



Minutes

NCCEAPA Campus Chapter

Held in Orange County

Friday, August 29, 2014 1pm-4pm

Call to Order and Welcome: President Alice Pennix called the meeting to order and welcomed each one.

Thought for the day: Provided by Alexis Gaines

"You can only become truly accomplished at something you love. Don't make money your goal. Instead pursue the things you love doing and then do them so well that people can't take their eyes off of you."
Maya Angelou

Roll Call: Alexis Gaines, Alice Pennix, Suzanne Hugus, Susan Graham, Anita Wright, Donna Holland, Crystal Headen, Beth Dabney, Tracy Brown

Approval of Minutes from April 4, 2014: Motion made by Evelyn Stahling, seconded, and carried.

Committee Reports:

Treasury Report: Tracy Brown presented two versions of a budget. Version #1 had \$25 dues. Version #2 included an increase of dues to \$30 for members. Suzanne made the motion to increase membership dues by \$5, decrease Miscellaneous Expenditures from \$100 to \$75 and decrease Hospitality expenditures to \$350. The motion was accepted.

Tracy Brown went over State Meeting details. The sponsoring Chapter is given \$1,000 for the meeting. Total expenditures in 2009 were \$35,795.50. The cancellation fee was \$8,948 for rooms, food, and meeting rooms. Tracy estimates we need \$7-8K to sponsor the state meeting. We need to do additional fundraising, and it needs to be done after work hours.

Question was asked: "Who was supposed to work on a fundraising letter to give to potential sponsors?" Alexis and Suzanne were going to try to generate people to send letters to after Geri provides a draft letter.

Fundraising:

Gift baskets with a theme have generated the best efforts. A gift card tree or two was suggested with each member donating a \$5 or \$10 gift card. A suggestion was made to raise ticket prices to \$2. Members volunteered to provide gift cards from the following vendors: Subway, Marshalls, Belk, Gas Station, Visa, Dollar Tree, Food Lion, Target, Walmart, and Applebee's. Alexis Gaines volunteered to donate a mini shopping cart for the display and to create a "tree" to place the cards on. Tracy Brown volunteered to donate a bottle of wine, lights for the tree and tickets. Evelyn Stahling will ask Travis Burke for a LaQuinta 1 night stay certificate and will create a flyer for display and sales purposes. Each member is requested to sell \$25 of tickets. Our goal for the fundraiser is \$500.

Professional Development: Alice Pennix presented the "11 Facts of Hunger in the US".

Hospitality: A report was read by Alice for Geri who was absent. The Hospitality Committee hosted 2 events this year. Our Holiday Luncheon was held on December 16th at the Orange County Extension Office. A lovely meal was enjoyed, but we also took time to give back by collecting 50 lbs of food for the Food Bank of NC. Our annual picnic was held on June 20th at Southern Community Park in Chapel Hill where we grilled burgers and chicken kabobs, with a host of sides and deserts. Card games, painting and decorating bird houses were the sharing events.

Membership: Report read from Margaret Browne (absent). Requested a listserv of potential members from the University that support Extension. Suzanne Hugus will see about getting a list from Tom Mease. A potential new member was mentioned – Carolyn Alvarado. She is a new employee at NCSU in CALS-Communication Services.

Nominating: Tracy Brown read off officers and opened the floor to new nominations.

Professional Development: Susan Graham presented the annual award to Suzanne Hugus.

Public Relations: Evelyn Stahling shared a report of our June 20th picnic held at Southern Community Park in Chapel Hill.

Reflections: Andrea Brooks sent a written report. The group did not send a sympathy card yet to Vicki Pettit or the family of LaJoy Evans. Changes to the Sunshine Fund which previously sent a monetary gift to members for several occasions and deaths in their families was discussed. Per documentation provided by Tracy, the Sunshine Fund was reevaluated and terminated in August 2010 and new Guidelines were created by which the Reflections Committee would continue to send cards to members upon the death of immediate relatives and eCards to members for other special occasions. See Reflections Committee Guidelines published 8/6/2010.

Rules & By Laws: Report given by Anita Wright. Discussions for changes at the state level were presented for Article 5, Section 6. : Accounts shall be “reviewed”, not audited. Changes were presented to update our name change; all by-law information needs to reflect NCCEAPA.

Old Business:

- Getting shirts were tabled.
- Donna Stewart’s Honorary Status- Alice Pennix stated Vicky Merritt had the information. An award was presented at the state level.
- Administrative Professional of the Year Award- There is a new form Anita Wright created and placed on the website. Suzanne made a motion to approve use of the new form. It was seconded and carried.

New Business:

- Donations to the Food Bank of Raleigh were collected.
- The Administrative Professional of the Year Award was presented to LaJoy Evans posthumously. Nominator was Suzanne Hugus.
- Installation of New Officers for 2014-15 was conducted by Susan Graham.
 - President: Suzanne Hugus
 - 1st Vice President – Andrea Brooks
 - 2nd Vice President – Geri Bushel
 - Secretary – Crystal Headen
 - Treasurer – Tracy Brown
 - Advisor – Alice Pennix

Benediction was read and the meeting was adjourned. Respectfully submitted by Evelyn Stahling.