



**NORTH  
CAROLINA  
COOPERATIVE  
EXTENSION  
ADMINISTRATIVE  
PROFESSIONALS  
ASSOCIATION**

**NCCEAPA Board of Directors Meeting  
March 20, 2015  
Iredell County Center, Statesville, NC**

**2014-15 Officers**

Sandy Kanupp – President  
Susan Johnson – 1<sup>st</sup> Vice President  
Becky Costello – 2<sup>nd</sup> Vice President  
Becky Lewis – Secretary  
Sherry Lynn – Treasurer  
Janice Dotson - Parliamentarian  
Jane McDaniel – Advisor  
Cheryl Mitchell – Federation Officer

**Sandy Kanupp, Presiding**

**Janice Dotson, Parliamentarian**

**AGENDA**

Agenda Item	Discussion		Outcomes and Next Steps			
<b>Opening Business</b> <i>Sandy Kanupp, President</i>	Call to order time:					
<b>Approval of Agenda</b> <i>Kanupp</i>			Motion: Seconded: Decision:			
<b>Thought for the Day</b> <i>Susan Johnson, 1<sup>st</sup> Vice President</i>						
<b>Roll Call</b> <i>Becky Lewis, Secretary</i>	Campus	Northeast	North Central	Southeast	South Central	West
<b>Parliamentary Review</b> <i>Janice Dotson, Parliamentarian</i>	Verify Quorum					
<b>Approval of Minutes</b> <i>Becky Lewis, Secretary</i>	September 18, 2014		Motion: Seconded: Decision:			
<b>Financial Report</b> <i>Sherry Lynn, Treasurer</i>	Update on Account Balances		No motion needed			

**DISTRICT REPORTS**

<b>Campus</b> <i>Suzanne Hugus, President</i>	
<b>Northeast</b> <i>Becky Castello for Edna Williams, President</i>	
<b>North Central</b> <i>Carmen Boswell, President</i>	
<b>Southeast</b> <i>LaToya Lucy, President</i>	
<b>South Central</b> <i>Pam Layfield, President</i>	
<b>West</b> <i>Cheryl Mitchell, President</i>	

**PLEASE SILENCE YOUR CELL PHONES AND/OR ELECTRONIC DEVICES**

## STANDING COMMITTEE REPORTS

<b>Finance</b> <i>Lynn, Treasurer &amp; Chair</i>	
<b>Membership</b> <i>Jane McDaniel, Chair</i>	
<b>Nominating</b> <i>Sherry Ramsey, Chair</i>	
<b>Rules &amp; By-Laws</b> <i>Regina Gardner, Chair</i>	
<b>Professional Improvement</b> <i>Donna Holland, Chair</i>	
<b>Public Relations</b> <i>Sue Bugg, Chair</i>	
<b>Reflections</b> <i>Kim Hoskins, Chair</i>	

## OTHER REPORTS & UPDATES

<b>2015 Distinguished Service Award</b> <i>Johnson</i>		
<b>2015 Executive Board Award</b> <i>Johnson</i>		
<b>Sue Mills Lighthouse Award</b> <i>Kanupp</i>		
<b>Honorary Membership</b> <i>McDaniel</i>		
<b>2015 Herter-O'Neal Scholarship</b> <i>Becky Castello</i> <i>2nd Vice President</i>		
<b>NCCEAPA Professional Improvement Scholarship</b> <i>Kanupp</i>		
<b>Federation</b> <i>Cheryl Mitchell, Advisor</i>		
<b>Horn of Plenty</b> <i>Kanupp</i>		
<b>TERESSA Update</b> <i>Christine Barrier</i> <i>2014-15 Recording Secretary</i>		

## OLD BUSINESS

<b>2015 State Meeting Update</b> <i>LaToya Lucy, Southeast District President</i>	
<b>Other Old Business</b>	

## NEW BUSINESS

<b>Years of Service Recognition Project</b> <i>McDaniel</i>		<b>Motion:</b> <b>Seconded:</b> <b>Decision:</b>
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2015 Federation Delegation <i>Kanupp</i>		Motion: Seconded: Decision:
2014-15 Proposed Budget <i>Lynn</i>		Motion: Seconded: Decision:
Other New Business		Motion: Seconded: Decision:
Announcements and Deadlines		
April 1, 2015	Herter-O'Neal Scholarship District Applications – <i>Becky Castello, 2nd Vice President</i>	
August 1, 2015	Executive Board Award Nominations – <i>Susan Johnson , 1st Vice President</i>	
August 1, 2015	Honorary Membership Nominations – <i>Jane McDaniel, State Membership Chair</i>	
August 1, 2015	Professional Improvement Scholarship Applications – <i>Donna Holland, State Professional Improvement Chair</i>	
August 1, 2015	Sue Mills "Spirit of Light" Lighthouse Award Nominations/Applications – <i>Sandy Kanupp, State President</i>	
August 1, 2015	Distinguished Service Award – <i>Susan Johnson, 1st Vice President</i>	
August 21, 2015	Horn of Plenty, Greenville, NC (site to be determined)	
September 23, 2015	NCCEAPA Executive Board Meeting, New Bern, NC	
September 24, 2015	NCCEAPA Board of Directors Meeting, New Bern, NC	
September 25, 2015	NCCEAPA Annual State Business Meeting, New Bern, NC	
December 11, 2015	Federation Forum (Location TBA)	
	TERESSA National Meeting (Location and Date TBA)	
Adjourn	Motion: Seconded: Time:	

## Extension Learning Management System

### Your Career-Related Learning Activities

[Main Menu](#) << [Instructor](#) << [Event Report](#) <<

## Extension Learning Management System

### Instructor Roster Report

NCCEAPA Winter Professional Development

Useful Web Resources

Iredell County Extension Center, Statesville, NC

Mar 20, 2015 @ 10:00 am - 11:15 am

75 Participant Limit

### 33 Confirmed Participants

Participant	Department/County/Org	Title	Phone
✓ <a href="#">Christine Cruse Barrier</a>	South Central District- Cabarrus Cabarrus	County Extension Administrative Assistant	7049203310 <a href="#">Delete</a>
✓ <a href="#">Carmen M. Boswell</a>	North Central District- Randolph Randolph	Administrative Assistant to the County Extension Director	3363186018 <a href="#">Delete</a>
✓ <a href="#">Ms. Tracy E Brown</a>	Extension Administration CALS ADMINISTRATION	Executive Assistant	9195152811 <a href="#">Delete</a>
✓ <a href="#">Leslie McDowell Brown</a>	West District- Rutherford Rutherford	County Extension Support Specialist	8282876011 <a href="#">Delete</a>
✓ <a href="#">Susan Catherine Bugg</a>	South Central District- Gaston Gaston	County Extension Support Specialist	7049222110 <a href="#">Delete</a>
✓ <a href="#">Julie Stine Campbell</a>	South Central District- Alexander Alexander NCCES	County Extension Administrative Assistant	8286324451 <a href="#">Delete</a>
<a href="#">Carol Yvonne Capel</a>	South Central District- Scotland Scotland	County Extension Administrative Assistant	9102772422 <a href="#">Delete</a>
✓ <a href="#">Mrs. Rebecca B Castello</a>	Northeast District-Hertford Hertford	County Extension Administrative Assistant	2523587822 <a href="#">Delete</a>
✓ <a href="#">Janice L Dotson</a>	District Directors Western District Office	West District Administrative Associate	8286870570 <a href="#">Delete</a>
✓ <a href="#">Regina S. Gardner</a>	Southeast District-Jones Jones	County Extension Support Specialist	2524489621 <a href="#">Delete</a>
✓ <a href="#">Sheilla Goodnight Griffis</a>	Southeast District-Carteret Carteret	County Extension Administrative Assistant	2522226352 <a href="#">Delete</a>
			8287338270 <a href="#">Delete</a>



<u>Tami Renee Hagie</u>	West District-Avery Avery	County Extension Administrative Assistant		
<u>Crystal Headen</u>	Administration-Extension Service CALs ADMINISTRATION	NC A&T No Pay		<a href="#">Delete</a>
✓ <u>Reatha G Hoffman</u>	Southeast District-Pender Pender	County Extension Administrative Assistant	9102591235	<a href="#">Delete</a>
<u>Donna Holland</u>	NC A&T Personnel CALs ADMINISTRATION	Personnel Coordinator	285-4655	<a href="#">Delete</a>
✓ <u>R Carol Horne</u>	West District- Rutherford Rutherford	County Extension Administrative Assistant	8282876432	<a href="#">Delete</a>
✓ <u>Kimberly Carole Hoskins</u>	Southeast District-Greene Greene	County Extension Administrative Assistant	2527475831	<a href="#">Delete</a>
✓ <u>Mrs. Suzanne Marie Hugus</u>	District Directors CALs ADMINISTRATION	Southeast District Administrative Associate	9195158429	<a href="#">Delete</a>
✓ <u>Cathy A James</u>	South Central District-Hoke Hoke	County Extension Support Specialist	9108752162	<a href="#">Delete</a>
✓ <u>Susan F Johnson</u>	South Central District- Cumberland Cumberland	Administrative Coordinator, 4-H , FCS, Urban Horticulture Support	9103216405	<a href="#">Delete</a>
✓ <u>Sandy J Kanupp</u>	District Directors North Central District Ext Off	North Central District Administrative Associate	8286870570	<a href="#">Delete</a>
✓ <u>Pamela Y Layfield</u>	South Central District-Anson Anson	County Extension Administrative Assistant	7046942415	<a href="#">Delete</a>
✓ <u>Becky H Lewis</u>	South Central District- Cabarrus Cabarrus	County Extension Support Specialist	7049203315	<a href="#">Delete</a>
<u>LaToya Lucy</u>	Southeast District- Bladen Bladen	County Extension Administrative Assistant	9108624591	<a href="#">Delete</a>
✓ <u>Sherry Lynn Lynn</u>	Northeast District-Currituck Currituck	County Extension Administrative Assistant	2522322261	<a href="#">Delete</a>
✓ <u>Jane Dale McDaniel</u>	West District - McDowell McDowell NCCES	County Extension Administrative Assistant	8286528104	<a href="#">Delete</a>
✓ <u>Cheryl Lynn Mitchell</u>	West District - McDowell McDowell	County Extension Support Specialist	8286527874	<a href="#">Delete</a>
<u>Ms. Alice L. Pennix</u>	NC A&T Extension Administration CALs ADMINISTRATION NCCEP	Cooperative Extension Program Administrative Secretary, NC A&T State University	3363347956	<a href="#">Delete</a>
<u>Juliette DeWayne Perry</u>	North Central District- Durham Durham	County Extension Administrative Assistant	9195600535	<a href="#">Delete</a>
<u>Sherry Chappell Ramsey</u>	North Central District- Caswell Caswell	County Extension Administrative Assistant	3366944158	<a href="#">Delete</a>
<u>Mignon A'Shanta Sheppard</u>	North Central District- Guilford	County Extension Support Specialist	3366412421	<a href="#">Delete</a>

	Guilford		
<u>Sally Jo Southard</u>	North Central District- Surry	County Extension Administrative Assistant	3364018025 <u>Delete</u>
<u>Lisa Joyce Wimpfheimer</u>	Southeast District-Craven	County Extension Administrative Assistant	2526331477 <u>Delete</u>

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✓ Tina Lovejoy - Caldwell

✓ Cindy Gustashaw - Gaston

NC Cooperative Extension Administrative Professional Association  
Financial Report  
February 26, 2015

**CHECKING ACCOUNT**

Beginning Balance from 9/23/14 **\$3,087.71**

Revenue:

Membership Dues (2014-2015)	\$ 3,160.00
TERSSA	\$ 500.00
Carolina Farm Credit (12/2014)	\$ 1000.00
NC Farm Bureau Federation ( 1/2015)	\$ 250.00
Interest Earned (from 10/2014-1/2015)	\$ 3.60

Total Revenue to Date \$4,913.60

Total Revenue **\$8001.31**

Expenditures:

Check #919 – TERSSA Dues	\$ 490.00
Check #920 - Sandra Kanupp Federation Mtg	\$ 284.77
Check #921 – Jane McDaniel Federation Mtg	\$ 23.91
Check #922 – Cheryl Mitchell Federation Mtg	\$ 271.27
Check #923 - NC Federation of Cooperative Ext Dues	\$ 50.00
Check #924 - Jane McDaniel Website	\$ 33.34
Check #925 - TERSSA Dues	\$ 10.00
Fees	\$ 3.00

Total Expenditures to Date \$ 1166.29

Account Balance **\$6835.02**

**MONEY MARKET ACCOUNT**

Beginning Balance **\$15,143.96**

Interest Earned (from 10/2015-1/2015) \$ 46.54

Total Revenue to Date \$ 46.54

Account Balance **\$15,190.50**

**SHARES ACCOUNT**

Beginning Balance **\$ 60.89**

Interest Earned (from 10/2014-1/2015) \$ .14

Total Revenue to Date \$ .14

Account Balance **\$ 61.03**

**Total All Accounts** **\$22086.55**

## NCCEAPA

Fiscal Year 2015 - 2016

**PROPOSED BUDGET**

2/1/2015

**REVENUE**

Debit

Credit

**Membership Dues**

No. Members

142

Amount of Dues

\$20

\$2,840

**Other Anticipated Contributions**

Corn Growers

\$250

NCCES Foundation

\$500

Ag Agents

\$1,000

NC Farm Bureau

\$250

NC Tomato Growers

\$75

NC Peanut Growers

\$50

NC Cattlemen's

\$350

Carolina Farm Credit

\$1,000

Winter BOD Meeting

\$125

Funds from Money Markey account to balance

\$2,231

**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 &amp; 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 &amp; 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

Submitted Feb. 28, 2015

# NCCEAPA

North Carolina Cooperative Extension Administrative Professionals Association

## 2015 NCCEAPA State Reimbursement Form

Name: \_\_\_\_\_ Association Title: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Date of Expense: \_\_\_\_\_ Meeting Location: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

**SUBSISTENCE** *(Please attach itemized receipts for each expense. ALLOWED EXPENSE is what will be paid)*

**ACTUAL EXPENSE**

**ALLOWED EXPENSE**

Lodging: \_\_\_\_\_ \$ \_\_\_\_\_

Meals: Breakfast \_\_\_\_\_

Lunch \_\_\_\_\_

Dinner \_\_\_\_\_

Sub-total: Subsistence \$ \_\_\_\_\_

TRAVEL: \_\_\_\_\_ miles x .575¢ per mile Sub-total: Travel \$ \_\_\_\_\_

**OTHER EXPENSES:** *list any other expenses incurred*

Description: \_\_\_\_\_ Amount \_\_\_\_\_

Description: \_\_\_\_\_ Amount \_\_\_\_\_

Description: \_\_\_\_\_ Amount \_\_\_\_\_

Sub-total: Others \$ \_\_\_\_\_

**TOTAL REIMBURSEMENT \$ \_\_\_\_\_**