

**North Carolina Cooperative Extension Administrative Professionals Association  
South Central District  
Fall Conference  
August 9, 2013  
Minutes**

Administrative Assistant, Julie Campbell welcomed everyone and invited them to enjoy the refreshments. She also introduced Alexander County's CED, Lenny Rogers.

Lenny welcomed everyone and told a little about their county, including the fact that the largest emerald found was discovered in their county. After doing so, Administrative Assistant Jamie Miller gave our thought for the day and led us in the Pledge of Allegiance.

Susan Graham, District Administrative Assistant, brought greetings from District Director Clinton, saying he was on vacation. She informed us that Clinton was the interim director in Union County, Kevin Starr is the interim in Catawba County and Mecklenburg County is open. All three of these county positions have been posted. She also told us that Beth Dabney will be taking over Vicki Pettit's position and that Vicki is training her.

The District Business Session was called to order by President, Christine Barrier.

Roll was taken by Secretary, Joyce Dorsey with the following counties present: Alexander 2; Anson 1 and 1 retired; Cabarrus 1; Catawba 0; Cumberland 2; Gaston 2; Harnett 1; Hoke 2 and 1 retired; Iredell 1; Lee 2; Lincoln 1; Mecklenburg 0; Montgomery 1; Moore 2; Richmond 2; Rowan 1; Scotland 0; Stanly 2; Union 3. President Barrier reported that the minutes were posted on the web for everyone to view.

Treasurer, Janet Mabry, went over the treasurer's report. She said there would be a copy ready for the audit soon. Please find the report as well as the report for the State and National Conference attached.

Committee Reports were given and submitted to the secretary. All reports are attached.

With this portion of business being concluded, it was time for lunch. Fellow A.A. gave the Invocation through music. The song was enjoyed by all. Everyone proceeded with lunch.

With lunch being completed and everyone feeling refreshed, the business session reconvened.

Kay Morton was introduced to present unfinished business for the conference that will be held in September. She encouraged everyone to be sure and sign up for the workshops as well as "work" the conference. The state website is set up and with John Dorner's help; Kay has almost everything on there that is needed. It is, however, still a work in progress.

Janet Mabry gave a report on where we stand with our block or rooms being booked, the money that we have taken in thus far and how much more we need to make to break even. These reports are attached also.

Peggy Elliott, who is our Staff Senate representative, gave a report of the last meeting. You will find her report attached.

Diane Scarboro presented the 2013 Secretary of the Year Award to Becky Lewis. Unfortunately, Becky was on vacation. Her associate, Christine Barrier accepted the award on her behalf.

At this time, President Barrier passed the Gavel to upcoming 2014 President Chris Austin. Chris was welcomed with a warm applause from her co-workers.

Pam Layfield invited all to attend the spring meeting in Anson County and will let us know further details as they become available.

It was then time for the half and half drawing and the drawing for the chainsaw.

With no further business, the meeting was adjourned.

Respectfully submitted:

**Joyce Dorsey**

Joyce Dorsey  
Secretary

## Staff Senate Report:

Anyone familiar with the Staff Senate?

### MISSION STATEMENT:

The Senate is an advisory body to the University Chancellor. In fulfilling this role, the Senate:

- initiates the review of policies and/or procedures and make recommendations regarding interest/concerns that affect staff members;
- receives proposed policies or policy changes from the Chancellor for review and recommendations;
- assists in the communication of issues and activities affecting staff members; promotes and facilitates staff participation in the University community;
- encourages a sense of community among all University employees.
- meets the first Wednesday of every month.

The Staff Senate meets once a month the first Wednesday of each month at a site on campus at NCSU. I am currently serving on the Public Relations Committee. I attended first meeting which was an Orientation on July 24, 2013 at the McKimmon Center. Also, I attended the Staff Senate meeting on this past Wednesday, August 7, 2013. More detail information of discussions is in the minutes which I am handing out today. You may read these minutes and previous minutes at the Staff Senate website: <http://staffsenate.ncsu.edu/staff-senate-meeting-minutes>  
Staff Senate home page: <http://staffsenate.ncsu.edu/>

I would like to share two big upcoming events: 1) **The 4th annual Service NC State Record-Setting Blood Drive** will be held on Friday, August 23 from 8 am - 7 pm in Carmichael. It was through campus-wide support and commitment that the NC State community donated 1,137 units of blood in 2012. We need your help again this year! We encourage you to commit to supporting this life-saving event this year, as it will again take a university-wide effort to meet our goal of 1,200+ pints. Please go to our website and see how you can be involved! 2) **Join us on Hillsborough Street on Saturday, August 24, for Packapalooza, an all-day block party and street festival capping off Wolfpack Welcome Week** to the start of the academic year. We will have everything it takes to celebrate in NC State style, including great music, activities throughout the day, and fun entertainment for the whole family, including alumni and the local community.

I am also sharing with you from the Staff Senate webpage Upcoming Events and Activities and Upcoming lunch and learn classes. Please note that some of the classes are at the campus site but also several on webinar. Please check out the website. Also, please let me know if you would like to submit any interest/concerns to the Staff Senate and I would be happy to discuss at the upcoming meeting.

My most concern today is communication with the South Central District via email or listserv or however I can share information with the District. During the meantime the meeting I attended on this past Wednesday, August 7, it was stated that a listserv or other may be shared with us to distribute to entire district from our Chair of the Staff Senate. I am very interested in sharing these valuable resources with the South Central District. Any suggestions because my first thought was to distribute information to SC District Administrative Professionals and each office share with staff? Thank you.

Respectfully Submitted by:  
Peggy D. Elliott, Senator  
South Central District  
August 9, 2013

# PROFESSIONAL IMPROVEMENT COMMITTEE REPORT

August 9, 2013  
NCCEAPA-SOUTH CENTRAL DISTRICT  
FALL MEETING

1. E-mails were sent to each Administrative secretary with a note to share with other COSS employees on the following awards and opportunities.
  - a. Staff Senate Nominations
  - b. 2013 Awards for Excellence Call for Nominations and CALS Excellence in Safety Award
  - c. Sue Mills "Spirit of Light" Lighthouse Award or the NCCEAPA Executive Board Awards
  - d. TERSSA AWARD
2. Certificates of Appreciation were made and presented to Chairman of Committees and Officers.
3. All secretaries are encouraged to apply for any awards available to them and to keep them aware of any trainings and/or workshops for professional improvement.

Respectfully Submitted:

Dana Braswell

Professional Improvement Committee

Dana Braswell, Chair, Union

Sy Quick, Mecklenburg

Cathy James, Hoke

Jane Duncan, Iredell



The Extension & Research Support Staff Association  
NCCEAPA – South Central District Fall Meeting  
Catawba Valley Community College – Alexander Campus  
Taylorsville, NC  
Friday, August 9, 2013

TERSSA (The Extension & Research Support Staff Association) membership presently stands at 120 members.

Membership to-date for the 7 states represented is as follows:

Alabama	7
Kentucky	8
Louisiana	6
Mississippi	51
North Carolina	37
Ohio	10
South Carolina	1

President Debby King has finalizing plans for the 2013 Annual Conference. Board of Directors and Committee Chairs met on May 29th via BLACKBOARD with 16 members in attendance. The 2013 Budget of \$1,250 was approved. Awards will also be presented for the first time at the 2013 conference to include: Award of Excellence, Above and Beyond the Call of Duty, and the Executive Board Award. The next Board meeting is scheduled for August 27<sup>th</sup>. All state association presidents will be notified to invite their membership to join the meeting.

Respectfully,

Christine Barrier - NC  
Recording Secretary

**2013 State NCCEAPA Meeting  
Community Service Project  
8/9/13**

In January 2013, members in the South Central District voted from the following programs to sponsor as a community service project at the 2013 State NCCEAPA Meeting: Boys and Girls Home, Project Linus, NC Literacy Council, and Family Promise. Family Promise was selected as the agency. It was the general consensus of the group to collect gift cards from various grocery and department stores common to any locality in the State to help families in need. Please look for the Family Promise table at the State meeting for more information.

Family Promise provides shelter, meals and hospitality to homeless families with children through a cooperative network of local congregations. Family Promise offers to these families and other disadvantaged persons comprehensive assistance in the areas of transportation, compassionate supportive services and advocacy to assist them in achieving their potential of independent living. There are several Family Promise programs throughout North Carolina.

Angie Priest and Myra Johnson  
NCCE - Moore County Center

**Nominating Committee Report**  
**August 9, 2013**

The Nominating Committee would like to recommend the following individuals to serve as the slate of officers for the South Central District of the North Carolina Cooperative Extension Administrative Professionals Association for 2013-2014:

Treasurer – Lisa Forrest – Stanly  
Secretary – Julie Campbell – Alexander  
2<sup>nd</sup> Vice President – Cynthia Gustashaw – Gaston  
1<sup>st</sup> Vice President – Pam Layfield – Anson  
President – Chris Austin – Union  
Advisor – Christine Barrier – Cabarrus

Thank you for your nomination.

Nominating Committee members:  
Rhonda Gaster, Chair – Lee County  
Jamie Miller, Alexander  
Sharon Williams, Harnett

**Awards Committee**

Chair - Carol Capel, Richmond

Sue Bugg, Gaston

Kelly Pierce, Iredell

The Awards Committee encourages all members to nominate a deserving Administrative Professional or themselves for one of the many awards available to Administrative Support Professionals.



The Administrative Professional of the Year Award Committee would like to announce that BECKY LEWIS received the most votes and therefore receives the 2013 Administrative Professional of the Year Award. Congratulations to Becky. The committee would like to encourage all members to submit nominations and vote for the 2014 Administrative Professional of the Year.

Respectfully Submitted By,

Dianne Scarboro, Chair, Hoke County (Retired)  
Angie Priest (Moore County)  
Myra Johnson (Moore County)

08/09/13

SC District  
2<sup>nd</sup> Vice President  
Scholarship Committee, Chair  
Pam Layfield, Anson County

Committee: Anson  
Lincoln  
Union  
Harnett

Richmond County was this year's recipient for the SC District Scholarship but sadly, Leeann Crump, Richmond County, Adm. Asst. reported that after trying every avenue there was no response.

I have not heard who was chosen as the winner of the Herter O'Neal Scholarship Award.

## South Central District Cooperative Extension Administrative Professionals Association Report

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August 9, 2013

The South Central District encompasses 19 County Extension Centers. Currently we have 36 members from 18 counties, two retirees, two Honoraria. We have lost one membership since our last report from Scotland County.

Our District nominated Ruth Ann Pope from Anson County as an Honorary which will be voted on at the annual state meeting in September.

A Letter of Invitation was sent out to three eligible support staff (and even someone who was not in our district, accidentally) to encourage their participation in our association as well as to the upcoming state meeting to which we are hosting. Let it be known that our committee seeks membership for our association far and wide ☺

Our committee also revised and updated an association membership brochure that you may view today, that was shared with the state membership committee who approved it and sent it to other districts for use as a template.

Please note, that Becky Lewis likes being on this committee and has finally gotten the hang of it, therefore would like to request to remain on it next year.

I am Lisa Forrest, speaking for Becky Lewis on behalf of:

The South Central District Membership Committee:

Becky Lewis, Chair  
Christine Sellers, Gaston  
Lisa M. Forrest, Stanly  
Amanda Taylor, Scotland

<b>Account: NCCEAPA - SC District - New Account</b>		
<b>Old Account Closed due to name change - opened new account 10-11-12</b>		
<b>INCOME</b>		<b>\$3,814.61</b>
Deposits		
Association Dues		
April 5, 2013 District Mtg Registrations	1200.00	
State Meeting Donations	444.00	
State Meeting Registrations	6824.00	
Half & Half Proceeds	11160.00	
Candle Sale Fund Raising	89.00	
T-Shirt Sales	363.00	
Chain Saw Raffle Receipts	1643.25	
Interest - Nov 2012 -July 15, 2013	140.00	
<b>Income</b>	<b>16.74</b>	
<b>Total</b>		<b>\$21,879.99</b>
<b>DISBURSEMENTS</b>		<b>\$25,694.60</b>
New Account Checks		
NCCEAPA - Paid State Association Dues	(6.00)	
NCCEAPA - Paid State Association Dues	(740.00)	
NCCEAPA - Paid State Association Dues	(20.00)	
Standard Office Equipment - Self Inking Stamp & Receipt Book	(40.00)	
Embassy Suites for April 5 Meeting	(32.67)	
Lisa Forrest - Candles	(567.86)	
JDS Advertising - Shirts	(203.25)	
McDowell County Ext - Refund for double payment of registration	(1522.31)	
Laura Hamilton - 1/2 of speaker fee	(200.00)	
JEB Designs - APOY Plaque	(400.00)	
Alexander County - Host County-District Meeting	(38.52)	
SECU Service Fees - Nov 2012-July 15, 2013	(100.00)	
Christine Barrier - officer/committee recognition	(9.00)	
<b>TOTAL Disbursements (Nov 2012 - August 6 , 2013)</b>	<b>(19.49)</b>	
		<b>(\$3,899.10)</b>
<b>Balance on hand August</b>		<b>\$21,795.50</b>
<b>NCCEAPA - SC DISTRICT MONEY MARKET ACCOUNT</b>		
<b>NEW ACCOUNT DUE TO NAME CHANGE</b>		
Opening Account Balance		
Interest Earned Nov 2012-July 15, 2013		4562.57
Current Balance	\$ 26.11	
		<b>\$ 4,588.68</b>
<b>NCCEAPA-SC DISTRICT SHARES ACCOUNT</b>		
<b>NEW ACCOUNT DUE TO NAME CHANGE</b>		
Opening Account Balance		
Interest Earned Nov 2012-July 15, 2013		\$ 165.66
Current Balance	0.95	
		<b>166.61</b>
Report prepared by Janet C Mabry, Treasurer		

County Name	Date Processed	Receipt #	Deposit Date	Amount Paid	Sponsor Level	Sponsor Name
Totals				6824.00		
Scotland	10/19/2012	102520	10/19/2012	500.00	Gold	Ag Carolina Farm Credit
Scotland	10/19/2012	102521	10/19/2012	50.00	Supporter	Z V Pate, Inc.
Stanly	9/24/2012	102519	10/11/2012	250.00	Silver	Stanly County Beekeepers Association
Stanly	10/4/2012	102596	5/16/2013	250.00	Silver	Stanly County Cattlemen's Association
Cabarrus	10/22/2012	102523	11/6/2012	200.00	Bronze +	Cabarrus County Council Extension & Community Association
Union	10/25/2012	102522	11/6/2012	250.00	Silver	Brooks Sales, Inc.
Union	11/15/2012	102524	11/15/2012	500.00	Gold	Union County Master Gardeners
Stanly	11/19/2012	102527	11/19/2012	100.00	Bronze	Stanly County Farm Bureau
Cabarrus	12/3/2012	102531	12/3/2012	250.00	Silver	Cabarrus County Beekeepers
Cumberland	12/3/2012	102529	12/3/2012	100.00	Bronze	Cumberland County Beekeepers Association
Cumberland	12/3/2012	102530	12/3/2012	50.00	Supporter	Cumberland County Master Gardener Volunteer Assoc
Stanly	4/4/2013	102585	4/12/2013	250.00	Silver	Stanly County ECA
Cumberland	19-Dec	102532	12/31/2012	50.00	Supporter	Jim's Bees
Union	1/25/2013	102533	2/5/2013	50.00	Supporter	Union County ECA
Anson	2/1/2013	102536	2/5/2013	123.25		Anson County
Anson	2/1/2013	102537	2/5/2013	76.75		Anson County
Cabarrus	2/5/2013	102535	2/5/2013	49.00		Cabarrus County
Cabarrus	2/7/2013	102538		200.00	Bronze +	Cabarrus County Master Gardeners
Montgomery	2/20/2013	102539	2/20/2013	250.00	Silver	Montgomery County Cattlemen's Association
Moore	2/20/2013	102540	2/20/2013	250.00	Silver	Moore County Master Gardeners
Onslow-Debby King TERSSA	2/20/2013	102541	2/20/2013	200.00		Onslow County Farm Bureau
Terssa	2/25/2013	102542	2/25/2013	400.00		TERSSA
Lee	3/18/2013	102543	3/22/2013	50.00	Supporter	Lee County Livestock Producers
Lee	3/18/2013	102544	3/22/2013	100.00	Bronze	Gross Farms

2013 NCCEAPA/TERSSA Conference –  
September 25-27, 2013  
Embassy Suites, Concord

*Number Registered for workshops meetings as of 8/6/13*

1 = NCCEAPA Executive Board Meeting	10
2 = Tour - Elma C. Lomax Incubator Farm	15
3 = A Gavel Is More Than a Hammer Made of Wood	39
4 = TERSSA Business Meeting	65
5 = Are We Speaking the Same Language?	74
6 = NCCEAPA Board of Director's Meeting	23
7 = Tour - Elma C. Lomax Incubator Farm	23
8 = YouTube Here We Come	58
9 = Exploring eXtension	10
10 = Google+: What's In It For YOU?	42
11 = Live Well, Work Well, Play Well	45
12 = SHINE: How to have a Vibrant Life and Career	29
13 = Exploring eXtension	10
14 = Google+: What's In It For YOU?	16
15 = Live Well, Work Well, Play Well	37
16 = SHINE: How to have a Vibrant Life and Career	12
17 = NCCEAPA Business Meeting	108

Total Number of Registrations for Conference as of 8/6/2013 = 134.

Meal 1 = Luncheon	130
Meal 2a = Banquet (Filet)	79
Meal 2b = Banquet (Chicken Pecan)	60
Meal 2c = Banquet (Vegetarian Option)	
Meal 3 = Presidents' Breakfast	37

Total for Meals = 139

Total Number of Registrations for Conference as of 8/6/2013 = 134.



To members of the South Central District:

Thank you so much for your kind invitation to attend your district meeting, but time and distance keeps me from attending.

I am so looking forward to this State and National Meeting. Your district has made my job so much easier and I thank you for everything you have done. If there is ANYTHING you need from me, please let me know. I look forward to seeing everyone in September.

Debby King  
TERSSA President 2013

Projected Revenue			
District Membership Dues @\$30 Each	(Current Membership - 39)	1170.00	
TERSSA Membership Dues @\$10 Each		390.00	
Half & Half Raffle			
Balance in Checking Account on 10/11/12		100.00	
		3814.61	
<b>Total Projected Revenue for 13-14</b>			<b>5474.61</b>
Projected Expenses for budget proposes			
Membership Dues to State @ \$20 Each		780.00	
Membership Dues to TERSSA @ \$10 Each		390.00	
District Educational Scholarship		200.00	
District Officer Mileage Expense		100.00	
Secretary of the Year Plaque		40.00	
Secretary of the Year - Monetary Gift		50.00	
Out-going President Plaque		40.00	
Benevolence - not to exceed \$30 each	flowers, cards, gifts for illness or death	200.00	
Retirement Gifts	\$40-\$60 each	180.00	
Host County Meeting Expenses	\$100 to host county	200.00	
Community Service Expenses		100.00	
Miscellaneous Expenses	Postage, SECU Foundation	75.00	
Remaining Funds in Checking Account		3119.61	
<b>Total projected Expenses</b>			<b>5474.61</b>

Proposed Budget does not include funds held in Money Market or Shares Account  
Balances on 7/15/13 - these numbers could change based on July bank statement

Money Market 4588.68  
Shares Account 166.61

submitted 8/8/2013

Finance Committee  
Janet Mabry  
Christine Barrier  
Chris Austin



\$100 Registration

2013 State Meeting  
Preliminary Planning Budget

		Revenue		Explanations	
		Received	2013 Budget	Explanation	
		2013	2013 Budget	Explanation	
Individual County Contributions, Support, Contributions & Donations		6824.00	8000.00		19 counties X \$200 minimum amount they gave last year
NCCESA Contribution			1000.00		
TERESSA Contribution		400.00	300.00		
NC Ag Foundation					
Support, Contributions & donations					
Checking Account Funds Available			0.00		Current Account balances
Money Market Funds Available			0.00		21948.48 (includes all rev. rec'd to date)
Fund-Raising		592.00			4588.68 (7/15/2013)
Registrations Paid		10760.00			
Profit from Shirts		120.94	19000.00		Charge \$100 Registration Registration covers meal+gratuity-tax & materials (190x\$100)
Total Revenue		18576.00	28300.00		
<b>EXPENSES</b>					
Facility	Actual	2013 Budget	Explanation		
Facility Rental Deposit		0			Conference Space is Comped based on Food & Beverage projections
Lod display - we provide lod		0.00			
Screen		730.00			\$150/per room/per day (4) rooms + 22%
Microphone Podium		366.00			\$75/per room/per day (4) rooms + 22%
Wireless microphone		458.00			\$125/per room/per day (1 room - 3 days) + 22%
Risers		275.00			\$225/per room/per day + 22%
Power connections		117.00	(2) sections		\$1/sq-ft - 1 section 48 sq ft + 22%
Banquet Speaker		200.00			\$50/room
Nicole Greer (\$500 + Mileage)	400.00	800.00	Laura Hamilton		Contract has been signed for Laura Hamilton to be banquet key note speaker
		600.00			

\$100 Registration

2013 State Meeting  
Preliminary Planning Budget

	Revenue		Explanation	Explanations
	Received	Budget		
Dr. Wanda Sykes (Travel) 106 miles Est.	2013	2013 Budget		
Program		75.00		
Decorations		75.00		
Participant Bags		100.00		
Logo Items for Participant Bags		?		Cost will depend on selection
Favors for Participant Bags		?		Cost will depend on selection
Transportation and/or tickets		?		Cost will depend on selection
Gifts for speakers 9 pens @ \$10 ea		90.00		
Miscellaneous Items for Registration		106.73		
Additional Financial Items		150.00		
Liability Insurance required by Hotel according to contract		391.25	quote from NC Farm Bureau	Contract requires \$1M liability - Certificate of Insurance
Refunds				
Meals - covered by registration -				
Estimated Food & Beverage for 2 meals - our cost		10294.00		No Refunds-unless extreme situation
plus 22% service fee & Tax		2264.58		190X \$100 Registration Cost
Lodging		17700.00	lodging based on \$147.50/room	Contract - \$10,000 Minimum for Food&Beverage
Total		31246.56		Contract - w/o attrition \$36850.00
		23358.50		

**NCCEAPA State Meeting  
September 25 – 27, 2013**

**Speaker Report – Lee County  
August 9, 2013**

Our speaker for the NCCEAPA State Meeting is Laura Hamilton. Her topic is Life's Choices and Changes. We have made the down payment of \$400 and the remaining \$400 is due at the time of the presentation on September 26. She is very excited about speaking to our group and I know she will have the crowd in stitches. Don't be surprised if she shows up in a bikini looking like Danica Patrick!

Rhonda Gaster  
Kay Morton