

**North Carolina Cooperative Extension Administrative Professionals
Association – North Central District (NCCEAPA – NCD) Fall Meeting
(Guilford County) Minutes October 16, 2015**

The fall Meeting for the NCCEAPA – NCD was held on Friday October 16, 2015 at the Guilford County Cooperative Extension Office in Greensboro, NC. Mignon Sheppard, 1st Vice President, welcomed the group, and gave the thought for the day.

Jim Cowden, District Extension Director-North Central, gave some remarks about the State Fair, some new agents being hired, and our new structuring plan status. He mentioned that interviews are currently being done and recorded for Extension Director. He spoke about specialized agents, budget, & travel. He stated that Granville County won 5th place at the state fair for hay bale competition and Chatham County got an honorable mention. He shared with us, lessons he learned about change, and informed us about the bonus we should see in our December check.

Angela Savitri did a slide show presentation on the 8 signs of chronic stress and talked about the 3 phases to heal chronic stress.

President Carmen Boswell called business meeting of association to order.

Secretary, Gwen Hernandez conducted roll call and declared a quorum.

Sherry Ramsey, Caswell County made a motion to approve the minutes from the spring meeting and Kay Evans, Orange County seconded.

Sally Southard, Treasurer went over the treasurer report and a discussion began regarding our current low membership numbers since many admins have recently left Extension. With membership low, we won't collect as much money for dues, etc. Sandy Kanupp, Campus, suggested a membership drive and will see if Jim Cowden can speak to the County Directors and get them to encourage and allow admins to participate and become members of the association.

Sandy Kanupp, Campus, stated maybe she can do a brochure and post on the website, facebook page and send by email to new admins. Mignon stated that a good incentive to join is the first year free membership dues. It was asked if we should increase dues. Sandy Kanupp, Campus made a motion for dues to remain the same this year and see what happens next year then decide if dues need to increase. Kay Evans, Orange County seconded.

Sally Southard, Surry County, will chair the fundraising committee.

Sandy Kanupp, Campus, made a motion that we accept this proposed budget. Mignon Sheppard, seconded the motion.

There was discussion about registration fees charged for district meetings. We may possibly have to raise the fees to attend district meetings in order to have enough to cover the costs of hosting the meetings.

The nominating committee submits into nomination the following member to serve as NCCEAPA-NCD officers and committee chairs for the year 2015-2016.

Advisor: Carmen Boswell-Randolph County

President: Migon Sheppard-Guilford County

1st Vice-President: Laura Apple-Rockingham County

2nd Vice-President: Kathy Hepler-Forsyth County

Secretary: Gwen Hernandez-Granville County

Treasurer: Sally Southard-Surry County

Committee Chairperson

Finance: Treasurer (Sally Southard)

Membership: Pana Jones-Durham County

Nominating: Sherry Ramsey-Caswell County

Professional Improvement: 2nd Vice President (Kathy Hepler)

Public Relations: Ann Burrows-Vance County

Reflections: Sarah Moore-Person County

Rules & By-Laws: Deborah Waterman-Durham County

Web/Social Media: Gwen Hernandez-Granville County

Benevolence: Kay Evans-Orange County

Sally Southard opened a discussion about conducting an internal audit since most organizations have an audit done every year. Sandy Kanupp, Campus, made a motion that we have an internal audit of our books. Pam Jordan Carrington, Durham County seconded.

Kay Evans, Orange County, volunteered to help with fundraising. Sherry Ramsey also volunteered to help.

An area rotation map was created for hosting district meetings. Area 5, which includes Ashe, Alleghany, Yadkin and Wilkins is next.

Carmen encouraged association members to attend the state and TERSSA meetings since these offer good professional development and networking opportunities.

Carmen recognized the board members.

Reports:

Kay Evans (Orange County), Benevolence Committee Chair, gave her report.

Sally Southard, (Surry County), had already given her report.

Pana Jones, (Durham County), Membership Committee Chair, gave her report.

Sherry Ramsey (Caswell County), Nominating Committee Chair, gave her report.

Laura Apple, (Rockingham County), Professional Improvement Committee Chair, gave her report

Deborah Waterman, (Durham County), Rules and By-Laws, was not present.

Gwen Hernandez, (Granville County), Web/Social Media Committee Chair, gave her report. Wanting everyone to like our FB page.

Installation of Officers

Meeting Adjourned

Respectfully submitted,

Gwen Hernandez, Secretary