

**North Carolina Cooperative Extension Administrative Professionals Association –
North Central District (NCCEAPA-NCD)
Spring Meeting (Person County)
Minutes
May 3, 2013**

The Spring Meeting of the NCCEAPA-NCD was held on May 3, 2013 in Person County at Sunset Ridge Buffalo Farm. Sandy Ruble, District President, welcomed the group. Marion Jay and Debbie Harrelson of the host county also welcomed the group and gave housekeeping instructions.

Derek Day, Person County's CED, spoke about agriculture's strength in the respective county. He also spoke highly of administrative professionals by saying, "Secretaries make us look good."

Sandy noted that Nancy Wilson was not feeling well and could not be at the meeting due to the illness.

Karin Cousineau, 1st Vice President, led the group in the "Roundup" activity (each person randomly picked an item from a bag and had to introduce himself/herself and tell how he/she uses the item at work.

Debbie Harrelson introduced the Guest Speaker for the day, Ms. LeighAnn Creson. Ms. Creson spoke about having a "Professional Outlook," which consisted of two important topics: a code of conduct and the manner in which you present yourself.

Marion Jay then led the drawing for a couple of door prizes.

North Central District Extension Director Jim Cowden was present to give administrative updates. Jim noted that he appreciates all that the administrative professionals do. His updates included the Horn of Plenty annual event, the state budget, the COSS job analysis, and the State Advisory Leadership Council. He noted Shawn Senter's CALS Award for Excellence – Outstanding Service. Debbie Harrelson said her daughter was also receiving a CALS Award for Excellence.

Sandy Kanupp, North Central District Administrative Associate, spoke about the upcoming "Something to Howl About" event that is scheduled for Friday, May 17 in Forsyth County.

Karin Cousineau gave a Staff Senate update, noting particularly the State Health Insurance plan changes.

Marion Jay then led the Invocation for lunch.

After lunch, Sandy Ruble shared the results of the survey sent to CEDs and Administrative Professionals regarding the upcoming state and national meeting(s). She shared about half of the Administrative Professionals responded and that all of the CEDs responded, noting in

particular that the CEDs showed they truly care about support staff's professional improvement opportunities.

At 12:36 p.m., District President Sandy Ruble called the business meeting to order.

Karin Cousineau, 1st Vice President, gave the Thought for the Day—turning handicaps into surmountable tasks.

Shawn Senter, District Secretary, conducted the roll call. Twenty-three regular members were present (including Sandy Kanupp), as well as four retirees (Helen Miller, Betsy Crews, Brenda Conway, and Carolyn Bagley). With a total of 27 members, Shawn declared quorum.

Sandy moved to the Committee Work portion of the agenda, giving instructions for the break out sessions. While everyone was working in their committees, word came to Sandy that the group needed to go on the tour of the Buffalo Farm due to an unforeseen change in schedule for the tour guide.

After the tour, the business meeting resumed. With the consent of the Executive Board, Sandy decided to conduct the remainder of the committee work at a later time via electronic methods.

A motion was then entertained for acceptance of the Fall Meeting Minutes. Kay Evans of Orange County moved to accept the minutes, seconded by Pam Jordan-Carrington of Durham County.

Sandy then gave her President's Report, noting in particular the successful audit, the standing rules (which is later addressed), the logo contest (North Central District was the winner—the \$75 award was donated back to the district treasury), and applauding Sally Southard for stepping up to be Treasurer. Sandy also thanked Sandy Kanupp for being willing to accept the appointment to the State Association's Executive Committee.

Sandy then gave Pam Jordan-Carrington a gift in honor of her service as last year's President to the District Association. Sandy noted last year was, "a historic year." Pam is now in the Advisor role with the District Association, as is tradition with each immediate past President.

Jan Taylor, 2nd Vice President, gave her report, noting that she enjoyed working with Cathy Sprinkle of Yadkin County to select a District Winner for the Herter-O'Neal Scholarship. She let everyone know that Frank Miller of Surry County was selected as not only the District Winner but also the State Winner.

Sally Southard, District Treasurer, submitted her report of \$9,660 in checking, \$27 in Savings, and \$252 in Money Market. Expenses to date for the current cycle is \$1,362. In relation to the 2012-2013 Budget, the ending balance of total revenues versus total expenses is \$467 net income. No motion is needed for the Treasurer's Report.

Committee reports were then given (as follows):

--Membership—Pam Jordan-Carrington of Durham County gave the report on behalf of Pana Jones of Durham County, stating that we 42 active members, 1 associate member, and 6 honorary members (On April 26, 2013, Edna “Nell” Boone, honorary member, was officially transferred to North East District due to redistricting of 2012).

--Benevolence—Kay Evans of Orange County gave her report that the committee has mailed three cards since the last meeting. Please see the attached report.

--Finance—Sally Southard said there was no report.

--Nominating—Tonya Wingate of Caswell County was absent.

--Professional Improvement & Scholarships—The chair position is currently vacant; please let Sandy know if you are interested.

--Public Relations—Nancy Wilson of Granville County was absent; Sandy Ruble said she would help Person County draft a News Release of the Spring Meeting.

--Reflections—Marion Jay of Person County said she would like to have any pictures the members may have of the meetings for the scrapbook.

--Rules/Bylaws – Deborah Waterman of Durham County gave the update of the proposed Standing Rules. Please see attached report.

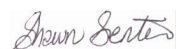
--Web/Social Media—Carla Thomann of Chatham County had to leave the meeting early; Gwen Hernandez of Granville County noted the association’s Facebook page and “liking” it.

There was no new business to come before the membership.

Carmen Boswell, Dawn Cheek, and Wanda Howe invited the group to Rockingham County for the fall meeting on October 18, 2013 at the Valerie H. Schindler Wildlife Learning Center in Asheboro, N.C.

Deborah Waterman of Durham Count motioned to adjourn, with a second by Rachel Herring of Forsyth County.

Respectfully submitted,



Shawn Senter,
Secretary (2012-2013)