

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

- President Sandy Kanupp called the meeting to order at 3:26 pm
- Jane McDaniel began taking minutes in absence of Becky Lewis, who was delayed.
- Members reviewed agenda. No additions were made. Motion made to accept agenda by Sherry Lynn. Seconded by Becky Castello. Passed. [See Reference1-ExecutiveBoardAgenda.](#)
- Thought for the day was given by Susan Johnson. Titled "That's not my Job."
*This is a story about four people: Everybody, Somebody, Anybody, and Nobody.
 There was an important job to be done and Everybody was sure that Somebody would do it. Anybody could have done it but Nobody did it. Somebody got angry about that, because it was Everybody's job. Everybody thought Anybody could do it but Nobody realized that Everybody wouldn't do it. It ended up that Everybody blamed Somebody when Nobody did what Anybody have done.*
- Roll call was given by Jane McDaniel. In attendance: Sandy Kanupp; Susan Johnson; Rebecca Castello; Sherry Lynn; Jane McDaniel; Janice Dotson; and Cheryl Mitchell. Becky Lewis joined the meeting at a later time.
- Janice Dotson, Parliamentarian verified there was a quorum present.
- Susan Johnson made motion to approve the September 17, 2014 minutes as posted on the web at <https://sites.google.com/a/ncsu.edu/ncceapa/home> . Becky Castello Seconded. Passed.
- Sherry Lynn gave the Treasurer's Report. (see copy of report to the right.) Sherry stated:
 - ◇ Donation letters have been sent out. Donations received so far are \$1,000 from Carolina Farm Credit, \$250 from Farm Bureau.
 - ◇ There was some confusion about a couple of members' 2014 TERSSA dues, but the situation has been resolved.
 - ◇ County operations will pay for the refreshments for the Winter BOD meeting.

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.

OLD BUSINESS

- After receiving records from Ivy Olson in September 2014, Sherry Lynn, Treasurer, created a new folder via Google with the other NCCEAPA financial files and shared access with Sandy Kanupp. Sherry changed authorized account holders at the State

Employees Credit Union to the new Treasurer (herself) and President Sandy Kannup.

- Sherry Lynn, reported that donation request letters were sent out in November 2014 and contributions have been received from NC Farm Bureau for \$250 and Carolina Farm Credit for \$1000. Follow-up letters were sent in February 2015 along with a request for \$1000 to the Ag Agents Association in order to fund our awards program. We have only received \$250 from NCSU Foundation which is short of the \$1000 that was hoped for. Contributions are lower than last year and not expected from all those that have contributed in the past.
- Sherry Lynn has resolved issue of TERRSA dues for 3 members in 2014 from the North Central District.
- Overall membership dues have decreased by 37 and are expected to decrease again this year. Sherry Lynn stressed the fact that we need to continue to explore funding sources. The largest expense is travel with a budget of \$5000. The finance committee recommended that the Executive Board members room together when at all possible and use NCCEAPA funds for travel only if county or state funds are unavailable.

NEW BUSINESS

- Sherry Lynn, Treasurer, gave out a copy of the proposed budget for 2015-2016. Total proposed revenue and expenditures \$8,671. Finance Committee consisted of: Sherry Lynn-Chair; Tracy Brown; Latoya Lucy; Sally Southard; Cathy James and Barbara Walker. Susan Johnson made a motion to accept the proposed budget with the additional changes. Becky Castello seconded. Passed. **See ReferenceII-ProposedBudget2015-16.**
 - ◇ Board members asked for the proposed budget to be changed from “Outgoing President’s Plaque” to “Outgoing President’s Recognition.”
 - ◇ “Other Contributions” should read “ Anticipated Contributions.”

• DISTINGUISHED SERVICE AWARD

Susan Johnson referred to the packet that would be handed out at the Executive Board meeting with the qualifications the nominees would need. Due date August 1, 2015 to Susan Johnson.

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!

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 NCCE 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.

• SUE MILLS LIGHTHOUSE AWARD

Sandy Kanupp referred to the packet that would also be handed out at the Executive Board meeting. See excerpt on Sue Mills Award to the right. This history of the award and criteria was listed as well as the due date of August 1, 2015 to Sandy Kanupp.

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.

- **HERTER O'NEAL SCHOLARSHIP –HON**
2nd VP, Becky Castello gave report at the right .

2015 Herter-O'Neal Scholarship

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.

• **EXECUTIVE BOARD AWARD**

Susan Johnson reported that the call for applications for this award will go out on June 1st and are due back to her on August 1. Jane McDaniel volunteered to check the website and update the award section with the latest information.

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!

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.

• **HONORARY MEMBERSHIP**

Jane McDaniel reported that no one has submitted an application so far however the applications are due to her by August 1.

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

• **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 have reported back to her except the Southeast District which is undergoing officer reorganization. Sandy Kanupp was going to resend the information out to those that have not responded due to possible technical failure to receive email.

• **2016 FEDERATION DELEGATION**

Sandy Kanupp reported that she will keep a record and ask all presidents after her to do so for those invited to be a Federation Forum delegates as well as to document who decline and who attend. She will attempt to secure

representatives from all districts and campus. She stressed that it is important to have 10 delegates from NCCEAPA there. Representatives that will be invited will be 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: Executive Board officers; President and Vice–Presidents of all districts and the campus chapter.

- **REQUEST FOR FUNDS FOR 2015 DISTRICT SPRING MEETING**

Sandy Kanupp presented this request to the board from a member who suggested funds from the treasury to be sent to each district/campus to do something special for each district/campus Spring meeting to honor those leaving due to NC Cooperative Extension restructuring. Discussion ensued about the precise impact of the employees cut not being known until May 1st, the anticipation of lower revenue due to lower membership, current budget expenses, lack of past organizational/business sponsors, anticipated funds from money market having to be transferred to cover budget expenses in upcoming year(s), and that the priority of board's focus being the future budget (s) of the state organization. It was suggested that the districts each contemplate doing something special from their treasury if they choose. Sherry Lynn made the motion to deny the request for the reasons stated above. Becky Castello seconded. Motion passed.

OTHER NEW BUSINESS

- A suggestion was presented by Susan Johnson: "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." Susan Johnson made the motion. Sherry Lynn seconded. Passed. Sandy Kanupp will add to agenda for Board of Directors meeting.
- Sherry Lynn, Treasurer, gave out NCCEAPA Reimbursement Forms for those that needed one. [See ReferenceIII-ReimbursementForm.](#)
- Sandy Kanupp referred to the announcements and deadlines coming up as outlined on the agenda and duplicated 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, Becky Castello made a motion to adjourn the meeting at 4:45 p.m.. Susan Johnson seconded.

Respectfully Submitted,

A handwritten signature in blue ink, reading "Becky H. Lewis". The signature is written in a cursive style with a large, stylized "B" and "L".

NCCEAPA Secretary 2014-15
Cabarrus County