

NCCEAPA Executive Board Meeting
February 20, 2014
3:30 pm
Iredell Agricultural Extension Center
Presiding: Jane McDaniel, NCCEAPA President

Members Present:

Jane McDaniel	Sandra Kanupp	Susan Johnson	Pam Jordan-Carrington
Kay Morton	Cheryl Mitchell	Tracy Brown	Ivy Olson

President Jane McDaniel called meeting to order at 3:23.

Reviewed agenda. No additions were made.

Motion was made by Pam Jordan-Carrington to accept the agenda

Ivy Olson second the motion

All voted yes to accept the agenda

Discussion as to whether or not Tracy could vote today and the answer was “no” however she is able to vote tomorrow at the Board of Directors meeting. Neither Kay Morton nor Cheryl Mitchell can vote at this meeting.

2nd VP, Sandy Kanupp gave the Thought for the Day. It was an inspirational message by comedian, George Carlin.

Secretary, Pam Jordan-Carrington called the Roll. All present except Cheryl Mitchell who was on her way.

Parliamentarian, Kay Morton verified a quorum.

Secretary, Pam Jordan-Carrington asked for a vote on the approval of the minutes from the September 25, 2013 meeting. Sandy Kanupp made a motion to accept the minutes as presented and Ivy Olson second the motion. Vote carried to accept the minutes as read.

Treasurer, Ivy Olson passed out a copy of the Financial Report and updated us on the account balances. Jane made a remark about check number 896 which paid for our website. This was not included in our budget however before John Donner left the University he contacted Jane to make her aware of him paying for our website last year. Therefore going forward we will need to pay for our .COM and .ORG websites. Tracy suggested that the regular Membership Dues and the TERSSA dues be separated on the report. There are 195 paid members. Total balance is \$25,922.45.

Old Business

Treasurer, Ivy Olson continued with the Financial Records. Currently we’re archiving statements on a flash drive. Ivy has uploaded the statements on those flash drives to a Google drive doc. Ivy and Jane are the ONLY ones with access to the documents however after their term they should not be able to edit the information. The only drawback for creating the Google doc is that Ivy will always be the owner and will therefore always have access but will look into how she would not be able to edit the information. It was discussed that perhaps the next Treasurer could make copies of the Google Doc and then Ivy could delete the documents once they have been copied.

There was previous discussion about getting a debit card. The debit card would be blocked from use to purchase items but used for internet/online banking only. We must have a debit card in order to get online access to our accounts at the Credit Union. The Treasurer and the President would be the only ones with access to the debit card and also the ability to see the account information online. If we decide to get the debit card, the logistics needs to be written in the job description of the Treasurer and President to review the statements every month. Sandy Kanupp made a motion that we get a “blocked” debit card and the only ones with access are the Treasurer and President. Susan seconded the motion. There was no discussion. All voted yes.

A dues increase survey was sent to the Financial Committee. Not asking for a dues increase at this time but looking at the future. Basically, we have a dues increase on our radar but not looking to implement an increase at this time. However we are looking into asking more associations/organizations to sponsor us financially. The Association asked the Foundation for \$1,000 and they only approved and sent us \$500. The Foundation gave us \$1,000 a few years prior but typically they gave us \$500 which the Foundation earmarks as a scholarship. Jane sent Sonya Murphy in the Foundation office a thank you note for the \$500 donation for the NCCEAPA Professional Development at the Annual Meeting. We’re hoping to have some type of connection with someone in the Foundation office. We are in need of an advocate in the Foundation office. A dues increase is not the bottom line to increase our finances. We have funds in our account that can help support all that we do however we do know that there will be greater expenses this year seeing that our Annual Meeting is at the beach and several of our officers will be traveling from the western part of the state. Discussed the number of members who pay for membership directly out of pocket versus the county paying their dues. Also looking into ways to increase membership. Looking into the number of people that do not belong to the association and why. It was brought up about the number of secretaries that work in the counties. The membership committee will be working on how to increase the membership. We should address membership every year if we see it going down just to see where we’re at.

Jane mentioned that it was discussed in the meeting last year that after the financial documents were scanned then the documents would be shred. If have online access then we don’t need to get hard copies. Option was to receive paper copies but there is no need to. So we agreed to shred all financial documents that have been scanned and put on Google. Going forward we will go paperless. Ivy stated that once the documents have been scanned and put on Google Drive then the documents would be shred. And actually since we discussed earlier, the documents would not need to be scanned but put on Google Drive and therefore can go paperless seeing that we would receive the documents via the internet with the blocked debit card. It was agreed that the Treasurer would shred the financial records/documents since they are being stored on Google Drive. All paper records dating back to 2008 should be shred since they are all in Google. Financial statements cannot be archived.

Herter O’Neal Scholarship (Susan Johnson)

2nd VP, Susan Johnson discussed the Herter O’Neal Scholarship. On January 27th an email was sent to the committee to review the Herter O’Neal scholarship. No one had any questions or responses so on January 28, 2014 the committee was asked to send the information to their districts. Feb 6 & 10 follow up emails were sent to the Committee. The Committee was asked to review 2 recommendations to change the responsibilities of the 2nd VP regarding the HOS. The first recommendation was to update the recipient 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. The

committee voted on the two recommendations to make those two additions to the responsibilities of the State 2nd VP.

Search for Excellence Award (Sandy Kanupp)

Clarification was made regarding the name of the award. The Search for Excellence Award is the same as the Directors Award of Excellence. Name was changed last year to the NCCEAPA Excellence Award. The Ag Agents gives us money and we fund the Search for Excellence Award as well as Professional Development Scholarships. It was brought to Sandy's attention that the State winner of the award last year was not a member of the Association. It is her thoughts that we should not fund an award where the winner is not a member. Our Association should honor our people. Sandy presented this to the Executive Board and has asked permission to create an ad hoc committee to discuss to stop funding the Search for Excellence Award and create a new award for our Association and align it up with the DSAs that the agent's association has and give it a new name. We could possibly call it the Distinguished Service Award highlighting service to Extension as well as support of our Association. The Ad hoc committee will look at nomination forms from other Associations and trying to create a similar form that would fit us. We need to begin to align ourselves with our National Association and how they do business. The requirements would be very specific including a minimum number of years as a member of the association, not necessarily an officer but someone who has supported the association, and supported Extension. Discussion continued regarding the history of the award. Award winners were not mentioned in the minutes. Never has this award been for members only. Executive Board will vote to stop funding the Search for Excellence Award and create a new award without funding and receive a certificate. We will market the award as a brand new Association award. Sandy made a motion to withdraw funding for the Search for Excellence Award. Ivy Olson seconded the motion. There was no discussion. All voted yes. Sandy made a motion that since we are no longer funding the Search for Excellence Award that we use money earmarked for that to fund a new award for Association members only to be announced later. Pam Jordan-Carrington seconded the motion. There was no discussion. All voted yes.

Sue Mills Lighthouse

To follow up on the 9/25/13 Executive Board meeting, the NCCES Foundation no longer wants to be involved with awards. Jane contacted Loretta Shelton as a starting point to see why they didn't want to be involved with our SML award. The Foundation pulled out from being involved in all Extension awards. Loretta advised that she was not aware of our association but was interested. She felt like her presence could help us. Jane will continue discussions with Loretta. Becky Lewis, Cabarrus County, was presented with a Sue Mills Lighthouse Award at the 2013 Banquet but didn't it have a name plate on it. Jane suggests that the Executive Board get her an engraved name plate. The Sue Mills Lighthouse Award balance is \$2,244.91. In 2008, Devona Beard purchased 5 lighthouses stored at the Foundation office. All 5 have been used. Jane will purchase lighthouses however the Thomas Kinkaid lighthouses purchased in the past are no longer available. Jane has found North Carolina lighthouses to purchase but will look into this more. She will keep the Board abreast of her findings. (Has found some on EBay and the seller is willing to sell them for \$10 each if we order 10). Jane is also in the process of completing a Sue Mills Lighthouse Award President's timeline. The information posted to the wiki regarding the Sue Mills Lighthouse was out of date. Jane is creating an ad hoc committee to review the application process and is asking Janice Dotson to be the chair of this committee. Jane made a motion that we order Becky Lewis an engraved name plate for her light house. Sandy Kanupp seconded. There was no discussion. All voted yes.

New Business

Jane received a box of information when she became President. The box included out of date NCCES Foundation board member guidelines, meeting agendas, Herter O'Neal scholarship applications, Sue Mills Lighthouse information and a trash bag full of empty envelopes. Jane went through the box thoroughly. The NC Foundation findings according to Wilma Hammet, in 2011, the FCS Association changed their bylaws to include only those associations with direct link to the FCS program would sit on their Board and they are presidents for NCCFAFCS and NCECA. At one time our Assn. President was on their Board. Jane received a Board book and minutes that belonged to one of our presidents but don't know who so she threw that information away. The Board agreed. The Herter O'Neal information was sorted by year and the winners names were posted on our website. Applications and duplicate applications were in the box. Jane kept winner applications of the Herter O'Neal scholarship information that was in the box. The Boards suggest taking the copies of the applications to NCSU and letting the university scan them to be archived. Jane will take them to the university to be scanned and archived. The Sue Mill Lighthouse findings include copies of checks from 2001, a list of guidelines from 2003 and an updated list in 2009. Copies of the guidelines are already archived at the Foundation and the checks are posted in Wolf Reports. The Board suggests that these check copies be shredded. Jane recommends that the State President not receive a box of information but receive a gavel, the Roberts Rule of Order Book, one notebook which includes Presidents timeline and procedures, Sue Mill Lighthouse Award guidelines and procedures, and the original Enhancement Fund agreement between NCCES and the Foundation. (The original agreement signed between the Association and the Foundation). Jane will work on a set of guidelines. All committee guidelines need to be polished as well. Need comprehensive step-by-step guidelines for every committee and then will post to our website.

Proposed Amended Budget

Ivy proposes that we do nothing with the proposed amended budget because it's wrong. Not valid information due to the changes. The biggest change is that NCCES Foundation donation of \$500 not \$1,000; the tomato growers donation of \$75. Wording change under "Awards" to read Outgoing President's Recognition opposed to "Award". A suggestion that we remove Secretary Awards of Excellence from the proposed budget and replace it with the award that the Association will fund. Under travel, \$3100 is not enough for 8 people to travel to the beach for the State Meeting. Ivy will submit an amended proposed budget by April 1, 2014 due to the many changes. Ivy will report at the Board of Directors meeting tomorrow about the new proposed amended budget but will not give a formal report. Ivy will get a new proposed and new amended budget to the Executive Board by April 1, 2014. Ivy will follow up on the letters she's sent out.

Executive Board Award

Questions came up last year regarding this award. The Executive Board gives this award and therefore are the ones who vote/chooses the winner. This information is not in the guidelines and therefore needs to be clarified and added to the guidelines. What happens if an Executive Board member nominates someone? Sandy proposes that they (the Board member) cannot vote on a winner. If an Executive Board member is nominated then that Board member is not eligible to vote. At that time the 1st VP, who is in charge of overseeing this award, will select someone to replace the nominated Executive Board member. The 1st VP can select any member, state wide, of the Association to replace that Board member. If the 1st VP is nominated then the Executive Board will meet and determine who will oversee the process unless the 1st VP declines the nomination. No vote needed since this is a report.

Official Association Minutes/Website

Jane reviewed the website and there were minutes that were not changed from draft to approve. Contacted everyone and all were discretions were fixed except for the BOD minutes dated 9/13/2012 and the 39th State Business Meeting dated 9/14/12. Suzanne Hugus was the secretary at that time and was asked to remove the word "draft". Suzanne wrote a letter stating that she no longer has the files with the minutes to take the "draft" off. Jane asked Suzanne to write another letter to put with the official records. There was discussion to scan and clean up the document, have Suzanne retype the minutes and post to our website. Either accept letter of have Suzanne retype. Sandy made a motion to accept Suzanne's letter in light of the situation. There was discussion that we should not try to change the minutes because they belong to Suzanne. Susan seconded. All voted yes.

Please be aware of the deadlines at the end of the agenda. There were no questions regarding the deadlines. The Horn of Plenty event is not on the agenda tomorrow.

Motion to adjourn the meeting made by Susan. Sandy seconded. All voted yes.

Meeting adjourned.

Submitted by Pam Jordan-Carrington