

**NC Cooperative Extension Administrative Professionals Association**

**Fiscal Year 2014 - 2015**

**PROPOSED BUDGET**

<b>REVENUE</b>	<b>Debit</b>	<b>Credit</b>
<b>Membership Dues</b>		
No. Members	195	
Amount of Dues	<b>\$20</b>	<b>\$3,900</b>
<b>Banking Data</b>		
Interest (checking)	12	
	<b>\$2</b>	<b>\$24</b>
Interest (Shared)	12	
	<b>\$0.03</b>	<b>\$0.36</b>
Interest (Money Market)	12	
	<b>\$9</b>	<b>\$108</b>
<b>Other Contributions</b>		
Corn Growers	Recd in 2014	<b>\$250</b>
NCCES Foundation	Recd in 2015	<b>\$500</b>
Ag Agents	Not yet Recd 2014	<b>\$1,000</b>
NC Farm Bureau	Recd in 2014	<b>\$250</b>
NC Tomato Growers	Recd in 2014	<b>\$75</b>
NC Peanut Growers	Recd in 2014	<b>\$50</b>
Funds from Checking account to balance		<b>\$2,289</b>
<b>TOTAL REVENUE</b>		<b>\$8,446</b>

<b>EXPENDITURES</b>		
<b>Dues / Contributions</b>		
Horn of Plenty	\$125	
Federation Dues	\$50	<b>\$175</b>
<b>Bank Charges</b>		
Checking Charges	\$12	<b>\$12</b>
<b>Awards</b>		
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	<b>\$3,000</b>
<b>Travel</b>		<b>\$5,000</b>

# NC Cooperative Extension Administrative Professionals Association

President's & Executive Board Travel (NE Hosting) \$5,000

## Other

Benevolence \$125

Websites (2) annual fees \$34

Miscellaneous \$100

**TOTAL EXPENDITURES \$8,446**

## 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

## Sue Mills Lighthouse Award Report

To follow up on the 9/25/2013 Executive Board Meeting under Sue Mills Lighthouse.

Tracy stated that the NCCEF volced that they no longer wanted to be part of the awards or receiving award packages. I contacted Tracy to get a name of who gave her the information and she said did not remember.

I contacted Loretta Shelton, Western Region Development Officer with the Foundation. She stated that she would love to be a NCCEF representative. She stated that representation from the Foundation would benefit our association.

Becky Lewis from Cabarrus was presented with a lighthouse at the 2013 banquet, but it did not have an engraved name plate.

I would like to suggest to the Executive Board that an engraved name plate be purchased and given to Becky.

Sue Mills Lighthouse Balance is \$2, 244.91 as of 2/18/2014.

In 2008, Devona Beard purchased 5 lighthouses that were stored at the Foundation office. All of the lighthouses have been used.

I will be purchasing lighthouses for the future. The Thomas Kincaid lighthouse that has been purchased in the past is no longer available.

I am in the process of completing a Sue Mills Lighthouse Award President's Timeline.

The Sue Mills Lighthouse information that was posted to the wiki (not NCCEAPA website) was out of date. I have updated the wiki and I have created an ad-hoc committee to look at the application just to see if any changes need to be updated. The chair of the committee is Janice Dotson past Sue Mills Recipient.

The Executive Board voted on 2/20/2014 to purchase Becky Lewis an engraved name plate

I move that we order Becky Lewis an engraved name plate

Sandy Kanupp seconded

No Discussion

All voted yes

Submitted: Jane McDaniel, 2014 NCCEAPA President

**BOARD OF DIRECTORS REPORT**  
**AWARD OF EXCELLENCE – February 21, 2014**

At the Executive Board Meeting yesterday, we discussed the current Award of Excellence that our Association of funding. At our Executive Board Meeting last year, I agreed, as incoming 1st Vice-President, to review our Awards – we have so many awards whose names include the word “excellence,” that it was getting confusing.

Also discussed was the fact that an employee does not have to be a member of the Association to win the award. It doesn't seem logical that we would fund an award that may or may not be awarded to one of our members.

I move we discontinue funding the Award of Excellence and create a new award specific to our Association that would be available only to members, with criteria including service to Extension AND our Association. There would be a winner from each district and one state winner – 6 district winners @ \$50 each and 1 state winner @ \$200 (same amount we had been funding the Award of Excellence.)

This in no way denigrates the importance of the Award of Excellence; a change to this kind of award is part of our continued growth as an organization.

As 1st Vice-President, I would put together an ad hoc committee to create the guidelines, criteria, and nomination form to this new award. We plan to roll it out this year, with the first awards presented at the annual meeting in Kill Devil Hills. The plan is to have information available by May 1, so watch the website!

**BOARD OF DIRECTORS MEETING  
2014 NCCEAPA – FEBRUARY 21, 2014**

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

**Herter-O-Neal Scholarship Committee Report  
Executive Board meeting – February 20, 2014  
Board of Directors meeting – February 21, 2014**

The NCEAPA 2<sup>nd</sup> Vice-President and the District 2<sup>nd</sup> Vice-Presidents serve as committee representatives for the Herter O'Neal Scholarship Committee. The President of the Association serves as an ex officio member.

On January 27, 2014 an email request was sent to all sitting 2<sup>nd</sup> Vice-Presidents to review the Herter O'Neal Scholarship information before the information was distributed to the Association membership.

After receiving no corrections or changes from the committee, on January 28, 2014 an email was sent to each District 2<sup>nd</sup> VP and the Campus 2<sup>nd</sup> VP, requesting the information be sent to the Professional Development chair of each group for the solicitation of applications.

Follow-up emails were sent on February 6, 2014 and February 10, 2014.

The committee was asked to consider two changes to the responsibilities of the state 2<sup>nd</sup> 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".

On February 10, 2014 an email ballot was sent to committee members for their approval or disapproval of the proposed changes.

Responses from majority of the committee members have been received.

The committee will would like to make the following recommendations at this time.

**To add to the list of responsibilities of the state 2<sup>nd</sup> Vice-President in regards to the Herter O'Neal Scholarship:**

**"Update the Recipient's page on the website" and "To obtain a Photo Release Form from the recipient".**

Respectfully submitted:

Susan Johnson  
2<sup>nd</sup> Vice-President, NCEAPA