

NCCEAPA Board of Directors Meeting  
February 21, 2014  
Iredell Center  
Statesville, NC  
Presiding: Jane McDaniel, NCCEAPA President

Before the meeting began Jane asked that we all take a moment of silence to remember those in our association that are going through life's difficult times.

Meeting was called to order at 11:30am.

Jane asked the Board to look over the agenda. She advised of the changes that need to be made before we get started. They include, under New Business add Herter O'Neal Scholarship as well as Search for Excellence Award. No additions or corrections to be added to the agenda from the Board. Shawn Senter, Stokes County made a motion that we accept the agenda as submitted with the changes. Dawn Stone, Randolph County seconded. All voted yes.

Sandy Kanupp, 1st VP, gave the thought for the day. It was a short video of 20 Things We Should Say More Often.

Pam Jordan-Carrington, Secretary, called the Roll. 28 members were present and 1 additional member. Roll was called because it was a Board meeting and only Board members can vote. Other members are welcome to attend however they cannot vote. Tammy Hagie is attending as the advisor to the West District. She will also give the Nominating Committee report.

Kay Morton verified the quorum.

Pam Jordan-Carrington asked everyone if they had a chance to review the minutes from the September 26, 2013 meeting that were posted to the website. No one had any corrections or changes to the minutes. Chris Austin, Union County made a motion to accept the minutes as presented. Alice Pennix, Campus, seconded the motion. All voted yes.

Ivy Olson gave the Financial Report. No changes made but to clarify Membership Dues in Revenue \$3,900 is for membership dues and \$460 is for TERSSA dues. As of Monday, February 17, 2014 the account stood at \$10,095.82 in checking, \$15,045.12 in the Money Market Acct, and \$60.69 in the Share Acct. Grand total is \$25,922.45.

#### **District Reports**

See attached reports.

#### **Other Reports/Updates**

Jane asked Sandy as 2<sup>nd</sup> VP to review the guidelines for the Executive Board award. The 2<sup>nd</sup> VP is responsible for completing the process throughout the year. As always, nominations are due August 1. The guidelines are very vague. The Executive Board gives this award and therefore the Executive Board judges and vote for the winner. This information is currently not written in the guidelines and therefore the Executive Board decided yesterday to have "nominations judged by members of the Executive Board" to be included in the guidelines for the Executive Board Award. Also, it was decided that if an Executive Board member nominates a member for this award he/she may not participate in the process

of choosing a winner. Also, if a member of the Executive Board is nominated for the award then he/she is not eligible to vote. At that time the 1<sup>st</sup> VP, who is in charge of overseeing this award, will select as association member to replace the nominated Executive Board member. If the 1<sup>st</sup> VP is nominated then the 2<sup>nd</sup> VP will take over the responsibilities assigned to the 1<sup>st</sup> VP in regards to the award. In situations other than those listed, the Executive Board will meet to determine a plan of action. There were no questions from the floor.

### **Federation**

See report

### **Herter O'Neal Scholarship**

The State 2<sup>nd</sup> VP serves as the Chair of the Herter O'Neal Scholarship committee. Other committee members include the 2<sup>nd</sup> VP's from Campus and Districts and the State President as Ex Officio member. On January 27<sup>th</sup> an email was sent to the committee to review the Herter O'Neal scholarship information before being distributed to the association. No one had any questions or changes so on January 28, 2014 the committee was asked to send the information to the campus or district 2<sup>nd</sup> VPs requesting the information be sent to the Professional Development chair of each group for the solicitation of applications. Follow up emails were sent Feb 6 & 10. The Committee was also asked to consider 2 changes to the responsibilities of the State 2<sup>nd</sup> VP regarding who is the chair of the HOS. The first recommendation was to update the recipients page immediately after announcing the winner and the second recommendation was to make sure a photo release is obtained from the recipient before it's published on the website. On February 10, 2014 an email went out to the committee for their approval or disapproval of the changes. Responses from majority of the committee members have been received.

### **Horn Of Plenty**

The Horn of Plenty event is scheduled for August 15, 2014. The exact location will be determined at a later date. We do know it will be in the West District. Jane will send out information once she finds out more.

### **Staff Senate**

Chair, Brenda Wilson was not present. BJ Okleshen, a member of Staff Senate encouraged members to nominate each other to represent their district in Staff Senate. See report submitted.

### **Sue Mills Lighthouse Award**

Awards accepted until August 1, 2014. The Sue Mills Lighthouse Award is judged by the presidents of each district and the President of the Association. Jane has creating an ad hoc committee to look and make sure everything is on the up and up. There are no gray areas. Jane chose Janice Dotson, a past recipient, to chair this ad hoc committee and she has asked past recipients to be on the committee with her to look into the Award and make sure all information regarding the award is correct and understandable. The Award balance is \$2,244.91. In 2008, Devona Beard purchased 5 lighthouses but they have all been used. Jane will be purchasing lighthouses in the near future. The Thomas Kinkaid lighthouses used before are no longer available. She has found North Carolina lighthouses for \$10 each. It is written in the guidelines that \$50 is the price limit for the lighthouse presented. Alice Pennix, Campus, asked whether or not if anyone has actually seen these NC lighthouses Jane is referring to. Jane explained that she saw them on EBay. They are brand new about 7 inches tall which is a bit bigger than the ones we've had in the past.

## **TERSSA**

Jane contacted TERSSA president and asked for a report. They are currently working on the National meeting which is to be held in Baton Rouge LA, October 1 and 2, 2014. North Carolina has 54 members for 2014 which is an increase from 2013. No additional information to report at this time.

## **NCCEAPA- Website**

Webmaster, Shelia Ange, not present. Jane gave report submitted by Shelia. Current update project includes the history of the Association. This information was previously updated through 1984. The State webmaster is working to bring the section up to date. Please see blog created by the Professional Improvement Committee. See report.

## **Old Business**

### **State Meeting**

The Northeast District continues to plan for the 2014 State Meeting. As of today, the meeting date is September 18 and 19, 2014 and will take place at the Hilton Garden Inn at Kitty Hawk, NC. Registration will be between \$100-\$125. The committee will continue to work towards finalizing the registration.

## **New Business**

### **2014-2015 Proposed Budget**

Ivy and Jane were looking to update current budget and propose a new budget for next year. However, there was a difference in what was received from the Foundation and what was planned. The budget has us receiving \$1,000 from the Foundation however she received a check for \$500. Jane is looking into discussion with the Executive Board on yesterday in clarification of funds received from the Foundation. Ivy submitted letters to a few additional organizations and associations she had not previously. She contacted the NC Tomato Growers Association, NC Farm Bureau and the NC Cattleman's Association. She received \$75 this week from the Tomato Growers Association. However this doesn't make up what we lost in not receiving the full \$1,000 from the Foundation. Ivy has asked for an extension from the Executive Board to follow up with those that she contacted for additional funding. Ivy will get a new budget by April 1, 2014. Ivy has also mailed letters requesting donations from other organizations. Ivy to make follow up phone calls next week. She's also asking for suggestions she could contact for donations. Latoya Lucy, Bladen County, suggested that she contact the NC Peanuts Growers Assn. Others suggested the Extension Master Gardeners Association, Ag Carolina (which is different than the Ag Agents Association), and the Bee Keepers Association. Also suggested to check with the Ag Foundation. Ivy asks that if anyone has additional suggestions of who she can contact to please give her a call and she will send out a letter of support.

### **Bylaws-Proposed Changes**

First proposed By-law change...

Article 7 Section 4

#### **Change By-law from...**

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 By-law change to...**

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

The Rules and By-laws Committee moved that this proposed by-law be considered. Tracy Brown had a question and asked the number of meetings in question which is the Federation Forum. There was no additional discussion. A second is not required. All voted yes.

This by-laws change will go to the entire membership.

#### **The second proposed by-law change...**

Article 11 Section 2 under Dues

Change from...

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.

#### **Change By-law to ...**

Annual dues are to be paid 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.

The committee moves that this be considered for change. Seconded by Ivy Olson. A question was asked during the discussion as to whether or not dues "to be paid by" meant "submitted by" date, received by or postmarked by? Ivy therefore made a motion to amend the change so the change would read... Annual dues are to be paid by District Treasurers beginning October 1 and postmarked 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." LaToya Lucy seconded the motion. Before voting on the amended change another question arose.

Rebecca Castello made a motion to amend the amendment to read... **"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.”** Ivy seconded the motion. There was no further discussion. All voted yes.

No discussion. We then voted on the original motion presented by the Committee. The vote died.

### **The third proposed By-laws change**

Article 11 Section 3 (under Dues)

Change from...

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

Proposed by-laws change...

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.

The Committee moves to consider this by-laws change. There was discussion regarding the time new hires could join the Association between October 1 and December 31. The question of prorating membership dues was also brought up. It was mentioned that several Districts offer free membership to new employees there first year however this was not a practice every county offered. Clarification was made that if a secretary left Extension then the newly hired secretary would not replace the member that left but would also need to pay separate dues. In other words, there are no replacing members. Shawn Senter, Stokes County, made a motion to amend the committee's motion that states **Membership shall be available for current/existing employees beginning October 1 through December 31. Membership shall be available for new employees upon payment of dues within 90 days of employment.** Cathy Brackins, Madison County, seconded the motion. Votes counted via showing of hands. 24 voted yes. Zero opposed.

Susan thanked everyone for their input and willingness to work needed to get the Association By-laws in order where we need to be.

### **Herter O'Neal Scholarship**

The Committee was tasked with two changes to the responsibilities of the State 2<sup>nd</sup> VP in regards to HOS. First, to add to the list of responsibilities of the State 2<sup>nd</sup> Vice President in regards to the HOS is to update the recipient page on the website.

The Committee moves that this responsibility be added to the list of responsibilities for the State 2<sup>nd</sup> VP. There was no discussion. Per President Jane McDaniel, only the BOD will vote on this because this is not a Rules and By-laws change only a change to the HOS. All voted yes.

The second recommended change is to obtain a photo release form from the recipient.

The Committee moves that this be considered as a change to the responsibilities of the State 2<sup>nd</sup> Vice President. There was no discussion. All voted yes.

### **Search for Excellence Award**

At the State meeting last year there was discussion about the name of the Award of Excellence due to the number of awards with the same name and it gets confusing as to which award you are applying. NCCEAPA funds this award and can be given to any office support person across the state and on campus with Extension. They do not have to be a member of the Association. Last year a District winner was not a member of our association. Not logical to fund an award to anyone other than members who have paid dues. Based on information and discussion from the Executive Board Meeting, Sandy moves **to discontinue funding The Award of Excellence as it is right now and instead put that same amount of money, which is \$500, toward a new award specific to our association that would be available only to our members with criteria including service to Extension and our Association. There will be a winner from each District and one State winner which will be the same amount of money and would add up to \$500. In addition, if this is recommended, then Sandy will put together an ad hoc committee to create guideline criteria and nomination forms for this award and be ready to roll out this year and give our first award at the State Meeting in Kill Devil Hills.** Ivy Olson seconded the motion. During discussion it was asked if a name had been chosen for the award and Sandy advised that we were thinking about aligning it with the other Agent Associations and have a Distinguished Service Award however this would be up to the committee. Service would cover Extension and the Association. Sandy asked members to contact her should they have suggestions in regards to the new award. All voted yes.

This is not a bylaws change so it will not go to the entire membership. Also, when information about this award goes out and if anyone thinks we are taking away an award, we are not taking away an award at all. The Administration is over the Award of Excellence and if they choose to continue the award without funding then that's up to them. They have the guidelines. We are creating a new award with another new opportunity.

Please be mindful of all announcements and guidelines at the bottom of the agenda. No additional announcements were made.

Motion was made to adjourn.

Seconded by LaToya Lucy, Bladen County  
Meeting adjourned.

Submitted by Pamela Jordan-Carrington

### Executive Board Award

At the Executive Board meeting yesterday, we discussed making additions to the guidelines to the Executive Board Award guidelines just for some clarification.

- The winner of the Executive Board Award is determined by the members of the Executive Board from nominations.
- If an Executive Board member nominates a member for the award, he/she may not participate in the process of choosing a winner.
- If an Executive Board member is nominated for the award, he/she will not be eligible to vote. In this situation, the 1st Vice-President will select an Association member to replace the nominated Board member.
- If the 1st Vice-President is nominated for the Executive Board Award, then the 2nd Vice-President will take over the responsibilities assigned to the 1st Vice-President with regard to the Executive Board Award.
- If situations other than those listed above occur, the Executive Board will meet to determine a plan of action for determining a winner.
- Nominations will be due August 1, 2014.

Submitted by:

Sandy Kanupp, 1st Vice-President, NCCEAPA