

The NCCEAPA-NE District met at the Halifax Extension Office in Halifax, NC on Friday, March 28, 2014. Halifax County secretaries Cheryl Tripp and Chrissy Poole hosted the meeting. Registration began at 9:30 a.m.

President Edna Williams called the meeting to order. Welcome was given by Arthur Whitehead, CED in Halifax County.

Agenda was presented. BJ Okleshen made a motion to adopt the agenda; Sherry Lynn seconded. Motion passed.

Becky Costello provided our thought for the day. She showed a video on Eating Frogs which is telling us to do our biggest job first each day.

Recognition of guests/new secretaries: Wake County Vickie Feagans and Washington Christie Bell were recognized.

The fall meeting minutes were posted to the website. Teresa Story made a motion to approve the minutes; BJ Okleshen seconded the motion. Motion carried.

Amy Twiddy performed roll call. Those attending were:

Beaufort: Pam Allen, Gladys Barnes  
Bertie:  
Camden: Amy Twiddy  
Currituck: Sherry Lynn, Donna Keene  
Dare: Donna Hanusik  
Edgecombe:  
Franklin: Margaret Green  
Gates: BJ Okleshen, Edna Williams  
Halifax: Cheryl Tripp, Chrissy Poole  
Hertford: Rebecca Castello  
Hyde: 0  
Martin: Shelia Ange, Joy Pierce  
Nash: Patricia Cotton, Joann Zimmerman  
Northampton: Robbie Bridgers, Maryann Edwards  
Pasquotank:  
Perquimans: Teresa Story, Risha Griffin  
Pitt: Carol Haywood  
Tyrrell: Michelle Williams  
Wake: Martha Smith  
Warren: Tonia Hargrove  
Washington: Christie Bell

Shelia Ange presented the parliamentary review. A quorum was present.

Sherry Lynn presented our treasurer's report including the checking account, money market account, and share account balances. A motion was made and seconded to accept the report. Motion carried.

#### Committee Reports:

Finance: \$176.00 was raised at the silent auction during our Fall Meeting. We have received a total of \$1,400.00 in donations for our upcoming state meeting. Thank you letters were sent and donation spreadsheet link was emailed to members and also added to our State Meeting Website. Non-monetary donations should be recorded by and thank you letter sent by receiving person. A check for \$75 was written to Edna Williams in October for Secretary of the year award and \$32.10 was paid to East Coast Trophies for the plaque. A check was also written to Gatesville Elementary School to cover the cost of the bags for our state meeting. 2014 camp scholarship went to Hyde County in amount of \$100.

Membership: 32 active, 16 honorary. An invitation was sent to Chowan County and non-members in Wake County. Sympathy cards were sent to Jean and Sarah, and a \$25 memorial donation to Franklin County Animal Shelter. An invitation to join the association and attend the Spring 2014 meeting was emailed to Christie Bell of Washington County and Vickie Feagans of Wake County. An honorary membership form was received from Hertford County for Melanie Story and will be presented to the board in September. If anyone would like to nominate a secretary for Honorary Membership, nomination forms are due to Risha by August 1<sup>st</sup>.

Nominating: 2<sup>nd</sup> State VP is open and slated to come from the Northeast District.

Professional Improvement: Any opportunities you have to improve yourself professionally please take advantage of them and nominate fellow secretaries for any eligible awards.

Public Relations: Chrissy Poole had no report.

Reflections: Donna reported that they gave a report to the state committee and pictures are posted on the Facebook page.

Rules & Bylaws: No report.

#### Other Reports:

NCCEAPA Board of Directors – Attended meeting presided by Jane McDaniels; Nelson McCaskle spoke for professional development. Gary Moore spoke on time management.

Staff Senate – BJ and Sherry's terms are ending. Nominations are in but not official yet.

New Business:

Secretary of the Year award was awarded to BJ Okleshen.

2014 State Meeting Planning:

Committee Reports:

Hospitality – BJ Okleshen: The bags are in. Sample beach towel was displayed; it is available from Wings Corporate. If we need more, they can be purchased at the retail stores for a little more and a tumbler cup also. If your counties have items to donate go ahead and secure those. When we ordered bags, we got a nice tablet that we will use as a nice give away at the state meeting. Planning on 150 bags.

Registration – Sherry Lynn: Belinda and Sheila will set up online registration when fees are confirmed. MaryAnn & Robbie will email reminders. Amy and Connie are responsible for check in the day of the meeting.

Hostess & Name Tags – Sandra Stafford: received donation for \$300 for purchase of t-shirts. Flip flop name tags at no cost to association. Please try on t-shirts and record your size on the provided sheet.

Door Prizes – Pam Allen: Every county is responsible for at least 1 nice door prize.

Workshops/Tours – Michelle Williams

- Professionalism by Rebecca Liverman (needs a room)
- Social Media by Cameron Lowe
- Time Management by Amanda McDaniel (fee)
- Vote passed that Christie Gordon would come to present on travel (needs a room)
- Recommendation to approve the above workshops was passed.
- Speaker, Wanda Sykes(needs a room) and the Blues Brothers from district professional development (needs a room, travel and food), recommendation made to the board. Recommendation was passed.

Hotel/Food – Donna Hanusik

- \$99/ocean view; \$139/oceanfront
- 25 rooms blocked on Wednesday
- 120 rooms blocked on Thursday
- price set per person for food, breakfast, dinner and snacks
- amount reported for rental fees
- breakfast in the pier house

After discussion, Shelia Ange made motion to set registration cost at \$125; Sherry Lynn seconded motion. Motion carried.

Chrissy Poole motioned to set the late fee at \$25; BJ Okleshen seconded the motion. Motion carried.

Sherry Lynn made motion to have a deadline of July 18, 2014 for normal registration; after the 18<sup>th</sup>, \$25 late fee applies; all registration is closed as of August 4<sup>th</sup> and no more registrations will be accepted. Shelia Ange seconded motion, motion passed.

Invitation/Program – Gloria Manning: County is covering cost of all printing.

Fundraising – Martha Smith: reported on funds received to date.

Invocation/Lunch

Special planning meeting in Hertford County will be May 15, 2014.

Invitation to the Fall Meeting: Hyde County will host the fall meeting, but there were no secretaries present to extend invitation.

To keep in line with the state by-laws, we vote each year on a slate of officers. For the operating year beginning October 1, the nominating committee recommends the following slate of officers:

Edna Williams, President  
Becky Castello, 1<sup>st</sup> VP  
BJ Okleshen, 2<sup>nd</sup> VP  
Amy Twiddy, Secretary  
Sherry Lynn, Treasurer  
Teresa Story, Advisor  
Shelia Ange, Parliamentary

The recommendation carried.

Silent Auction winners were announced and purchases were paid for.

Teresa Story made a motion to adjourn the meeting; BJ Okleshen seconded the motion. Motion carried and meeting was adjourned.