



Minutes

NCCEAPA Campus Chapter
Orange County Extension Center
August 29, 2013
1 p.m. - 4 p.m.

Call to Order and Welcome: President Susan Graham welcomed everyone in attendance and introduced our guests/new members. She asked members to review the agenda. A motion was made to accept the agenda. A member seconded the motion (*motion was carried*).

Thought for the Day: The thought for the day was shared by Alice Pennix:

"When you find your purpose be brave enough to follow what's in your spirit despite what anybody else may think. Live your life on purpose not by accident."
Monique

Roll Call: Seven members and two potential members were present – Andrea Brooks, Tracy Brown, Margaret Browne, Susan Graham, Donna Holland, Alice Pennix, Evelyn Stahling. Our invited guests were Beth Dabney and Stella Dockery.

Approval of the Minutes: Members were asked to review minutes. Alice Pennix made a motion to accept the minutes. Tracy Brown seconded the motion (*motion was carried*).

Treasurer's Report: Tracy Brown provided members with a report. She decided to share most of the information during the Finance report to avoid duplicate reports.

Recorded by: Andrea Brooks

Standing Committee Reports

Finance: Tracy Brown provided members with current financial reports (*proposed budget, committee expenditures, checking, shares, and money market*). Susan Graham asked Tracy to table membership dues until New Business section.

CHECKING	\$ 679.95
MONEY MARKET	3,092.36
SHARES	29.26
TOTAL FUNDS	\$ 3,801.57

Fundraising: Donna Holland reported that she plans to send out flyer so members can begin selling raffle tickets. The raffle will be for an Italian Feast Basket. The basket includes a heavy duty stainless steel bowl, strainer/streamer, a \$10 gift certificate, pasta, pasta sauce, olive oil, spices, tongs and a hand towel. The drawing will be held during our State Meeting in Concord, NC.

Hospitality: Donna Holland reported that the committee worked diligently on our annual picnic. The picnic was initially scheduled for Friday, July 12, 2013. The committee planned to hold a membership drive. Unfortunately, due to inclement weather, the committee opted to cancel and re-schedule for a future date (August 29). Potential members RSVP'd to attend today's meeting. Donna thanked Kay Evans and Karin Cousineau, both Administrative Assistants in Orange County for providing location suggestions for the picnic. Mr. Kelly Ackan allowed our chapter to use The Exchange Club Park which is only a few minutes from the Orange County Center and waived the \$50 fee. Donna plans to send a thank you card to Mr. Ackan and extended a hearty "thank you" to the committee and members for making sure the picnic and membership drive was a great success.

Membership: No report. Our invited guests, Beth Dabney and Stella Dockery both decided to join our district.

Nominating: (Andrea Brooks for Anita Wright) reported that committee's main purpose is to seek nominations for 2013-2014. A Call for Nominations email was sent to members on June 19, 2013 for 2nd Vice President, Secretary and Treasurer with a

Recorded by: Andrea Brooks

deadline of July 15, 2013. A reminder email was sent to members on July 15, 2013. We received three nominations, two for Secretary and one for Treasurer. No nominations were received for the 2nd Vice-President.

Professional Improvement: (Andrea Brooks reported for Anita Wright) No report

Public Relations: Evelyn Stahling reported that she plans to do another newsletter for the Fall. She urged members to send photos and news for any occasion appropriate for the newsletter. The anticipated date is late September.

Reflections: (Andrea Brooks reported for Anita Wright) No report

Rules & By-Laws: Tracy Brown reported that on our district page, Secretaries has been changed to Administrative Professionals (where applicable). The State Rules & By-Laws Committee are proposing a change to Article V - Officers and Their Duties, Section 2 and plan to bring before the Board of Directors at our State meeting (see state website for specific details).

Professional Development

Lisa Valdivia, Extension Associate (Community Gardens) of NC A&T gave a presentation on Community Gardening. She discussed her role as an Extension Associate – Community Gardens at NC A&T and current project. It's a Community Garden project that is funded by a five year CYFAR grant. The project is in its fourth year. There was an interest from Extension Agents in Bertie, Durham and Scotland counties. Lisa provided members with background information, challenges, etc with the project. She also informed members on how they could get involved with community gardening in their communities, etc. After Lisa's presentation, members thanked her and extended an invitation to join the picnic after the business meeting.

Old Business

Member Profiles: Susan Graham urged members to update their member profiles and submit to Secretary by November 1st. Tracy Brown reminded members to send as a Word document not a .pdf document. Susan suggested a shared Google doc and said she would ask our membership chair to create it.

Recorded by: Andrea Brooks

New Business

Membership Dues: The Executive Board met last week via conference call and discussed that fees are due now. A point was made on if we should raise fees to help us financially when it's our turn to host the State meeting. There was discussion on proposing a five dollar increase. Tracy Brown said we should either raise membership fees or have more aggressive fund-raisers where members have a set amount to sell or pay the amount if they are unable to sell tickets. Donna Holland said we should actively look at ways to write a letter, go to large businesses, and solicit donations. Andrea Brooks asked if we should set a deadline for the letter. It was decided that the Fundraising committee will create the letter and set a deadline for distributing to members. Donna agreed to work on the letter.

2013 NCCEAPA & TERRSA Annual Meeting: Susan Graham reminded members of the dates for both meetings and urged members to visit the websites for meeting information. She asked for one table for our Sue Mills items. Donna Holland stated she would get with the Hospitality Committee for coverage of the table during the State meeting. She also mentioned the Sue Mills Lighthouse Award.

Community Service Project Update: Donna Holland contacted Rachel Presslein, the Volunteer Program Manager at the Habitat Restore in Durham, NC for another community service project. Ms. Presslein stated she would love to have our group return to complete another project. The tentative dates (all Fridays) are October 11, 18, 25, November 15 and 22. Donna explained to our guest what our members did at the last community service project and stated she would send out a poll to members.

2013 Administrative Professional of the Year Award: Alice Pennix presented the award for Suzanne Hugus. The recipient was Anita Wright from NC A&T State University. She received a plaque and \$75.

2013 Professional Development Scholarship: Andrea' Brooks presented the scholarship for Anita Wright. The recipient was Suzanne Hugus from NC State University. She received a certificate and \$100.

The floor was opened for nominations for Secretary and 2nd Vice-President. Evelyn Stahling and Margaret Browne were nominated for Secretary. Donna Holland made a motion to nominate Andrea' Brooks for 2nd Vice-President. Tracy Brown seconded the motion.

Recorded by: Andrea Brooks

2013-2014 Officer Installation: Donna Holland performed the installation for Anita Wright. The following members were installed: President- Alice Pennix, 1st Vice- President- Suzanne Hugus, 2nd Vice-President- Andrea' Brooks, Secretary- Evelyn Stahling, Treasurer- Tracy Brown, and Advisor- Susan Graham.

After the installation, members reviewed and voted on the proposed budget. Evelyn Stahling made a motion to move \$50 from the Reflections committee and transfer to the Hospitality. Donna Holland seconded the motion and members voted on the motion. Tracy Brown made a motion to move \$25 from Miscellaneous. Evelyn Stahling seconded the motion and members voted on the motion. Andrea Brooks made a motion to accept new changes to the proposed budget. Evelyn Stahling seconded the motion (members voted). The new budgets are \$400 for Hospitality, \$25 for Reflections, and \$100 for Miscellaneous.

President Graham thanked members for what they did this year. She said "this isn't a hard job, you need your members & you've been here for me"

Ceremonial Passing of Gavel: Alice Pennix presented Susan Graham with a plaque for her service as President for 2012-2013.

After the reading of the benediction, the meeting was adjourned.