

NCCEAPA-NCD
Executive Board Minutes
1/9/2013 (Meeting via Skype and Conference Call)

Board Members present: Sandy Ruble, President; Karin Cousineau, 1st Vice President; Jan Taylor, 2nd Vice President; Shawn Senter, Secretary; Sally Southard, Treasurer; Pam Jordan-Carrington, Advisor

Board Members absent: none

As President, Sandy Ruble called the meeting to order at 2:00 p.m. As Secretary, Shawn Senter declared a quorum with five members present.

Sandy entertained the approval of the agenda as presented. Sally Southard brought up the name change, asking if we should address it during the meeting. She and Sandy had the discussion about the name's inclusion of all administrative professionals who may not necessarily have "secretary" in the title. Sally made a motion to include the name change topic to today's agenda. A proper second was made to the motion. Motion was unanimously approved.

Sandy then gave the thought for the day: Sweet Tea Philosophy. She wants to promote Professional Development this year to give us some stronger "tea."

Sandy then entertained the approval of the minutes from the last Executive Board meeting held February 23, 2012. Because no minutes could be found from that meeting, Sandy and Shawn created a summary of the meeting by utilizing the recorded audio chat that was used at the meeting, as well as the text of the meeting's chat box. Shawn had e-mailed the board members a copy of that summary earlier. With everyone's approval, Sandy declared the summary as the standing minutes. If there are any questions in the future, Sandy will address them accordingly. Minutes were approved by consensus.

The By-laws and Special Rules Orientation was then addressed by Sandy. The current By-laws of the state association govern our district association. Therefore we need special rules in addition to the By-laws so that our district association has the proper tools it needs to function at a high level.

Sandy brought everyone's attention to Article II, which is the Purpose and Objectives of the state association. Particularly, Sandy wanted to emphasize the fourth bullet point under Section 2, which states, "To exert much effort to have County Extension Secretaries classified under one unified system." Sandy also addressed Section 5, which addresses Honorary Memberships (which was discussed later in the meeting).

Moving to Article V, Sandy had the conversation with the Board that she felt she was comfortable enough with Parliamentary Procedure without appointing a Parliamentarian, if the Board is comfortable with that decision. The Board agreed to let Sandy handle parliamentary procedure without an appointment.

As a side note, Sandy made everyone aware that all district officers are automatically on the Board of Directors for the state association. They are asked to attend the meeting(s) and have voting rights. The next meeting is in Greensboro on March 1 at 9:00 a.m.

As a Special Rule (Addendum—Shawn will create it to put with the By-laws), Sandy would like to add to Section 2, Section 3, Section 4, Section 5, and Section 6 the phrase “will serve on the State Board of Directors.”

Under Section 4 of Article V, Sandy would like to add the phrase “will oversee work on Herter-O’Neal Scholarship.” Currently, Cathy Sprinkle in Yadkin County is working with the scholarship.

Under Section 5, Sandy pointed out the list of Honorary and Retired Member list, as well as that another document that says the District Association Secretary shall submit a copy of the minutes to the State President. Shawn called attention to the word “mail” in Section 5, point number three. He asked if “e-mail” is acceptable instead of physical mail. Sandy concluded that e-mail would be considered the same as mail.

Sandy discussed Article IX, which is about the Federation. She gave a brief overview of the national association.

Sandy pointed out Article X, Section 3 (meeting notices). Shawn will handle this as Secretary.

All sections of Article XI (Dues) were discussed.

The highlight of Article XII is Section 4 is that “Any committee shall have the privilege of functioning by mail.” That would also include e-mail, in Sandy’s judgment.

Sandy submitted two names for consideration as Honorary Members: Carolyn Bagley (retiree from Vance County) and Vicky Merritt (former District Administrative Associate and now a retiree). Pam brought up Vicky’s nomination due to her being a member of the Southwest District, as well as the Campus Chapter. Pam said the other district (or perhaps the Campus Chapter) may nominate her. Sandy said our chapter could communicate with the other chapter(s) to see if they are planning anything of that nature. Shawn made the motion to accept Carolyn Bagley as an Honorary Member without any contingencies and Vicky Merritt as an Honorary Member contingent upon the other chapters’ plans. A proper second was made. The motion passed unanimously.

Another Special Rule came into play at this point, which is the continuation of the precedent that every new Administrative Professional to the district gets one year free membership. The new ones in this case include Irene Smith in Yadkin County, Antoinette Glover in Durham County, Kitrinka Gordon in Forsyth County, Mignon Sheppard in Guilford County, and Laurie Newlin in Alamance County. Sandy will follow up to see if Laurie Newlin wants to join. Carla Thomann was deemed an existing member. Sandy will present these names to the membership at the next District Meeting. Sandy is also going to contact Sandy Kanupp at the District Office to ask if she would be willing to send us the names of new Administrative Professionals from our district

when they are hired. Karin said she wanted Guilford County's CED to be aware of Mignon's interest, and Sandy said she had talked with the CED and he was very supportive of the secretaries being involved with the association.

For Committee Updates, Sandy noted that Nancy Wilson in Granville County is now the Chair of the Public Relations Committee. Sandy would like to give a charge to each committee: to recruit just one more person to join the committee (someone who needs to get his/her "feet wet" and who is not an officer). Sandy would like to have a general description of two non-standing committees (Benevolence and Web/Social) and encourage participation in those committees. A Special Rule will be created for these non-standing committees to be included in the list of committees. Kay Evans is the point person for the Benevolence Committee, and Carla Thomann is the point person for the Web/Social Committee. The only vacancy that needs addressing quickly is the Professional Improvement Committee.

Moving to the Finance agenda item, Sally had a question regarding the W-9 Form. Because the account is in the process of having its name changed, how is the business of the W-9 to be handled since the old forms have the former association's name on them. Sandy and Sally concluded that the best route to take at this point is to contact the IRS and see what name our organization is currently recognized under. Sandy shared that there is talk on the state level about 501(c)(3) status; that could come down in the future.

The W-9 issue gave rise to the next agenda item, the budget. Sandy and Sally had worked on a proposed budget and submitted the attached document. The board members went through the items and found a few corrections to make. Once corrected, Sandy or Sally will send out the revised copy. Sandy's main concern with the budget was the money made from the State Meeting. Her question dealt with how much money a non-profit could make before it becomes questionable. That may be clarified in the future either way due to 501(c)(3) status if it comes down to the districts. More research is needed on the issue. The proposed budget was approved by a consensus of the Board.

Fundraising was the next business item. Sandy suggests that any fundraising items should be run through the Executive Board first, and an e-mail vote is sufficient to allow or not allow an activity. Sandy also suggested, with the Board's approval, that the name of the Fundraising Committee be changed to "Resource Development Committee" as a more palatable name when approaching others for funds. Sandy would like to have a description of the Resource Development Committee.

Sandy and Sally discussed the process through which expenses should be handled and the registrations for upcoming meetings. Sally said she would be fine with using an Expense Voucher for reimbursements. She is also okay with accepting the registrations for meetings.

The next meeting is May 3 in Person County. The Fall 2013 Meeting will be in Randolph County.

By Friday, January 11, 2013, our district needs to nominate someone to fill the vacancy at the state level for 2nd Vice President. Right now we have no one who had stepped forward. Please

contact Sandy if you know of someone. Sally will call Sandy Kanupp to see if she would be interested.

The Executive Board needs to meet at least one more time, probably before the Spring meeting.

Shawn was asked by Sandy to include in this set of minutes two previous decisions that occurred between the time of the 2012 Officers taking office and this meeting. Those two items include:

1. A unanimous consent on November 19, 2012 to appoint Sally Southard in Surry County as the new District Treasurer in place of Marie Bruff in Alamance County (resigned).
2. A unanimous vote on November 20, 2012 by the current officers in giving a \$35 donation for a memento for Vicky Merritt's retirement.

Documentation of the consensus is attached to these minutes.

The meeting was adjourned at 4:02 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Shawn Senter", enclosed in a thin rectangular border.

Shawn Senter,
2012-2013 North Central District Secretary