

April 27, 2012
Dare County Government Complex
10:00 a.m.

The NCCESA-NE District met at the Dare County Government Complex in Manteo, NC on April 27, 2012. Dare County secretary Donna Hanusik hosted the meeting. Registration began at 9:30 a.m.

President Melanie Storey called the meeting to order. She thanked Dare County for hosting our meeting.

A change was made under new business, the Secretary of the Year Award will be moved up on the agenda to follow Other Committee Reports. Teresa Story made a motion to approve the agenda, Sarah Roberson seconded the motion. Motion carried.

Sheila Ange presented the Parliamentary Review. We have a quorum.

Welcome was given by Susan Ruiz-Evans Dare County CED.

Recognition of Guests/New Secretaries: Sandra Stafford, Franklin. Faye Black, Wake, Martha Smith, Wake, Tonia Hargrove, Warren.

Thought for the Day was presented by Vivian Turner.

Travis Burke, via Skype, presented remarks from Administration. The Horn of Plenty will take place on Aug. 17th at Wake County National History Museum, downtown Raleigh. There will be a steering committee meeting on May 18th. All district job positions are in place. However, the Tyrrell County administrative secretary position needs to be filled, as Nancy has retired. On May 9 & 10 there will be an A&T training. If there are any additional trainings we are interested in please let Travis know.

New website roll out was presented by Kyleen Burgess, our IM Agent. Kyleen can be reached at 252-387-8412, you can call or text her on this number. New site will launch in June. Kyleen highlighted the changes and improvements. As of Aug. 8th there will be no more Elluminate. We will be moving to Blackboard Collaborate.

Amy Twiddy performed Roll Call. Those attending were:

Beaufort: Pam Allen, Gladys Barnes
Bertie: 0
Camden: Amy Twiddy
Currituck: Donna Keene, Sherry Lynn
Dare: Donna Hanusik

Edgecombe: Vivian Turner, Gloria Morning
Franklin: Sandra Stafford
Gates: BJ Okleshen, Edna Williams
Halifax: Cheryl Tripp, Chrissy Poole
Hertford: Melanie Storey, Rebecca Castello
Hyde: Connie Burelson
Martin: Sheila Ange, Robin Toppin
Nash: Joann Zimmerman
Northampton: Jean Sigmon, Robbie Bridgers, Maryann Edwards
Pasquotank: 0
Perquimans: Teresa Story, Risha Foreman
Pitt: Carol Haywood, Sarah Roberson
Tyrrell: 0
Wake: Faye Black, Martha Smith
Warren: Tonia Hargrove
Washington:0

The Fall minutes were posted to the website. BJ Okleshen made a motion to approve the minutes, Joann Zimmerman seconded the motion. Motion carried.

Sherry Lynn presented our Treasurer's Report. Our checking account balance is \$3,429.44, our money market account balance is \$5,226.72 . Sheila Ange made a motion to accept the report, Becky Castello seconded the motion. Motion carried. \$119 was collected from the silent auction at our Fall Meeting.

Committee Reports:

Finance: \$119 silent auction, new checks ordered \$5, dues \$620 paid to state. Checking account balance is \$3,429.44 and Money Market account balance is \$5,226.72.

Membership: We currently have 35 active members, 1 associate member, and 11 honorary members. We extended an invite to the new counties in our district to join our district association.

Nominating: Nothing to report. In August state office positions will be coming available.

Professional Improvement: Herter O'Neal Scholarship and Secretary of the Year

Public Relations: 2 thank you letters from food pantries.

Reflections: A flash drive was purchased to implement our electronic scrapbook. Facebook page is up and running. URL has been updated to www.facebook.com/NCCESANED.

Rules & Bylaws: At the February Board of Directors meeting a couple of issues were brought up. The first was to possibly change the name of the organization to NC Cooperative Administrative Professionals. In our district 22 members responded to the poll. 20 of those expressed definite interest in change the name to Association of NC Cooperative Extension Administrative Professionals. The second issue was the need to determine who should be reimbursed for expenses when required to attend associations meetings everyone who responded agreed that they should be reimbursed for meeting expenses. These responses have been sent to state by laws committee.

New secretaries coming into the district may choose to serve on a committee of their choice. Offices are already in place, serving a two year term.

Other Reports:

NCCESA Board Meeting: Teresa Story, Feb 24th. 30 attended. District Reports were given. State meeting is in Raleigh, Sept 12-14. \$40 registration. Workshops will focus on Ergonomics, healthy lifestyles, and nutrition.

Federation: Met Dec 9th. ESP to join Federation. A diamond has been added to the logo.

Staff Senate: Becky & Edna will rotate off. Sherry Lynn may possibly rotate on.

Horn of Plenty: Aug 17th in Raleigh. Museum of National History. NCCESA responsible for beverages. Steering committee representative will be Martha Smith of Wake County.

Secretary of the Year Award was presented to Becky Castello.

Old Business:

2014 State Meeting

Lottery Ticket Raffle will be done again this year. Vivian Turner will print raffle tickets for us again this year.

Jean Sigmon made a motion to use an event planner to gather information for our 2014 State Meeting for the areas of Pitt & Dare counties. Faye will report back to the president in 60 days where a vote will be carried out by the membership, Vivian Turner seconded the motion. Motion was carried.

Other:

TRESSA: 11 NED Members. Next meeting is Oct. 31-Nov 2 , in Montgomery Alabama. NC will host in 2013.

New Business:

Herter O'Neal Scholarship: Sarah Roberson announced that Bladen Gatlin's application has been submitted to the state level. Bladen is seeking his masters in business & accounting. He is from Murfreesboro, NC.

4-H Camp Scholarship: Gates County received scholarship. Halifax County is the recipient of this year's scholarship.

Invitation to Fall Meeting: Edgecombe invited everyone to attend the October 26th meeting.

Lunch: Lunch was provided.

Other:

Trainings: Social Medias, Newsletters, Excel, Presentations. Kyleen and Melanie will contact Travis and discuss financial information.

Donation to Food Bank photo was taken.

Silent Auction Winners were announced and items were paid for. We collected \$226 through the silent auction.

Sherry Lynn made a motion to adjourn the meeting, BJ Okleshen seconded the motion. Motion passed and meeting was adjourned.

Following adjournment members were given the opportunity to participate in a guided tour at Jeanette's Pier.