

**North Carolina Cooperative Extension Administrative Professionals
Association – North Central District (NCCEAPA-NCD) Spring Meeting
(Guilford County) Minutes May 16, 2014**

The Spring Meeting of the NCCEAPA-NCD was held on May 16, 2014 in Guilford County at the Summit Center in Haw River State Park. Please see Exhibit One, attached, for the day's agenda.

Shawn Senter, District President, welcomed the group and guests, Wanda Sykes (Retired District Extension Director) and Geissler Baker (Guilford County Interim Extension Director).

Geissler Baker, Guilford County Interim CED, welcomed everyone to the county and gave some opening remarks about Guilford County.

Wanda Sykes, retired District Extension Director, then presented a workshop called "Are We Speaking the Same Language?" The workshop's goal was to help attendees learn their personality affects the way they work with others.

North Central District Extension Administrative Assistant, Sandy Kanupp postponed Administrative Updates until after the Visioning Announcement has been made. The announcement is expected at the end of June.

President Shawn Senter played the video preview for the NCCEAPA State Meeting that will be held in Kitty Hawk on September 18 & 19th. The meeting theme will be "Catch the Wave of Professionalism".

The group then enjoyed a catered lunch.

At 1:05 p.m., President Shawn Senter called the Business Meeting of the Association to order. Please see Exhibit Two, attached, for the business agenda.

1st Vice President, Carmen Boswell gave the thought for the day.

Secretary Rachel Herring then conducted the roll call and pronounced quorum with 29 members present. Please see Exhibit Three, attached, for the official roll call sheet.

President Shawn Senter presented a change to the Agenda. Budget Review and State Meeting Fundraiser Discussion would take place together. Sandy Kanupp (District Office) motioned to approve the change and Deborah Waterman (Durham County) seconded. The motion was approved.

The minutes from the previous meeting were sent out to each member's email before the meeting. Please see Exhibit Four, attached, for the minutes. Pana Jones (Durham County) motioned to accept the minutes as presented. Nancy Wilson (Granville County) seconded. The motion passed unanimously.

Treasurer Sally Southard gave the Treasurer's Report. Please see Exhibit Five for the Treasurer's

Report.

Kay Evans (Orange County), Benevolence Committee Chair, gave her report. Please see Exhibit Six, attached, for the report.

Sally Southard (Surry County), reported that the Finance committee had no report.

Pana Jones (Durham County), Membership Committee Chair, gave her report. Please see Exhibit Seven, attached, for the report.

Sherry Ramsey (Caswell County), Nominating Committee Chair, gave her report. Please see Exhibit Eight, attached, for the report.

Mignon Sheppard (Guilford County), Professional Development Committee Chair, gave her report. Please see Exhibit Nine, attached, for the report.

Nancy Wilson (Granville County), Public Relations Committee Chair, gave everyone a copy of the press release they can use to send out about the Spring meeting. Please see Exhibit Ten, attached, for the press release.

Marion Jay (Person County), Reflections Committee Chair, gave her report. Please see Exhibit Eleven, attached, for the report.

Deborah Waterman (Durham County), Rules & Bylaws Committee Chair, gave her report.

Gwen Hernandez (Granville County), Web/Social Media Committee Chair, gave her report. She requested that members sent her pictures from events so that she can post them to our District Facebook page. The District webpage has also been updated with the new officers.

President Shawn Senter then presented his Remarks and Reviews. He first went over his three strategic goals for the organization. They goals are as follows:

1. Have fun – having fun creates a sense of connectedness among our association members. We learn to laugh, joke, and carry conversations about the lighter side of life. In turn, that fosters an environment for creativity. Creativity breeds good ideas, and good ideas give us a framework for building our association.
2. Develop friendships – make life-long friendships with everyone in the association. We are one big family. I want you to be able to pick up the phone and call someone five counties over just to ask how they are doing. E-mail is nice and convenient, but voice-to-voice creates more of a sense of caring. The more friendships, the more cohesive our family. Remember that we can gain synergy from it!
3. Develop professionally – grow in our expertise and communications. Work across those imaginary county boundary lines by asking questions of each other, like “How do you do such and such?” Don’t be scared of asking how to do something; many times other people have the same question—the key is having

that one person who will ask it. Learning new skills will help us keep the edge we need in both the business world and our personal lives...and not to mention for the new era of Extension!

Shawn Senter also thanked everyone for participating in the November email asking everyone to share their favorite Thanksgiving memory as well as the “Throw Back Thursday” event in February.

Shawn Senter discussed the outcomes of the Executive Committee meeting. The meeting was held in early December in Forsyth County. The Committee decided to implement a new hosting rotation schedule. The decision was based on a few key points: 1. It is tough for one-support staff-counties to host a meeting alone; 2. It is quite a distance across our district; and 3. Some counties would ask to be relieved of hosting, which put a burden on the next county in the lineup. The committee decided, instead, to have “Areas” within the District. The only two rules are that: 1. The “areas” work together to host the meeting within that area and 2. Each time the “area” is to host, the meeting cannot be held in the same place. This will shift the burden from one county (or even one person) to four or five counties.

Shawn Senter read a Thank You note from Vicki Petit. In December, former Assistant to Sheri Schwab, Vicki Pettit’s husband passed away. The Executive Committee voted unanimously to donate \$100 to Vicki Pettit’s grandchildren’s education fund in memory of their grandfather/her husband.

Shawn Senter discussed the State Association Board of Directors meeting that was held in Iredell County in February. There was a training session on Parliamentary Procedure from Nelson McCaskill (CED in Mecklenburg County).

President Shawn Senter discussed district budget and fundraising. He addressed what we could do different for fundraising at the state meeting. The group discussed multiple ideas: having administrative themed items for people to buy, having a silent auction for items, offering a “surprise in a bag” grab bag. He also discussed the budget for when our district hosts the state meeting (every 5 years). He suggested moving money from the district checking account to a Money Market account in order to earn more. Nancy Wilson (Granville County) moved to transfer \$6000 to a Money Market account. Marie Bruff (Davidson County) seconded and the motion was unanimously approved.

Carmen Boswell, 1st Vice President, discussed the Herter O’Neal Scholarship in Dawn Stone’s, 2nd Vice President, absence. There were 11 applicants from our district. The District winner was Ricky Boggs. Ricky is from Wilkes County and is pursuing an Associate's in Business from Wilkes Community College.

Sandy Kanupp, State 1st Vice President, announced a new state association award. The award will be the Distinguished Service Award. Qualifications for the award will include 3 years of extension service as well as membership in NCCEAPA. The award will be \$50 on the District level

and \$250 on the State level. The applications will be due on August 1st. For additional information please visit the Association webpage.

President Shawn Senter encouraged those members to check out the trainings that FEMA offers. FEMA has some good classes that will help you develop professionally (i.e. Decision Making, Leadership, etc.). They even have workplace safety classes (i.e. Active Shooter, Workplace Violence). When you complete the online course and take the online exam, you get a certificate saying you completed the training.

President, Shawn called for a motion to adjourn. Pam Jordan-Carrington (Durham County) motioned to adjourn and Deborah Waterman (Durham County) seconded.

The meeting concluded at 2:05 p.m.

Respectfully submitted,

Rachel Herring, Secretary (2013-2014)