

NCCEAPA-NCD District Meeting
August 18, 2017
Chatham County

Jim Cowden spoke about:

- FCS meeting
- Business mastery class/changes
- Clocking in and out
- Approving Time
- Bulk Mail
- Brand
- Budget
- New agents starting soon, interviews week of labor day
- Can post positions quickly
- Started mentoring plan last august, onboarding process-get orientation and online onboarding
- Doing mid-year reviews for county extension directors, plan of work for admins is changing, you will have opportunity to give weights to each item you do plus professional development you want to do, you'll have up to 5 goals you can do (percentage of time you want to devote to it) coming in april or may (new plan)
- Needs assessments-doing that starting next year, launching now, has been 10 years since we did a needs assessment. Each county will have one done and will compile in county plan of work.

Meeting

- President, Laura Apple called the meeting to order
- Thought of the Day by 1st VP, Kathy Hepler
- Roll Call-Gwen
- Declaration of a Quorum-Gwen
- Installation of Officers
- President-Kathy Hepler
- 1st Vice President- Kitrinka Gordon
- 2nd Vice-Deb Fuller
- Treasurer-Sally Southard
- Secretary-Gwen
- Sandy Kanupp made motion to approve 2nd vice, treasurer and secretary Kay Evans 2nd
- Minutes approved from last meeting

- Sally went over treasurer report

Committee Reports

- Benevolence-Kay (will email report)
- Finance-Sally Southard
- Membership-Pana Jones, Chair 32 paid district members
- Nominating-Sherry Ramsey, Chair
- Professional Improvement, Kitrinka-gave report
- Public Relations,
- Reflections, Nicole Vernon, Chair-She will email report
- Rules & By-laws, Sandy Kanupp, Chair-no report, will be some changes
- Web/Social Media, Gwen Rubio, Chair-gave report
- Need to fill Public Relations Chair-no volunteers

Old business-nothing

New Business-

- NCCEAPA State Meeting Planning-Laura Apple, President
- Kathy Hepler-would be helpful to have guidelines to plan state meeting, would like to add important things from committees to a google doc for future. Tara Haynes helping book the hotel for us. 89 attended conference last year. Only affordable hotel is Hawthorne \$99 for rooms. September 26, 27, 28 are dates we are looking at. We get \$1000 from association to help pay for professional development speaker. We will try to charge registration to pay for food. Fundraise for anything extra we want. Southern Charm could be a great theme. Kelly Swanson is public speaker and comedian and content is about the south. -suggestion from Crystal Mercer. She has her phone number and will be on the committee to choose the speaker. She has a website with videos, etc. Possibly have her do a workshop and be the speaker. Denise Ryan-Firestar. Whitney Thorpe possibility,
- Sandy Kanupp made a motion for 2018 state meeting to be southern charm, Pana seconded.
- Probably have in Winston at Hawthorne Center
- Nicole idea for center pieces, wood flowers, rustic, light weight, can do mason jars, fake pearls to string around mason jars. The flowers are white and can be painted any color.

- 27th (Thursday) dinner with main speaker and during the day we'll do the workshops. The day will begin prob at 1pm Thursday. 2 sessions in the afternoon. Next morning breakfast and business meeting. And possibly boxed lunch on Thursday when you arrive.

- Possibly wear hats during registration to go with southern charm theme.

- Would like to go over what the committees are:

Door Prizes & Favors-(see sheet/handout) – Sandy Kanupp and Annette Roberson (Vance County)

- Come up with some things to do while in Winston Salem

Donation ideas-Texas Pete sample bottles, Krispy Kreme, places from counties that will donate products, office supplies,

- Community service-Mignon Sheppard, Crystal Mercer

Crystal Mercer-suggests feminine products for homeless shelters or prisons

- Invitation: Sandy Kanupp & Annette Roberson

- Finance-Carmen Boswell

Try for donations from Farm Bureau, etc.

- Each county needs approx. \$250 - \$500
- Would like to find out how much we've paid for food in the past. Sandy will ask around, campus had the state meeting last year.

- Program Committee- Amy McKenzie, Stokes County

Will create an online registration form, etc. (see handout)

Sally/Nicole can bring sample of nice printed form to next meeting as an example

- Workshops- Gwen Rubio, Crystal

- Banquet/Decorations-Nicole Vernon, Deb fuller,

- Registration: Sally Southard, Kitrinka Gordon, Laura Apple

- Steering Committee- Kathy Hepler, Sally Southard

- Jim: Everyone invited Monday, Oct. 23rd District Mtg, Events and Alumni Center Sherry Schwab sent email out this morning. Topics include Excellent Customer service, living the brand, looking for an admin professional to help plan the district meeting. Will take professional photos at the meeting, begin around 9ish over by around 2ish.

Invitation to the 2018 Spring Meeting-Area 4 Meeting Hosting Rotation (Guildford, Randolph, Davidson & David)

Will we do a fundraiser at this years State Meeting in flat rock? Discussion. Prob not.

Gwen Rubio motion to adjourn

Nicole seconded

Kathy Adjourn