



**NORTH  
CAROLINA  
COOPERATIVE  
EXTENSION  
ADMINISTRATIVE  
PROFESSIONALS  
ASSOCIATION**

**NCCEAPA Executive Board Meeting**

**March 19, 2015 – 3:30 pm**

**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>Sandy Kanupp, President</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>	Sandy Kanupp	Susan Johnson	Rebecca Castello	Becky Lewis	Sherry Lynn	Jane McDaniel	Janice Dotson	Cheryl Mitchell	
<b>Parliamentary Review</b> <i>Janice Dotson, Parliamentarian</i>	Verify Quorum								
<b>Approval of Minutes</b> <i>Becky Lewis, Secretary</i>	September 17, 2014, Minutes								Motion: Seconded: Decision:
<b>Financial Report</b> <i>Sherry Lynn, Treasurer</i>	Update on Account Balances								No motion needed

**OLD BUSINESS**

Agenda Item	Discussion								Outcomes and Next Steps
<b>Other Old Business</b>									

**NEW BUSINESS**

Agenda Item	Discussion								Outcomes and Next Steps
<b>2015-16 Proposed Budget</b> <i>Lynn</i>									Motion: Seconded: Decision:
<b>2015 Distinguished Service Award</b> <i>Susan Johnson</i>									Motion: Seconded: Decision:
<b>2015 Sue Mills Lighthouse Award</b> <i>Kanupp</i>									Motion: Seconded: Decision:
<b>2015 Herter-O'Neal</b>									Motion:

<b>Scholarship</b> <i>Becky Castello</i> <i>2nd Vice President</i>		Seconded: Decision:
<b>2015 Executive Board Award</b> <i>Susan Johnson</i>		Motion: Seconded: Decision:
<b>Honorary Membership</b> <i>Jane McDaniel</i>		Motion: Seconded: Decision:
<b>Years of Service Recognition Project</b> <i>McDaniel</i>		Motion: Seconded: Decision:
<b>2016 Federation Delegation</b> <i>Kanupp</i>		Motion: Seconded: Decision:
<b>Request for Funds for 2015 District Spring Meetings</b> <i>Kanupp</i>		Motion: Seconded: Decision:
<b>Other New Business</b>		

### Announcements and Deadlines

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

### Adjournment

<b>Adjourn</b>	Motion: Seconded: Time:
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NCCEAPA

Fiscal Year 2015 - 2016

PROPOSED BUDGET

2/1/2015

REVENUE	Debit	Credit	
<b>Membership Dues</b>			
No. Members	142		
Amount of Dues	\$20	\$2,840	
<b>Other Anticipated Contributions</b>			
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	
<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>			
President's & Executive Board Travel	\$5,000	\$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>	<b>\$0.00</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

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
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Lodging:	_____	_____ \$ _____
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Meals: Breakfast	_____	_____
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Lunch	_____	_____
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Dinner	_____	_____
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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 \$ \_\_\_\_\_**