

**Minutes from November 7, 2017**

**N.C. A&T State University- Rm. 133**

***Present***: Andrea Brooks, Margaret Browne, Geri Bushel, Karla Frizzelle, Alexis Gaines, Crystal Headen, Donna Holland, Alice Pennix, Bernadette Smith-Murray, Evelyn Stahling, Anita Wright, Lin Zhoa

***Absent***: Jeanine Gaul, Suzanne Hugus

**Passing of the Gavel**

The Passing of the Gavel was done by our past president, Geri Bushel to our new president, Alice Pennix.

**Swearing in of New Treasurer**

The swearing-in of our new treasurer, Geri Bushel, was done by Andrea Brooks.

**Call to Order**

The meeting was called to order by our new president, Alice Pennix.

**Review and Approval of the Agenda**

A motion was made and seconded to accept the agenda. (motion was carried)

**Review and Approval of the Minutes from August 25, 2017, and September 22, 2017**

The minutes of August 25th meeting were reviewed. Changes to the minutes were to add Suzanne’s last named under Thought of the Day and to add Evelyn’s last named under Outstanding Business. A motion was made by Anita Wright to accept the minutes with noted changes. Andrea Brooks seconded the motion (motion was carried).

The minutes of September 22nd meeting were reviewed. Changes to the minutes were to add Anita Wright to the list of those present. A motion was made by Geri Bushel to accept the minutes with noted changes. Bernadette Smith Murray seconded the motion (motion was carried).

**Roll Call** was done by Margaret. Jeanine’s name will be added to the roll call.

**Thought for the Day - Alexis Gaines**

Alexis read ***The Parable of Responsibility*** called Everybody, Somebody, Anybody, and Nobody.

*Everybody, Somebody, Anybody, and Nobody were members of a group.*

*There was an important job to do and Everybody was asked to do it.*

*Everybody was sure that Somebody would do it.*

*Anybody would have done it, but Nobody did it.*

*Somebody got angry because it was Everybody’s job.*

*Everybody thought Anybody would do it, but Nobody realized that Anybody wouldn’t do it.*

*It ended up that Everybody, blamed Somebody, when Nobody did, what Anybody could have done.*

**Introductions - Alice Pennix**

All members in attendance knew each other, therefore, no introductions were necessary.

**Financial Update - Geri Bushel**

Geri informed us that she will be revising the format of the financial report and a printed copy will be distributed at a later date. She gave updates on our checking account, money market, debits, and credits.

**Membership Dues – Geri Bushel**

Dues were collected and Geri asked that she receive all outstanding dues by the end of November.

The membership discussed the concerns about fundraising. Evelyn spoke about how another district raised a substantial about of money by doing fundraising at each meeting. It was felt that only when we ask administration for monetary assistance that we designate what our fundraising is for. The feeling amongst members was that some fundraising activities were to develop ourselves, to attract new members, and to show the benefit of being in NCCEAPA.

**Committee Formations – Membership**

**Fundraising …………………………………………….** Geri, Chair; Alexis, Crystal, Jeanine, Lin

**Hospitality …………………………………………….** Crystal, Chair; Alexis, Bernadette

**Membership ………………………………………….** Bernadette, Chair; Alice, Margaret

**Nominating …………………………………………….** Andrea, Chair; Evelyn, Lin

**Professional Development ………………………** Suzanne, Chair; Evelyn, Karla

**Public Relations ………………………………………** Evelyn, Chair, Anita, Crystal

**Reflections …………………………………………….** Donna, Chair; Andrea

**Rules and Bylaws ……………………………………** Margaret, Chair; Alice; Donna

**Webmaster …………………………………………….** Suzanne, Chair, Alice, Donna

Karla made a motion to accept the committee assignments, Evelyn seconded the motion (motion was carried).

**Old Business - NCCEAPA Members**

* The website still needs to be updated. This information will be passed on to our webmaster, Suzanne.
* Tracy Brown’s application to become an honorary member has been given to the State president, Latoya Lucy, and the decision is expected at their Winter meeting in March 2018.

**New Business - NCCEAPA Members**

* It was requested and recommended that Crystal works on our brochure along with the public relations committee.
* Sharing information about NCCEAPA with our administrators. Geri will speak with Dr. Bonanno and Sheri Schwab as to which direction to take to recruit new members from other organizations who work with Extension.
* Kudos to Geri Bushel for being awarded the Administrative Professional Grange Award.

**Professional Development - Evelyn Stahling**

Evelyn presented a PowerPoint presentation on the Five Ways to Be a Good Team Player. Some major points of the presentation were:

1. Meet your Deadlines
2. Be Candid
3. Adapt Quickly
4. Appreciate Others’ Work Styles
5. Avoid Office Politics

Go out with a bang!

The 2018 TERSSA Membership Form was shared and all members were asked to submit it to Geri.

A plaque of appreciation was presented to Geri for her hard work as our last year’s president.

The meeting was adjourned