



NCCEAPA Annual Business Meeting
Minutes
September 25, 2015 – 9:30 am
Doubletree by Hilton, New Bern, NC

2014 -15 Officers

Sandy Kanupp – President

Becky Castello – 2nd Vice President

Sherry Lynn – Treasurer

Janice Dotson – Parliamentarian & Federation Officer

Susan Johnson – 1st Vice President

Dana Braswell – Secretary

Jane McDaniel – Advisor

- President Sandy Kanupp called the meeting to order at 9:46 a.m.
- 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. Susan Johnson also requested that when each District gave their response to how many, to please tell us who the 2015-16 President is for their District.

ROLL CALL	# OF REPRESENTATIVES	2015-16 PRESIDENT
Campus	11	Andrea Brooks
Northeast	16	Becky Castello
North Central	12	Mignon Sheppard
West	6	Carol Horne
Southeast	22	Sheilia Griffis
South Central	13	Cyndy Gustashaw

- 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 Ivy Olson. Seconded by Cathy James. Motion passed unanimously.
- Thought for the day was shared by Susan Johnson. “Being Positive – Have a positive attitude.”

- LaToya Lucy made motion to approve the September 19, 2014 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

- **West – Carol Horne, President** shared that this year our district members overcame many obstacles, both professionally and personally. We've encouraged and continue to encourage each other on our journey of life.
 - Several members in our district lost their jobs. Our appreciation to each whom were a reduction in force received a Visa gift card.
 - Our district meetings were held on: April 24th in Clay County at the Hinton Center and on August 7th in Cleveland County at the City Hall. Tours were the History and tour of Hinton Center and Earl Scruggs Center. Pictures of our meetings are on our district web page.
 - Community Service projects were Matt's Ministry and Cleveland County Hospice Resale store.
 - Our committee chairs gave reports at both meetings. Barbara Walker and Cheryl Mitchell gave updates on Staff Senate and Federation. District 4-H scholarships were presented to Polk County.
 - Our officers for the 2015-16 year are as follows: President, Carol Horne; 1st Vice President, Ivy Olson; 2nd Vice President, Barbara Walker; Secretary, Susanne Winebarger; Treasurer, Jane McDaniel.
 - The West District members are beginning to plan for the 2017 State Meeting.
- **South Central – Pam Layfield, President** shared that the South Central District for 2014-15 had 34 paid members, 3 of those are now retired; 14 honorary members; and 18 are TERSSA members.
 - Our Spring meeting was held on April 17th in Gaston County at the Schiele Museum and our Fall meeting was held on August 28th in Harnett County. Hoke County will be hosting our meeting in the Spring of 2016.
 - Nominations for Honorary Membership were submitted for Janet Mabry, Administrative Assistant (retired), from Stanly County and Susan Graham, District Administrative Associate (retired), for recommendation at the Association Annual meeting.
 - The 2015-16 installed officers are as follows: Cynthia Gustashaw, President – Gaston County; Carol Capel-Baldwin, 1st Vice President – Scotland County; Beth Rogers, 2nd Vice President – Catawba County; Melva Menius, Secretary – Rowan County; Cathy James, President – Hoke County; Pam Layfield, Advisor – Anson County

- **Southeast – LaToya Lucy** shared that the Southeast District has 31 active members and 13 honorary members.
 - The 2014 -15 Officers are as follows: President, LaToya Lucy – Bladen County; 1st Vice President, Lisa Wimpfheimer – Craven County; 2nd Vice President, Jessica Whitley – Lenior County; Secretary, Connie Bailey – Wilson County; Treasurer, Dawn Coleman – Brunswick County – replaced by Kim Davis – Wayne County; Advisor, Gina Britton – Brunswick County.
 - As everyone is aware, the Southeast District is the host for the 2015 state meeting. We have steadily worked since November in preparation for these three days. We used our Spring and Dall meeting as preparation times as well as two other meetings. Our individual committees also met several times. We had our Spring district meeting on May 1st and our Fall district meeting on August 7th.
 - The 2015-16 Officers are as follows: President, Shelia Griffis – Carteret County; 1st Vice President, Jessica Griffin – Lenoir County; 2nd Vice President, Regina Gardener – Jones County; Secretary, Debra West – Wayne County; Treasurer, Kim Davis – Wayne County; Advisor, LaToya Lucy, Bladen County

- **North Central – Carmen Boswell** shared that the North Central district has 22 active members and 3 honorary members.
 - The 2014 – 15 officers are: President, Carmen Boswell; 1st Vice President, Mignon Sheppard; 2nd Vice President, Laura Apple; Secretary, Gwen Hernandez; 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 food 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 and 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.
- 2014 Spring Meeting – was held on Friday, May 16, 2014 in Guilford County at the Haw River State Park. Dr. Wanda Sykes, retired District Extension Director presented a workshop called “Are We Speaking the Same Language?” The workshop was designed to learn about personality types and how we all can relate and work together.
- 2014 Fall Meeting - was held on Friday, October 16, 2014 in Caswell County at the Historic Courthouse. Sonya Patterson, FCS Agent in Caswell County, presented a workshop called “Manners Still Matter”. The workshop was designed to teach the proper dining etiquette for a formal dinner.
- 2015 Spring Meeting – was held on Friday, May 1, 2015 in Bear Creek, NC in Chatham County. Deborah Taylor presented a workshop on “Tending to Your Own Personal Garden.” This workshop will relate to time management, organizational skills, giving excellent customer service and ways to sustain oneself personally and professionally. The owners of the Southern Supreme will be discussing “Providing Exceptional Customer Service.” Southern Supreme is a Gourmet Specialty Business. They are known mostly for their nutty fruitcakes. We recognized four of our members as they were let go do to the RIF (Pam Jordan-Carrington, Jane Tripp, Nancy Wilson and Marion Joy, AKA “MJ”.) They were presented with a poem that was framed and a plant. They will be greatly missed.
- Community Service Project – Guilford County, Animal Shelter supplies; Caswell County – personal care items for a nursing facility; Chatham County – personal care items for Coventry House in Siler City.
- The NCCEAPA State Meeting – allowed staff to bring in donation receipt of their choice for the community service project in September 2014.

- The upcoming meeting in Guilford County will be October 16, 2015 – an adopted mother and child being served from the EFNEP Program in Guilford County will be our district community Service project.
 - Scholarships – Herter O’Neal Scholarships (Helps with the cost of an associate degree in Business) 2014 Spring and 2014 Fall recipients received \$250.00 towards the pursuit of a business degree.
 - Fund Raisers – 2014 Fund raising funds were \$356.00 The NC District is approaching new & different ways of fund raising.
- **Northeast – Becky Castello** shared the Northeast District currently has 25 active members and 18 honorary members 13 TERSSA members.
 - The 2014/2015 Officers currently are: President – Becky Castello – Hertford County Vice President – BJ Okleshen – Gates County 2nd Vice President – Christi Bell – Washington County Secretary – Amy Twiddy – Camden County Treasurer – Sherry Lynn – Currituck County Advisor – Teresa Story – Perquimans County
 - On November 7, 2014 the NCCEAPA-NED meeting was hosted by Hyde County and was held at Martelle’s Feedhouse in Engelhard, NC. There were 27 members present at the meeting and there were all welcomed by Natalie Wayne, Hyde Co. CED. We added one new member from Chowan County, Ms. Gail Spiewak. Each member brought non-perishable food items that were donated to the Hyde County Hotline Center for the Domestic Violence and Safe House for the victims. After the meeting the member had the opportunity to show off their artistic abilities as they painted with a local artist Joan Sears.
 - On May 1, 2015 the NCCEAPA-NED meeting was hosted by Martin County and was held at Deadwood in Williamston. The 28 members were welcomed by Martin County CED, Al Cochran. Dr. Travis Burke attended and gave the Administrative updates. Cheryl Tripp from Halifax County was recognized as the Northeast “Administrative Professional of the Year”. Non-perishable food was collected and donated to the Faith Community Outreach Food Bank in Robersonville, NC. The staff development portion of the meeting consisted of members working together to build bird feeders.
 - Our next Association meeting will be held in Nash County hosted by Jo Ann Zimmerman on October 23, 2015
 - The 2015/2016 Officers will be as follows: President – Becky Castello – Hertford County 1st Vice President – BJ Okleshen – Gates County 2nd Vice President – Christie Bell – Washington County Secretary – Connie Burlison – Hyde County Treasurer – Sherry Lynn – Currituck Advisory – Teresa Story
 - These members will officially take office as of October 1st
- **Campus – Suzanne Hugus** shared the Campus Chapter currently has 14 active members, and 18 honorary members.

- The Officers for 2014-15 were as follows: President, Suzanne Hugus; 1st Vice President, Andrea Brooks; 2nd Vice President, Geri Bushel; Treasurer, Tracy Brown; Secretary, Crystal Headen; Advisor, Alice Pennix
 - The Chapter had a very busy year. Our theme for the year was “Professional Growth with Gratitude”. We conducted four business meetings – Fall, Winter, Spring, and Year-end; held two social events; a holiday luncheon and a summer picnic; and performed community service of taking donations for the Interact Women’s Center in Raleigh, NC; and the Food Pantry in Greensboro, NC.
 - In line with our theme, we participated in two professional development sessions held during our Fall and Spring business meetings; Intro to Video Conferencing Technology by Suzanne Hugus, and Recognizing Your Social Identity presented by Geri Bushel.
 - During our year-end meeting we distinguished Geri Bushel with the 2014-15 Administrative Professional of the Year Award and Suzanne Hugus with the 2015 Professional Development Scholarship Award.
 - We spent a good portion of our meeting times preparing for hosting the State Meeting next year in 2016. Stay tuned for a special announcement about our upcoming event!
- **Rules and By-Laws** – Regina Gardner, Chair - No Report at this time.
 - **Reflections – Regina Gardner** shared that the following Districts have no report; Campus; North Central; South Central (Vacant); West
 - ***The Northeast District*** reported that they captured photos at the following events; The 2014 NCCEAPA State meeting that was held in Kitty Hawk, NC. The Northeast did an awesome job of hosting the event.
 - The NCCEAPA Northeast District Fall meeting was hosted by Hyde County. Members donated nonperishable food items to Hyde County Hotlines and enjoyed their professional development at Joan Sears Art Gallery.
 - The NCCEAPA Northeast District Spring meeting was hosted by Martin County.
 - The Secretary of the Year was awarded and a new slate of officers voted in. A retirement event for Patricia Cotton, Nash County was held and their association scrapbook is maintained.
 - ***The Southeast District*** secretaries have been busy all year to prepare for the NCCEAPA State Meeting in New Bern, NC; which they are in charge of hosting.
 - The Southeast maintains it’s scrapbook and pictures are taken and recorded at district association meetings.
 - **Public Relations – No Report**
 - **Professional Development – Donna Holland** shared that on behalf of the State Professional Improvement Committee; we hope that everyone had the opportunity to read the e-mailed articles entitled “Creating Your Professional Development Plan and 10

Reasons Some Admin Professional Aren't Doing Professional Development". Unfortunately, no Professional Improvement Scholarship was presented this year not for a lack of trying but due to unavoidable and other situations. We highly stress that in 2016 we will be able to award a deserving individual the Professional Improvement Scholarship. The Distinguished Service Award – The committee had the distinct honor to view and judge the nominations for the 2015 Distinguished Service Award. We all were impressed with the nominations and agreed that the nominees possess the skills and attributes of outstanding members of their local district and chapter as well as the state association. However, based on the specific nomination process guidelines the SPI committee chose LeeAnn Crump as the 2015 recipient of the State Distinguished Award.

DISTRICT REPORTS

- South Central District (Beth Rogers) – We selected Maya Addai as our SC District Scholarship recipient. She will be attending UNC Chapel Hill in the Fall and had a nomination for the Herter O’Neal scholarship.
- West District (Tina Lovejoy) – We received 15 applications for the Herter O’Neal Scholarship in the West District. The West District Professional Improvement committee chose Amanda Polly as the finalist for the West District.
- Campus Chapter (Donna Holland) – In March Geri Bushel gave an enlightening presentation entitled “Understanding Your Social Identity” which included subjects such as; how you fit in and how you relate; take a moment to think about the self-conception you have about yourself. Thank about your personal skills and abilities and how they shape how you view who you are. The feeling you get when you look at who you are and how that makes you feel about yourself, An individual’s self-conception is based one (a) personal or self identity, and (b) collective identity. The personal aspect or self-identity refers to our personal qualities such as skills and abilities while the collective aspect deals with all the qualities we think we have from being part of a group. Suzanne Hugus was the recipient of the Professional Scholarship this year.
- Professional Improvement Committee for 2014 -15 were: West District – Tina Lovejoy (Caldwell County); North Central – Laura Apple (Rockingham County); North East – Teresa Story (Perquimans County); South Central – Beth Rodgers (Catawba County); Southeast – Audrey Potter (Pamlico County); Campus – Donna Holland (Campus)

- **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
<u>West</u>	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.

- **Finance Committee Report - Sherry Lynn** shared the financial report and the NCCEAPA Treasurer's Report.

**NC Cooperative Extension Administrative Professional Association
Financial Report
September 1, 2015**

CHECKING ACCOUNT

Beginning Balance from 2/26/15 **\$6835.02**

Revenue:

- Membership Dues (2014-2015) \$80.00
- TERSSA \$30.00
- NCACAA-sponsorship (5/15) \$1000.00
- NCSU (BOD refreshments) \$111.49
- NCSU-sponsorship (3/15) \$250.00
- Interest Earned (from 2/2015-8/2015-1/2015) \$ 8.92
- Total Revenue to Date \$1480.41

Total Revenue **\$1480.41**

- Expenditures:
- Check #926 – Susan Johnson BOD Mtg \$ 276.00
- Check #927 - Janice Dotson BOD Mtg \$ 245.65
- Check #928 – Rebecca Castello BOD Mtg \$ 121.63
- Check #929 – Jane McDaniel - BOD Mtg & refreshments \$ 317.06
- Check #930 - Sandy Kanupp BOD Mtg \$ 243.36
- Check #931-960 see 9/13 records used out of sequence @ that time
- Check #961 - TERSSA \$ 30.00
- Check #962 - NCSU - HON \$750.00
- Check # 963 - Southeast District NCCEAPA (host district) \$1000.00
- Fees \$ 7.00
- Total Expenditures to Date \$2990.70

• Account Balance **\$5324.73**

MONEY MARKET ACCOUNT

- Beginning Balance **\$15,190.50**
- Interest Earned (from 2/2015- 8/2015) \$ 88.06
- Total Revenue to Date \$ 88.06
- Account Balance **\$15,278.56**

- **SHARES ACCOUNT**
- Beginning Balance **\$61.03**
- Interest Earned (from 2/2015-8/2015) \$.26
- Total Revenue to Date \$.26
- Account Balance **\$61.29**
-
-
-
- **Total All Accounts \$20664.58**

- **Proposed Budget**

NCCEAPA
Fiscal Year 2015 - 2016
PROPOSED BUDGET

9/1/2015

REVENUE	Debit	Credit
Membership Dues		
No. Members	113	
Amount of Dues	\$20	\$2,260
Other Anticipated Contributions		
NCCES Foundation		\$250
Ag Agents		\$1,000
NC Farm Bureau		\$250
Winter BOD Meeting		\$125
<i>Funds from Money Markey account to balance</i>		\$4,786
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 Recognition	\$125	\$3,125
Travel		
		\$5,000

President's & Executive Board Travel	\$5,000	
Other		
Benevolence	\$125	
Websites (2) annual fees	\$34	
Winter BOD Meeting	\$125	
Miscellaneous	\$75	\$359
TOTAL EXPENDITURES	\$8,671	\$0.00

2014-2015 Finance Committee

Sherry Lynn, Chair - NE

Tracy E. Brown - CP

Latoya Lucy (interim) - SE

Sherry Lynn - NE

Sally Southard-NC

Cathy James-SC

Barbara Walker-W

- Sherry Lynn also shared that donation request letters were sent out in November with follow-up letters sent in February. To date we have received the following contributions: NCACAA (Ag Agents) - \$1000.00; Carolina Farm Credit - \$1000.00; NC Farm Bureau Federation - \$250.00; and NCSU (Foundation) - \$250.00
 - The Finance Committee decided to remove from proposed budget revenue those contributors that did not donate this year since we do not have a firm commitment with them. We should continue to search for new sponsors and fundraising opportunities to help support our budget. Membership numbers have seen a sharp decline with the reorganization adding further to our financial situation. Our money market account will be depleted within a few years at the rate we are going if we do not find other sources of support.
 - All financial information has been uploaded to google drive and we are still maintaining the information on USB drive. Access to the google drive documents will be passed along to the incoming President and Treasurer.
 - We are maintaining three years, plus current year paper documents so 2010-2011 will be shredded prior to transferring records to new treasurer. Bank statements and expense reports will be uploaded to google and saved to USB according to our records retention policy. Records to be reviewed by before transfer. Needed funds will be transferred from money market to checking after final expenses for the year are determined.
- **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.

Other Reports or Updatesc

- **Sue Mills Lighthouse Award** – Sandy Kanupp shared with the general membership that Dana Braswell, with the South Central District was the award recipient.
- **2015 Distinguished Service Award** – Susan Johnson shared with the general membership that this year’s award recipient was LeeAnn Crump with the South Central District.
- **2015 Executive Board Award** – Susan Johnson shared with the general membership that Chris Austin with the South Central District was this year’s recipient.

- **Federation** – Janice Dotson shared the following report.



- The 2014 Federation Forum met on December 12, 2014, at the Union County Agricultural Conference Center in Monroe.
- Dr. Joe Zublena, Dr. Tom Melton, Sheri Schwab, Dr. Mike Yoder from NCSU, Dr. Fletcher Barber and Dr. John Westbrook from NC A&T gave an Administrative Update and addressed concerns of the associations.
- Election and installation of 2015 Federation Officers:
 - President, Karee Mackey, NCAE4-HS
 - President-Elect, Amy Lynn Albertson, NCACAA
 - Secretary, Shirley Howard, NCAEPAAT
 - Treasurer, Christine Barrier, ESP
 - Webmaster, Trudy Pickett, NCEAFCS
 - Parliamentarian, Gary Moore, NCACES
 - Past President, Cheryl Mitchell, NCCEAPA
- The 2014 Leadership and Service Award winner was Robbie Furr- ESP from Cabarrus County. He received a certificate and \$50.
- The 2015 Federation Board of Director’s Meeting was held by Collaborate on May 13, 2015 from 2:00 pm – 3:30 pm.

- Members present:
 - Amy Lynn-Albertson Charissa Puryear Cheryl Mitchell
 - Spring Williams-Bryd Christine Barrier Debbie Cox
 - Shirley Howard Dr. Gary Moore Dr. Joe Zublena
 - Joanna Lelekacs Mark Blevins Mason Lawrence
 - Natalie Hampton Paul Westfall Sandy Kanupp
 - Silas Brown Susan Johnson Trudy Pickett
- Dr. Zublena stated first that he is retiring at the end of June and Travis Burke will be the Interim. Dr. Zublena stated that strategic planning is moving forward. Dr. Zublena spoke on the branding. Justin Moore is working closely to get the branding approved. Provost has approved the branding, now waiting on the Chancellor to approve.
 - Dr. Zublena talked about the role he played the last five years in the University's Outreach and Engagement program that was moved to the Provost level. There he continued to do various obligations such as Gateway. Dr. Zublena stated that this would be his last meeting, that the Federation is doing a great job and to continue on.
 - Treasurer's Report was given with a balance of \$6,808.62. Christine gave the proposed budget for 2015, which is \$1,352.
 - A doodle poll for the fall meeting is planned to find the best time for the meeting.
 - Meeting adjourned.
Submitted by Janice Dotson, Federation Rep in place of Cheryl Mitchell

- **2015 Herter-O'Neal Scholarship** – Becky Castello shared the following report.

Herter-O'Neal Scholarship
2015 Final State Report

The Herter-O'Neal Scholarship for those that may not know was founded in memory of Edith Cline Herter and Frances Herman O'Neal. These two ladies had a vision back in the middle of 1973. Actually they had more than just a vision they had the perseverance to take a vision and make it in to a reality and thanks to them our association is where it is today. This scholarship carries on in their memory by assisting others in pursuing their visions and hopefully making them a reality as well.

Each year the NCCEAPA Scholarship Committee is given the daunting task to select one recipient from the finalists submitted by each District. The Scholarship Committee consisted of the NCCEAPA 2nd VP, along with the District 2nd Vice Presidents and the NCCEAPA President serving as an ex officio member.

This year we received 73 applications and are 5 finalist were: Connor Bowers – North Central District Casey Sokolevic – Northeast District Mary Norris – South Central District Magnolia Hopkins – Southeast District Amanda Polly – West District

Before I tell you who the 2015 recipient was I would like to tell you just a few things about why this person was chosen.

This year's recipient lives in Winterville, NC and is very active in the community and school. She is the founder of Love a Sea Turtle non-profit organization. Since 2006 she has volunteered more that 3,500 hours and has helped raise over \$500,000 for environmental and conservation programs. She has led her organization in hosting summer camps for over 500 at-risk youth. She is the State Coordinator for the StowIt-Don't Throw It monofilament recycling project. She has received The Greater Greenville Community Foundation's Youth Philanthropy award and has also been very active in school involving herself in many extracurricular activities such as Cross-Country, Swim Team, National Honor Society (Spanish, Science and English), Envirothon, Beta Club and much more.

The 2015 Herter-O'Neal scholarship was presented to Casey Sokolevic, Northeast District. Casey will be attending Poole College of Management/Accounting at NCSU.

The committee would like to "Thank" all involved for their efforts and support with this year's Herter-O'Neal Scholarship process.

Respectfully submitted,
Rebecca Castello, NCCEAPA, 2nd VP

- **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 there was no report, otherwise stated.
- **Staff Senate** – No Report.
- **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 NCCEAPA 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. Sandy Kanupp also shared that we would need to nominate a Federation Officer at this meeting.
- **Service Recognition Project** – Jane McDaniel shared that at the Banquet meeting on Thursday evening, that every place setting should have had a Years of Service Recognition program that recognized 5 years of service and up. Names were read for 20 years of service and up at the banquet on Thursday evening. (see attached)
- **Awards Presentation Process** – Sandy Kanupp 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.
 - Sandy Kanupp brought the above motion to the general membership for discussion. After much discussion Carol Horne rescinded her motion and made the following motion. Everyone that is nominated for an award will receive a letter acknowledging their nomination prior to the the State meeting. Such letter will come from the officer who is in charge of committee. At the awards banquet, the Award Recipient will only be announced. Motion was seconded by Ivy Olson. Motion passed unanimously.

NEW BUSINESS

- Proposed Budget

NCCEAPA
Fiscal Year 2015 - 2016
PROPOSED BUDGET

9/1/2015

REVENUE	Debit	Credit
Membership Dues		
No. Members	113	
Amount of Dues	\$20	\$2,260
Other Anticipated Contributions		
NCCES Foundation		\$250
Ag Agents		\$1,000
NC Farm Bureau		\$250
Winter BOD Meeting		\$125
Funds from Money Markey account to balance		\$4,786
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 Recognition	\$125	\$3,125
Travel		
President's & Executive Board Travel	\$5,000	\$5,000
Other		
Benevolence	\$125	
Websites (2) annual fees	\$34	
Winter BOD Meeting	\$125	
Miscellaneous	\$75	\$359

- **2015 Honorary Membership Nominations** – Jane McDaniel shared with the general membership 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 Teresa Story to accept application for Janet Mabry for Honorary Membership. Motion seconded by Becky Castello. Motion passed unanimously. Susan Johnson made motion to accept application for Susan Graham for Honorary Membership. Motion seconded by Janice Dotson. Motion passed unanimously. Jane McDaniel to send notification to recipients.
- **Proposed Slate of 2015-16 Officers** – Sandy Kanupp shared that Carmen Boswell had presented the Nominating Committee report for a new slate of officers and asked if there were any nominations from the floor. Anita Wright made nomination from the floor to nominate Tracy Brown for Treasurer. At this time a secret ballot vote was held and voting slips were tabulated by Dana Braswell, Secretary and recounted by Susan Johnson, 1st Vice President. Jane McDaniel also made a motion to name Teresa Story as representative to the Federation from the North Carolina Cooperative Extension Administrative Professionals Association.
 - Election of officers were held as follows:
 - President – Susan Johnson
 - 1st Vice President – Becky Castello
 - 2nd Vice President – LaToya Lucy
 - Secretary – Dana Braswell
 - Treasurer - Carmen Boswell
 - Federation – Teresa Story
 - Advisor – Sandy Kanupp
 - Motion made by Shelia Ange to accept election of officers as presented. Motion passed unanimously.
 - Jane McDaniel swore in new slate of officers as presented.

OTHER BUSINESS

Passing of Presidential Gavel – Sandy Kanupp passed the Presidential gavel to Incoming President, Susan Johnson. Susan Johnson presented Sandy with a small token of our appreciation.

2016 State Meeting Invitation – The Campus chapter shared a brief invitation to join them for the 2016 State Meeting to be held on September 14-16, 2016.

Parting Gift Bags – the NCCEAPA Southeast District shared for everyone to receive a parting gift before leaving and have a safe trip home.

Announcements and Deadlines

- Federation Forum – Date and Location to be Announced

Adjourn

After no further business, Jane McDaniel made a motion to adjourn the meeting. Motion was seconded by Carol Horne. Motion passed by everyone standing.

Respectfully Submitted,

Dana Braswell, NCCEAPA Secretary 2014-15
Union County