



**NCCEAPA Board of Directors Meeting
Minutes
September 24, 2015 – 10:00 am
Doubletree by Hilton, New Bern, NC**

2014 -15 Officers

| | |
|--|--|
| Sandy Kanupp – President | Susan Johnson – 1 st Vice President |
| Becky Castello – 2 nd Vice President | Dana Braswell – Secretary |
| Sherry Lynn – Treasurer | Jane McDaniel – Advisor |
| Janice Dotson – Parliamentarian & Federation Officer | |

- President Sandy Kanupp called the meeting to order at 10:02 am.
- Welcome – Sandy Kanupp welcomed new officers: Dana Braswell replaced Becky Lewis, Secretary due to RIF; and Janice Dotson replaced Cheryl Mitchell, Federation Officer due to RIF.
- Roll Call was given by Dana Braswell.

Elected Officers

| | |
|----------------|---------------|
| Sandy Kanupp | North Central |
| Susan Johnson | South Central |
| Becky Castello | Northeast |
| Dana Braswell | South Central |
| Sherry Lynn | Northeast |
| Janice Dotson | West |

Immediate Past President

| | |
|---------------|------|
| Jane McDaniel | West |
|---------------|------|

Elected District Officers & Others

| | |
|------------------|---------------|
| Suzanne Hugus | Campus |
| Andrea Brooks | Campus |
| Geri Bushel | Campus |
| Crystal Headen | Campus |
| Tracy Brown | Campus |
| BJ Okleshen | Northeast |
| Carmen Boswell | North Central |
| LaToya Lucy | Southeast |
| Lisa Wimpfheimer | Southeast |
| Jessica Whitley | Southeast |
| Kim Davis | Southeast |

| | |
|--------------------|---------------|
| Pam Layfield | South Central |
| Cyndy Gustashaw | South Central |
| Cathy James | South Central |
| Carol Horne | West |
| Suzanne Winebarger | West |
| Barbara Walker | West |
| Donna Holland | Campus |
| Alice Pennix | Campus |
| Chris Austin | South Central |
| Debbie Humphrey | South Central |

- Janice Dotson, Parliamentarian verified there was a quorum present.
- Members reviewed agenda. Deletion of Sue Bugg for Public Relations Committee Report. Motion made to accept agenda with the deletion of Sue Bugg by Carol Horne. Seconded by Andrea Brooks. Motion passed unanimously.
- Thought for the day was shared by Susan Johnson, titled “Either Or”.
- LaToya Lucy made motion to approve the March 20, 2015 minutes as posted on the web at <https://sites.google.com/a/ncsu.edu/ncceapa/home>. Seconded by Tracy Brown. Motion passed unanimously.
- Sherry Lynn gave an update on the Treasury Account Balances which are as of September 1, 2015: Checking Balance \$5,324.73; Money Market Balance \$15,278.56; and Shares \$61.29 for a total of \$20,664.58. No motion needed. (see attached copy)

District and Standing Committee Reports

- Due to the time restraint on the Bradham Room, Carol Horne made motion to dispense with the reading of the District reports until the Business meeting on Friday and to postpone the Standing Committee Reports of Rules and By-Laws; Reflections; Public Relations; and Professional Development until the Business meeting on Friday. Seconded by BJ Okleshen. Motion passed unanimously.
- Membership Committee Report – Jane McDaniel reported the following:

| <u>District</u> | <u>Paid Members</u> | <u>Honorary Members</u> | <u>TERSSA Members</u> |
|-----------------------------|----------------------------|--------------------------------|------------------------------|
| <u>Campus</u> | 14 | 18 | 11 |
| <u>North Central</u> | 25 | 10 | 2 |
| <u>Northeast</u> | 32 | 16 | 13 |
| <u>South Central</u> | 34 | 14 | 18 |
| <u>Southeast</u> | 31 | 13 | 6 |

| | | | |
|--------------|------------|-----------|-----------|
| West | 28 | 16 | 7 |
| TOTAL | 164 | 87 | 57 |

Jane also reported that 29 members are no longer with Extension due to retirement, left Extension or due to RIF. (see attached)

- Finance Committee Report - Sherry Lynn shared the financial report and the NCEAPA Treasurer's Report. (see attached)
- Nominating Committee Report – Carmen Boswell shared that a full slate of officers would be presented for election as follows: President, Susan Johnson; 1st Vice President, Becky Castello; 2nd Vice President – Latoya Lucy; Secretary – Dana Braswell; Treasurer – Carmen Boswell; Parliamentarian – to be appointed by President; Federation Officer – to be elected at Business meeting on Friday, and Webmaster, Shelia Ange. (see attached)

Other Reports or Updates

- **Sue Mills Lighthouse Award** – Sandy Kanupp shared with the Board of Directors that an award recipient was chosen.
- **2015 Distinguished Service Award** – Susan Johnson shared with the Board of Directors that multiple award recipients were chosen. (see attached)
- **2015 Executive Board Award** – Susan Johnson shared with the Executive Board that an award recipient was chosen. (see attached)
- **Federation** – Janice Dotson shared that the 2015 Federation Board of Director's Meeting was held by Collaborate on May 13, 2015 from 2:00 – 3:00 pm. There were 18 participants. Treasurer's Reports was given with a balance of \$6,808.62. A doodle poll for the fall meeting is planned to find the best time for the meeting. (see attached)
- **2015 Herter-O'Neal Scholarship** – Becky Castello shared that 73 applications were received and there were 5 finalists. This year's recipient is from the Northeast District, Casey Sokolevic.
- **Horn of Plenty** – Sandy Kanupp shared that she sent an e-mail to see if our help was needed and she received response that they did not, they had it covered.
- **Professional Improvement Scholarship** – Donna Holland shared that they received 2 applicants this year. An award recipient was chosen but had to withdraw. She encouraged participation for this scholarship and shared that recipients can receive the scholarship once a year.

- **Staff Senate** – Barbara Walker shared that a retreat was held in June. In July, senators met with Dean Linton. The External Affairs Committee is getting a meeting together to meet with representatives. To date there will be no raises, but a \$750 bonus will be awarded to State employees; not sure of time frame.
- **TERSSA** – Christine Barrier shared that the 2015 Annual Conference was held in Tupelo & Verona, Mississippi on September 9-11, 2015. NC had 6 attending. Newly-Elected President is Linda Good, Office Associate from Troy, Ohio. Certificates were presented to members with 5 consecutive years of membership in TERSSA and recognition for Charter Members. Currently TERSSA has 159 active members. The 2016 Annual Conference will be in Columbus, Ohio on October 18 -19, 2016 hosted by Ohio State University. (see attached)

Old Business

- **2015 Federation Forum Delegates** - Sandy Kanupp shared the list below of eligible delegates to attend the 2015 Federation Forum. The list will consist of the Executive Board; the President of each District; and the 1st Vice President from Campus and the Southeast District. Each District will have two representatives. If delegate can not attend, another representative from the District will be invited. Ten (10) representatives are allowed, plus the State President and Federation Officer for a total of twelve (12). The list will consist of: Sandy Kanupp; Susan Johnson; Becky Castello; Dana Braswell; Sherry Lynn; Jane McDaniel; Janice Dotson; Andrea Brooks; Suzanne Hugus; Latoya Lucy; Lisa Wimpfheimer; and Carmen Boswell. This list is the previous year's officers due to the difference of the Federation officer terms beginning in January of each year. The NCEAPA bylaws outline the delegation to be invited: The Executive Board Officers; President and Vice-President of all districts and the campus chapter. The meeting will be held in conjunction with the State Annual Conference in December. No specific date yet.
- **Service Recognition Project** – Jane McDaniel shared that at the Banquet meeting on Thursday evening, that every place setting should have a Years of Service Recognition program that will recognize 5 years of service and up. Names will be read for 20 years of service and up at the banquet on Thursday evening.
- **Awards Presentation Process** – Sandy shared that after discussion at the Executive Board meeting a motion was made to present to the Board of Directors meeting to only recognize the award recipient on all awards. After discussion at the Board of Directors Meeting, Carol Horne made a motion not to call out all nominees, but to announce the award recipient only. Seconded by Jane McDaniel. After discussion, a motion was made by Susan Johnson to move to table the motion and to present to the general membership at the Business meeting on Friday. Seconded by Latoya Lucy. Motion passed unanimously.

NEW BUSINESS

- Sherry Lynn shared the proposed budget. (see attached)
- **2015 Honorary Membership Nominations** – Jane McDaniel shared with the Board of Directors attendees that two (2) nominations had been received for honorary membership. Both applications are from the South Central District and are Janet Mabry from Stanly County with 30(+) years service; and Susan Graham, South Central District Administrative Assistant with 17 years' service. Motion made by Suzanne Hugus to present Janet Mabry and Susan Graham to general membership for approval. Seconded by Carmen Boswell. Motion passed unanimously.
- **Proposed Slate of 2015-16 Officers** – Recommendation to approve proposed slate of officers.

Announcements and Deadlines

- NCCEAPA Annual State Business Meeting – September 25, 2015, New Bern, NC
- Federation Forum – Date and Location to be Announced

Adjourn

After no further business, Latoya Lucy made a motion to adjourn the meeting at 11:01 am
Andrea Brooks seconded.

Respectfully Submitted

Dana Braswell
NCCEAPA Secretary 2014-15
Union County