha said first there was a typo. NCCES Foundation should all be on one line together. Martha said she did not have a way to contact the Ag Agents to send a letter requesting the \$1000 they normally give. Tracy told Martha to contact Debbie Goforth. Martha stated that was the revenue given for last year. Tracy asked Martha if the expenditures listed were that same as what was in the 2012-13 Budget. Martha replied that was the same as before. Tracy said she

was concerned about the travel allocation and that the amount listed would not be enough for this year's Executive Board members because of where the State meeting is located and how the current program is set up, the executive board would need to come in a day early than normal since the EBM would meet on the morning of the 25th, since most of us are members of TERSSA and TERSSA was meeting on the 25th. Tracy asked Martha if she prepared a proposed budget for the year 2013-14. Martha replied yes. Tracy proceeded to say that the *Fiscal Year 2012-2013* needed to be changed to *Fiscal Year 2013-2014* and that the budget did not balance. Tracy said we would need to make an amendment to the 2012-13 approved Budget in order to cover the additional travel expenses needed for the Executive Board due to the distant and length of the upcoming meeting in September. Tracy and Martha are going to work on a budget to present to the Executive Board for Board of Directors vote on. Tracy will work with Martha to amend the 2012-2013 Approved Budget from the last Board of Directors meeting in September 2012.

2. **Archiving Financial Records:** Martha Smith proposed for the Finance Committee **Item # 6** Due to the fact that NCCEAPA is now accessible to online banking, Martha and the finance committee requested permission to shred all previous printed bank statements and check registers for 2008-10. The printed statements are currently transferred county to county with each new State Treasurer. The Treasurer and officers will always have access to past statements on the State Employees Credit Union website.

Martha stated that when the accounts names were changed when Tracy and she took office they were given the opportunity to do online banking. This makes the statements accessible by computer. She stated that the accounts are audited and cleared at the end of every year before the accounts change over to the new officers. She said she has check registers back to 2002. Julie Campbell and Sandy Kanupp questioned if the accounts were to be randomly audited and the bank online site was not working properly what would be the resolution. Sandy asked if the bank statements would be online indefinitely. Another idea Sandy gave was to save the PDF version of the statements from the bank website to a disk. Geri Bushel recommended that saving the documents to two different disks and storing them at two different locations in case of fire. Geri also mention saving the statements into a Drop Box program that is free up until so much storage is used then the Association would have to pay an annual fee. The benefit with the Drop Box program is the files could be shared with other officers and then with the new slate of officers that would be installed. Tracy asked Martha to get more information on Drop Box or other ways to Archive the Financial Statements. Tracy will amend the item on the Board of Directors Agenda.

Martha reported that she has started using NCSU Google Docs for the checkbook registry so she can share it with others and so that it is not on a jump drive. This also can be shared with the next treasurer that takes office so they do not have to recreate it.

Martha shared that she would also like to do a standard of operations for the next treasurer. She said there were several tasks that she should have done as soon as she got installed and did not know to do them. The NCCEAPA website has a timeline but is not accessible due to the fact the webpage is under construction. Tracy challenged each officer to write an SOP for the next secretary to hold that office. Each officer needs to have their SOP to hand over to the next officer in September.

Martha said the bank was supposed to mail her a debit card for the NCCEAPA Account since it is set up for online banking. Much concern was brought to the table over having a card for the account. Tracy and Sandy both said the association will not be able to use the card due to the fact that there has to be two signatures for each expenditure. Tracy agreed that a debit card would be needed in order to have online banking but suggested putting the card in a file but NEVER to be used.

Another convenience with the online banking is if a request is submitted from a secretary across the state, after the treasurer and president sign off of it, the treasurer can deposit the reimbursed amount into the secretaries personal account instead of writing a check and mailing it, saving a check and time for mailing.

3. **Handbook - District Procedures:** **Item #7** (the handbook reads) Officers: (bullet #2) The District secretaries are responsible for sending copies of district meeting minutes to the State President.

Tracy received a copy of a district's minutes and did not understand why the district minutes were being sent to the State President. She did not see a reason for this to be done since each district post their minutes on their website and if the state president needed to read them they were in an accessible location. Her recommendation was to remove this requirement of the District from the handbook. Sandy stated the website it not functioning at this time, but that when it is working properly there is no need for the State President to receive every district's minutes. Martha recommended that the district's secretary send the district's minutes to be posted to their district website and then notify the State President. Tracy stated that would still be sending an email to the State President and this notification does not need to happen. Jane McDaniel said that when District Presidents give their reports for spring and fall minutes they are reporting to the State Officers what they have been doing negating the reason to send the State President their minutes. Sandy Kanupp made a motion to change the District Secretaries are responsible for sending the minutes to the District membership and posting them to the District website following the State Secretary's time frame. Second: Martha Smith **Decision:** Carried.

4. **NCCEAPA Logo Contest:** Tracy presented the logo contest results **Item # 8**. Sandy Kanupp made a motion that Image B was the winner of the contest based on the total percentage of Love It and Like it a Lot. Image B - 55.3%, Image A - 5.6%, Image C -

16.9%, Image D - 26.4%, Image E - 19.6%. **Second:** Julie Campbell **Decision:** Carried, 1 opposed

Tracy will present the winning Image (B) to the Board of Directors based on the total percentages of Love It and Like it a lot. The North Central District's was the district that submitted to winning logo. Tracy then asked the question regarding the award. She asked if the check would be presented to the individual that created the logo or the District that submitted it. The creator of the logo will be the one that receives the award. The district will need to supply the treasurer with the name of the winner so a check can be cut and sent.

Geri Bushel stated that the Executive Board stated that an image would be chosen with the option of editing. Sandy said the image needed to be sent to a professional printing or communications for cleaning up and making it ready to use. Geri said the membership may be under the impression that edits can be made to change the image. Sandy said she was under the impression when editing was noted that meant to make it print ready. Tracy said she will present it and the Board of Directors will be told it will be sent to the professional printing to edit to make sharper and print ready. **ACTION:** Tracy will take the image to communications.

5. **NCCEAPA Website:** Tracy Brown stated she talked to Sheila Ange, Webmaster, concerning the website. Sheila has talked with an IM agent that has suggested her go to a Google Website. The current website is a wiki. So its Wiki vs. Google vs. Cooperative Extension Service website vs Other webpage builders on the market. Scott McCollum said he did not have time to transfer all the history that was currently on the Association's webpage. Jane McDaniel said it was time to move forward with this matter and develop a plan to create a new website. Sandy Kanupp said John Dorner, IM agent, should be asked to help with this webpage. He has offered to help. Geri asked if the Executive Board could offer Sheila a committee to assist in creating and maintaining the webpage. Julie Campbell asked if there are guidelines for the Webmaster to follow so they know timelines and when things have to be posted to keep the webpage useful and up-to-date. There are no guidelines. Sandy **recommended** Tracy appointing an ad hoc committee that Jane McDaniel can serve on and she can appoint others to help her create a new NCCEAPA Website. Geri Bushel made a motion for an ad hoc committee to be chaired by Jane McDaniel, 1st Vice President, to create a new webpage for NCCEAPA.
Second: Martha Smith. **Decision:** **Motion Carried**

ACTION: Jane said she would pull the recipients for the Awards of Excellence in Technology to help form the committee. A deadline was given to have the webpage created by June 30.

6. **TERSSA Due:** Tracy read a letter from Debby King, TERSSA President regarding including TERSSA dues on the State and District Form. Geri Bushel asked if doing this

and adding the TERRSA dues to the State/District Form would that make everyone a TERSSA member. Tracy replied "no". It would still be an option to be a TERSSA member. This request is to support those secretaries who submit dues forms for County Government to pay so that they are sending dues in once, so they are not seeing two different forms for dues. Jane requested that the forms make not that TERSSA dues are optional and do not have to be paid in order to be a State Association member. Some Professional Associations mandate individuals to be a national association member if the individual is a state member. Jane McDaniel made the motion that each District's form include TERRSA dues but that it still be optional. Second: Martha Smith Decision: Motion Carried

Other Business/Updates/Announcements

- 1 Executive Board Award: Jane McDaniel said she would send the announcement out June 1st and again July 1st, then she will send out weekly reminders until August 1st.
- 2 Herter-O'Neal Scholarship: Sandy Kanupp, 2nd Vice President **Item # 9**
- 3 Honorary Membership Nominations: Suzanne Winebarger, not present, no report given
- 4 Sue Mills Lighthouse Award: Tracy and Jane are going to combine the information for the Executive Board Award and the Sue Mills Lighthouse Awards since the deadlines are the same.
- 5 2013 NCCEAPA State Meeting: Tracy Brown reported that one district is expressing concern over the registration amount. Tracy forwarded an email she received to Christine asking if there would be separate registration for those just attending the state meeting. Tracy read Christine's email she replied there would not be. The reason for the registration being \$100 is the location South Central District chose to hold the meeting. Tracy gave the dates and times that the NCCEAPA Executive Board would need to be as of right now: NCCEAPA Executive Board Meeting, September 25, 9am-11am; NCCEAPA Board of Directors Meeting, September 26, 9am-11am; NCCEAPA Business Meeting, September 27, 9am-12pm. With the dates given, it is a possibility that the NCCEAPA Executive Board will need to be there from Wednesday - Friday which is the reason the financial budget will need to be amended and travel allocation increased.

Tracy dismissed the remaining agenda.

Adjourn: 4:44 PM
Motion: Jane McDaniel
Second: Sandy Kanupp
Decision: Motion carried

Actions are underlined.

Respectfully submitted:
Julie Campbell

North Carolina Cooperative Extension
Administrative Professionals Association

Executive Board Meeting

February 28, 2013

2:00 pm



New logo will be designed soon

NC A&T State University
Coltrane Hall - Conference Room 129
1601 E. Market Street, Greensboro, NC 27411

Tracy E. Brown, Presiding
Geri Bushel, Parliamentarian

AGENDA

Agenda Item	Discussion	Outcomes and Next Steps
Opening Business <i>Tracy E. Brown, President</i>	Call to Order <ul style="list-style-type: none"> Welcome Approval of the agenda and call for additional items 	Motion: Seconded: Decision:
Thought for the Day <i>Jane McDaniel, 1st Vice President</i>		
Roll Call <i>Julie Campbell, Secretary</i>		
Parliamentary Review <i>Geri Bushel, Parliamentarian</i>	<ul style="list-style-type: none"> Verify quorum 	
Approval of Minutes <i>Julie Campbell, Secretary</i>	<ul style="list-style-type: none"> Approve minutes of last meeting [Sept. 12, 2012- handout] 	Motion: Seconded: Decision:
Financial Report <i>Martha Smith, Treasurer</i>	<ul style="list-style-type: none"> Update on accounts balances 	No motion needed

OLD BUSINESS

501(c)(3) Tax Exempt Status <i>Tracy E. Brown, President</i>	<ul style="list-style-type: none"> Read Email from past president [dated March 12, 2012] Make final recommendation on how to handle this. 	Motion: Seconded: Decision:
Name / EIN Changes <i>Martha Smith, Treasurer</i>	<ul style="list-style-type: none"> Which District has not made this change? Next step? 	Motion: Seconded: Decision:

NEW BUSINESS

2013-2014 Proposed Budget <i>Martha Smith, Treasurer</i>	<ul style="list-style-type: none"> 	Motion: Seconded: Decision:
Archiving Financial Records <i>Martha Smith, Treasurer</i>	<ul style="list-style-type: none"> What do we want to do with the boxes of records that are being passed down? 	Motion: Seconded: Decision:

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NCCEAPA - Executive Board Meeting Cont.
February 28, 2013

NEW BUSINESS CONTINUE

Agenda item	Discussion	Outcomes and Next Steps
Handbook – District Procedures <i>Tracy E. Brown, President</i>	• Under Officers – Bullet #2 ~ Do we need to cont. doing this?	Motion: Seconded: Decision:
NCCEAPA Logo Contest <i>Tracy E. Brown, President</i>	• Survey Results [handout]	Motion: Seconded: Decision:
NCCEAPA Website <i>Sheila Ange, Webmaster</i>	• Update / Next steps [handout]	Motion: Seconded: Decision:
TERSSA Due <i>Tracy E. Brown, President</i>	• Request from TERSSA President [letter]	Motion: Seconded: Decision:

UPDATES / ANNOUNCEMENTS

Executive Board Award <i>Jane McDaniel, 1st VP President</i>	• Update	No motion needed
Porter-O'Neal Scholarship <i>Sandy Kanupp, 2nd VP</i>	• Update	No motion needed
Honorary Mem. Nominations <i>Suzanne Winebarger, Chair</i>	• Note: Tami Hagie will read report in Suzanne's absent.	Motion: Seconded: Decision:
Sue Mills Lighthouse Award <i>Tracy E. Brown, President</i>	• Update	No motion needed
2013 NCCEAPA State Meeting <i>Tracy E. Brown, President</i>	• Update	
Horn of Plenty <i>Tracy E. Brown, President</i>	• Update	Location TBD, but most likely in Greensboro
Federation <i>Cheryl Mitchell, Federation Rep.</i>	• Update	

Closing <i>Tracy E. Brown, President</i>	• Adjourn	Motion: Seconded: Decision:
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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: WCD - 28		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

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(1 of 2)



NCCESA State Executive Board Meeting

September 12, 2012, 4:00 PM

Doubletree Hilton, Harvest Grille Private Dining room, Raleigh, NC

Call to Order: Teresa Story, NCCESA State President, called the meeting to order and welcomed the Board Members at 4:03 PM

Approval of Agenda: Motion: Kay Morton, Lee County
Seconded: Elizabeth Wilson, Johnston County
Decision: Carried

**North Carolina Cooperative Extension Secretaries Association
Executive Board Meeting**

September 12, 2012

4:00 pm

Harvest Grille Private Dining room

Raleigh, NC

AGENDA

**Teresa Story, Presiding
Shelia Ange, Parliamentarian**

Call to Order Teresa Story, President

Approval of Agenda

Roll Call Suzanne Hugus, Secretary

Parliamentary Review Shelia Ange, Parliamentarian

Thought for the Day Elizabeth Wilson, 1st Vice President

Approval of Minutes Suzanne Hugus, Secretary

Financial Report Debbie Goforth, Treasurer

Old Business

501(c)(3) Tax Exempt Status - Update Teresa Story

New Business

By-laws - Proposed Changes (Posted on the web, vote will be taken at Business Meeting)

Awards - Presentations to be done at banquet on 9/13/2012

Executive Board Award

Professional Improvement scholarship

Secretary Awards of Excellence

Sue Mills Lighthouse Award

2012-2013 Slate of Officers

2013 Federation President-Elect (Nominations for and election of)

2013 TERSSA Meeting

Herter-O'Neal Scholarship

Other

Announcements

Adjourn

Roll Call:

Teresa Story, President
Shelia Ange, Parliamentarian & Webmaster
Elizabeth Wilson, 1st Vice
Tracy Brown, 2nd Vice
Suzanne Hugus, Secretary
Debbie Goforth, Treasurer
Donna Holland, Federation Representative
Kay Morton, Advisor

Parliamentary Review:

Shelia: There is a quorum.

Thought for the day:

Presented by Elizabeth Wilson, Author Unknown

Today is My Day

Today my thoughts are centered on expecting only the best and giving only the best.

Today my mind and heart are open to new opportunities and I make the most out of every situation.

Today I will smile and act enthusiastically in everything I do.

I will make every person I meet feel very important and I will show them that I care.

Today my confidence is high and I am willing to step out and take a chance.

I speak freely to all those I meet.

I know I have something valuable to contribute.

I expect results today and my time is well invested.

Today I am one step closer to achieving my goals and dreams.

I always keep my eyes focused on success and prosperity.

Today I will sow good seed so that I will reap my harvest of reward.

Today is my day!

Approval of Minutes:

Minutes from Executive Board Meeting held on February 23, 2012 were presented and reviewed for approval.

Motion: Tracy Brown, Campus

Seconded: Debbie Goforth, Madison County

Decision: Minutes for the 9/23/12 Executive Board Meeting were accepted.

Check #803 – Award of Excellence W District	\$ 50.00	
Check #804 – Award of Excellence Campus	\$ 50.00	
Check #805 – Award of Excellence SC District	\$ 50.00	
Check #806 – Award of Excellence SE District	\$ 50.00	
Check #807 – Award of Excellence NE District	\$ 50.00	
Check #808 – Award of Excellence NC District	\$ 50.00	
Check #809 – State Award of Excellence	\$ 200.00	
Total Expenditures To Date		<u>\$5,352.38</u>
Total Expenditures		\$5,352.38
Account Balance		<u>\$8,567.67</u>
<u>MONEY MARKET ACCOUNT</u>		
Beginning Balance		\$14,755.28
Interest Earned (from 10/24/11-8/21/12)	\$ 125.68	
Total Revenue to Date		<u>\$125.68</u>
Federal Withholding to 3-21-12	\$ 10.31	
Total Expenditures		<u>\$ 10.31</u>
Account Balance		<u>\$14,870.65</u>
<u>SHARES ACCOUNT</u>		
Beginning Balance		\$ 59.44
Interest Earned (from 10/24/11-8/21/12)	\$.50	
Total Revenue to Date		<u>\$.50</u>
		<u>\$ 59.94</u>

Minimum discussion was had about the report mostly clarifying parliamentary procedure regarding when this report is presented or when the budget and revised budget are presented and how they need to be voted on.

Old Business:

- I. 501(c)3 Non-Profit Status Update: Teresa Story reported that so far nothing has happened with regard to our applying for Non-Profit status with the IRS. We were encouraged by Guido van der Hoeven, an NCSU tax expert, to move forward with this matter. She apologized for not being able to do much about this matter this year, but mentioned that we were holding off on taking this action until we settle an issue we are currently addressing with changing our name. She was confident that Elizabeth Wilson would be able to move on the matter in the next business year. Elizabeth confirmed sentiment.

New Business:

- I. By-laws – Proposed changes: Travel Reimbursement Guidelines update: Teresa presented the concern that the Bylaws do not specify exactly who is allowed to be reimbursed for travel to attend Board Meetings. The Rules & By-laws Committee, chaired by Latoya Lucy, Bladen County, drafted the proposed amendments to the By-laws and they have been posted to the web for review for a required six weeks prior to their approval.

Financial Report: The Financial Report was presented by Debbie Goforth.

**NC Cooperative Extension Secretaries Association
Financial Report
Annual Business Meeting
September 14, 2012**

CHECKING ACCOUNT

Beginning Balance from 9/26/2011 \$ 6,568.21

Revenue:

Membership Dues (2011-12)	\$4,120.00
Corn Growers Association (2011)	\$ 250.00
Bank Error in Deposit 12-14-11	\$ 960.00
NCCES Foundation	\$1,000.00
NCACAA	\$1,000.00
Interest Earned (from 10/24/11-8/21/12)	<u>\$ 21.84</u>

Total Revenue To Date \$7,351.84

Total Revenue **\$13,920.05**

Expenditures:

Check #788 - Mount Olive College (Professional Improvement, Mary Kim Davis)	\$ 300.00
Check #789 - Halifax Community College (Professional Improvement, Mary Ann Edwards)	\$ 200.00
Check #790 - Jane McDaniel (Federation Mtg.)	\$ 322.51
Check #791 - NCCES West District (Bank Error in Deposit 12-14-11)	\$ 960.00
Check #792 - NCACAA (Federation Dues)	\$ 50.00
Check #793 - Tracy Brown ('12 NCCESA Bd. Meeting)	\$ 91.02
Check #794 - Teresa Story ('12 NCCESA Bd. Meeting)	\$ 48.73
Check #795 - Elizabeth Wilson ('12 NCCESA Bd. Mtg. & refreshments)	\$ 283.92
Check #796 - Debbie Goforth ('12 NCCESA Bd. Meeting)	\$ 471.13
Check #797 - Shelia Ange ('12 NCCESA Bd. Meeting)	\$ 9.60
Check #798 - Mayland Community College (Herter O-Neal Scholarship)	\$ 750.00
Check #799 - NCCESA-NC District (Host Donation)	\$1,000.00
Check #800 - NC State University (HOP)	\$ 125.00
Charge for Check Order	\$ 6.00
Service Fees (from 10/24/11-8/21/12)	\$ 13.47
Check #801 - Personal Touch Engraver Executive Award Plaque	\$ 21.00
Check #802 - Executive Board Award 2012	\$ 200.00

NC STATE UNIVERSITY

1(c)(3) status

Mon, Mar 5, 2012 at 9:40 AM

Teresa Story <teresa_story@ncsu.edu>
To: Debbie Goforth <debbie_goforth@ncsu.edu>, Donna Holland <hdonna@ag.ncat.edu>, "Elizabeth Wilson, SE" <elizabeth_wilson@ncsu.edu>, Kay Morton <kay_morton@ncsu.edu>, Shelia S Ange <shelia_ange@ncsu.edu>, Suzanne Hugus <suzanne_hugus@ncsu.edu>, Tracy Brown <tracy_brown@ncsu.edu>

Ladies,

I spoke with Guido and he advised me of the following.

He cannot help us obtain 501(c)(3) status because he is not an attorney nor a CPA.

He did say it would be in our best interest to obtain non-profit status. If we do not have non-profit status the IRS could come and hit us with taxes and penalties.

To obtain non-profit status first the association needs to be incorporated. After we are incorporated then we can file for tax exempt statue from the IRS and State of NC. We will need an attorney or CPA or both to assist us. One entity called the IRS directly and someone there walked them through the procedure. They happened to get someone who was very helpful. There is a charge that would have to be paid as Kay had set out in her letter.

Each district has to apply for their own non-profit status.

We will have a put a hold up on this. If we are in the process of our name being changed we do not need to file for Articles of Incorporation until we know who we will be. So all of this will need to be put on hold until after our business meeting in September.

Also, each District needs to apply for a federal tax id number (Form W-9) under that District's name if you do not have one. The District accounts should not have your SS# on them. I am going to send an e-mail to the District treasurers that are using the State Association's # to file form w-9.

If you have any questions or comments, please let me know.

Teresa

--
Teresa S. Story, Administrative Secretary
North Carolina State University
College of Agriculture and Life Sciences
North Carolina Cooperative Extension
Perquimans County Center
601-A South Edenton Road Street
PO Box 87
Wentfords, NC 27944
Phone: 252-426-5428
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Email: teresa_story@ncsu.edu
Internet: www.perquimans.ces.ncsu.edu

4
(2012)

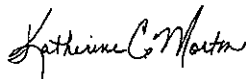
**NCCESA Executive Board Meeting
February 23, 2012
NCCE-Johnston County Center**

NCCESA 501(c)(3) Status

Nothing has been done concerning the 501(c)(3) status since our last meeting in September of 2011. The IRS filing fee is still currently \$400 if our gross receipts do not exceed \$10,000 or less over a four year period and \$850 if our gross receipts are greater than \$10,000 over a four year period annually. I have the following suggestions for NCCESA to proceed with obtaining a 501(c)(3) status:

- Create a "Tax Exempt" or "501(c)(3)" Committee
- Find out if there is anyone in our Association comfortable with dealing with IRS forms, etc. and see if they will chair this committee and/or find out if there is anyone in our Association that has a friend or relative that is an accountant and see if they would be willing to help us with this process. (If anyone steps up, see if they would be willing to chair this committee as that would be the easiest way to handle things). Another possibility is to have the treasurer chair this committee.
- If no one knows of anyone to help, see if the Association is willing to pay an accountant to do this for us.
- Approval to use funds for the application fee will be needed no matter what the outcome of these suggestions are.

My accountant source is not going to be of much help anymore and I feel that this is way over my head on my own.



Kay Morton
NCCESA Advisor 2011-2012

North Carolina Cooperative Extension Administrative & Professional Association
Fiscal Year 2012 - 2013

Proposed Budget date: _____

REVENUE

178 members @ \$20 each	\$3,560.00	
Corn Growers	\$250.00	
NCCES		
Foundation	\$1,000.00	
Ag. Agents	\$1,000.00	
	Revenue: sub-total	\$5,810.00

EXPENDITURES

Executive Award (monetary award & plaque)	-\$250.00	
Secretary Award of Excellence	-\$500.00	
Host District Professional Improvement	-\$1,000.00	
Professional Improvement Scholarship	-\$500.00	
Herter-O'Neal Scholarship	-\$750.00	
Horn of Plenty	-\$125.00	
Travel & Subsistence	-\$2,750.00	
Federation Dues	-\$50.00	
Board of Directors Meeting	-\$125.00	
Benevolence	\$100.00	
Miscellaneous: pres.plaque, check charges, SC, film, printing	-\$200.00	
	Expenditures: sub-total	-\$6,150.00
	current balance	-\$340.00

2012-2013 Finance Committee

Martha Smith, Chair: Northeast District
 Sally Southard: North Central District
 Tracey Brown: Campus Chapter
 Sherry Lynn: Northeast District
 Southeast District
 Janey Mabry: South Central District
 Ivy Olson: West District

NCCEAPA

Executive Board Meeting

February 28, 2013

Finance Committee

- NCCEAPA's banking has been transferred to Tracy Brown, President and Martha Smith, Treasurer. The account will be set with all online banking amenities including a Debit Card if needed. Each new set of officers can change the password for their elected year.
- All Financial records will be entered on Google with options to share with President / Executive Board throughout the year. As the new Treasurer & President take office, the Excel database can be shared between the new officers. After accounts are audited each year, this information can be stored on the website.
- Finance Committee will establish a Standard Operating Procedures for new State Treasurers. Once the state website is established, this can be stored on it. This will include contact names and addresses for requesting financial support from departments and agencies.
- All Districts were instructed to contact IRS and change the name on the EIN letter. It was suggested all names follow a standard consistency: NCCEAPA-<district>. When new letters with new names are received, these should be stored on the website.

PROPOSAL # 1

Due to the fact that NCEAPA is now accessible to online banking, I am requesting permission to shred all previously printed bank statements and check registers for the years 2008 – 2010. These printed statements are currently transferred county to county with each new State Treasurer. The Treasurer and officers will always have access to past statement on the SECU website.



Handbook - District Procedures N.C. Cooperative Extension Secretaries Association

• NAME

- Shall be known as the North Carolina Cooperative Extension Secretaries Association followed by District name (ex. NCCESA-Western District or NCCESA-WD) or Campus Chapter (NCCESA-Campus Chapter).

• COMMITTEES

- Districts will have all standing committees on the state level: Membership, Public Relations, Nominating, Rules and Bylaws, Finance, Reflections, and Professional Improvement.
- These committees shall have the same function as the state level, plus whatever other responsibilities the district designates. Districts may appoint special committees at their own discretion.

• OFFICERS

- The District Officers shall be the same as the State Officers: President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer.
- * ◦ The District secretaries are responsible for sending copies of district meeting minutes to the State President.

• BOARD OF DIRECTORS

- The Board of Directors is composed of District Officers and has the same function as the state level.

• DUES

- Dues shall be at the discretion of each district.

Comments

Would like to start over....do not like any of these choices Explain why below

8
(10+7)

17 answered question

126 skipped question

1 Take logo C delete the words out of the state outline, put the diamond shape in the middle of the state. Too buzy with the words in it, what is up with the A's in administration and association.

2 all okay....did not love any

3 Suggestion: The designs are just not quite as professional as they need to be....one option would be to Take the design for D. make a few changes - such as maybe not quite so bold or large, and include the words from E of - Support - Guidance- Leadership - Achievement -

4 Yes. I do not feel that any of these designs are a true representative of who we are or how we should look in the future.

5 N/A.

6 Most are not appealing to me but I should have submitted one myself and didn't have time!

7 I chose #2 but I think it needs some other colors besides red. . .for some contrast. i liked the contrasting colors of #4 but the words were too mixed up looking.

8 Would like to start over. I feel we need to have something showing history of the organization as well as present.

9 I actually like The top part of D without the NC Extension/universities info
Most are too busy. Most would be unreadable in small sizes. I don't get the association of some symbols used, either.

10 A - too plain
B & C - look outdated
D - too wordy

11 None of these seem to capture who we are!

12 Yes, I would like to start over. I submitted a design, and it was not chosen to be the district winner. While I completely understand that, because we were not allowed to view the other designs so I am going to assume that the best one of these was the one from my district. None of these designs stuck out amongst the bunch. I was expecting to see something a little more innovative to usher us into the next 40 years. I don't know I just wasn't impressed with the selection. It would be nice if we could see all of the designs that were submitted and just see which ones get the most votes, and then vote from the top 5 of the pool. Who knows you may get enough votes for one that we won't need to vote a second time. The selection here just doesn't send the message of who we are. Thanks for letting me share my input.

13 B - good choice. However, it could be enhanced with an additional color. It's a little plain.

D - probably the best choice but most of the fonts in combination are too bold. It appears too busy and your eye doesn't know where to look first.

E - not sure about the logo - too big and not sure exactly what it is

Just some thoughts

14 yes the second and third ones appear more professional.

15 I think our current logo is simple and yet elegant at the same time. That is why I chose that one with my "1st" place response, and the rest with 6th place. Some of the other choices were too "busy" or too plain. They do not convey the professional image that we want to project to those outside our organization.

16 I was hoping for something more original.

17 I liked #4 because it is bright and rectangular.

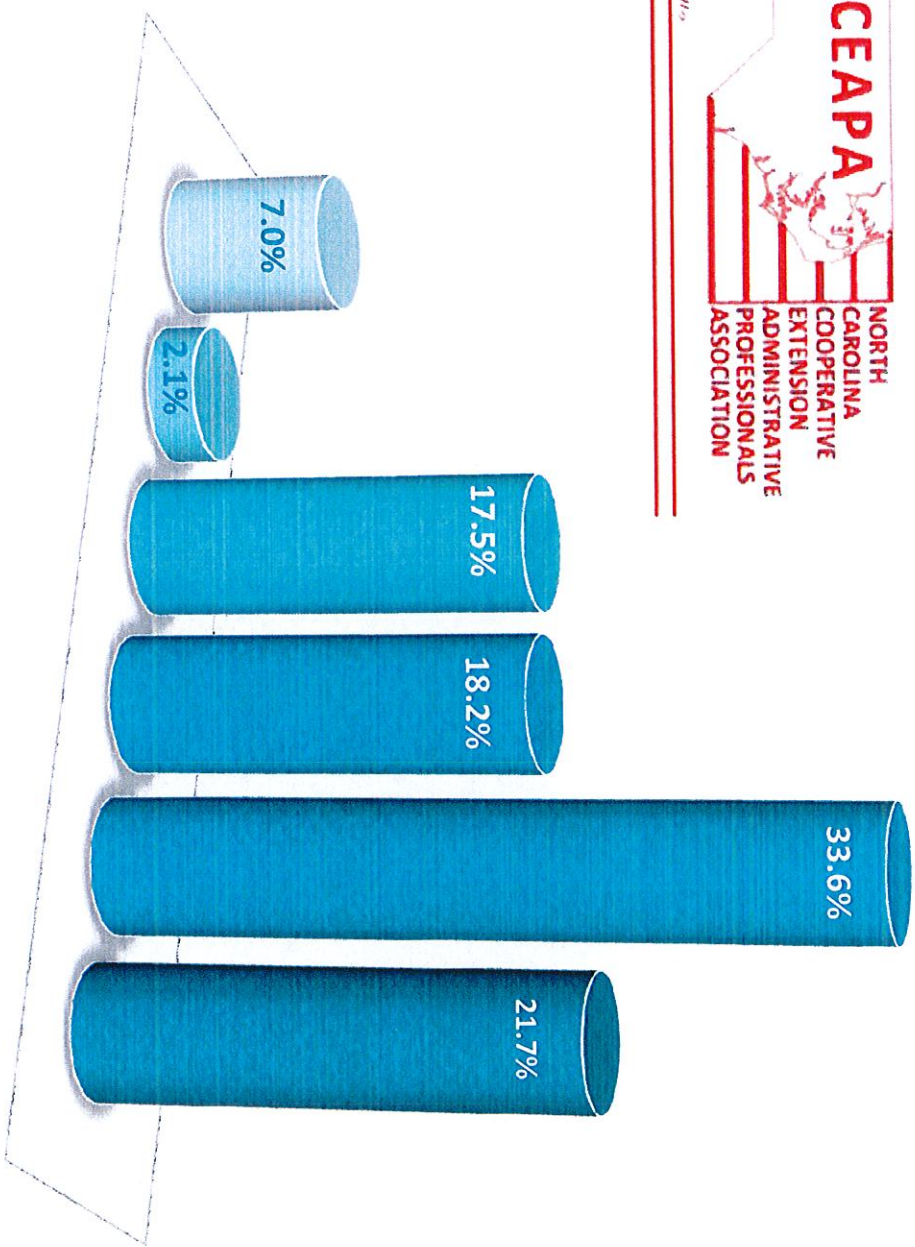
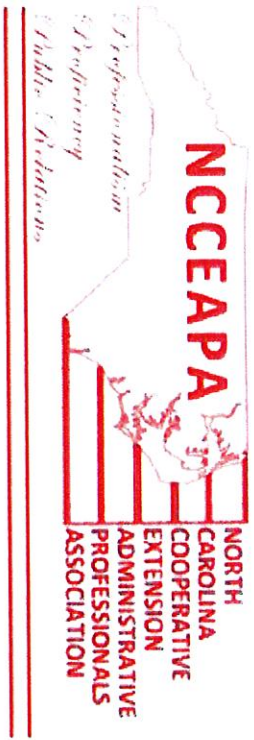
But I liked #5 best if the picture could be made deeper color.

8
(2 of 7)

08
(4 of 7)
55.3%

Image B

- | | | |
|-----------------------|--------------------------------|--------------------------------------|
| 21.7% ■ 1st - Love it | 33.6% ■ 2nd - Like it a lot | 18.2% ■ 3rd - Like it enough |
| 17.5% ■ 4th - Just ok | 2.1% ■ 5th - Like it the least | 7.0% ■ 6th - Do not like this choice |



88 (587) 14.9%

Image C

4.9% ■ 1st - Love it
35.9% ■ 4th - Just ok

12.0% ■ 2nd - Like it a lot
4.9% ■ 5th - Like it the least

16.9% ■ 3rd - Like it enough
25.4% ■ 6th - Do not like this choice



8
(6 of 7)
26.4%

Image D

- | | | |
|-----------------------|---------------------------------|---------------------------------------|
| 12.1% ■ 1st - Love it | 14.3% ■ 2nd - Like it a lot | 15.0% ■ 3rd - Like it enough |
| 22.9% ■ 4th - Just ok | 12.1% ■ 5th - Like it the least | 23.6% ■ 6th - Do not like this choice |



00707
19.6%

Image E

- | | | |
|-----------------------|--------------------------------|---------------------------------------|
| 5.1% ■ 1st - Love it | 14.5% ■ 2nd - Like it a lot | 21.0% ■ 3rd - Like it enough |
| 28.3% ■ 4th - Just ok | 6.5% ■ 5th - Like it the least | 24.6% ■ 6th - Do not like this choice |



NCCEAPA

North Carolina Cooperative Extension
Administrative Professionals Association
Support ~ Guidance ~ Leadership ~ Achievement



2013 Herter-O'Neal Scholarship Report
NC Cooperative Extension Administrative Professionals Association
Executive Board Meeting
February 28, 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