

Approved by majority vote on May 3, 2013.

**Minutes
North Central District Cooperative Extension Administrative Professionals
Association (NCDCEAPA) Fall Meeting
October 26, 2012**

Kay Evans of the host county welcomed the group and gave housekeeping instructions.

Pam Jordan-Carrington, District President, called the meeting to order.

Dr. Carl Matyac, Orange County Extension Director, welcomed the group on behalf of the entire staff. He only became aware of the association when he became director and said it is good to take time to do your own examination of what you do. He said secretaries don't get daily reinforcement from clients that agents do, and thanked us for all we do.

Sandy Ruble, First Vice President, gave the Thought for the Day, emphasizing excellence and decision-making. She said it's not how life is arranged, the cards we are dealt, rather how we arrange our thoughts to serve. She said it was caring more, risking more, dreaming more, expecting more than what others think. She said we are pioneers charting an exhilarating course.

Kay Evans acknowledged guests: Jim Cowden, District Director; Carl Matyac; Sandy Kanupp, District Secretary; plus the speaker who would arrive later.

Jim Cowden addressed the group with his usual humor, mentioning Hurricane Sandy, the Frankenstorm. He thanked the group for a state meeting well planned in spite of district changes. He said Dr. Zublena approved five new positions in the district: Yadkin, director; Stokes, Durham & Orange, 4-H agent; and Randolph—Ag agent. He recognized Carolyn B. Bagley for her 40 years of service. He said the staffing philosophy is to have in each county a director, an administrative secretary, and a 4-H agent. Other positions may be cross counties/areas. He said the state advisory council met in Asheville and toured the Mountain Horticultural Research and Extension Center, including the new Dean. Soon they will release the strategic plan. They will engage the county advisory council to go out and survey people, "What do you know about Cooperative Extension". He discussed resource development, number of enhancement funds, endowment, 5013c tax write off. He brought telephone directories for those who ordered. He reminded it is the last day to sign up for NC Flex.

Kay introduced the speaker. The program was provided by Michele Little, "One Chic Mama", from Raleigh. She promotes professionalism and a positive image with style. Michele said a person has only 3 seconds to make a first impression. She discussed business casual and upscale casual as appropriate office wear.

After a buffet lunch, the business meeting began. Pam Jordan-Carrington asked if the group had received the minutes of the last meeting. Karen Cousineau moved to accept the minutes, seconded by Pana Jones. The roll was called. Marie Bruff, Treasurer, sent her report and it was moved by Shawn Senter and seconded by Pana to accept.

Committee reports were begun:

--Benevolence—Pana said there are 43 active members and asked retirees to please stay involved.

--Nominating—Tonya Wingate presented the following slate of officers:

President, Sandy Ruble (Granville)

First Vice President, Karen Cousineau (Orange)

Second Vice President, open

Secretary, Shawn Senter

Treasurer, Marie Bruff agreed to continue

Sandy Kanupp nominated Jan Taylor (Surry) from the floor. Nancy Wilson moved to accept this slate and Kay and Gwen Hernandez seconded, and the motion passed.

--Professional Improvement & Scholarship—Sandy Ruble thanked the following for helping with the state meeting: Ann Burrows, M. Jay, Karen, Carla Thomann, Deborah Waterman, Kathy H, Shawn Senter, and Nancy Wilson. In preparation to be president, she went through the rules and bylaws and anticipates some changes. She thanked those 27 who responded to her survey. She received some from non-members too and will respond. There was no scholarship to announce. She would like the association to consider an allocation for a district allocation for the Herter O'Neal Scholarship. There had been 17 applicants in the district last year and 11 this year. After some discussion, it was decided to support a scholarship amount of \$250 for this year, and then see how much we have in the budget for future years. The executive committee will vote on a budget later and keep the group informed.

--Public Relations—Ann Burrows had no report.

--Reflections—Leah Hester was not here, and her baby girl is due in 2 weeks, but she sent report to ask attendees to email her pictures from the meeting.

--Rules/Bylaws – Deborah was not here.

--Staff Senate—Karen served an additional 2 year term and is on the Resource and Environment committee. Minutes are posted on the Staff Senate website. Email her.

--Website—Gwen has changed our name on Facebook and we have 29 members. New people haven't joined yet. 85 photos were uploaded from the state meeting and minutes are posted from the spring meeting. Sandy has the website updated and is looking for someone to take over. Carla said the old logo needs to be updated and volunteered. Elizabeth Wilson, president of the state association, is taking ideas for the logo so Carla is welcome to send to her. When asked if anyone else would like to be on the logo committee, Karen volunteered also.

Sandy began the awards presentation. She announced Kathy Hepler won the Secretary of Excellence from this district. Then she called Carolyn Bagley to come forward and presented her a gift, a token of deep appreciation, and said she was dedicated to Cooperative Extension and the Association. Carolyn said she had worked for 40 years and

had been a member of the association for at least 30, met some wonderful people, and said "You'll be seeing me!"

Under Old Business, Sandy said she would forward the link to pictures, and Karen said she was surprised to see 40 women dancing late at the state meeting. She thanked Gwen for bringing Zumba to the meeting. Pam doesn't have the evaluations but they were all good, mostly 5's, "Awesome". She will get them, tally them and get back with us.

Committee chairs were appointed:

--Benevolence, Kay

--Membership, Pana

--Nominating, Tonya did not wish to keep, so Sandy will look at the surveys. Tonya said she would do it if no one else volunteered.

--Professional Improvement, Sandy declined

--Public Relations, Ann declined. Carla asked Pam to read her the description and she will consider serving.

--Reflections, Leah was not here but they'll keep. Sandy mentioned there was a new county interested if Leah decided not to keep it.

--Staff Senate, Karen.

--Website and Facebook – Gwen and Carla will do Facebook. We need a webmaster.

Under New Business, fundraising ideas were solicited. We didn't do one last year because of hosting the state meeting. Maybe continue the gift cards because Nancy and others still think it's a good way. Carla will put suggestions on Facebook. Gwen was willing to do a Zumbathon, open to the public, but was unsure of a central location. We could sell waters and raffle tickets at that event, and could pay to watch or participate.

Announcements:

--Remember our name change on accounts or publications.

--Membership dues are due to Marie in Davidson County, and are due to state treasurer by Wednesday.

--The Federation meeting is December 14 in Lee County—Email any concerns to Sandy or Pam. 10 members can attend from all districts.

--2013 annual TRESSA membership drive due Dec. 31.

--Thanked Carolyn Bagley and reminded that her reception is today from 4-5:30 with presentations at 5, and all are invited.

--Another retiree will be Vickie Merritt, Southeast District Secretary on Jan. 1. She worked in Halifax County and on campus and was a member with us as well. Her reception will be Tuesday, November 27, from 2-4 p.m. at the Arboretum. Additional information is coming soon. Sandy Kanupp asked if we would keep the same wording for the logo and was told it is all up for grabs.

Installation of Officers followed, led by Pam, and Gwen stood in for Marie.

M. Jay invited the group to Person County for the spring meeting in May, 2013, date to be announced.

Pam passed the gavel to Sandy and the meeting was adjourned

Submitted by Ann Burrows, Secretary
Vance County