



Fall Meeting

January 27, 2017
1:00 pm – 4:00 pm
Minutes

Call to Order: President Geri Bushel called the meeting to order and welcomed everyone.

Review and Approval of the Agenda

Alice Pennix made a motion to approve the agenda, with adding Committee Reports before Financial Update. Crystal Headen seconded the motion (*motion was carried*).

Review and Approval of the Minutes from October 13, 2016

The minutes of the October 13, 2016 meeting were reviewed.

Andrea Brooks made a motion to approve the minutes with adding the last name of Christine.

Anita Wright seconded the motion (*motion was carried*).

Roll Call: Andrea Brooks, Margaret Browne, Geri Bushel, Alexis Gaines, Crystal Headen, Suzanne Hugus, Donna Holland, Alice Pennix, Bernadette Smith-Murray, Anita Wright, and Lin Zhao were present.

Thought of the Day - Donna Holland

“Woman of Worth”, authored by Donna Holland.

Financial Update – Crystal Headen

Because of Lin’s extensive financial/budgeting background, she will assist Crystal with her duties as treasurer.

- Crystal shared and explained the bank statements from our checking account.
- In follow-up on finding a new bank by February 14, 2017, Crystal mentioned that Wells Fargo monthly fee was too much at \$14 a month. A suggestion was made to see which bank our state level account would be housed with and we could move our accounts to that same banking institution. Carmen Boswell will get back to Crystal on banking where our State chapter banks
- There was some discussion about getting an ATM card. The issue with getting the card is that it requires someone’s name to be printed on the card and the card name would have to change as the treasurer and/or chair changes. Taking all of this into consideration, everyone was in agreement to not move forward with getting an ATM card.
- The following recommendations were made to Crystal regarding her financial reports/statements:
 - Insert dollar signs (\$)
 - Change the colors on the form
 - Insert a key on the form

Membership Dues – Crystal Headen

- 12 paid members which totals \$270
- 11 paid TERSSA members which totals \$110
- There are some potential members that work in Geri's department and they will be invited to join. They are Meg Smigielska and Pam Wells.
- At the end of the last meeting, Geri Bushel sent a packet of information about NCCEAPA and a personal note to Shannon Hoffman, Jeannine Gaul, Laurie Edwards, and Sarah Williams. There was no response. They were also invited to join the association via email and again no response was received. NC State employees continue to seek out other potential members to join our association.
- Karla Frizzelle has chosen to sit out this year.

COMMITTEE REPORTS

Fundraising Committee – Anita Wright

- The committee requested a budget allocation so they can determine what they can purchase for our fundraising efforts.
- Donna made a motion to *make fundraising a line item in our budget*. Alexis seconded the motion (*motion was carried*).
- Anita made a motion that the fundraising allocation be set at \$200
- Alice Pennix seconded the motion (*motion was carried*).
- There was discussion on ways to increase the value of our fundraising basket(s). Some ideas were to include a healthy Fitbit; healthy recipes; water bottle, shopping gift cards, as well as have a competition on who sells the most tickets.
- The committee will continue to brainstorm additional fundraising ideas and report at our February meeting.
- Alexis Gaines and Lin Zhao were added as committee members.

Hospitality Committee – Crystal Headen

- Alexis asked us to continue to celebrate holidays and not stop because of her religious beliefs.
- Crystal will gather a list of service projects and report at our February meeting.
- Alexis Gaines was added as a committee member.

Membership Committee – Alice Pennix

- The Campus brochure was shared by Margaret, noting that it was outdated and needing some editing. Suzanne suggested that the committee revise it, add new pictures and share at the next meeting.
- Bernadette Smith-Murray was added as a committee member.

Nominating Committee – Andrea Brooks

- No report

Professional Development- Suzanne Hugus

- No report

Public Relations – Evelyn Stahling

- Spotlight a member and share on the webpage or Facebook page.
- If we do a Facebook page, we don't need a newsletter.

Reflections – Donna Holland

- In the committee bylaws it states that we will send cards to members who lose family members.

- Geri will table this discussion until minutes are found to verify the documentation about cards.

Webmaster – Suzanne Hugus

- Suzanne has updated everything.
- It was mentioned that the website is not user friendly.
- Suzanne or Geri will bring up the idea to change and update our website at the Board meeting.
- Suzanne shared that Google Sites is currently being used, but Word Press might be more user friendly.
- Anita shared that she is familiar with the software and if the password would be shared with her she could help change our website template.
- Anything else that needs to be done will be reported at another meeting.

Rules and Bylaws – Margaret Browne

- The committee will update the Bylaws to reflect membership dues as \$30 and send to membership, vote through email and make the change.
- Alice Pennix and Donna Holland were added as committee members.

Federation Update – Andrea Brooks

The Federation Forum was held on November 17, 2016 at the North Raleigh Hilton in a “world café” style format. Six questions were identified prior to the forum and were addressed during the forum. Facilitators assisted with logistics, recording comments and action steps. Administration from both campuses were asked to join a group.

1. What is going well and what needs to be continued?
2. Is there anything that Extension and/or Administration is presently doing that we need to stop doing, or do differently?
3. Identify a challenge(s) your association/team, etc. or entire organization could proactively address?
4. What are your suggestions/ideas for improving challenges you identified?
5. How can Federation better represent you to the organization or administration?
6. What other ideas or questions would you like Federation to address?

Extension Conference Update – Anita Wright

The conference was on November 14-17, 2016 at the North Raleigh Hilton. The conference theme was “Empowering You = Empowering Others”. Instead of having a printed program, this year the YAPP app was used. The kickoff of the conference was a carnival theme reception with games, prizes and a mechanical bull! This was an awesome way to jumpstart the conference. There were 98 workshop sessions. The conference was well attended with right at 570 participants. Assisting with the conference, from our chapter, were Suzanne Hugus, Anita Wright, Crystal Headen, Karla Frizzelle, Bernadette Smith-Murray and Margaret Browne.

TERSSA Update – Anita Wright

The 2016 TERSSA Conference was held in Columbus, OH at the Westin October 4-6. The meeting was well attended with approximately 125 participants. Representing NC were Anita Wright, Crystal Headen, Andrea Brooks, Christine Barrier, BJ, Jane McDaniel, Carmen Boswell, Dana Braswell, Debbie King, and Alexis Gaines. Central State University, the newest 1890, attending this conference. This was great because for years, N.C. A&T has been the only 1890 involved. Overall, the conference was awesome!! Professional development sessions offered were: The Benefits of a Positive Attitude, We Are All Leaders, and Discovering the Impact of Your Leadership. We toured OSU’s Nationwide and Ohio Farm Bureau 4-H Center as well as their research park that featured a wetland. We also learned about new software programs. The 2017 TERSSA Conference will be hosted by North Carolina and will be held in conjunction with our state meeting in the mountains. The 2018 conference will take place in Louisiana.

During the conference, it was voted to increase TERSSA dues by \$5 which means dues will be \$15 in 2018.

Anita asked anyone interested in joining TERSSA to submit their 2017 membership profiles to her. It is hoped that through our fundraising, we will raise enough to cover the cost for membership in TERSSA.

Future Gatherings – Geri Bushel

- Geri will work with the Hospitality Committee on ideas to meet outside of our regular meetings.

Professional Development Session – Suzanne Hugus

- Suzanne shared a YouTube presentation by Amy Cuddy on Power Poses. Amy revealed that we can actually change our feelings relative to dealing with various situations through the physical positions we take with our bodies. Some poses shared were: Bold and Confident, Victory, Wonder Woman and Generic Superhero.

The meeting was adjourned at 3:50pm.