

North Carolina Cooperative Extension Secretaries Association - NED
2017 Fall Meeting

The NCCEAPA-NE District met at the Pitt County Extension Center on Friday, October 27, 2017 in Greenville, NC. Pitt County support staff, Carol Haywood and Brigitte Perry hosted the meeting. Registration began at 9:30 a.m.

President BJ Okleshen called the meeting to order. Leigh Guth, Pitt County Extension Director, welcomed us to Pitt County.

Special guest, Evelyn Stahling thanked us for inviting her to our meeting. She then gave us an update from Steven Greer. He wanted to remind everyone to make sure they completed their on-line enrollment by Tuesday, October 31st. If we have any questions regarding the process we can call Steve Norris and he will be available to help us. Next he wanted to remind us that EHRA agents salaries increases were loaded into the system for the October check. He encourages us to ask the CED to speak with agents so they will understand that this is retro pay since July. MCD allowances for administrative assistants have been talked about in Raleigh. Dr. Bonanno said he received a flat "No" that we would not be getting them. Evelyn would like to go to Staff Senate during the next meeting. Also, remember that our P-Cards expire at the end of the month and we should be expecting to get ours in the mail very soon. Lastly, Evelyn spoke about the confusion over 7.5 hour employees who are putting in leave at 7.5 hours instead of 8 if they are out the whole day. Leave is accrued at 8 hours so they need to take 8 hours.

Christy Boyce performed roll call. Those attending were:

Beaufort: Pam Allen, Gladys Barnes
Bertie: Sheila Powell
Camden: Amy Twiddy
Chowan: Gail Spiewak, Denise Bunch
Currituck:
Dare: Donna Hanusik
Edgecombe: Gloria Morning
Franklin: Ginny Moore, Belinda Collier
Gates: BJ Okleshen
Halifax: Cheryl Tripp
Hertford: Rebecca Castello
Hyde: Connie Burlison
Martin: Shelia Ange, Joy Pierce
Nash: Barbara Monk, Megan Turner
Northampton:
Pasquotank: Christy Boyce
Perquimans: Teresa Story, Risha Griffin

Pitt: Bridgette Perry, Carol Haywood

Tyrrell:

Warren: Tonia Hargrove

Washington: Christie Bell

Shelia Ange presented the parliamentary review. A quorum was present for the purpose of doing business.

Agenda was presented. Gail Spiewak made a motion to approve the agenda, Sheila Powell seconded. Motion carried.

Recognition of new secretaries/guest. Amy Twiddy recognized the new Nash secretary, Barbara Monk since this was the first district meeting she has attended. Also, thanked Evelyn Stahling for joining us from Raleigh.

Christie Bell, 1st Vice President provided our thought for the day. Inspirational Quote from Dr. Martin Luther King, Jr.

Spring meeting minutes were addressed., Amy Twiddy made a motion to approve the minutes; Gloria Morning seconded the motion. Motion carried

Amy Twiddy (in the absence of Sherry Lynn) presented our treasurer's report including checking, money market, and share account balances.

Committee Reports

Finance:

Our State Meeting Fundraiser was a big success; we cleared \$966.99. Total raised from silent auction at our Fall Meeting was \$106.00.

Financial Report and Proposed Budget were given out. The finance committee recommends moving \$2500 of excess funds to our money market account to gain more interest since we have additional funds in our checking. Christie Bell, Washington seconded the nomination. Motion passed.

Invoices for dues have been sent and are due by November 30th.

2018 Camp Scholarship in the amount of \$200 will go to Pasquotank.

Membership:

Risha Foreman Griffin

- The Northeast District has 29 active members and 18 honorary members. There are 17 TERSSA members

Nominating:

Christy Boyce – No report at this time.

Professional Improvement:

Joy Pierce – Chair

The 2017 Professional Development Scholarship went to Sally Southard in the North Central District. The 2018 Professional Development Scholarship applications are due August 1, 2018.

The 2017 Administrative Professional of the Year award went to Christy Boyce of Pasquotank County. The 2018 Administrative Professional of the Year Award nominations will open January 1, 2018 and close on March 1, 2018.

The 2018 Herter O'Neal Scholarship will be awarded in the spring please be looking for an email at a later date concerning a deadline for nominations.

We were reminded to take advantage of all professional development opportunities including webinars, seminars, trainings, classes and other educational opportunities. Also, if you hear of any opportunities that we may be interested in please share with the group.

Public Relations:

Barbara Monk – Chair

On Friday, May 12th 19 extension professionals from the NCCEAPA met in Perquimans County at the Parks & Recreation Department. Nonperishable food items were donated to The Open Door in Hertford.

Reflections:

Donna Hanusik – Chair

The scrapbook is up to date except she doesn't have pictures from the State Meeting. If anyone has any pictures, please get them to Donna. The scrapbook was available at the Fall Meeting for everyone to look at.

Rules & Bylaws:

Shelia Ange – Chair

Shared that we do not have any changes right now but to look for some changes in the Spring.

Other Reports:

2018 4-H Camp Scholarship will go to Pasquotank.

Staff Senate:

Carol Haywood-

2017 Bountiful Harvest Food Drive was the service event for the month of October. For the first time ever, we partnered with the County Extension Office and several counties will be collecting food. Next year we hope the Northeast District will be able to participate.

NCCEAPA Meeting Update:

Becky Castello-The 2017 NCCEPA/TERSSA meeting was held September 19th – 22nd in Flat Rock, NC. The theme was “In It to Win It and was hosted by the West District. Next year’s meeting will be held in Winston Salem on September 26th – 28th at the Hawthorne Inn and Conference Center. Shelia Ange of Martin County was this year’s recipient of the Executive Board Award.

TERSSA Update– Becky Castello reported there are currently 168 members. The 2017-18 officers are Cheryl Duplachain, LA President; Adrian Wilbanks, MS Vice President; Deb Delp, Recording Secretary, OH; Glanda Jenkins, MS Treasurer; Anita Wright, NC Membership Secretary; Becky Castello, NC Webmaster, Christine Barrier, NC, Advisor. The 2017 TERESSA meeting was held in conjunction with the 2017 NCCEAPA state meeting in Flat Rock NC. The next National meeting will e held on November 14th – 16th in New Orleans.

Federation Report-Becky Castello reported that the information that was gathered from last year’s Federation meeting has been compiled and presented to Administration. There will be a Zoom session on October 30th and a face-to-face meeting on December 8th in Chatham County.

Old Business:

2017 State Meeting Auction was a success. Thanks to Shelia Ange for getting the cooler for us and goodies for us. We discussed getting another cooler for the next state meeting. It was discussed that we should get the same size cooler and also maybe doing a his/her theme and adding a beauty basket as the other prize.

New Business:

2020 State Meeting Theme we would like to thank everyone who submitted an entry. A recommendation from the floor was to select theme Sun, Sand & Solutions. Barbara Monk seconded the motion passed. Thanks to Becky Castello for her great ideas and everyone who voted or entered theme names.

Website Updates

Shelia Ange said that she hasn’t had time to upload the rules and by-laws to date but would get them up there shortly. She also suggested that we need to start thinking about someone else doing the website or at least transferring from coding.

Other

Announcements:

Invitation to Fall Meeting: Tyrrell County. Michelle wasn’t with us but sent word that we will meet on April 6th at Elements Coffee Shop and then tour the Winery. Registration will begin at 9:30am.

Silent Auction bids were made and finalized on items.

Community Service Project-Counseling on Aging.

Other Announcements: Gladys Barnes and Carol Haywood will be retiring in January.

Invocation/Lunch

Beaufort - Hyde will be responsible for silent auction items in the Spring.

Amy Twiddy made a motion to adjourn the meeting, Christy Boyce seconded. Motion carried and meeting was adjourned.