

2014-15 Officers

Sandy Kanupp-President	Susan Johnson-1st Vice President	Becky Castello-2nd Vice President
Becky Lewis-Secretary	Sherry Lynn-Treasurer	Janice Dotson-Parliamentarian
Jane McDaniel-Advisor	Cheryl Mitchell-Federation Officer	

- Prior to the business meeting, the directors present were greeted by Jim Cowden, North Central District Extension Director and Nancy Keith, Iredell County Extension Director. An informative presentation was given on "Useful Web Resources" by Scott McCullum, Area Specialized Agent, Information Management, in the absence, yet under the direction of, Adrian Gaskins who had developed pneumonia.
- President Sandy Kanupp called the business meeting to order at 11:30 a.m.
- Members reviewed agenda. No additions were made. Motion made to accept agenda by Jane McDaniel. Tracy Brown seconded the motion. Passed. **See Attachment A. AgendaFebBoardofDirectorsMtg**
- Thought for the day was given by Susan Johnson, 1st Vice President, with a video that emphasized "How amazing what we can accomplish when we give someone else the credit."
- District/Campus roll call was given by Becky Lewis, Secretary: CAMPUS-2; NORTH EAST-2; NORTH CENTRAL-2; SOUTH EAST-4; SOUTH CENTRAL-8; WEST-6; for a total of 24.

Attended:

- | | |
|--|--|
| 1. Christine Barrier, Cabarrus | 13. Kim Hoskins, Greene |
| 2. Carmen Boswell, Randolph | 14. Suzanne Hugus, Administration |
| 3. Tracy Brown, Campus | 15. Cathy James, Hoke |
| 4. Leslie Brown, Rutherford | 16. Susan Johnson, Cumberland |
| 5. Susan Bugg, Gaston | 17. Sandy Kanupp, North Central Office |
| 6. Julie Campbell, Alexander | 18. Pam Layfield, Anson |
| 7. Rebecca Castello, Hertford | 19. Becky Lewis, Cabarrus |
| 8. Janice Dotson, West District Office | 20. Sherry Lynn, Currituck |
| 9. Regina Gardner, Jones | 21. Jane McDaniel, McDowell |
| 10. Sheila Griffis, Carteret | 22. Cheryl Mitchell |
| 11. Reatha Hoffman, Pender | 23. Tina Lovejoy, Caldwell |
| 12. Carol Horne, Rutherford | 24. Cyndy Gustashaw, Gaston |

***Registered but did not attend:**

1. Carol Capel, Scotland
2. Tami Hagie, Avery
3. Crystal Headen, Campus
4. Donna Holland, Campus
5. LaToya Lucy, Bladen
6. Alice Pennix, Campus
7. Juliette Perry, Durham
8. Sherry Ramsey, Caswell
9. Mignon Sheppard, Guilford
10. Sally Southard, Surry
11. Lisa Wimpfheimer, Craven

****See attached
Registration Roster***

- Janice Dotson, Parliamentarian verified there was a quorum present.
- Cheryl Mitchell made motion to approve the September 18, 2014 minutes as posted on the web at <https://sites.google.com/a/ncsu.edu/ncceapa/home> . Jane McDaniel seconded. Passed
- Sherry Lynn gave an update on the Treasury Account Balances which are as of February 26, 2015: Checking Balance \$6835.02; Money Market Balance \$15,190.50; and Shares \$22,086.55. No motion needed.
See Attachment B. NCCEAPAFinancialReportFebruary26,2015

DISTRICT REPORTS:

•CAMPUS:

Suzanne Hugus,
Chapter President gave the report found
at the right:

The NCCEAPA Campus Chapter would like to report that we currently have 14 Members and 18 Honorary Members.

On August 29, 2014, we met at the Orange County Center and installed officers for 2014-2015. We presented our annual Secretary of the Year Award to LaJoy Evans posthumously. An organizational business meeting was conducted and donations were collected and delivered to the Raleigh Food Bank.

On December 4, 2014, we met at the Alamance County Center. We enjoyed a holiday luncheon together along with a fun craft of decorating drinking glasses. A brief professional development discussion was held about the 15 Simple Ways to Improve your Career. Donations were collected to contribute to Interact of Raleigh, which is a local women's crisis center.

On March 13, 2015, we met in Raleigh at NC State. We began preparation for hosting the 2016 state meeting and enjoyed exploring our Social Identities through professional development conducted by Geri Bushel of the Professional Development Committee.

•NORTH EAST: Becky Castello gave the report on behalf of Edna Williams, District President as follows:

The Northeast District has 32 active members and 16 honorary members.

The NCCEAPA-NE District met at the Hertford County Extension Office in Winton, NC on Thursday, May 15, 2014.

Becky Castello, Administrative Assistant, hosted the meeting. Registration began at 9:30am and President Edna Williams called the meeting to order at 10:00am.

The welcome was given by Stephanie Parker-Helmkamp, CED for Hertford County.

Since the Northeast District was hosting the State meeting in September, our main discussion was to finalize everything for the meeting.

Hyde County Administrative Assistant, Connie Burelson hosted the fall meeting. Registration began at 9:30am and the meeting started at 10:00am.

The meeting was held at Martelle's Feedhouse in Engelhard, NC on Friday, November 7, 2014.

President Edna Williams called the meeting to order and the welcome was given by Natalie Wayne, Hyde County CED.

BJ Okleshen welcomed Gail Spiewak as the new County Extension Support Specialist in Chowan County.

Rebecca Castello attended the TERSSA meeting in Baton Rouge, Louisiana at the Embassy Suites on October 1, 2, & 3rd. Next year's meeting will be held in Mississippi.

Edna Williams thanked all the Administrative Assistants for their hard work with hosting the state meeting in September, 2014.

Non-perishable food items were donated by our members and distributed to the local food bank in Hyde County.

Our staff development consisted of an afternoon of arts and crafts provided by local artisan Jean Sears. Members painted decorative gourds and received pointers from Ms. Sears.

Martin County will host our Spring meeting on Friday, May 1st.

2015 Officers

President	Edna Williams (Gates County)
1st VP	Rebecca Castello (Hertford County)
2nd VP	BJ Okleshen (Gates County)
Secretary	Amy Twiddy (Camden County)
Treasurer	Sherry Lynn (Currituck County)
Advisor	Teresa Storey (Perquimans)

•NORTH CENTRAL DISTRICT: Carmen Boswell, District President gave the following report that continues on the following page:

The **North Central District** has **42** active members and **10** honorary members

The 2014/2015 Officers are:

President	Carmen Boswell
1 st VP	Mignon Sheppard
2 nd VP	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 good 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 & 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.

**NORTH CENTRAL
DISTRICT: Carmen
Boswell, District
President continues at
right;**

**•SOUTH EAST: No Report
due to death in officer's
family, restructuring and
officer changes.**

**•SOUTH CENTRAL: Pam
Layfield, District President
gave the report displayed
at the right:**

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 dinning etiquette for a formal dinner.

2015 Upcoming Spring Meeting will be held on Friday, May 1, 2015 in Bear Creek, NC in Chatham County. Deborah Taylor will present a workshop on "Tending To Your Own Personal Garden." This workshop will relate to time management, organizational skills, giving excellent customer service, & ways to sustain oneself personally & 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.

Community Service Projects: Guilford County- Animal Shelter supplies
Caswell County - personal care Items for a nursing facility
Upcoming community service project is 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.

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 North Central District are looking at new & different ways of fund raising.

The South Central District as of our last meeting currently has 32 active members, 18 TERSSA members and 14 honorary members.

The Fall SC District was August 22nd in Cumberland County. We were greeted by Lisa Childers, County Extension Director, Amy Cannon, County Manager and Clinton McRae, SC District Director. Professional Development was "Be the Change You Wish to See" by Fred Starling and Sara Caldwell, Cumberland County Human Resources. Clinton McRae, SCCED, gave an Administrative Update and reported on the Strategic Plans. Susan Johnson presented the Administrative Professional of the Year Award to Christine Barrier. We Installed our Officers: Pam Layfield, President-Anson County; Cyndy Gustashaw, 1st VP Gaston County; Becky Lewis, 2nd VP-Cabarrus County; Cathy James, Treasurer-Hoke County; Carol Capel-Baldwin, Scotland County; Chris Austin, Advisor-Union County. A nomination for Honorary Membership has been sent to the State Chair for Dianne Scarboro. Proposed By-Law changes were presented by Susan Johnson to be voted on at the state meeting. The Spring meeting will be held in Gaston County.

The Spring meeting was held in Catawba County on April 11th. Seth Nagy, Catawba County Interim County Extension Director, welcomed everyone. Professional Improvement was on volunteerism done by Dr. Michelle Ely, Community & Economic Development Specialist with NC A&T. Treasurer, Lisa Forrest noted that a letter is reported and to be recorded stating that we can retain our EIN number and our name has been changed to NCCEAPA-South Central District. A wrap-up of the state meeting in Cabarrus County hosted by our district was given and we had a total of 147 attendees from 6 states.

Our District Spring Meeting is scheduled for April 17th in Gaston County.

•WEST DISTRICT: Cheryl Mitchell, District President gave the following report:

The West District has 27 active members, 19 honorary members and 7 TERSSA members.

The 2014-2015 Officers are:

President	Cheryl Mitchell (McDowell)
1 st VP	Leslie Brown (Rutherford)
2 nd VP	Carol Horne (Rutherford)
Secretary	Susanne Winebarger (Watauga)
Treasurer	Barbara Walker (Henderson)
Advisor	Cathy Brackins (Madison)

Barbara Walker is serving as Staff Senator.

Maryann Mickewicz received the 2014 District Administrative Professional of the Year Award. She was presented with a certificate and \$100.

We had 13 members attend the 2014 state meeting in Kill Devil Hills.

Our 2015 Spring meeting will be held on April 24th in Clay County.

STANDING COMMITTEE REPORTS

•FINANCE: Sherry Lynn, Treasurer and Chair, gave the following:

NCCEAPA Treasurer's Report
March 20, 2015

I received the records for the organization from Ivy Olson shortly after the State Meeting held in September 2015. Ivy also shared access to Google folder containing NCCEAPA financial files. I created a new folder for 2014/2015 and shared access with Sandy Kanupp. I changed authorized account holders at the State Employees Credit Union to reflect the new President and myself.

Donation request letters were sent out in November and to date we have received contributions from NC Farm Bureau \$250 and \$1000 from Carolina Farm Credit which was a pleasant surprise. Follow up letters were sent in February. Letter was submitted to NACAA (Ag Agents Association) for \$1000 support to fund our awards program. We just received \$250 from NCSU foundation - far short of the \$1000 hoped for. This is not reflected in the reports as I just recently received it. Last year we received a total of \$1875 in contributions (NCACAA - \$1000, NCSU Foundation - \$500, NC Peanut & Tomato Growers - \$125 and Corn Growers - \$250).

I have contacted the President and the Treasurer of the North Central District in regards to TERSSA dues issue from last year, requesting that the dues that were collected for the three but that were not submitted to state treasurer be submitted to me at this time so I can send to TERSSA. I received payment from North Central on March 13th and will send check to TERSSA to resolve this issue.

Membership numbers have decreased by 37 and are expected to decrease again this year. We need to continue to explore funding sources and would appreciate the boards input. The money market account will not last too many years if our revenue keeps going down. Our largest expense is travel with a budget of \$5000. The finance committee recommends conserving travel dollars by having the executive board room together when at all possible. Also suggest using NCCEAPA funds for travel reimbursement only if county or state funds unavailable.

•MEMBERSHIP: Jane McDaniel, Chairman of the Membership Committee gave the following report:

Total Paid Members – 158
Total Honorary Members – 87

West – 27 Paid, 16 Honorary
North Central – 25, 10 Honorary
Campus – 14, 18 Honorary
South Central – 29, 14 Honorary
Northeast – 32, 16 Honorary
Southeast – 31, 13 Honorary

2014-2015 Membership Committee

Chair- Jane McDaniel, West
Christine Barrier, South Central
Aletha Mebane, Southeast
Margaret Browne, Campus
Risha Foreman-Griffin, Northeast
Pana Jones, North Central

Honorary Membership Applications are due August 1 to Jane McDaniel (State Chair)

Years of Service Recognition Project

A section for hire date was added to the membership form.
Listed below is where the districts stand with completion of information.
West District 100%
North Central – 100%
Campus – 6
South Central – 100%
Northeast -100%
Southeast – 0%

•NOMINATING: There was no Nominating Report. Sherry Ramsey, Chair, had family emergency.

•RULES & BYLAWS: Regina Gardner, Chair, announced that there have not been any proposed changes but if any arrive, she will post on the web 2 weeks prior to the state meeting. The changes voted on in September 2014 will be posted on the web but have not as of yet.

•PROFESSIONAL IMPROVEMENT: Donna Holland, Chair, announced there were no items to report.

•PUBLIC RELATIONS: Sue Bugg, Chair, announced there were no items to report.

•REFLECTIONS: Kim Hoskins, Chair, submitted the report to the right:

Campus

By Crystal Headen

No Report

North Central District

By Marion Jay

The North Central District reports that they continue to keep a scrapbook as well as a North Central Secretary Facebook page where pictures are posted.

North East District

By Donna Hanusik

The Northeast reports that the district continues to maintain a scrapbook to record the history of their organization.

South Central District

By Becky Lewis

No Report

South East District

By Kim Hoskins

The Southeast maintains it's scrapbook and pictures are taken and recorded at district association meetings. I will be taking photos at the winter board meeting today to add the scrapbook.

West District

By Maryaan Mickewicz

The West reports that pictures were taken at the NCCEAPA West District meetings held on April 30, 2014 and August 29, 2014. Pictures will be placed on the NCCEAPA West District webpage.

OTHER REPORTS & UPDATES

•2015 Distinguished Service Award Report was given by Susan Johnson. *See report at right. See due date below.*

Distinguished Service Award
Self-nomination permitted and encouraged!
August 1, 2015
Susan Johnson
1st Vice-President
301 East Mountain Drive
Fayetteville, NC 28306
susan_johnson@ncsu.edu

This award, established in 2014, recognizes not only contributions to the NCCEAPA, but to North Carolina Cooperative Extension Service. I'd like to recognize Sandy and her committee for their hard work in establishing this award in 2014.

Winners will be chosen from each district and the campus chapter. Each winner will receive a certificate and \$50 check. The overall state winner will receive an award and a check for \$200.

The application and guidelines can be found on the state NCCEAPA website under "awards".

Calls for nominations will be issued June 1, 2015 and all applications must be received by August 1, 2015. Late nominations will not be accepted.

Current NCCES employees may nominate individuals for this award. Self-nominations are also acceptable.

It is not too early to begin gathering your information to nominate someone for this prestigious award.

<https://sites.google.com/a/ncsu.edu/ncceapa/home>

DISTINGUISHED SERVICE AWARD

Nominees should:

- exemplify leadership that would distinguish an individual from others – the contribution(s) do not need to be widely renowned, but should represent important efforts and accomplishments
- provide inspiration to the NCCEAPA and members of the NCCE community by virtue of their leadership, service, and high ethical standards
- support and advocate for NCCE and NC State and NC A&T State Universities

Self-nominations are accepted and encouraged!

•2015 Executive Board Award Report was also given by Susan Johnson. *See report at right. See due date below.*

Executive Board Award
August 1, 2015
Susan Johnson
1st Vice-President
301 East Mountain Drive
Fayetteville, NC 28306
susan_johnson@ncsu.edu

The NCCEAPA Executive Board Award is presented annually by the Executive Board to an outstanding NCCEAPA member. The award is based on participation, contributions, and cooperation to the Association. The winner receives a monetary award of \$200 and a plaque.

The applications and guidelines can be found on the state NCCEAPA website under "awards".

Calls for nominations will be issued June 1, 2015 and all applications must be received by August 1, 2015. Late nominations will not be accepted.

Nominations are accepted from any NCCEAPA member. Consider nominating someone for this award!

<https://sites.google.com/a/ncsu.edu/ncceapa/home>

EXECUTIVE BOARD AWARD

The NCCEAPA Executive Board Award is presented annually by the Executive Board to an outstanding NCCEAPA member.

The award is based on NCCEAPA:

- participation
- contributions
- cooperation

Any NCCEAPA member is eligible to nominate any member of the Association. It is not limited to those who have served as officers, but it should be someone who has exhibited outstanding loyalty and dedication to the Association.

•Sue Mills Lighthouse Award Report was given by Sandy Kanupp. *See report at right. See due date below.*

Sue Mills "Spirit of Light" Award

August 1, 2015

Sandy Kanupp
State President
455 Research Drive
Mills River, NC 28795
sandra_kanupp@ncsu.edu

Sue Mills began her career at NC State University with Extension Forest Resources as a Typist III in 1973. From 1983 until her retirement, she served as the Administrative Assistant for County Operations. Sue was an outgoing person and never met a stranger. She loved NC State, Cooperative Extension, and the people that we serve across the state.

Sue's death in 2001 created a void for those that knew and loved her that will never be filled. It is our desire that this award keep her memory and her spirit with us always and that it serve as an inspiration to our members. This award is made possible from memorial gifts given in memory of Sue A Mills. Her family, knowing her love for our organization, designated North Carolina Cooperative Extension Secretaries Association as the recipient of these gifts.

Selection of the Sue Mill Lighthouse "Spirit of Light" award winner will be based on the nomination narrative. Criteria for the award should include how and why the nominee has been an inspiration to you and how the individual has made a difference within the organization. Leadership qualities, enthusiasm, and zest for life should be included because this award is designed to recognize an individual who has made a difference.

•Honorary Membership Report was given by Jane McDaniel. *See report at right. See due date below.*

Honorary Membership

August 1, 2015

Jane McDaniel
State Membership Chair
60 East Court Street
Marion, NC 28652
jane_mcdaniel@ncsu.edu

Honorary membership may be bestowed upon a member/nonmember in recognition of outstanding service to the Association. Recommendation in writing shall be made to the Chair of the Membership Committee. The Chair of the membership Committee will present recommendation to the Board of Directors who, after two-thirds vote, shall recommend the candidate to the Association at an annual meeting. A majority vote of the members assembled shall be required to confer the honor. An Honorary Member shall pay no dues except where he/she is an Active or Associate Member.

Recommendation for members and nonmembers shall be made in writing to the Board of Directors using the following guidelines:

- Cooperation
- Participation
- Contributions
- Leadership
- Approval by district members

•Herter-O'Neal Scholarship Report was given by Becky Castello. *See report at right. See due date below.*

Herter-O'Neal Scholarship

April 1, 2015

Becky Castello
2nd Vice President
P.O. Box 188
Winton, NC 27986
rebecca_castello@ncsu.edu

On January 9th all the materials for the scholarship were sent out to the District 2nd Vice-Presidents to be distributed to their Professional Improvement Committee Chair.

Once received by Professional Improvement chair the information was then forwarded to the District's County Administrative Assistants to be distributed out in the communities to hopefully receive many applicants.

The deadline to receive county applications was set for March 20th.

All district finalists should be sent to the State Scholarship Committee by April 1st to be reviewed. From this pool of applicants the 2015 recipient will be chosen.

•Professional Improvement Scholarship Report was given by Sandy Kanupp. *See report at right. See due date below.*

Professional Development Scholarship

August 1, 2015

Donna Holland
State Professional Improvement Chair
1601 East Market Street
Greensboro, NC 27411
hdonna@ncat.edu

Open to Members of the North Carolina Cooperative Extension Secretaries Association (NCCESA) for the purpose of professional development to enhance job and related skills (continuing education through college, certification, workshops or seminars, etc.).

- an applicant may only receive one scholarship per year
- amount per scholarship and number of scholarship(s) will be determined after the applications are reviewed and at the discretion of the Professional Improvement Committee.
- course of study or workshop/seminar must be job related.
- information (i.e. brochures, programs, etc.) regarding course of study should accompany application.
- scholarship(s) monies shall be utilized by recipient(s) within one year

•Federation Report was given by Cheryl Mitchell:

Cheryl Mitchell – Federation Past-President
Federation report – March 20, 2015



North Carolina
Federation of Cooperative
Extension Associations

The 2014 Federation Forum met on December 12, 2014, at the Union County Agricultural Conference Center in Monroe. Karee Mackey gave a report on the history of Federation as the Association celebrated their 40th year.

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. Questions and answers are on the Federation website.

Business meeting was held after lunch.

Election and Installation of 2015 Federation Officers

President, Karee Mackey, NCAE4-HA
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.

•Horn of Plenty was announced by Sandy to be on August 21. Do not know the role our association will be participating in as of yet.

•TERSSA Update report found below was given by Christine Barrier:



- The 2014 Annual Conference was held in Baton Rouge, Louisiana with 12 from North Carolina in attendance.
- President Lisa Dudley, Office Associate, is from Coffeeville, Mississippi.
- Vice President Linda Good, Office Associate, is from Troy, Ohio.
- The TERSSA Executive Committee met on January 29th via SCOPIA Desktop, with 8 in attendance. Future plans are to meet quarterly.
- Madam President's Mission and Goals set for this year centered on growing the membership and to have greater involvement and communications with each state already a member.
- Also expressing interest in membership is Virginia, Georgia and Florida.
- The new website is continually updated, and can be viewed at <http://www.aces.edu/dept/associations/terssa/index.php> or directly linked from the NCCEAPA website.
- The feature on the websites' 'Spotlight' is now introducing Mr. Lester Mitchell, Administrative Assistant for the 21-county Southeast District and also service the MS Band of Choctaw Indians reservation, in Biloxi, Mississippi. Lester shares....' I've been a member of TERSSA for 2 years and am looking forward to getting more involved in the future.'

- Membership brochure has been updated and is now available on the website to be downloaded and distributed as needed.
- The 2015 Membership Drive began September 1, 2014 and extends through May 31, 2015. Currently, there are 125 active members, with membership as follows:

○ Alabama	3
○ Kentucky	10
○ Louisiana	11
○ Mississippi	17
○ North Carolina	58
○ Ohio	25
○ South Carolina	1
- Standing Committees are now being chaired and each state association president will be or already has been contacted regarding representation on each committee from their state.
- The 2015 Annual Conference will be in the Tupelo/Verona, Mississippi area, September 9-11 hosted by Mississippi State University. Educational and business meetings will be held at the North Mississippi Research and Extension Center in Verona and professional development opportunities are planned for Tupelo, birth place of Elvis Presley. More information will be shared through the board meetings.

OLD BUSINESS

- 2015 STATE MEETING UPDATE: Regina Gardener gave the report on behalf of LaToya Lucy, Southeast District President.
 - A survey was sent on Jan. 30 via email to gather information as to the reasons that would not enable a person to go and what professional development areas would be of interest.
 - The district has signed the contract with the Double Tree Hilton for Sept. 23-25 and is locked in to 20 rooms for Wednesday and 60 for Thursday.
 - Registration will be announced in late April, with early bird registration due July 17 and final deadline, August 14.
 - Discussion ensued as to why certain professional development programs were allowed at some association state meetings and why they were not allowed at our state association meeting. Different associations have to report to different administrative personnel than we do who will have different opinions. Our association via Sandy Kanupp, will seek more clarification from Sheri Schwab as to possible consistency across associations or if our association has different standards set than others.

NEW BUSINESS

- YEARS OF SERVICE RECOGNITION: Jane McDaniel informed the board that she had sent a survey out to the districts to acquire the "Years of Service" for the Administrative Professionals.
 - All Districts and Campus have reported back to her except the Southeast District which is undergoing officer reorganization. Information from six more members are needed from Campus. Sandy Kanupp was going to resend the information out to those that have not responded due to possible technical failure receiving state email and check with representatives from the Southeast District.
 - Difficult to retrieve an accurate record or to come up with years of service from Administration for awards.
 - Would like to print a program with years of service for recognition but would not duplicate the state awards.
 - Were state awards for service stopped in 2008 and given out at conjoining district meetings? Sandy will check with Sherry Swabb.
- 2015 FEDERATION DELEGATION: Sandy Kanupp explained the process of invitations to the Federation Forum according to the bylaws and past misunderstandings of such. The outgoing officers are invited to the forum, not the incoming officers due to the different calendar years of the Federation and NCCEAPA officer installation. In 2015, Sandy will document who is invited, who accepts, who declines, and who attends, as well as asking each future President of our Association to do the same.
- 2015-16 PROPOSED BUDGET: Sherry Lynn, Treasurer, presented the proposed budget for 2015-16. She explained that she anticipates lower membership therefore dues collection because of the restructuring of Cooperative Extension. Past organizational contributors have also decreased their donations. She anticipates having to move funds from the money market to balance the budget, however we can amend any budget proposals at the Fall meeting. Cheryl Mitchell made the motion to accept the proposed budget. Jane McDaniel seconded. Passed.
[See Attachment C-Proposed Budget2015-16.](#)

OTHER NEW BUSINESS

- Early bird registration information should come out soon for TERSSA per Christine Barrier.
- Carol Horne thanked everyone for the Benevolence contribution and support from everyone after the death of her husband.
- Thanks was given to the staff at Iredell Cooperative Extension for hosting the meetings.
- Thanks was given to Janice Dotson for her Parliamentary Procedure support during the meetings.
- Jane McDaniel was thanked for coordinating refreshments for meeting, updating the website and working with Shelia Ange for other website requests.

- Sue Bugg asked if there would be special recognition from our association for those leaving due to restructuring. Sandy said a suggestion from a district was sent to the Executive Board to take money from NCCEAPA treasury to give to each district to honor those leaving. Sandy explained that after much discussion with the Executive Board about the uncertainty of budget funds in the upcoming year(s) that the Board determined that it would not be prudent to withdraw funds at this time and that the first priority of the Board is to cover the budget and those in the future. However the Executive Board suggested that each district decide to recognize their leaving members in some way. Carol Horne made a motion that each District recognize outgoing secretaries as opposed to NCCEAPA treasury funds being used for such. Sherri Lynn, seconded. Passed.
- Susan Johnson suggested, that prior to submission of nominees of officers 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.
- Sherry Lynn, Treasurer gave out NCCEAPA Reimbursement Forms for those that needed one.
See Attachment D-NCCEAPAREimbursementForm
- Sandy Kanupp referred to the announcements and deadlines coming up as outlined on the agenda and show below:

April 1, 2015	Herter-O'Neal Scholarship District Applications – Becky Castello, 2nd Vice President
August 1, 2015	Executive Board Award Nominations – Susan Johnson, 1st Vice President
August 1, 2015	Honorary Membership Nominations – Jane McDaniel, State Membership Chair
August 1, 2015	Professional Improvement Scholarship Applications – Donna Holland, State Professional Improvement Chair
August 1, 2015	Sue Mills "Spirit of Light" Lighthouse Award Nominations/Applications – Sandy Kanupp, State President
August 1, 2015	Distinguished Service Award – Susan Johnson, 1st Vice President
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 TBD
	TERESSA National Meeting in Mississippi, Date/Location TBD

- After no further business, Jane McDaniel made a motion to adjourn the meeting at 12:45 p.m. Becky Castello seconded.

Respectfully Submitted,



2014-15 NCCEAPA Secretary
Cabarrus County