



Minutes from August 5, 2016
N.C. A&T State University- Rm. 126

Participants: Karla Frizzelle, Andrea Brooks, Suzanne Hugus, Donna Holland, Geri Bushel, Anita Wright, Evelyn Stahling, Crystal Headen, Margaret Browne, Alice Pennix

Agenda accepted w/motion from Geri to add Suzanne Hugus concern to disband the chapter. 2nd by Alice Pennix

Financial Report: Geri

Karla paid dues today however cannot vote at the State Meeting.
See attached Financial Report.

- Refund given to Surry County office \$130. For registration fee. Request should have been presented to Andrea and \$25. should have been reduced from the refund per the registration guidelines. Evelyn requested and received \$1000 from the Ag. Foundation but the State NCCEAP Association also requests monies from the Ag. Foundation therefore, we had to send that \$1000 back. (Thanks for the effort anyway Evelyn).
- The NCCEAPA meeting is always held in September but it is noted that other associations are also wanting to hold their meetings in September.
- Geri noted that there is a strong possibility that the monies from registration will not be enough to cover the meeting therefore, we will have to spend some of the chapter's funds.
- Comments were made that the state should help the districts/chapters with more than \$1000, since this is a state meeting.
- Geri also thanked everyone for the opportunity to serve as Treasurer and she acknowledged that Tracy Brown has helped her through keeping up with the financial report and her help is greatly appreciated.

Registration:

Karla will open registration back up in LMS until August 30, 2016 with reminder for all to also book their hotel. Karla will send Geri the session report to cross check and make sure the numbers are correct. Anita stated that there is a cap of 25 participants per session but will allow up to 30 in each session. We are all to wear our Extension Name Badge verses making name badges. Send an email to remind everyone.

Fundraising: Evelyn

We have received \$1000 (Ag Agents); \$1000 (ECA); items from NCSU Bookstore, items from NC A&T Bookstore, items from NC A&T Athletics Foundation, Andrea-items from Texas Road House, donuts from Krispy Kreme, water bottles from Geri, Karla is working on wine from Duplins Winery; Whole Food. See attached report

Hospitality: Geri

We will have an indoor picnic today, because of the rain. Alice will check to see if we can get a refund for the park shelter because of the weather today.

NCCEAPA State Meeting Program/Logistics: Anita

- Robin Adams is our keynote speaker and she will thoroughly entertain. Our theme was shared with her and she will make it motivating because of past circumstances. "*Invest in Ourselves*", is part of the topic.
- There will be gifts given to all 5 (five) speakers- which will be some of the donated gifts

- There was a final walk through at the hotel
- A&T will provide screens, LCD's, laptops, clickers, all equipment
- It was stated that 80% of the rooms had to be booked or 72 rooms
- Deadline for rooms is August 15th
- Anita will look into getting a hospitality room
- Program details- message from campus president, state president, put map on Greensboro on back

Flow of the banquet:

- Invocation will be given by Geri
- Recognition of guests by Evelyn
- Introduction of keynote speaker by Donna
- Christine Barrier will introduce the Executive Board Awards
- Sheri wants to present 12 Power Learner Certificates Awards
- Service Awards/Suzanne stated the university is taking over service awards
- Suggestion made to recognize years of service and ask individuals to stand when their names are called
- Years of Service recognition by Alice
- Remarks, Announcements by Andrea
- Entertainment - Geri suggested having a DJ
- Idea by Anita to have a "Pamper Me" with massages and have booths for vendors like Mary Kay, etc. but because of the time the banquet is over, it will be too late.
- 2 Districts want tables for their raffles and one for campus
- **Dress for campus while working: purchased shirts and khaki bottoms we will wear this uniform on the 14th and 15th**
- Shirts will be paid for by the campus chapter

Reflections: Crystal, no report

Decorations: Geri, the same decorations will not be on all tables, there will be 12 round tables for the banquet plus the head table. Purchase flowers and unscented floating candles, 3 for each table

Raffle: Donna will have the A&T basket raffle, Geri made a suggestion to create another basket based on our theme with wine, wine glasse(s), Karla tags, Massage oil and/or a NCSU basket. Evelyn brought NCSU paraphernalia.

NEW BUSINESS

Proposed budget: Geri, no report but will send through email

Admin Professional of the Year: Geri, Andrea Brooks was nominated and won this year

Professional Improvement: Donna- Donna Holland submitted request and was awarded this year

Installation of Officers for 2016-2017 by Suzanne

President	Geri Bushel
1 st Vice President	Alice Pennix
2 nd Vice President	Evelyn Stahling
Secretary.....	Margaret Browne
Treasurer.....	Crystal Headen
Advisor.....	Andrea' Brooks

Passing of the Gavel: Andrea' to Geri

Presidents Plaque awarded to Andrea' by Geri

Discussion of Disbanding of the Chapter: Suzanne- discussion ensued and final results were not to entertain disbanding the campus chapter however to look at the meeting schedule and add new/revised places when scheduling our meetings

Motion to adjourn by Geri, seconded by Anita

Tracy Brown came by to visit with us. Welcome Tracy

Submitted by Donna Holland, September 13, 2016

Updated: October 3, 2016 by Margaret Browne