



**NCCEAPA Executive Board Meeting  
Minutes  
September 23, 2015 – 4:00 pm  
Doubletree by Hilton, New Bern, NC**

**2014 -15 Officers**

Sandy Kanupp – President

Becky Castello – 2<sup>nd</sup> Vice President

Sherry Lynn – Treasurer

Janice Dotson – Parliamentarian & Federation Officer

Susan Johnson – 1<sup>st</sup> Vice President

Dana Braswell – Secretary

Jane McDaniel – Advisor

- President Sandy Kanupp called the meeting to order at 4:26 pm.
- 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. In attendance: Sandy Kanupp; Susan Johnson; Becky Castello; Dana Braswell; Sherry Lynn; Jane McDaniel; and Janice Dotson.
- Janice Dotson, Parliamentarian verified there was a quorum present.
- Members reviewed agenda. No additions were made. Motion made to accept agenda as presented by Susan Johnson. Seconded by Sherry Lynn. Motion passed unanimously.
- Thought for the day was shared by Susan Johnson. Watch your thoughts; they become words. Watch your words; they become actions. Watch your actions; they become habits; Watch you habits; they become character. Watch your character; it becomes your destiny. – Frank Outlaw
- Becky Castello made motion to approve the March 19, 2015 minutes as posted on the web at <https://sites.google.com/a/ncsu.edu/ncceapa/home>. Seconded by Susan Johnson. Motion passed unanimously.
- Sherry Lynn gave the financial report. (see attached copy)

**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 1<sup>st</sup> 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. The meeting will be held in conjunction with the State Annual Conference in December. No specific date yet.

- Officer Nomination Form: The Executive Board decided to withdraw the following recommendation: "That prior to submission of nominees to the state committee, that a form be submitted with the nominee's CED signing off for permission for that person to participate if chosen as officer."

### New Business

- Sherry Lynn shared the proposed budget. (see attached)
- Awards Presentation Process – after discussion, a motion was made by Sherry Lynn to only recognize the award recipient on all awards. Seconded by Becky Castello. Motion passed unanimously. To be presented to Board of Directors on September 24, 2015.
- **2015 Distinguished Service Award** – Susan Johnson shared with the Executive Board that an award recipient was chosen.
- **Sue Mills Lighthouse Award** – Sandy Kanupp shared with the Executive Board that an award recipient was chosen.
- **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.
- **2015 Executive Board Award** – Susan Johnson shared with the Executive Board that an award recipient was chosen.
- **Honorary Membership** – Jane McDaniel shared with the Executive Board 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.
- **Years of Service 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.

### **Announcements**

September 24, 2015 – NCCEAPA Board of Directors Meeting, New Bern, NC

September 25, 2015 – NCCEAPA State Business Meeting, New Bern, NC

Date & Location TBD – Federation Forum

### **Adjourn**

Susan Johnson made a motion at 5:28 pm to adjourn the meeting. Seconded by Becky Castello. Motion passed unanimously.

Respectfully Submitted



Dana Braswell

NCCEAPA Secretary 2014-15

Union County



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	<u>\$ 2990.70</u>

Account Balance **\$5324.73**

**MONEY MARKET ACCOUNT**

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

**SHARES ACCOUNT**

Beginning Balance		<b>\$61.03</b>
Interest Earned (from 2/2015-8/2015)	\$ .26	
Total Revenue to Date		<u>\$ .26</u>
Account Balance		<b>\$ 61.29</b>

**Total All Accounts \$20664.58**

# NCCEAPA

Fiscal Year 2015 - 2016

**PROPOSED BUDGET**

9/1/2015

REVENUE	Debit	Credit
<b>Membership Dues</b>		
No. Members	113	
Amount of Dues	\$20	\$2,260
<b>Other Anticipated Contributions</b>		
NCCES Foundation		\$250
Ag Agents		\$1,000
NC Farm Bureau		\$250
Winter BOD Meeting		\$125
Funds from Money Markey account to balance		\$4,786
<b>TOTAL REVENUE</b>		<b>\$8,671</b>

<b>EXPENDITURES</b>		
<b>Dues / Contributions</b>		
Horn of Plenty	\$125	
Federation Dues	\$50	\$175
<b>Bank Charges</b>		
Checking Charges	\$12	\$12
<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	
Outgoing President's Recognition	\$125	\$3,125
<b>Travel</b>		<b>\$5,000</b>
President's & Executive Board Travel	\$5,000	
<b>Other</b>		
Benevolence	\$125	
Websites (2) annual fees	\$34	
Winter BOD Meeting	\$125	
Miscellaneous	\$75	\$359
<b>TOTAL EXPENDITURES</b>		<b>\$8,671</b>

## 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