

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

The Fall Meeting for the NCCEAPA – NCD was held on Friday October 16, 2014 in Caswell County at the Historic Courthouse. Please see Exhibit One, attached, for the day's agenda.

Carmen Boswell, District President, welcomed the group and Caswell County Director, Joey Knight.

Joey Knight, Caswell County Director, welcomed everyone to the county and gave some remarks about Caswell County.

Sandy Kanupp, North Central District Extension Administrative Assistant, reported no changes have been made to the strategic plan thus far. She asked if we had any questions and proceeded to tell the group that if she didn't have an answer that she would try to get one back to us as soon as she possibly could. Please use the website set up by the University for details on the strategic plan and there is a place available for questions. Sandy also stated that she is looking for ideas for support for our fellow coworkers that get rified.

Sonya Patterson, FCS Agent in Caswell County, presented a workshop called "Manners Still Matter" The workshop was designed to teach the proper dinning etiquette for a formal dinner.

The group enjoyed door prizes and stepped next door to the agriculture building for a wonderful meal prepared by Caswell County and a delicious dessert prepared by Person County.

President Carmen Boswell called Business Meeting of Association to order. Please see Exhibit Two, attached, for the business agenda.

Mignon Sheppard, representing absent the vacant 1<sup>st</sup> VP Position, gave the thought for the day.

Mignon Sheppard, representing absent Secretary Rachel Herring, conducted roll call and pronounced quorum with 23 members present. Please see Exhibit Three, attached, for the official roll call sheet.

Minutes from the previous meeting were sent out to each member's email before the meeting. Please see Exhibit Four, attached, the minutes. Nancy Wilson (Granville County) motioned to accept the minutes as presented. Kay Evans (Orange County) seconded. The motion was approved.

Sally Southard, Treasurer, gave the Treasurer's Report. Please see Exhibit Five for the Treasurer's Report. Pam Jordan-Carrington (Durham County) made a motion to accept the Treasurer's report. Deborah Waterman (Durham County) seconded. The motion was approved.

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 needs ideas of how to raise money.

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

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

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

Nancy Wilson (Granville County), Public Relations Committee Chair, gave her report.

Marion Jay (Person County), Reflections Committee Chair, gave her report.

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

Gwen Hernandez (Granville County), Web/Social Media Committee Chair, gave her report. Wanting everyone to like our FB page and if you have any questions to contact her. Will now be putting all pictures on Facebook page as well as in the book. 33 likes, 177 pictures, and 1 video.

President Carmen Boswell presented her Remarks and Reviews. Carmen discussed wanting to see more active member in helping with fundraising ideas and such. Only the Campus and North Central District did the fund raising at the State Meeting. What can we do different this year?

Carmen led a discussion on different idea of fundraising and is wanting to hear more from the member on some ideas.

Carmen Boswell, President went over other announcements.

- Constant Contacts Training: Carmen encourages everyone to partake in the training and to utilize State IT to help with anything you need help with.
- Sue Lighthouse Award Recipient: Sandy Kanupp
- TERSSA Meeting: Update

Carmen Boswell led a moment of silence for the passing of Melissa “Missy” Lynch, past Administrative Assistant in Rockingham County.

Pam Jordan-Carrington (Durham County), gave New Business report.

Installation of New Officers:

- President: Carmen Boswell, Randolph County
- 1<sup>st</sup> VP: Mignon Sheppard, Guilford County
- 2<sup>nd</sup> VP: Laura Apple, Rockingham County
- Secretary: Gwen Hernandez, Granville County
- Treasurer: Sally Southard, Surry County

Invitation to 2015 Spring Meeting put on by Alamance, Orange, Durham & Chatham Counties.

President, Carmen Boswell called for a motion to adjourn. Pam Jordan-Carrington (Durham County) motioned to adjourn and Sherry Ramsey (Caswell County) seconded.

Respectfully submitted,

Laura Apple, 2<sup>nd</sup> VP (2014-2015)