



2013-2014 Officers
 Jane McDaniel - President
 Sandy Kanupp - 1st Vice President
 Susan Johnson - 2nd Vice President
 Pamela Jordan Carrington - Secretary
 Ivy Olson - Treasurer
 Kay Morton – Parliamentarian
 Tracy Brown - Advisor
 Cheryl Mitchell - Federation President

NCCEAPA 2014 Annual Board of Directors Meeting
10:00 am – 12:00 pm
 Thursday, September 18, 2014
 Hilton Garden Inn, Kitty Hawk, NC

Jane D McDaniel, Presiding
Kay Morton, Parliamentarian

AGENDA

Agenda Item	Discussion	Outcomes and Next Steps
Opening Business <i>Jane McDaniel, President</i>	Call to Order Time:	
Roll Call		
Parliamentary Review <i>Kay Morton, Parliamentarian</i>	Verify quorum	
Approval of Agenda <i>Jane McDaniel, President</i>		Motion: Seconded: Decision:
Thought for the Day <i>Sandra Kanupp, 1st Vice President</i>		
Approval of Minutes <i>Pam Jordan Carrington, Secretary</i>	February 21, 2014 Minutes	Motion: Seconded: Decision:
Financial Report <i>Ivy Olson, Treasurer</i>	Update on accounts balances	No motion needed

District Reports

Campus <i>Alice Pennix, President</i>	<i>Submit hard copy for file</i>
Northeast <i>Edna Williams, President</i>	<i>Submit hard copy for file</i>
North Central <i>Alice Pennix, President</i>	<i>Submit hard copy for file</i>
Southeast <i>LaToya Lucy, President</i>	<i>Submit hard copy for file</i>
South Central <i>Chris Austin, President</i>	<i>Submit hard copy for file</i>
West <i>Cathy Brackins, President</i>	<i>Submit hard copy for file</i>

Standing Committee Chair Reports

Finance <i>Ivy Olson, State Treasurer</i>	
Membership <i>Risha Griffin, Chair</i>	
Nominating <i>Rhonda Gaster, Chair</i>	
Professional Improvement <i>Mignon Sheppard, Chair</i>	
Public Relations <i>Gina Britton, Chair</i>	
Reflections <i>Andrea Brooks, President</i>	
Rules and Bylaws <i>Susan Johnson, Chair</i>	

Other Reports/Updates

Distinguished Service Award <i>Sandra Kanupp, 1st Vice President</i>	
Executive Board Award <i>Sandra Kanupp, 1st Vice President</i>	
Federation <i>Cheryl Mitchell, Federation President</i>	
Herter-O'Neal Scholarship <i>Susan Johnson, 2nd Vice President</i>	
Horn of Plenty <i>Jane McDaniel, President</i>	

Professional Improvement Scholarship <i>Mignon Sheppard, Professional Improvement Chair</i>	
Service Recognition <i>Jane McDaniel, President</i>	
Staff Senate <i>Teresa Storey, Staff Senator</i>	
Sue Mills Lighthouse Award <i>Jane McDaniel, President</i>	
TERSSA <i>Christine Barrier, Recording Secretary</i>	
Old Business	
Bylaws – Proposed Changes Email Results <i>Jane McDaniel, President</i>	<p>25 members voted Yes to change Article VI – Elections Section 7 to the proposed change. (0 members voted No)</p> <p>20 members voted Yes to change the proposed article V – Officers and Their Duties Section 6 to the proposed change (0 members voted No)</p> <p>20 members voted Yes to change to the proposed article X11- Committees Section 2 (0 members voted No)</p>
Bylaws –Continue Discussion Proposed Changes <i>Susan Johnson, Rules and Bylaws Chair</i>	<div> <div><i>No motion needed</i></div> <div><i>Second: Cheryl Mitchell</i></div> <div> <i>Accept _____</i> <i>Decline _____</i> </div> </div>
New Business	
2014-2015 Proposed Budget <i>Ivy Olson, State Treasurer</i>	<i>No motion needed</i>
Honorary Membership Nominations <i>Risha Griffith, Membership Chair</i>	<i>Motion</i> <i>Seconded</i> <i>Decision</i>
Proposed Slate of Officers <i>Rhonda Gaster, Nomination Chair</i>	<i>Motion</i> <i>Seconded</i> <i>Decision</i> <i>Decision Nominations from the floor with me taken at the Business Meeting</i>
Announcements and Deadlines	
September 19, 2014	NCCEAPA Annual State Business Meeting, Kill Devil Hills, NC
October 1-2, 2014	TERSSA National Meeting, Baton Rouge, Louisiana
December 12, 2014	Federation Forum – Union County CES
Adjourn	<i>Motion:</i> <i>Seconded:</i> <i>Time:</i>

NC Cooperative Extension Administrative Professionals Association

Fiscal Year 2014 - 2015

PROPOSED BUDGET

REVENUE	Debit	Credit
Membership Dues		
No. Members	195	
Amount of Dues	\$20	\$3,900
Other Contributions		
Corn Growers		\$250
NCCES Foundation		\$500
Ag Agents		\$1,000
NC Farm Bureau		\$250
NC Tomato Growers		\$75
NC Peanut Growers		\$50
Winter BOD Meeting		\$125
Funds from Checking account to balance		\$2,521
TOTAL REVENUE		\$8,671
EXPENDITURES		
Dues / Contributions		
Horn of Plenty	\$125	
Federation Dues	\$50	\$175
Bank Charges		
Checking Charges	\$12	\$12
Awards		
Executive Board Award (Plaque & Monetary Award)	\$250	
Distinguished Service Award	\$500	
Host District Professional Improvement	\$1,000	
Professional Improvement Scholarship	\$500	
Herter O'Neal Scholarship	\$750	
Outgoing President's Plaque	\$125	\$3,125
Travel		\$5,000
President's & Executive Board Travel (NE Hosting)	\$5,000	
Other		
Benevolence	\$125	
Websites (2) annual fees	\$34	
Winter BOD Meeting	\$125	
Miscellaneous	\$75	
TOTAL EXPENDITURES		\$8,671

NC Cooperative Extension Administrative Professionals Association

2013-2014 Finance Committee

Ivy Olson, Chair - NC

Ivy Olson - WT

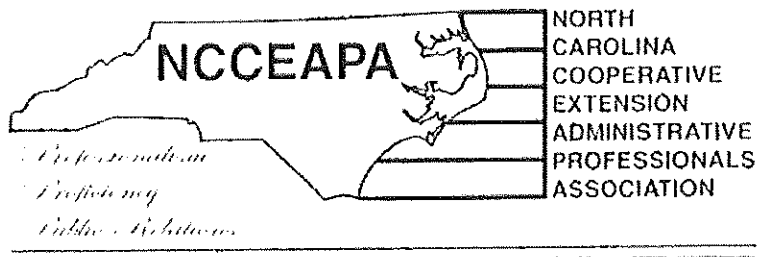
Tracy E. Brown, CP

Sally Southard - NC

Sherry Lynn - NE

Lisa Forest - SC

Dawn Coleman - SE



Campus Report
2014 NCCEAPA Annual Meeting
September 19, 2014
Nags Head, NC

The Campus Chapter has 13 active members and 18 honorary members.

The 2013/2014 Officers are:

President – Alice Pennix

1st VP - Suzanne Hugus

2nd VP - Andrea' Brooks

Secretary – Evelyn Stahling

Treasurer– Tracy Brown

Advisor – Susan Graham

The Campus Chapter of the North Carolina Cooperative Extension Administrative Professionals Association had a rewarding and fun-filled year. And yes, we also had fun! We decided early in the year we would concentrate our efforts in several community based projects. Each time we met, we brought non-perishable goods to help stock the food banks. That worked well. Our efforts were extremely fruitful. Otherwise families would have gone without. Our biggest effort was during the holidays where our food donations equaled of 165 meals.

Our chapter added two new members this year: Alexis Gaines and Crystal Headen. Suzanne Hugus was presented with the Professional Improvement Award. Anita Wright received the North Carolina Agricultural & Technical State University Award for Excellence and Performance on June 12, 2014. This was the first year for this award and Anita shared with the university, on opening day, what it meant to be selected to such a prestigious award and received a standing ovation. Anita has served well in the association, most recently as president.

The 2014 Administrative Professional of the Year was **Marion LaJoy Evans**.

The 2014/2015 Officers are:

President – Suzanne Hugus

1st VP - Andrea' Brooks

2nd VP - Geri Bushel

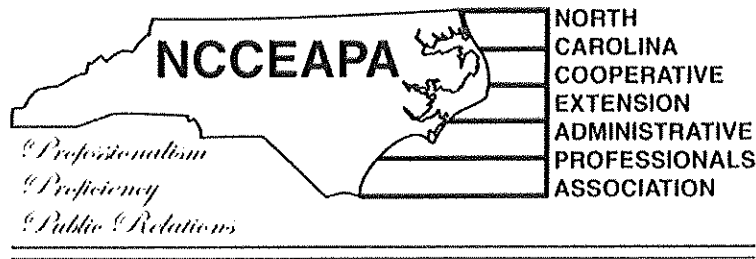
Secretary – Crystal Headen

Treasurer – Tracy Brown

Advisor – Alice Pennix

Respectfully submitted,

Alice L. Pennix, Campus Chapter President



**Northeast District Report
2014 NCCEAPA Annual Meeting
September 19, 2014
Nags Head, NC**

The Northeast District has 32 active members and 14 honorary members.

The 2013/2014 Officers are:

President	Edna Williams
1 st VP	Rebecca Castello
2 nd VP	BJ Okleshen
Secretary	Amy Twiddy
Treasurer	Sherry Lynn
Advisor	Teresa Story

The NCCEAPA-NE District met at the Halifax Extension Office in Halifax, NC on Friday, March 28, 2014. Halifax County secretaries Cheryl Tripp and Chrissy Poole hosted the meeting. Registration began at 9:30 a.m.

President Edna Williams called the meeting to order. Welcome was given by Arthur Whitehead, CED in Halifax County.

Becky Castello provided our thought for the day. She showed a video on Eating Frogs which is telling us to do our biggest job first each day.

Recognition of guests/new secretaries. Wake County Vickie Feagans and Washington County Christie Bell.

Our community service project was to bring canned goods to be donated to the local food bank in Halifax County.

Staff Senate

BJ and Sherry's terms are ending. Nominations are in but not official yet.

Discussion was then switched to the 2014 State Meeting Planning: After the planning meeting, we viewed silent auction items that each county bought and purchased what we had bid on. The meeting was adjourned.

The NCCEAPA-NE District met at the Hertford Extension Office in Winton, NC on Thursday, May 15, 2014 for a State Planning meeting. Hertford County Administrative Assistant, Becky Castello hosted the meeting. Registration began at 9:30 a.m.

President Edna Williams called the meeting to order. Welcome was given by Stephanie Parker-Helmkamp, CED in Hertford County.

The committee chairpersons gave their final reports regarding the State Meeting. Decisions regarding the meeting were finalized and the meeting was adjourned.

The 2013 Administrative Professional of the Year is BJ Okleshen.

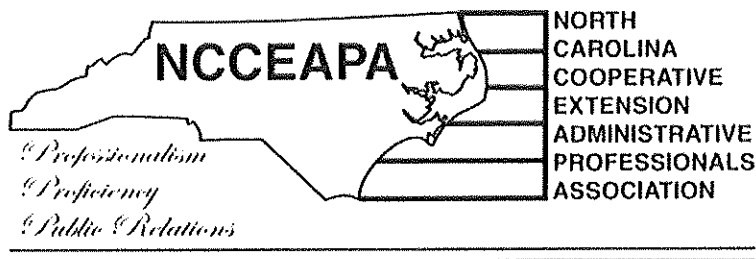
Hyde County will host the fall meeting on November 7th in Engelhard, NC. Administrative Professional Connie Burleson will be in charge.

The 2014/2015 Officer are:

President	Edna Williams
1 st VP	Rebecca Castello
2 nd VP	BJ Okleshen
Secretary	Amy Twiddy
Treasurer	Sherry Lynn
Advisor	Teresa Story

Respectfully submitted,

Edna Williams
Northeast District President



**North Central District Report
2014 NCCEAPA Annual Meeting
September 19, 2014
Nags Head, NC**

The **North Central District** has **41** active members and **10** honorary members

The 2013/2014 Officers are:

President	Carmen Boswell
1 st VP	Vacant
2 nd VP	Mignon Sheppard
Secretary	Rachel Herring
Treasurer	Sally Southard
Advisor	Pam Jordan-Carrington

Due to living in wearisome times (largely due to economical hard times) the North Central District has set three strategic goals:

- 1) **Have fun:** Having fun helps create a sense of connectedness within our association. Laughing, carrying a conversation about the lighter side of life helps to foster an environment for creativity. In turn, creativity creates good ideas, and good ideas give us a framework for building our association.
- 2) **Develop Friendships:** Making life-long friendship in our association. We are like family. Everyone in the district feels like they can pick up the phone and call each other just to chat. It is our district's goal to feel like they can call someone five counties away and ask how they are doing? This is strategic because the more friendships, the more cohesive our North Central District family becomes! The goal is to be a cohesive unit in which the whole is greater than the sum of its separate parts.
- 3) **Develop Professionally:** Let's grow in our expertise and communications. We often get asked, "How does your office do such and such?" Our district has patterned a type of dialogue with each other. We share information within our district, across those imaginary county lines, sharing our knowledge, skills, talents and resources. People feel safe to ask how to do something. Sometimes people have the same question – the key is having the one person that will ask it. Learning new skills gives us the edge we need in both the business world and personal lives.

These three strategic goals tie into one another. It is natural to want to make a connection with someone before really learning something. So this is how developing friendships is extended to growing professionally connection begins.

Items of having fun & making friendship that we have participated in:

Halloween: Everyone shared pictures of their Halloween costumes they had on.

Thanksgiving: The NCD members' response to this was huge! Everyone wrote about Thanksgiving memories.

Throw Back Thursday: This was a huge hit! Everyone shared pictures from being a baby to an adult.

Lazy, Hazy, Crazy Days of Summer: People shared past and present pictures of summer fun. It was great to see all the summer fun happening out in the world.

Items of developing professionally that we have participated in:

Best Practices for the office: This was a big success! Everyone had excellent office ideas. Everyone shared pointers on how they make the office run smoothly and effectively.

NCCEAPA-NCD Rotation For Hosting: Due to the fact that a lot of counties only have one COSS employee, our district divided up into a four county rotation. This allows four counties to plan and host a district meeting. The main goal was to help relieve the responsibility of one person/one county from having to plan and prepare for a district meeting.

2013 Fall Meeting: This was held in Randolph County at the Wildlife Learning Center near the NC Zoo. There were speakers on nutrition/wellness and customer service. It was a beautiful day and everyone enjoyed the visit.

2014 Spring Meeting: This was held in Guilford County at the Haw River State Park. There was a speaker that spoke on personality types and how we all can relate and work together. Everyone had a wonderful time.

Community Service Projects: Randolph County's Victory Junction supplies
Guilford County Animal Shelter supplies

Awards & Recognition: Shawn Senter was given a Leadership & Award of Excellence from our district when he resigned from Cooperative Extension. He was such an inspiration for our district and he will be deeply missed.

Sandy Ruble was appointed Committee Chair for the State Professional Improvement Committee. Sandy Ruble resigned from Cooperative Extension shortly after receiving this appointment.

The 2014 Administrative Professional of the Year is:
North Central District doesn't have this award.

The 2014/2015 Officers are:

President

1st VP

2nd VP

Secretary

Treasurer

Advisor

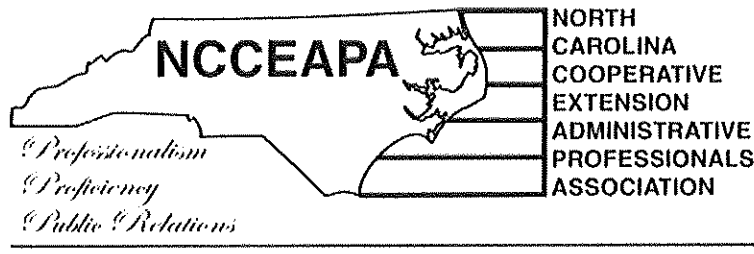
The 2014/2015 Officers will not be elected until October 24, 2014 at our Fall Meeting.

Respectfully submitted,

Carmen Boswell

Carmen Boswell

North Central District President



**Southeast District Report
2014 NCCEAPA Annual Meeting
September 19, 2014
Nags Head, NC**

The Southeast District has 37 active members and 14 honorary members.

The 2013/2014 Officers are

President LaToya Lucy-Bladen
1st VP-Lisa Wimpfheimer-Craven
2nd VP-Jessica Whitley-Lenoir
Secretary-Connie Bailey-Wilson
Treasurer-Dawn Coleman-Brunswick
Advisor-Gina Britton-Brunswick

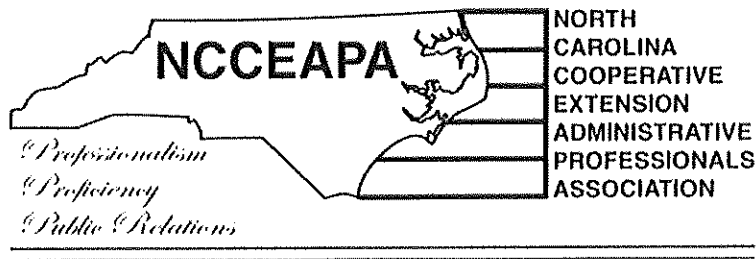
SE Admin Seminar- The SE district had an overnight Administrative Professional Training seminar held at the Duplin County Center Oct. 31-Nov 1, 2013 where we had a very informative time and actually enjoyed ourselves in the process. We covered the topics of Wolf Reporting, Civil Rights book, HR Updates, Accounting Updates, the new Travel system and Technology. Because the training was such a success with the admins, Stella, our DAA has agreed to hold regular update sessions during the CED/AA meetings.

The SE district will be hosting the 2015 state meeting. We have already picked the venue, which will be in New Bern. We are currently in the process of pulling it all together. We had our Fall district meeting on August 15, 2014 where our topic of conversation was planning for the 2015 state meeting.

The 2014/2015 Officers are
President LaToya Lucy-Bladen
1st VP-Lisa Wimpfheimer-Craven
2nd VP-Jessica Whitley-Lenoir
Secretary-Connie Bailey-Wilson
Treasurer-Dawn Coleman-Brunswick
Advisor-Gina Britton-Brunswick

Respectfully submitted,

LaToya Lucy
Southeast District President



**South Central District Report
2014 NCCEAPA Annual Meeting
September 19, 2014
Nags Head, NC**

The South Central District has 35 active members, 13 honorary members and 18 TERSSA members.

The 2013/2014 Officers are

President	Chris Austin – Union County
1 st VP	Pam Layfield – Anson County
2 nd VP	Cynthia Gustashaw – Gaston County
Secretary	Julie Campbell - Alexander County
Treasurer	Lisa Forrest – Stanly County
Advisor	Christine Barrier – Cabarrus County

SC District Spring meeting was held in Catawba County on April 11, 2014. During this meeting we reviewed the evaluations of the State Meeting and found that the majority of attendees were very pleased with all aspects of both. Our Professional Improvement segment of the meeting was a presentation by Dr. Michelle Eley, Community & Economic Development Specialist with NC A&T on volunteerism. Community Service rotation schedule was reworked to take into consideration the change in the counties in the SC District.

Our Fall meeting was hosted by Cumberland County on August 22, 2014. Professional Improvement portion of this meeting was a presentation by Fred Starling and Sara Caldwell, Cumberland County Human Services with a presentation on “Be the Change You Wish to See”.

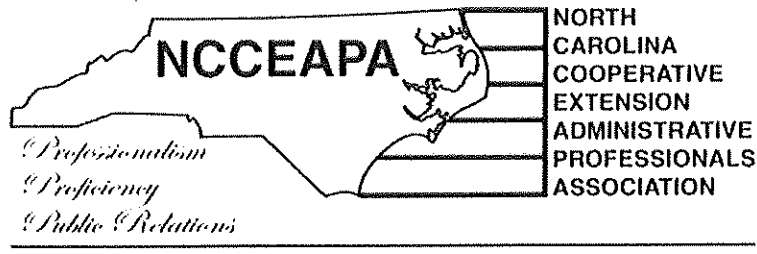
The 2014 Administrative Professional of the Year is Christine Barrier of Cabarrus County.

The 2014/2015 Officer are

President	Pam Layfield – Anson County
1 st VP	Cynthia Gustashaw – Gaston County
2 nd VP	Becky Lewis – Cabarrus County
Secretary	Carol Capel – Richmond County
Treasurer	Cathy James – Hoke County
Advisor	Chris Austin – Union County

Respectfully submitted,

Chris Austin
South Central District President



**West District Report
2014 NCCEAPA Annual Meeting
September 19, 2014
Nags Head, NC**

The West District has 33 active members and 18 honorary members.

The 2013/2014 Officers are

President: Cathy Brackins

1st VP: Cheryl Mitchell

2nd VP: Leslie Brown

Secretary: Janice Dotson

Treasurer: Ivy Olson

Advisor: Tammy Hagie

The West District held their spring meeting in Henderson County on May 2, 2014 at Saint Paul Vineyard. Dr. Deborah Crandall (Interim West District Director) attended. The winner of the 2014 Herter O'Neal Scholarship was announced. This year's award goes to Antonio Powell from the Northeast District. Members discussed the "Award of Excellence". Members were encouraged to nominate someone. We discussed the "Secretary of the Year" award to become "Administrative Professional of the Year" award. Karen and Erin extended an invitation for our fall meeting in Haywood County. Alan Ward, Owner of Saint Paul Vineyards, gave our professional development program. He spoke about the history of wine, growing grapes in WNC, basics of wine making and how to taste wine. After the meeting adjourned, the members enjoyed a delicious catered meal. For our service project we collected items for the homeless children in Henderson County.

On August 15, 2014 Cathy Brackins, Janice Dotson, Ivy Olson, Cheryl Mitchell, and Tami Hagie helped to serve hand dipped ice cream and cupcakes at the annual Horn of Plenty. The Horn of Plenty was hosted by the West district and was held at the North Carolina Arboretum.

Our fall meeting was held in Haywood County. At this meeting we voted to give our 4-H scholarship to Rutherford County. Swain County was up in the rotation, but did not meet the criteria. It was also decided to skip a fundraiser at the 2014 NCCEAPA state meeting. Our new officers for the 2014/2015-year were elected. Our DED Dr. Deborah Crandall attended and held a question and answer session about the restructuring of Extension. This served as our Professional Development. Members

brought items to be given to Brenda Wilson, who is going through treatments for Breast Cancer. After we collected our items we put them into two "Love Baskets". Our members also brought items to be given to the backpack program. Lunch was at Sagebrush.

Our 2014 Administrative Professional of the Year is Maryann Mickewicz. She was presented with a plaque and \$100.00.

The 2014/2015 Officers are:

President: Cheryl Mitchell

1st VP: Leslie Brown

2nd VP: Carol Horne

Secretary: Suzanne Winnebarger

Treasurer: Barbara Walker

Advisor: Cathy Brackins

Respectfully submitted,

Cathy Brackins

West District President

**NCCEAPA
Treasurer's Report
September 17, 2014**

At our State meeting last September, it was decided that each District would be responsible for collecting both the NCCEAPA and TERSSA dues. Our forms were updated and I am pleased to report that everything went fine with only a minor increase in processing time.

At the Winter Board meeting it was agreed that I would research the possibility of obtaining online access for our accounts with SECU. The research was completed and the Board voted to allow online access. The process has been completed with only the President and Treasurer having that capability. When the new officers are installed, the presiding President will supply the incoming President and Treasurer with the access information. Once the financial information is turned over to the new Treasurer the password for online access needs to be changed.

In addition, we have uploaded our financial information to Google Drive. While we are still maintaining the information on the USB drive it gives us an additional backup. Access to the Google Drive documents will also need to be passed to the incoming President and Treasurer.

While we have seen contributions from some of our Sponsors decrease, I am pleased to report that we have obtained some new Sponsors; they are The NC Tomato Growers Association, The NC Peanut Growers Association and NC Farm Bureau.

Copies of the 2013-2014 Financial Report and 2014-2015 Budget are attached.

Submitted by:
Ivylyn Olson
NCCEAPA Treasurer
Extension Administrative Assistant – Henderson County

NCCEAPA Membership Committee Report

September 2014

	West District	North Central District	Campus Chapter	South Central District	Northeast District	Southeast District	TOTALS
Paid Active Members	33	35	14	35	32	39	188
Honorary Members	16	10	18	13	14	13	84
Associate Members	0	0	0	0	0	0	0

Respectfully submitted by the 2013-2014 Membership Committee:

Risha Griffin, Northeast (Chair)
 Pana Jones, North Central
 Margaret Browne, Campus
 Christine Barrier, South Central
 Kim Davis, West
 Aletha Mebane, Southeast

Nominating Committee Report
Board of Directors Meeting/Association Business Meeting
September 18-19, 2014
Kitty Hawk, NC

Applications were accepted beginning June 1, 2014 for persons interested in serving as an officer for the North Carolina Cooperative Extension Administrative Professionals Association during 2014-2015. E-mails were sent to each District President with guidelines and application information.

Sandy Kanupp, 1st Vice-President, Susan Johnson, 2nd Vice-President, consented to rotate to serve as President and 1st Vice-President, respectfully.

Nominations were accepted for the following open positions:

2nd Vice-President – keeping in line with the rotation schedule, the Northeast was tasked with providing a candidate for this position

Secretary

Treasurer

The 2013-2014 Nomination Committee would like to offer for consideration the following slate of officers to serve during 2014-2015:

President – Sandy Kanupp, North Central District Office, North Central District

1st Vice President – Susan Johnson, Cumberland County, South Central District

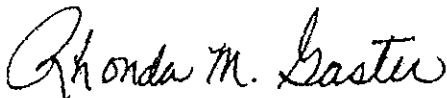
2nd Vice President – Rebecca Castello, Pasquotank County, Northeast District

Secretary – Becky Lewis, Cabarrus County, South Central District

Treasurer – Tracy Brown, Campus

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

Respectfully submitted,



Rhonda M. Gaster

Chair, Nominating Committee

Rhonda Gaster, Chair, Lee County – South Central District

Tracy Brown – Campus

Tami Hagie, Avery County – West District

Sherry Ramsey, Caswell County – North Central

Christy Boyce, Pasquotank County – Northeast

Nan Rackley, Columbus County - Southeast

Professional Development Report September 19, 2014

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 is as follows:

Campus Chapter – Susan Graham
North Central – Mignon Sheppard
Northeast – Teresa Story

Southeast – Katie Moore
South Central – Myra Johnson-Moore
West – Susan Winebarger

Since the beginning of the association year, districts have been engaged in professional development sessions for its members. The underlying theme this year has been to engage each other more, build better relationships and sharing information to increase moral and efficiency. Districts have attended trainings on topics such as "Are We Speaking the Same Language," Viticulture and Wine Appreciation. Other notable highlights throughout the year are:

1. All Administrative Professionals were encouraged to attend one of the Visioning/Listening Sessions across the state during the Fall. These sessions were for brainstorming with stakeholders on how Extension should be shaped over the next 100 years. The new Extension Vision was revealed in August 2014.
2. A new professional development webinar pilot series began in Fall 2013 through Skillport Online Learning. Administrative Professionals were able to sign up to be a part of the pilot series. Participants were chosen at random, and they were able to begin taking the courses for free in the fall, with courses ending in June. Hopefully this will be a continuing effort.
3. In January, the State Professional Improvement Committee announced a new blogspot, "The Smart n' Savvy NC Cooperative Extension Administrative Support Professional" for Extension's Centennial Celebration. The website can be found at: <http://savvy4extension.blogspot.com/>. Extension history can be found on this site.
4. In March and April, the Herter-O'Neal Scholarship was made available. Received and reviewed 13 Herter-O'Neal Scholarship Applications. More information will be available during the Spring 2014 meeting about the winner(s). In May-July, the State Professional Improvement Scholarship was promoted. The winner will be announced during State Meeting in September.
5. A professional development workshop with Mary Lou Addor entitled "Communications Boomerangs" was held on Monday, May 12 via Collaborate. Twenty-six Administrative Professionals attended.

End of Report

Submitted by Mignon Sheppard, Committee Chair

Rules and By-Laws Committee Report 2014 State Report

State Committee members: Susan Johnson, Chair; Shelia Ange, Regina Gardner, Carol Horne, Deborah Waterman, Anita Wright, Jane McDaniel, Ex-Officio member

The State Rules and By-Laws Committee were tasked during the year with the following recommend by-law changes. The Board of Directors has approved the following proposed changes for membership vote at the state meeting in September. These proposed changes were posted to the NCCEAPA website for review by the general membership as mandated.

Article VII Section 4

In addition, the Association shall pay the president's travel expenses and up to per diem subsistence expenses with receipts for Association representation at required meetings. (Proposed change below)

By-law proposed for change

In addition, the Association shall pay the president's and the 1st vice president's travel expenses and up to per diem subsistence expenses with receipts for Association representation at required meetings.

Reason for change: The 1st Vice-President, by virtue of the office held, serves as a Board member of the Federation, and should be eligible for travel reimbursement.

Article XI Section 2 (under Dues)

Dues shall be paid by District Treasurers by or before November 1 of each calendar year, extracted from district dues paid by members by or before October 1 of each calendar year. (Proposed change below)

By-law proposed for change

Annual dues are to be postmarked by District Treasurers beginning October 1 and no later than December 31 of each calendar year, for membership beginning October 1 through September 30. Membership year runs from October 1 through September 30 each year.

Reason for proposed change: This change will allow additional time for Districts and Campus to collect dues for submission to the state. Some districts have experienced trouble receiving their dues in a timely manner. Non-payment of dues by the deadline voids membership rights.

Article XI Section 3 (under Dues)

By-law proposed for change

Membership shall be available for those whose effective date of employment occurs after October 1, upon payment of dues. (Proposed change below)

Membership shall be available for current/existing employees beginning October 1 through December 31. Membership shall be available for new employees whose effective date of employment occurs after December 31 upon payment of dues within 90 days of employment.

Reason for proposed change: To establish a firm deadline for payment of dues by current/existing employees and to allow for the payment of dues from new employees within an adequate allotted window of time.

Article V Section 6 (Officers and Their Duties)

By-law proposed for change

The accounts of the Treasurer shall be audited at the close of the association year by an Audit Committee, to be appointed by the President.

The accounts of the Treasurer shall be reviewed at the close of the association year by a Review Committee, to be appointed by the President.

Reason for change: During a Parliamentary Procedures training at the Board of Directors meeting in February 2014, Nelson McCaskill informed the Board of Directors that since our accounts were not audited by a CPA, then the wording should be changed.

Article XII - Section 2 (Committees)

By-law proposed for change

An Auditing Committee shall be appointed to audit the accounts of the Treasurer and a report thereof give at the annual meeting, a copy of which shall be included in the Annual Report to the Association.

A Review Committee shall be appointed to review the accounts of the Treasurer and a report thereof give at the annual meeting, a copy of which shall be included in the Annual Report to the Association.

Reason for change: During a Parliamentary Procedures training at the Board of Directors meeting in February 2014, Nelson McCaskill informed the Board of Directors that since our accounts were not audited by a CPA, then the wording should be changed.

Article VI, Section 7

No officer may hold two positions concurrently in NCCESA at the state level.

No officer may hold two Executive Board positions concurrently in NCCEAPA at the state level.

Reason for proposed change: 1) to change Association name 2) to clarify the eligibility of officers to serve as state committee chairs

At the time of this report the following recommendation is still under discussion by the Board of Directors.

Article II – Purpose and Objectives

Section 1:

Current

The primary purpose of the 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.

Proposed

To exert much effort to maintain a unified system classification of County Extension Administrative Professionals.

Reason for proposed change: This was done when employees were classified as COSS employees.

After some research we have discovered that the proposed change to Article II – Purpose and Objectives is in error. The proposed change should have been proposed for Article II – Purpose and Objectives, Section 2, Item number 4.

The By-Laws committee would like to remind the general membership that under:

Article XIV – District Association

The Districts shall follow the same Constitution and By-laws as outlined for the State. They may make standing rules which are pertinent to local or district affairs and which are not in contradiction to the State Constitution and By-laws.

Respectfully submitted:

Susan Johnson
Chair, South Central District By-Laws Committee Chair
2nd Vice-President, NCCEAPA



North Carolina Federation of Cooperative Extension Associations

Cheryl Mitchell – Federation President
Federation report – September 17, 2014

As Federation President, and representative of NCCEAPA, I was asked to serve on the Visioning Team. We had our first meeting October 16 in Raleigh. After listening sessions were held, the team met again in January to begin to disseminate the comments/suggestions. After our last meeting in February, Administration took input from the team and in August announced the final plan.

I also served on the Grange awards committee, and as such helped to host the Awards Banquet at the Extension Conference held in November. Federation is now responsible for reviewing and awarding all Grange awards.

The 2013 Federation Forum met on December 13, 2013, at the Union County Agricultural Conference Center in Monroe. Dr. Marshall Stewart made an excellent presentation on the "G-I-F-T-S of Leadership". Dr. Joe Zublena, Dr. Tom Melton, Dr. Marshall Stewart, and Sheri Schwab of NCSU and Dr. Fletcher Barber of NC A&T gave an Administrative Update and addressed concerns of the associations. Questions and answers are on the Federation website. Administration would like any suggestions of how they can help us to do our jobs more effectively. Also, they would be happy to attend association board meetings to discuss issues in the future and not just at Federation Forum.

Election and installation of 2014 Federation Officers were:

President- Cheryl Mitchell- NCCEAPA
President Elect- Karee Mackey- NCAE4-HA
Secretary- Nancy Keith- NCACAA
Treasurer- Debbie Stephenson-NCAEPAAT
Webmaster- Christine Barrier-ESP
Parliamentarian- Trudy Pickett-NCEAFCS
Past President- Mitzi Downing- NCACES

The 2013 Leadership and Service Award winner was Jane McDaniel-NCCEAPA from McDowell County. She received a certificate and \$50.

Karee Mackey, Federation Pres-Elect, and I, met with Dr. Joe Zublena via Hangout on Friday, April 25 to discuss expectations of Federation. Dr. Zublena spoke favorably about Administrative Professionals participation in Staff Senate.

The Federation Board of Directors held their spring meeting via Collaborate on May 21, 2014.

Reports from each association were presented.

Dr. Joe Zublena, gave an Administrative update. He reported the Centennial Celebration held on May 19 at the Expo Center at the NC State Fairgrounds was a phenomenal success. He applauded Extension's unprecedented access to the Legislature on May 20 on "Cooperative Extension Day" and talked about the need to have more frequent access to our legislators within the Legislature.

The fall Board of Directors meeting will be on October 13, 1:30-3:00 via Collaborate.

The due date for nominations for the Leadership & Service Award is October 31st. Nominations can be sent to Karee Mackey, Federation President-Elect.

The Federation Forum will be on Friday, December 12, at the Union County Extension Center. Questions for the Forum can be submitted at any time to your association's officers.

All current association President and Vice-Presidents will serve through December.

Cheryl Mitchell
2014 Federation President

Horn of Plenty Report

The Horn of Plenty was held on August 15 at the North Carolina Arboretum in Asheville, NC. The NCCEAPA West District Officers served ice-cream and cupcakes during the event. Due to a scheduling conflict I was unable to attend the event. I would like to thank Sandy Kanupp, 1st Vice President for taking my place at the event.

Submitted: Jane McDaniel, 2014 NCCEAPA President

Sue Mills Lighthouse Award Report

Tasks Completed this year

- Purchased a name plate for the 2013 Award Winner (Becky Lewis). Becky did not receive a name plate with her lighthouse
- Compiled a Sue Mills Lighthouse Award Important and Timeline
- The Account Balance is \$2,073.01 as of 9/9/2014
- 10 Lefton North Carolina Lighthouses were purchased for \$71.90.
- 9 Lighthouse are stored at the Foundation Office
- The Wiki has been updated with current information

3 nominations were received for the 2014 Sue Mills Lighthouse Award.

The winner will be announced at the Annual Banquet.

Submitted: Jane McDaniel, 2014 NCCEAPA President

Herter-O-Neal Scholarship Committee Report Final Report 2014

The NCCEAPA 2nd Vice-President and the District 2nd Vice-Presidents serve as committee representatives for the Herter O'Neal Scholarship Committee. The President of the Association serves as an ex officio member. Committee members for 2014 included: Susan Johnson, Chair; Dawn Stone, Jessica Whitley, Leslie Brown, Betty Okleshen, Cynthia Gustashaw, Andrea Brooks

The process for the selection of the 2014 Herter O'Neal Scholarship recipient began in late January 2014. The deadline for district winners to be submitted for review was April 1, 2014.

Five district winners were submitted for review. An outside committee met and chose Antonio Powell, Northeast District, Bertie County as the 2014 recipient. Antonio was chosen due to his excellent grades, numerous honors, and various extracurricular activities, both in school and in his community. Antonio is attending the University of Charlotte. His scholarship award has been sent to the university.

There were a total of 79 Herter O'Neill applications received.

The committee was asked to consider two changes to the responsibilities of the state 2nd VP, who serves as chair of the Herter O'Neal Scholarship committee. Those changes were: "Update the Recipient's page on the website" and "To obtain a Photo Release Form from the recipient".

The committee approved both changes to the responsibilities of the state 2nd VP.

Included in this report is the academic report of the 2013 winner, Andrew Miller, who is attending Appalachian State University. Andrew was very successful and had a GPA of 3.36 for the year.

Respectfully submitted:

Susan Johnson
2nd Vice-President, NCCEAPA



Office of Student Financial Aid

ASU Box 32059
Boone, NC 28608-2059

(828) 262-2190
Fax: (828) 262-2585

May 16, 2014

To Whom It May Concern:

Grade reports are enclosed for all students receiving your scholarship funds. Your office requested these reports in order to document the academic progress of your scholarship recipients. Please contact our office if you need any additional information.

Sincerely,

A handwritten signature in cursive script that reads "Becky Stansberry".

Becky Stansberry
Administrative Support Supervisor
Office of Financial Aid

Enclosure