

**NCCEAPA-South Central District  
Spring Meeting Minutes  
April 11, 2014  
Catawba County Extension Center**

From 9:30-10:00 a.m. Registration and Hospitality were provided.

Seth Nagy, Catawba County Interim County Extension Director, welcomed everyone to Catawba County.

Chris Austin, NCCEAPA-SCD President, called the meeting to order. She then led the group in the Pledge of Allegiance.

Brandi Carter, Montgomery County, gave the Thought for the Day.

District Greetings: Chris Austin gave a report in Susan Graham's absence. The report is attached.

Professional Improvement: Dr. Michelle Eley, Community & Economic Development Specialist with NC A&T, gave a presentation on volunteerism.

Invocation was given by Becky Lewis, Cabarrus County. Lunch was served at this time.

**Business Meeting**

Chris Austin, NCCEAPA-SCD President, call the business meeting to order at 12:40 p.m.

Chris started the Business Session with Julie Campbell, Secretary doing the roll call.

County	Active Members Present	Retirees Present
Alexander	2	
Anson	0	
Cabarrus	2	
Catawba	2	2
Cumberland	2	
Gaston	2	
Harnett	2	
Hoke	2	
Iredell	2	
Lee	2	
Lincoln	1	
Mecklenburg	0	
Montgomery	2	
Moore	0	
Richmond	2	
Rowan	1	
Scotland	0	
Stanly	2	
Union	2	
SC Admin Office	0	
Total	28	2

**Minutes**

Minutes from the last meeting on August 9, 2013 were available via the web. Christine Barrier, Cabarrus County, made the motion to accept the minutes as posted and Dana Braswell, Union County, seconded the motion. All were in favor.

## Reports

### Membership Report

Christine Barrier gave a report. Please see the attachment.

### Treasurer's Report:

Lisa Forrest, NCCEAPA-SCD Treasurer, presented the treasurer's report. Below is the financial report. Attached you will find the checking account register, a copy of the Approved Budget for 2013-14 and a copy of the EIN Number letter. Lisa also said the treasurer's documents were placed on Google Docs for the membership to view. The membership cannot edit the documents only view them.

NCCEAPA- SC District Financial Report	Spring 2014	Total
<b>Beginning Balance 10/10/13</b>	4758.51	
<b>INCOME</b>		
10/21/13 Dues	710.00	
10/21/13 Add Voided Check #1036	40.00	
10/31/13 Dues	340.00	
11/13/13 Dues	210.00	
11/14/13 Dividend Earned	4.41	
12/12/13 Dividend Earned	0.99	
1/15/14 Dividend Earned	1.20	
2/12/14 Dividend Earned	0.98	
3/12/14 Dividend Earned	0.98	
4/3/2014 Add voided Check #3130	25.00	
<b>Income Total</b>		<b>6092.07</b>
<b>DISBURSEMENTS</b>		
10/21/13 Sharon Williams Refund-Overpayment	(40.00)	
10/31/13 NCCEAPA Dues	(880.00)	
11/14/13 SECU Fee	(1.00)	
12/12/13 SECU Fee	(1.00)	
01/15/14 SECU Fee	(1.00)	
1/21/14 Kinzas Creation -Kim Gibson Flower	(28.83)	
1/21/14 Emmanuel Lutheran- Dot Johnson Memorial	(30.00)	
02/12/14 SECU Fee	(1.00)	
3/12/14 SECU Fee	(1.00)	
<b>Total Disbursements</b>		<b>(983.83)</b>
<b>Checking Account Balance on Hand (4/3/14)</b>		<b>5108.24</b>
<b>Money Market Account</b>		
Account Balance	4597.62	
Interest Earned	19.31	
<b>Balance on Hand (4/3/14)</b>		<b>4616.93</b>
<b>Shares Account</b>		
Account Balance	166.91	
Interest Earned	0.52	
<b>Balance on Hand (4/3/14)</b>		<b>167.43</b>

All were in favor of accepting the treasurer's report as given.

### Public Relations

No Report

### **Scholarship**

No Report

### **Reflections**

Jamie Miller just accepted the committee chair position so she just received the books and will have them available at the upcoming meetings. Please forward her any news from the counties so she can add them to the scrapbooks.

### **Nomination**

Rhonda Gaster gave a report. Please see the attachment.

### **Professional Improvement**

No Report

### **Rules & By-Laws**

Susan Johnson gave a report. Please see attachment.

### **Secretary of the Year**

Susan Johnson gave a report. Please see attachment.

### **Awards**

No Report

### **Federation Report**

Christine Barrier, Federation Representative, gave a report. Please see attachment.

### **Board of Directors Meeting**

Kay Morton gave a report from the NCCEAPA Board of Directors meeting on February 21, 2014. Please see attachment.

### **Staff Senate**

Peggy Elliott, Staff Senate Representative, gave a report. Please see attachment.

### **TERESSA**

Christine Barrier, TERESSA-Recording Secretary, gave a report. Please see attachment.

## **UNFINISHED BUSINESS**

### **State Meeting Wrap-Up – Kay Morton & Janet Mabry**

Kay Morton and Janet Mabry gave the final report from the 2013 NCCEAPA Meeting. Please see the attachment for details.

## **NEW BUSINESS**

### **Review Officer Eligibility**

Chris passed around a spreadsheet that listed the officers that have served at District and State level. She asked if anyone needed to be added to please make those corrections.

### **New Community Service Project-Rotation Schedule**

In spring of 2013 the old rotation schedule had expired and it included 3 counties in each rotation. Since the redistricting the new counties need to be included in the rotation schedule. Chris included the rotation schedule at the end of the 2013-14 Committee Assignments attached. Chris explained what the community service project consist of for the new counties. She stated that the assigned counties for the time will come up with a community service project idea for the whole district to participate in. These projects can benefit a certain one county or each county can work within their own county, whichever the assigned counties decide. Dana Braswell made the motion to approve the rotation schedule. Susan Johnson seconded the motion. All were in favor.

### **New Ad-Hoc Committee**

Chris stated that after the professional improvement the membership had in the morning session she would like to see an Ad-Hoc Committee set up to provide orientation or help new secretaries that are hired with Extension. After much discussion and many ideas the membership discussed. Chris stated she would talk to the Administration get permission to work on this and she will bring it back to the membership at the next meeting.

### **NCCEAPA State Meeting**

This item was removed from the agenda.

Cumberland County invited the membership to the 2014 Fall NCCEAPA-SCD Meeting. Details will be forthcoming.

Half and Half drawing and Announcements were done.

Dana Braswell made motion to adjourn the business session. Susan Johnson seconded the motion. All was in favor. With no further business, President Chris Austin called the meeting adjourned.

Respectfully submitted by,

Julie Campbell  
NCCEAPA-SCD Secretary

Dear South Central District,

I am so very sorry I am unable to join you all today. I know you will have a great day of fellowship, professional development, and fun! I had an infusion (11<sup>th</sup> of 12) yesterday and am resting today.

I want to thank each of you for your patience during this phase of my life. I know I have been unable to get back to some of you as quickly as we wanted and have been out of the office quite a bit, but you have supported me through your thoughts and prayers and have shown a great deal of patience and for that I am so very thankful. You are the best group of folks a person could wish to work with.

I have a couple of things for my administrative update.

1. Administrative Professionals Statewide Survey: Dr. Mary Lou Addor is in the process of finalizing the results of the survey. We should be hearing from her very soon. Our committee (comprised of Mary Lou, county COSS, DAAs and a DED) will review the results once received and communicate those to COSS employees across the state. Planning for professional development opportunities will be based on these results. I will keep you posted on progress.
2. Centennial: Promotional items have been designated for each county center and you should be receiving these soon. The items are available for the DEDs to pick up during New and Aspiring training this week. Each DED will decide how best to get these items to the county centers. There are pens, lapel pins, magnets, banner-ups, and tent cards being distributed. I'm sure your DED will be in touch with you soon.
3. HOP: The information I have is that this year's Horn of Plenty will be held August 15, 2014, at the North Carolina Arboretum in Asheville.
4. Don't forget the state-wide NCCEAPA training, "Communication Boomerangs" being offered May 12, 2014, 1:00 – 2:30 pm, via Collaborate. Registration is through LMS under NCCEAPA. If you are unable to register through LMS please contact me and I'll be sure you name is included in the registration. The prerequisite for the class is to submit to me by April 11<sup>th</sup> (or asap) an example of a situation where you could have benefited from more effective communication skills in working within your office team or with the public. These examples will be presented anonymously. More information about the workshop can be seen on LMS or through previous emails from Chris.

Thank you for all you do for Extension and your counties. I wish you all a fun day and safe travels back to your office. Take care.

Susan



# South Central District

## *Membership Committee*

### *Report*

*April 11, 2014*

The South Central District currently has:

- 35 Active Members
- 18 TERSSA Members
- 13 Honorary Members

'Notes of Welcome' and personal phone calls, with an invitation to join with us, was extended to Jamie Allen, in Anson County; Sheena Reeves in Cumberland County; Brooke Peeler, Rowan County; and Chassidy Laws, Scotland County.

Nancy Miller, retired Support Staff from Catawba County, has graciously accepted the challenge to work with this committee in developing a program for the district retirees to be held during the business session portion of the association meetings.

The membership brochure is in the process of being revised to reflect accurate and updated information, after which it will be posted to our district webpage for easy access for distribution. (Copies of the brochure were shared with members asking for their input for update/redesign)

Christine Barrier, Chair  
Trudy McSwain  
Christine Sellers  
Dana Braswell  
Brandi Carter  
Kelly Pierce









## Purpose and Objectives

The (formerly called) Secretaries Association, transformed its self to NCCCEAPA in 2012. It was organized in 1973 to establish and maintain a structure through which members may be united in a professional development and improvement effort for the benefit of themselves and the North Carolina Cooperative Extension Service.

The objectives of this Association shall be as follows:

- First, and most important, we shall strive to always perform our duties with conscientious dignity to help make the North Carolina Cooperative Extension Service the best in the nation.
- To be recognized in our profession as professionals.
- To request State Administration to provide opportunities for professional improvement.
- To exert much effort to have County Extension Office Support staff classified under one unified system.
- To invite district and state personnel to meet with us with suggestions, information, answers to pertinent questions, et cetera, so that we will always stay abreast of the latest in Extension.
- To continue our aim to avail the general public with the many services offered by the North Carolina Cooperative Extension Service.
- To improve working relationships and communications between agents and support staff in regard to planning time and work.

You are invited to join our North Carolina Cooperative Extension Administrative Professionals Association (NCCCEAPA). We are administrative assistants, support-specialists, and office professionals (formerly known as secretaries) from every county in the state, the Cherokee Reservation, and the campuses of NCA&T University and NC State University.

As you may have learned already, Cooperative Extension is part of a nationwide system known as the Cooperative Extension Service. Established by Congress in 1914, the Cooperative Extension Service is a partnership of the United States Department of Agriculture (USDA), state land-grant colleges and universities, and county government.

You are in the South Central District and by joining the NCCCEAPA you will become a member of our district association. We meet twice yearly for professional development training and association business in different counties in our district on a rotating basis. Membership includes an invitation to the annual state meeting held in September at various locations hosted by the different districts on a rotating basis whereby training curricula about and state association business is conducted. Fellowship, camaraderie and lifetime experiences are always part of the excitement at these events.

Ask your director in advance about support and travel funds for these NC Cooperative Extension Administration approved opportunities.

Later on you may be interested in leadership positions in the various associations. In this package you will receive a copy of our South Central District Committee list and guidelines for you to review.

## Structure

The NCCCEAPA is aligned and organized into districts identical to our Cooperative Extension County Centers, and shall change accordingly as/ff our county center's district re-aligns. The NCCCEAPA Executive Board consist of the President, First Vice President, Second Vice President, Secretary, and Treasurer. The NCCCEAPA Board of Directors consist of the elected officers, immediate past president, elected district officers, and state committee chairs.

## Membership

The NCCCEAPA membership is comprised of all support staff working in county centers, the land grant universities and research stations who have partial or full Extension-funded salaries.

There are three classifications of membership: Active, Associate, and Honorary.

**ACTIVE:** Support staff currently employed in any North Carolina Cooperative Extension Center who have paid annual dues into the District and State Associations. Active members shall be entitled to vote, hold office, and participate in discussions and activities of the Association.

**ASSOCIATE:** Former active members who have retired and who have paid annual dues into the District and State Associations. Associate members shall have all privileges of active members and can hold office and vote.

**HONORARY:** Membership may be bestowed upon a member/nonmember in recognition of outstanding service to the Association. An Honorary Member shall pay no dues except where he/she is an Active Member.



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Memorial	(30.00)	
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1. X indicates check has cleared account

<b>Projected Revenue</b>			
District Membership Dues @\$30 Each	(Current Membership - 39)	1170.00	
TERSSA Membership Dues @\$10 Each		390.00	
Half & Half Raffle		100.00	
Balance in Checking Account on 10/11/12		3814.61	
<b>Total Projected Revenue for '13-'14</b>			<b>5474.61</b>
<b>Projected Expenses for budget proposes</b>			
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

Finance Committee  
 Janet Mabry  
 Christine Barrier  
 Chris Austin



Notes from conversation with telephone call to IRS on 10-11-12 reference the association EIN number.

We can retain the EIN number we just received.

I wrote a letter to IRS, ATTN: Entity, Cincinnati, OHIO 45999 to request a change in the name of the association and a change in mailing address.

The name for the current EIN number of 38-3877121 was requested to be changed from NCCESA-South Central District to the following:

NCCEAPA-South Central District

Since this moves from county to county each year we should complete FORM 8822-B and mail to the IRS Service Center – right now it is IRS, Cincinnati, OH 45999-0023. This updates the mailing address each year in case they (IRS) have to mail us information.

Prepared by:

Janet C Mabry

Treasurer 2013

NCCEAPA-South Central District

October 11, 2012

IRS  
Attn: Entity  
Cincinnati OH 45999

**REF: EIN # 38-3877121**

The above referenced EIN number is currently registered to NCCESA-South Central District. This is a professional association that is not required to register a name change with the State of North Carolina.

Effective October 12, 2012, the name is changed to the following:

**NCCEAPA-South Central District**

The correct mailing address is: 26032-E Newt Rd, Albemarle NC 28001.

**Please verify mailing address.**

You may contact me by telephone at 704-983-3987 if there is any question or if additional information is needed.

I am the current treasurer of this association.

Janet C. Mabry  
Treasurer  
NCCEAPA-South Central District

## **Nominating Committee Report 04/11/14**

The following serve on the Nominating Committee for the 2013-2014 year:

Beth Rogers, Catawba County  
Janet Mabry – Stanly County  
Pam Layfield – Anson County  
Melva Menius – Rowan County  
Rhonda Gaster, Chair. – Lee County

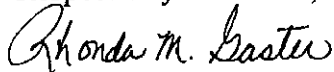
The following South Central District positions will need officers for the 2014-2015 year:  
2<sup>nd</sup> Vice President, Secretary, and Treasurer

Applications will be accepted beginning June 1, 2014 and must be received by August 1, 2014. The application can be found on the homepage of the South Central District website, which is linked off the state association website. The officers will be installed at the fall meeting by the outgoing advisory.

NOTE: Two persons from the same county may not serve in the capacity of officer.

We'd like to encourage each of you to consider serving as an officer.

Respectfully submitted,



Rhonda Gaster, Chair  
Lee County

NCCEAPA South Central District By-laws Committee Report  
April 11, 2014

Committee members: Susan Johnson, Chair  
Becky Lewis, Cabarrus  
Kay Morton, Lee  
Cathy James, Hoke  
Judy Moore, Lincoln  
Sy Quick, Mecklenburg

The state by-laws committee was tasked by President Jane McDaniel with several proposed by-law changes for review. They are as follows:

Article VII - State Executive Board

Section 4

In addition, the Association shall pay the president's travel expenses and up to per diem subsistence expenses with receipts for Association representation at required meetings.

Proposed change:

In addition, the Association shall pay the president's and the **1<sup>st</sup> vice president's** travel expenses and up to per diem subsistence expenses with receipts for Association representation at required meetings.

Reason for change:

By virtue of the office held as 1<sup>st</sup> VP – this person automatically serves on the Federation Board, making them eligible for travel reimbursements.

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Article XI – Dues

*Section 2:*

Dues shall be paid by District Treasurers by or before November 1 of each calendar year, extracted from district dues paid by members by or before October 1 of each calendar year.

Proposed change

**Annual dues are to be postmarked by District Treasurers beginning October 1 and no later than December 31 of each calendar year, for membership beginning October 1 through September 30. Membership year runs from October 1 through September 30 each year.**

Reason for change:

The change will allow additional time for the Districts/Campus chapters to collect dues for submission to the state. Some districts have experienced trouble receiving their dues in a timely manner. Non-payment of dues by the deadline voids membership rights.

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Article XI – Dues

Section 3:

Membership shall be available for those whose effective date of employment occurs after October 1, upon payment of dues.

Proposed change:

Membership shall be available for current/existing employees beginning October 1 through December 31. Membership shall be available for new employees upon payment of dues within 90 days of employment.

Reason for change:

To establish a firm deadline for payment of dues by current/existing employees and to allow for the payment of dues from new employees within an allotted window of time.

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At the February 21, 2014 Board of Directors meeting the Board approved to move forward with taking the above changes to the General Membership either by an email vote or at the state meeting in September.

**Additional changes to the by-laws:**

At the Board of Directors meeting, Nelson McCaskill provided training on Parliamentary Procedure. He suggested that we change the word "audit" to review concerning the treasurer's books, unless we had a CPA truly audit the books.

Article V - Officers and Their Duties  
Section 6

The accounts of the Treasurer shall be audited at the close of the association year by an Audit Committee, to be appointed by the President.

The accounts of the Treasurer shall be reviewed at the close of the association year by a Review Committee, to be appointed by the President.

the second place is Article X11 - Committees  
Section 2

An Auditing Committee shall be appointed to audit the accounts of the Treasurer and a report thereof given at the annual meeting, a copy of which shall be included in the Annual Report to the Association.

A Review Committee shall be appointed to review the accounts of the Treasurer and a report thereof given at the annual meeting, a copy of which shall be included in the Annual Report to the Association.

The above by-law change has been approved by the state by-laws committee to bring before the Board of Directors for approval. If approved this change will be presented to the general membership either by email vote or at the state meeting.

Respectfully submitted:

Susan Johnson, Chair

NCCEAPA South Central District  
Secretary of the Year Committee Report  
April 11, 2014

Committee members: Susan Johnson, Chair  
Becky Lewis, Cabarrus  
Myra Johnson, Moore

Call for nominations for the South Central District Secretary of the Year will go out in early May.

The NCCEAPA-South Central District *Secretary of the Year Award* is presented annually to a secretary in the district as a means of recognizing outstanding performance and contribution to the Association and Cooperative Extension. This award is presented by the North Carolina Cooperative Extension Administrative Professionals Association - South Central District.

Guidelines:

1. Nominations for the *Secretary of the Year Award* may be made by any North Carolina Cooperative Extension employee or paid association member.
2. Nominees must be members of the North Carolina Cooperative Extension Administrative Professionals Association for at least five years and must have at least five years service with North Carolina Cooperative Extension.
3. The award will be presented annually at the fall meeting of the NCCEAPA - South Central District.
4. The secretary selected as a winner will not be eligible to be nominated again for a period of ten years.
5. Nominations must be received by the senior member of the Secretary of the Year Committee by **July 1**. Nominees will be voted on by members of the district with votes going to the senior member of the Secretary of the Year Committee. She will then coordinate with committee members.
6. The winner will receive a plaque and a \$50 cash award. The award will be presented by the previous year's winner.

Guidelines and nomination forms can be found online.





North Carolina  
Federation of Cooperative  
Extension Associations

**NCCEAPA-South Central District  
Spring Meeting – Catawba County CES  
April 11, 2014**

***Federation(NCFCEA) Report***

***NCCEAPA continues to be actively involved with the Federation of Associations ...***

Cheryl Mitchell, Support Specialist from McDowell County, is the 2014 Federation President and represents NCCEAPA in the officer rotation.

President Mitchell offer comments as follows:

*'As Federation President, and representative of NCCEAPA, I was asked to serve on the Visioning Team. We had our first meeting October 16 in Raleigh. After listening sessions were held, the team met again in January to begin to disseminate the comments/suggestions. Additional meetings will be held in February, March and April. The team is still on target to have a final plan in place by May. I welcome any input from our membership.*

*I also served on the Grange awards committee, and as such helped to host the Awards Banquet at the Extension Conference held in November. Federation is now responsible for reviewing and awarding all Grange awards.*

*The 2013 Federation Forum met on December 13, 2013, at the Union County Agricultural Conference Center in Monroe. Dr. Marshall Stewart made an excellent presentation on the "G-I-F-T-S of Leadership". Dr. Joe Zublena, Dr. Tom Melton, Dr. Marshall Stewart, and Sheri Schwab of NCSU and Dr. Fletcher Barber of NC A&T gave an Administrative Update and addressed concerns of the associations. Questions and answers are on the Federation website. Administration would like any suggestions of how they can help us to do our jobs more effectively. Also,*

*they would be happy to attend association board meetings to discuss issues in the future and not just at Federation Forum.*

*Election and installation of 2014 Federation Officers were:*

*President- Cheryl Mitchell- NCCEAPA  
President Elect- Karee Mackey- NCAE4-HA  
Secretary- Nancy Keith- NCACAA  
Treasurer- Debbie Stephenson-NCAEPAAT  
Webmaster- Christine Barrier-ESP  
Parliamentarian- Trudy Pickett-NCEAFCS  
Past President- Mitzi Downing- NCACES*

*The 2013 Leadership and Service Award winner was Jane McDaniel-NCCEAPA from McDowell County. She received a certificate and \$50.'*

President Mitchell, President-Elect Karee Mackey and Dr. Joe Zublena will be meeting via *Google Hangout* on Friday, April 25<sup>th</sup> to determine a date for the Spring Board Meeting.

The Annual Meeting is traditionally held on the 2<sup>nd</sup> Friday of December and location to be determined.

Christine C. Barrier  
(Cabarrus County)  
2014 Federation Webmaster





# North Carolina Federation of Cooperative Extension Associations

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  - Duties and Responsibilities of Federation Board of Directors
- Policies and Procedures
- Sitemap

## Officers & Board of Directors

### 2014 Officers



Left to right: Mitzi Downing ~ Christine Barrier ~ Trudy Pickett ~ Debbie Stephenson  
Nancy Keith ~ Karee Mackey ~ Cheryl Mitchell

## Federation Officers and Board of Directors for 2014

President	NCCEAPA	Cheryl Mitchell	McDowell County	828-652-7874	<a href="mailto:cheryl_mitchell@ncsu.edu">cheryl_mitchell@ncsu.edu</a>
<hr/>					
President Elect	NCAE4-HA	Karee Mackey	Watauga	828-264-3061	<a href="mailto:karee_mackey@ncsu.edu">karee_mackey@ncsu.edu</a>
<hr/>					
Secretary	NCACAA	Nancy Keith	Iredell	704-878-3165	<a href="mailto:nancy_keith@ncsu.edu">nancy_keith@ncsu.edu</a>

Treasurer	NCAEPAAT	Debbie Harnett Stephenson	919-893-7530	<a href="mailto:debbie_stephenson@ncsu.edu">debbie_stephenson@ncsu.edu</a>
Webmaster	ESP, Chapter Xi	Christine Barrier	704-920-3310	<a href="mailto:christine_barrier@ncsu.edu">christine_barrier@ncsu.edu</a>
Parliamentarian	NCEAFCS	Trudy Pickett	252-527-2191	<a href="mailto:trudy_pickett@ncsu.edu">trudy_pickett@ncsu.edu</a>
Past President	NCACES	Mitzi Stumpf-Downing	NCCE 919-515-8487	<a href="mailto:mitzi_downing@ncsu.edu">mitzi_downing@ncsu.edu</a>

### Association Officers - 2014

NC Cooperative Extension Administrative Professionals Association (NCCEAPA)				
President	Jane McDaniel	McDowell County	919.652.8104	<a href="mailto:jane_mcdaniel@ncsu.edu">jane_mcdaniel@ncsu.edu</a>
1 <sup>st</sup> V. President	Sandy Kanupp	NC District Office	828.687.0570	<a href="mailto:sandy_kanupp@ncsu.edu">sandy_kanupp@ncsu.edu</a>
NC Extension Association of Family and Consumer Sciences (NCEAFCS)				
President	Molly Aexi	Montgomery County	910.576.6011	<a href="mailto:molly_alex@ncsu.edu">molly_alex@ncsu.edu</a>
President-Elect	Sherrie Peeler	Macon County	828.349.2048	<a href="mailto:sherrie_peeler@ncsu.edu">sherrie_peeler@ncsu.edu</a>
NC Association of Extension 4-H Agents (NCAE4-HA)				
President	Erin Morgan	Jones County	252.448.9621	<a href="mailto:erin_morgan@ncsu.edu">erin_morgan@ncsu.edu</a>

President-Elect	Mason Lawrence	Pasquotank County	252.338.3954	<a href="mailto:mason_lawrence@ncsu.edu">mason_lawrence@ncsu.edu</a>
<b>NC Association of Extension Program Assistants, Associates &amp; Technicians (NCAEPAAT)</b>				
President	Hazel McPhatter	Scotland County	910.277.2422	<a href="mailto:hazel_mcphatter@ncsu.edu">hazel_mcphatter@ncsu.edu</a>
President-Elect	Barbara Byers	Wayne County	919.731.1527	<a href="mailto:barbara_byers@ncsu.edu">barbara_byers@ncsu.edu</a>
<b>NC Association of Cooperative Extension Specialists (NCACES)</b>				
President	Carolyn Bird	Campus	919.513.7793	<a href="mailto:carolyn_bird@ncsu.edu">carolyn_bird@ncsu.edu</a>
President-Elect				
<b>NC Association of County Agricultural Agents (NCACAA)</b>				
President	Tyrone Fisher	Harnett County	910.893.7532	<a href="mailto:tyron_fisher@ncsu.edu">tyron_fisher@ncsu.edu</a>
President-Elect	Silas Brown	Clay County	828.389.6305	<a href="mailto:silas_brown@ncsu.edu">silas_brown@ncsu.edu</a>
<b>Epsilon Sigma Phi/Xi Chapter (ESP)</b>				
President	Mark Blevins	Brunswick County	910.253.2610	<a href="mailto:mark_blevins@ncsu.edu">mark_blevins@ncsu.edu</a>
President-Elect	Natalie Hampton	Campus	919.513.3128	<a href="mailto:natalie_hampton@ncsu.edu">natalie_hampton@ncsu.edu</a>

\*\* [Duties of Federation Officers](#)

## 2013 Officers





Debbie Stroud **Parliamentarian**, Teresa Byrd **Webmaster**, Mary Hollingsworth **Treasurer**,  
Meg Wyatt **Secretary**, Cheryl Mitchell **President Elect**, Mitzi Stumpf-Downing **President**,  
Eleanor Summers **Past President**

**'Thank You'.....** 2012 Federation Board of Directors



Subpages (1): [Duties and Responsibilities of Federation Board of Directors](#)

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North Carolina  
Federation of Cooperative  
Extension Associations

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## NCFCEA

*The North Carolina Federation of  
Cooperative Extension Associations  
is a coalition of  
the NC Association of County Agricultural Agents;  
the NC Association of Extension 4-H Agents;  
the NC Extension Association of Family & Consumer Sciences;  
the NC Association of Extension Specialist;  
the NC Cooperative Extension Administrative Professionals Association;  
the NC Association of Extension Program Assistants, Associates and  
Technicians;  
and the NC Xi Chapter - Epsilon Sigma Phi.*

*An umbrella organization of Cooperative Extension professional associations,  
the Federation was formed in 1974  
to foster professional development,  
to build consensus among member organizations,  
and to dialogue with Extension Administration.*

## 2014 Officers



Left to right: **Mitzi Downing**, Past President; **Christine Barrier**, Webmaster; **Trudy Pickett**,  
Parliamentarian; **Debbie Stephenson**, Treasurer;  
**Nancy Keith**, Secretary; **Karee Mackey**, President-Elect; **Cheryl Mitchell**, President

MARK YOUR CALENDAR:

**2014 Federation Forum**  
(date/location TBA)



 <p>NC State University A&amp;T State University <b>COOPERATIVE EXTENSION</b> Empowering People • Providing Solutions</p>	 <p><b>NCCEAPA</b> NORTH CAROLINA COOPERATIVE EXTENSION ADMINISTRATIVE PROFESSIONAL ASSOCIATION <i>Professionalism Proficiency Public Relations</i></p>
 <p>North Carolina Association of Extension 4-H Agents</p>	<p>North Carolina Association of <b>Cooperative Extension Specialists</b></p>
 <p><b>esp</b> XI Chapter</p>	 <p><b>NCAEPAA</b></p>
 <p><b>NEAFCS</b> National Extension Association of Family and Consumer Sciences</p>	 <p>NATIONAL ASSOCIATION OF COUNTY AGRICULTURAL AGENTS LAND GRANT COLLEGE <b>NCAA</b></p>

\*\* Federation Brochure - please copy and share as needed \*\*



**Professional Associations  
Affiliated with North  
Carolina Federation of  
Cooperative Extension  
Associations**

North Carolina Association of County  
Agricultural Agents  
(NCACAA)

North Carolina Extension  
Association of Family &  
Consumer Sciences  
(NCEAFCS)

North Carolina Association of  
Extension 4-H Agents  
(NCAE4-HA)

North Carolina Cooperative  
Extension Administrative  
Professionals Association  
(NCCEAPA)

North Carolina Association of  
Cooperative Extension Specialists  
(NCACES)

North Carolina Association of  
Extension Program Assistants,  
Associates & Technicians  
(NCAEPAAT)

Epsilon Sigma Phi, XI Chapter  
(ESP)

Website: <http://sites.ncsu.edu/ncfcea>



**2014 FEDERATION OFFICERS**

President, Cheryl Mitchell  
NCCEAPA, McDowell County  
828-652-7874  
[cheryl\\_mitchell@ncsu.edu](mailto:cheryl_mitchell@ncsu.edu)

President Elect, Karee Mackey  
NCAE4-HA, Watauga County  
828-264-3061  
[karee\\_mackey@ncsu.edu](mailto:karee_mackey@ncsu.edu)

Secretary, Nancy Keith  
NCACAA, Iredell County  
704-873-0507  
[nancy\\_keith@ncsu.edu](mailto:nancy_keith@ncsu.edu)

Treasurer, Debbie Stephenson  
NCAEPAAT, Harnett County  
910-893-7530  
[debbie\\_stephenson@ncsu.edu](mailto:debbie_stephenson@ncsu.edu)

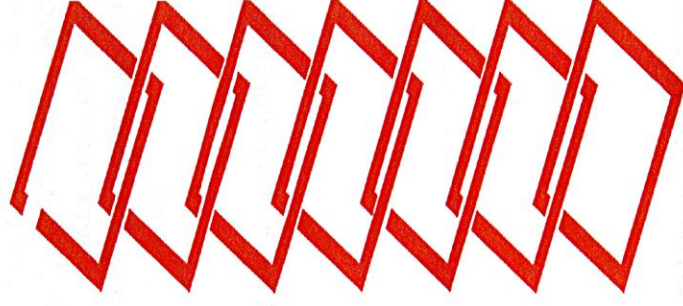
Webmaster, Christine Barrier  
ESP, Chapter XI, Cabarrus County  
704-920-3310  
[christine\\_barrier@ncsu.edu](mailto:christine_barrier@ncsu.edu)

Parliamentarian, Trudy Pickett  
NCEAFCS, Lenoir County  
252-527-2191  
[trudy\\_pickett@ncsu.edu](mailto:trudy_pickett@ncsu.edu)

Past President, Mitzi Downing  
NCACES, Campus  
919-515-8487  
[mitzi\\_downing@ncsu.edu](mailto:mitzi_downing@ncsu.edu)

NC State University and NC A&T State University commit themselves to positive action to secure equal opportunity regardless of race, color, creed, national origin, religion, sex, age or disability. In addition, both Universities welcome all persons without regard to sexual orientation.

North Carolina  
Federation of Cooperative  
Extension Associations





## Mission

### **NCFCEA**

**The North Carolina Federation of Cooperative Extension Associations unifies North Carolina Cooperative Extension and promotes professional development and communicates concerns and needs of its members.**

## Vision

- The Federation is committed to and supports the mission of North Carolina Cooperative Extension.
- The Federation is the premier organization representing the professional needs of Extension workers to Extension Administrative Council, the College of Agriculture and Life Sciences, the Land Grant University System, the University of North Carolina System and state and county governments.
- We are committed to and provide a mechanism for dialogue and communication for the Extension organization.
- We encourage and support cooperation and communication between Extension associations promoting mutual respect and an appreciation for the diversity of Extension professionals.
- The Federation is committed to and supportive of professional development for all Extension workers.
- We are a full partner promoting the North Carolina Cooperative Extension System among the people of North Carolina.

## Federation Forum

### Purpose:

Annual meeting of the members.

### Date:

Traditionally held the 2nd Friday in December.

### Location:

Site selected by the Board of Directors.

### Who should attend:

Each member of the Federation Board of Directors, President and Vice President (or President-Elect) of member Associations and 10 additional members from each Association.

### Registration Fee:

Annual endowment from NC Soybean Association makes it possible to attend the Forum without requiring a registration fee.

### Issues and Concerns:

To be solicited from Association members by the Association Presidents, submitted to the Federation President and then sent on to Administration to review and compile their responses prior to the Forum. Issues and concerns may also be voiced from the floor.

## History

The North Carolina Federation of Cooperative Extension Associations is a coalition of NC Association of County Agricultural Agents; NC Association of Extension 4-H Agents; NC Extension Association of Family & Consumer Sciences; NC Association of Extension Specialist; NC Cooperative Extension Secretaries Association; and NC Association of Extension Program Assistants, Associates & Technicians and Epsilon Sigma Phi, XI Chapter.

An umbrella organization of Cooperative Extension professional associations, the Federation was formed in 1974 to foster professional development, to build consensus among member organizations, and to dialogue with Extension Administration.

NCCEAPA Board of Directors Meeting Report  
February 21, 2014  
NCCE-Iredell County

The winter NCCEAPA Board of Directors meeting was held at the Extension Center in Iredell County on March 21, 2014. Jane McDaniels, 2013-2014 NCCEAPA President, presided over the meeting.

A parliamentary procedure workshop entitled "A Gavel Is More Than A Hammer" was conducted by Nelson McKaskill, Mecklenburg County Extension Director. Everyone learned the ins and outs of "Parly Pro" and we all participated in a Parliamentary Procedure Jeopardy type game to test our newfound knowledge! It was a great workshop and Nelson did an outstanding job trying to reform us! And reform us he did as one of our by-law changes actually came about because of this class!

As of the meeting date, the state association has a total of 194 active members, 82 Honorary members and 0 associate members.

Several By-law changes were presented and voted on. The NCCEAPA-SCD By-laws committee has details.

Possible changes are coming to the Award of Excellence program. A committee is being formed to look into the possibility of establishing a new scholarship to be funded by our association that will require the recipient to be a NCCEAPA member. One of the district winners last year was not a member, which is why the change is being discussed.

A committee is going to be established to review the Sue Mills Lighthouse Award. New NC lighthouses will be purchased since our supply of lighthouses that we had on-hand have been depleted.

Announcements were:

2014 Horn of Plenty: August 15, 2014 Location TBD  
2014 NCCEAPA State Meeting: September 18-19, 2014, Kill Devil Hills, NC  
2014 TERSSA National Meeting: October 1-2, 2014 Baton Rouge Louisiana  
Federation Forum: December 12, 2014 Location TBD

The meeting was adjourned.

Staff Senate Report  
Friday, April 11, 2014

The Staff Senate monthly meeting was held on Wednesday, **April 2, 2014**. The main topic of discussion since February has been the bylaws of the Staff Senate. We have been working on making changes to the bylaws and the new changes are under review by the committee which will be voted on in the near future. After everything has been voted on they will be submitted to the Chancellor for approval.

During the mean time the South Central District has a vacancy for an Alternate Senator. I will be sending out an open invitation in the near future for the alternate vacancy. There was discussion at the **March 5, 2014** meeting about changes in the bylaws of the Alternate Senators duties. It was suggested that Alternates are not required, but encouraged to attend meetings. After discussion, it was decided that "alternates shall attend meetings" would be the final verbiage. Also, alternates may serve on committees (not mandatory) but cannot be officers of those committees. There was also discussion about **what "perform their duties with integrity and professionalism"** meant. Is there a code of ethics? This will be further explained in the procedure manual.

At the Staff Senate **February 5, 2014** meeting Ryan Hancock, Chair of the Staff Senate discussed a meeting that he chaired and attended with UNC Staff Assembly's Human Resources, Benefits, and Diversity Committee (HRDB) to discuss creating a resolution for a salary increase. The Committee will wait until the State Office of Human Resources releases its annual Compensation and Benefits Report so that metrics may be included to support the resolution.

At the **January 8, 2014** meeting Peggy Elliott gave a Highlight of the Cumberland County Extension office and Upcoming Changes in Extension as well as the Strategic Visioning Initiative. I shared pertinent websites of the Extension (exam: [Learn.Extension.org](http://Learn.Extension.org)) Encouraged them to share and utilize the Extension website. Also, I shared with the Staff Senate the current events, upcoming programs and workshops, etc. at the Cumberland County office. I shared with the Staff Senators our associations that we are involved in as a Cooperative Extension Administrative Professional. I also encouraged the Staff Senators in charge of Lunch and Learn workshops to offer more classes via webinar for constituents off campus. Maybe record the sessions that are held on campus and make them available in webinar.

In closing, I have received an updated listserve as of April 2014 from the Staff Senate Chair office. If you have not been receiving information from Staff Senate please let Peggy Elliott know so that she can add you to the listserv.

Respectfully Submitted by Peggy Elliott, Senator, South Central District 19e  
(Peggy absent from meeting today)





**The Extension & Research Support Staff Association**  
NCCEAPA – South Central District Spring Meeting  
Catawba County CES  
Newton, NC  
Friday, April 11, 2014

TERSSA (The Extension & Research Support Staff Association) membership presently stands at 159 members.

Membership to-date for the 6 states represented is as follows:

Alabama	6
Kentucky	15
Louisiana	5
Mississippi	52
North Carolina	57
Ohio	24

President Danielle Donahue Bayham, Assistant to the Director of Extension at the LSU Ag Center in Baton Rouge, LA., shares the following message:

*'Thanks so much to Past President Debby King's leadership, TERSSA had an awesome 5th year! The Annual Meeting in September brought us together in the beautiful city of Concord, North Carolina – the home of NASCAR. Debby's Pit Crew was fabulous from the start to the finish in hosting a trophy winning conference! Ladies, your efforts were greatly appreciated by all of us in attendance. You have definitely raised the bar for us in Louisiana for 2014.*

*Please mark your calendars for October 1st through October 3rd to join us in Baton Rouge for the 2014 Annual Meeting. The theme we have selected is **"Coming together is a beginning, staying together is progress, and working***

## 2013 NCCEAPA State Meeting Wrap-up Report

The 2014 NCCEAPA/TERSSA joint State and National Conference "Revving Up For Success" is but a memory now...but what a great memory it is! Congratulations to each of you...the pit crew...on a job well done!!! It takes **teamwork** to pull off a successful conference as large as this one was and we did it. From the time we realized that time had flown and it was our turn again to host, to stepping up to the plate when we were asked to add TERSSA into the mix, to dealing with the high cost of what registration for a conference like this was going to be, we persevered and pulled out all the stops.

There were a total of 147 attendees (no duplications) from 6 states including AL, KY, LA, OH, MS, & NC. The venue was GREAT, the company was FINE, and the food was DELICIOUS.

We were able to operate the conference in the black, thanks to Janet and her financial expertise. This was even after giving back around \$500 in refunds for some folks that couldn't make it for one reason or another. Janet will quickly give you a detailed breakdown of the finances.

We received 74 completed evaluations and here are some highlights: 68% rated the overall conference as EXCELLENT and 31% rated it as good for a total of 99% above average! 69% thought the location was EXCELLENT and 20% rated it as good for a total of 89% above average. 65% rated the online registration process as EXCELLENT and 31% rated it as good for a total of 96% above average. 47% rated combining the conferences as Excellent, 34% rated it as good for a total of 81% above average. 37% rated tours as excellent with 32% rating tours as good for a total of 69% rating them above average and 22% rating them average. (We didn't have too much control over that!) 41% rated the presentations excellent and 53% rated them good with a total of 94% above average.

Janet and Lisa have put the financial information and evaluations spreadsheet on Google Docs for everyone to look at if you would like. Some comments from the evaluations are:

- "I liked getting to meet some of the people I talk with over the phone and correspond with via e-mail."
- "Loved the incubator farm tour."
- "I enjoyed sharing work related experiences and getting to know Extension employees from other states."
- "Found the Parliamentary Procedures workshop to be very enlightening. Certainly will be able to use what I learned."
- "What I liked the least was the fact that EVERYONE didn't get a doorprize at the end of the meeting. Let's be honest, we all look forward to the doorprizes the host district gives out at the very end. Not everyone got a gift and yes it can put a damper on the end of a great and successful state meeting."
- "Conference was very relaxing. Hosting District was very friendly, and helpful."
- "I liked seeing that administration is so supportive for the North Carolina group."
- "I liked that it was a joint conference with TERSSA...made me want to join and I am now a member."
- "I enjoyed ALL of it! You ladies did an outstanding job! Gonna be hard to follow you!"

And the checkered flag goes to...

**South Central District!!!!**

Respectfully submitted by: Kay Morton, Susan Johnson, Kim Gibson, Janet Mabry and Christine Barrier.

April 11, 2014



Final Financial Report  
NCCEAPA-South Central District, Host  
2013 State Conference  
Embassy Suites, Concord

When you can say that you ended up in the black at the end of a state conference, it is considered “a job well done” by the district association members, and in 2013 we did just that!

Our total fund raising activities resulted in \$12,243.25 – which is fantastic. Registrations for the meeting came to a total of \$15,470.

Of course our largest expense was for the venue for the meeting. We fell short of our Anticipated Room Night Revenue by \$5,932; which we negotiated with Embassy Suites for 50% discount which means they took a loss and we had to pay \$2,966 extra because we did not meet the Anticipated Night Revenue. However, the good thing is that we went over on the food and beverage revenue by about \$7,000 resulting in our final payment to Embassy Suites in the amount of \$20,173.29. This was our largest expense for the conference.

Dr. Wanda Sykes did not charge us for the seminar she presented. I provided her a letter for tax purposes stating that she had donated her time valued at \$250.

Refunds were given to several counties and NC A&T for overpayment of registration. Several people had to cancel their attendance and we did refund their registration.

At the end of 2013 we had \$943.90 more than we started with.....

If there are other questions or concerns about the financial report please let me know.

Submitted by:

Janet C Mabry, Treasurer, 2013  
South Central District

<b>Account: NCCEAPA - SC District - New Account</b>		
<b>Old Account Closed due to name change - opened new account 10-11-12</b>		<b>\$3,814.61</b>
<b>INCOME</b>		
Deposits	3.26	
Association Dues	1200.00	
April 5, 2013 District Mtg Registrations	444.00	
State Meeting Donations	8174.00	
State Meeting Registrations	15470.00	
Half & Half Proceeds	121.00	
Candle Sale Fund Raising	363.00	
T-Shirt Sales	1643.25	
Chain Saw Raffle Receipts & Necklace Raffle	1942.00	
Interest - Nov 2012 -Oct 15, 2013	26.95	\$ 29,387.46
<b>Total Income</b>		<b>\$ 33,202.07</b>
<b>DISBURSEMENTS</b>		
New Account Checks	(6.00)	
NCCEAPA - Paid State Association Dues	(740.00)	
NCCEAPA - Paid State Association Dues	(20.00)	
NCCEAPA - Paid State Association Dues	(40.00)	
Standard Office Equipment - Self Inking Stamp & Receipt Book	(32.67)	
Embassy Suites for April 5 Meeting	(567.86)	
Lisa Forrest - Candles	(203.25)	
JDS Advertising - Shirts	(1522.31)	
McDowell County Ext - Refund for double payment of registration	(200.00)	
Laura Hamilton - 1/2 of speaker fee	(400.00)	
JEB Designs - APOY Plaque	(38.52)	
Alexander County - Host County-District Meeting	(100.00)	
Christine Barrier - officer/committee recognition	(19.49)	
Becky Lewis (SOY)	(50.00)	
Union County - President's Gift Card	(40.00)	
Susan Johnson - Reimbursement for Door Prizes	(31.68)	
Office Depot	(106.73)	
NC Farm Bureau - Insurance Binder	(391.25)	
Cash - for State Meeting Incidentals	(50.00)	
Peggy Elliott - Reimbursement for Door Prizes	(41.37)	
Laura Hamilton - Balance of speaker fee	(400.00)	
Dexter Gibson - Pens for speakers	(100.00)	
Sweet Bites - Cake Pops	(90.00)	
Vibrant Coaching - Nicole Greer	(545.18)	
Branders Com. Inc - Bags & Blankets	(1953.60)	
NC A & T State University - Refund for overpayment of reg. fee	(20.00)	
Embassy Suites - Certified Check	(20173.29)	
Becky Lewis - Hostess recognition	(23.36)	
Gibson - two extra pens	(25.00)	
Refunds paid	(500.00)	
Service Fees (Nov. 2012-October 10, 2013)	(12.00)	
<b>TOTAL Disbursements (Nov 2012 - August 6 , 2013)</b>		<b>(\$28,443.56)</b>
<b>Balance on hand October 10, 2013 (checkbook &amp; Bank Statement)</b>		<b>\$4,758.51</b>
<b>NCCEAPA - SC DISTRICT MONEY MARKET ACCOUNT</b>		
<b>NEW ACCOUNT DUE TO NAME CHANGE</b>		
Opening Account Balance		4562.57
Interest Earned Nov 2012-October 10, 2013	\$ 35.05	
Current Balance		<b>\$ 4,597.62</b>
<b>NCCEAPA-SC DISTRICT SHARES ACCOUNT</b>		
<b>NEW ACCOUNT DUE TO NAME CHANGE</b>		
Opening Account Balance		\$ 165.66
Interest Earned Nov 2012-October 10, 2013	1.25	
Current Balance		<b>166.91</b>
Report prepared by Janet C Mabry, Treasurer (2103)		

Cell: B4

**Comment:** JCMabry:

There is 3.26 different in the bottom line and the bank/checkbook balance. I can't find it. It's in the revenue somewhere, but unable to discover where the error occurred.

Responses to Questions on State Meeting Evaluation

What did you learn	What did you like most about the conference	What did you like least about the conference	Additional recommendations or comments?
	Banquet speaker, Laura Hamilton.	Combined NCCCEAPA / TERRSSA conference.	
I learned a lot on You Tube and Extension. The programs were excellent.	The seminars. The banquet is always wonderful.	Cost.	
How to reask a question or "maybe I didn't understand you clearly" Learning the traits I have and what they mean to help me.	The "SHINE" workshop. Wish we had more time.	The You Tube Video presentation.	
The You Tube workshop will help out with promoting our office and what we do. idea you could do so much in Google!	The location of the conference and the way the conference was laid out was excellent.		with Extension. I loved it. Everyone did a wonderful job working and putting this in order. I don't think it could have
Exploring Extension training section was also very informative. I can see where it would be	Getting to meet some of the people I talk with over the phone and correspond to via e-mail.	well as the business meeting on Friday morning. I would suggest 1/2 the meeting up with either a 30 minute break or at least a 20	
The Robert's Rules of Orders will come in very handy for different campus organizations.	The presentation by Dr. Wanda Sykes and the presentation by Nicole Greer.	The You Tube presentation.	
How to eat healthy Basic information about Google Appreciating what others say even when I would express it differently	Location, camaraderie and breakfast	No social time	
	the hotel was beautiful, really enjoyed the breakfast and drinks/snacks included LOVED the incubator farm tour!		would have liked a healthy snack choice between workshops

Responses to Questions on State Meeting Evaluation

What did you learn	What did you like most about the conference	What did you like least about the conference	Additional recommendations or comments?
<p>teamwork. I need to increase my knowledge of Google apps!!!! I'm not afraid of Parliamentary Procedure</p>	<p>combination with national association.</p>		<p>planned. The SCD did an outstanding job pulling this first-even combo conference together! Kudos to everyone</p>
<p>It was wonderful networking. I learned a few pointers for You Tub</p>	<p>Meeting people from across the state.</p>		
<p>Goggle+, reading food labels</p>	<p>The people, I always enjoy interacting with others and comparing what/why/how they do things around the office. Additionally the hotel accommodations were excellent - rooms, food, staff, etc.</p>	<p>no wi-fi in room unless you paid \$9.95 for 24 hours</p>	<p>Thanks for putting together a great conference! you worked hard and it really showed from start to finish. Thanks again.</p>
<p>Are we speaking the same language work shop gave me things to take back to the office to share with the staff, and for me to better understand why I am a P.</p>	<p>The work shops and the fellowship with my co-workers from other counties.</p>	<p>Everything was good</p>	
<p>Love the Nicole Greer presentation. I had never heard of the the elements she used for personality traits.</p>	<p>Being able to network with other states.</p>	<p>I found the sessions to be a little long.</p>	
<p>I really enjoyed learning about the Incubator Farm and shared what I learned with my CED. (and other Extension offices)</p>	<p>The location was awesome.</p>		
<p>Enjoyed "Live Well, Work Well, Play Well" and "Shine" workshop was wonderful and I will take away many of her suggestions on the different types of people we have to work with every day and try to improve my interactions.</p>	<p>Great hotel and wonderful food made the work-related part much more enjoyable hotel. The workshops were informative and timely. The schedule was well laid out. Everyone was very helpful and I had no problems during my entire time. The food at the lunch and banquet were excellent!</p>	<p>no dislikes</p>	<p>Great job with planning and preparations!</p>

Responses to Questions on State Meeting Evaluation

What did you learn	What did you like most about the conference	What did you like least about the conference	Additional recommendations or comments?
parliamentary procedure class was good, will help in running meetings.	Hotel was nice and enjoyed the social time before dinner, the best time to talk and learn from each other.	The You tube class was taught at a very low level and was not helpful	
Personality/Communicating (Dr. Sykes' workshop) Google+	The chance to interact with co-workers on a face-to-face basis	The higher cost to attend (hotel rooms were a little expensive, as well as registration cost.	Loved the room temperatures! Most rooms are too hot, but these were just right!
the parliamentary procedures, google +, communication styles and Extension were excellent that I attended. I heard the incubator farm tours were excellent.	convenience to many activities after conference, great lodgings; great support and attendance from NC university administration; everything seemed to run smoothly	lack of a historical tour for the area	tours; cookies ran out before everyone was served, maybe have someone staff the refreshment station to
contribution and/or potential contribution to our organization. To pursue my own goals and not be easily discouraged by what others might say.	Excellent presenters for your sessions and banquet speaker! Enjoyed the tour, local Ag Agent gave us a little history of the area and pointed out items of interest along the drive.	have liked lunch or possibly breakfast on Wednesday and then just the banquet dinner on Thursday. But that is being nit	guests - consider providing transportation to and fro from the airport. It is a great courtesy networking opportunity & you
getting to know Extension employees from other states. I learned that Extension is respected throughout the South. I learned that a career in Extension is an admirable	the North Carolina group. I enjoyed hearing one speaker talk about childhood experiences with a mother who was a member of the support staff for Extension.	have made presentation better by giving examples of videos and teaching in a more hand-on approach,	could have been better publicized and a larger effort could have been made by the entire group to support the
I learned a lot from my peers this conference. Whereas the speaker were great, I must say most of my learning, this conference came from my peers.	The collaboration with my peers and sharing ideals and thoughts. Just the entire process was priceless for me.	and tours because of my role this year. But no worries I believe I will get another opportunity to attend a workshop I really wanted	All was great!! No real complaints from me.
Usefulness of using You Tube for marketing and demonstrations.	Everything	Nothing	
Found the Parliamentary Procedures workshop to be very enlightening. Certainly will be able to use what I learned.	The opportunity to interact with other administrative professionals.	since I didn't find anything I didn't like. Honestly, I dreaded the thought of having my work pile up but the conference made it	Hotel was an excellent location but I found the temperature in the meeting rooms to be a little on the frigid side.
The Robert's Rules or Order class was very well presented.	The fellowship with the other SPA/COSS employees, as we only get to see most of them once a year!	N/A	



Responses to Questions on State Meeting Evaluation

What did you learn	What did you like most about the conference	What did you like least about the conference	Additional recommendations or comments?
<p>how Extension works in other states is invaluable. I really enjoyed the Parliamentary procedure session - setting aside social time was a great concept that we don't always</p>	<p>The seminars, the organization of the conference seemed like a well oiled wheel, and the hotel staff was awesome!</p>	<p>I enjoyed ALL of it! You ladies did an outstanding job! Gonna be hard to follow you!</p>	<p>Thanks for all your hard work and making it so enjoyable. I don't think you could improve a thing!</p>
<p>Parliamentary Procedure! Making videos how to Proper way to market Extension</p>	<p>The people of TERSSA - wonderful folks. So uplifting. This is my 2nd TERSSA Conference and I look forward to 2014.</p>	<p>not used to that in my diet. They were awesomely decadent. There really was nothing that I disliked about the conference.</p>	<p>Kudos to the TERSSA planning committee. Wonderful job.</p>
<p>Parliamentary Procedure! Making videos how to Proper way to market Extension</p>	<p>convenience of everything being in one location</p>	<p>Nothing, meals were great, speakers were good, location was Fantastici!</p>	
<p>I learned more information regarding the eXension Learn and plan on using it. Also, learned some tips on better communication with co-workers.</p>	<p>We don't have a chance to get together with other counties much less other states - I like getting to know everyone.</p>	<p>Conference, we should have been able to offer something fun in the way of a tour. Charlotte has so much to offer and we</p>	
<p>All information in teh Google presentation/session was quite informative and will definitely help me in my work.</p>	<p>Location, overall atmosphere, length of the sessions, the selection/topic of professional development sessions and the luncheon program/speaker.</p>	<p>fact that EVERYONE didn't get a doorprize and the end of the meeting. Let's be honest, we all look forward to the doorprizes the</p>	
<p>Video tips in the youtube session and lots of details about parliamentary procedure</p>	<p>The workshops being held at the hotel so there was no need to travel back and forth. The hospitality from the host state was great! The hotel amenities were also convenient.</p>	<p>The speaker in the Youtube session could have been a little more livelier. Maybe he could use video examples next time.</p>	
<p>From the live well workshop, I will implement some of the fitness/healthy eating regimens to improve my overall health which my improve my production and state of mind at work.</p>	<p>as well as those from other states. I really enjoyed the interaction and the fellowship. I also enjoyed seeing upper administration members such as Dr. Zuhlerna, Dr. Barber, Clinton McRae, and others in a</p>	<p>workshops (Youtube here we come!) could have been more hands-on instead of lecture. However, I really enjoyed how</p>	<p>encompass professional improvement but or different and out of box. There is more information out there for us to</p>

Responses to Questions on State Meeting Evaluation

What did you learn	What did you like most about the conference	What did you like least about the conference	Additional recommendations or comments?
Robert's rules of order was outstanding .... I learned so much...	joint conference with TERSSA...made me want to join and I am now a member...	Nothing...everything was wonderful!	outstanding hosting 2 associations at once...they are to be commended for a wonderful job...food was
Good tips on making a video (YouTube) Good discussion about the Google+	Seeing how another state operates their conference and meeting some very nice people.	nothing comes to mind	ample time allowed for each breakout and time between sessions so you were not rushing from one to another.
about keeping you past behind you, and go forward.	the workshops	the traffic	in all had a great time
direction for educational and work related goals. There is a vast wealth of knowledge and experience obtained through connections with the various Administrative professionals, and	The entire conference was great from start to finish, the staff, the ambiance, the food, location, guest speakers, association, etc. Just amazing!!!!	nothing	None at present
helpful and informative. I will be able to use many of the things in my workplace that was presented.	I thought the conference overall was fantastic. The venue was perfect, hospitality was heart-warming and the weather couldn't have been any better for Louisianians, coming from upper 90's each day.		
from the Google Plus class that I believe will benefit our office.	Great workshops and fellowship and the location was great.	n/a	
Really enjoyed the Live Well Work Well Play			
Learning more about the GOOGLE+ program. Will help in marketing and correspondence.	Guest Speaker during the banquet.		GREAT MEETING

Responses to Questions on State Meeting Evaluation

What did you learn	What did you like most about the conference	What did you like least about the conference	Additional recommendations or comments?
<p>"What is possible make it probable"</p>	<p>Very nice venue and good choice of professional development sessions. Food was wonderful!</p>	<p>No negatives</p>	<p>I'm not sure about combining the meetings. Some members seemed not to like the idea at all.</p>
<p>not have to determine our reactions. We can choose how to respond to difficult circumstances and people. Strength building at the office on your break.</p>	<p>from. Liked the different time options of professional development. Host District very helpful.</p>	<p>Thought very well planned, really enjoyed. Time constraints. I wanted to attend other classes as well but could only pick two.</p>	<p>length of the banquet — knowing that probably not longer than previous banquets. If any way possible, maybe start out. I enjoyed myself!</p>
<p>In my class with Adrian Gaskins and Rhonda Conlon, I learned more about extension, which I think will help in my position.</p>	<p>I think this was by far one of the best conferences that I have attended. I loved the class sessions and the banquet speaker. I absolutely loved the hotel we stayed in.</p>	<p>Conference was very relaxing. Hosting District was very friendly, and helpful. Enjoyed our stay and social time.</p>	
<p>Classes taken were very helpful. Nutrition suggestions have helped.</p>			
<p>Good Location, Learned about myself (Myers Briggs Test)</p>	<p>Fellowship</p>	<p>Tours and workshops were held during the board meetings</p>	

Responses to Questions on State Meeting Evaluation

What did you learn	What did you like most about the conference	What did you like least about the conference	Additional recommendations or comments?
yes	Great Location	no free time	You guys did a great job.
	Accommodations were great!	Combination of us and Tessa.	
I really enjoyed the speaker Nicole Greer, and her insight in how to live a more vibrant life.	The hotel was beautiful and the food was excellent! The lady that spoke at the banquet was hilarious and I loved hearing her speak.	To be such a nice hotel, it was a shame that they charged an extra fee to have Wi-Fi in the room.	
I learned more about Google+ and will share that information with my co-workers.	Meeting and talking with other Extension Administrative Professionals. Laura Hamilton was a great speaker!	Cold temperatures in the meeting rooms. Would like to have had more tour options.	
	Networking	The cost of the hotel was very high and the fact we did not have internet access was not good.	I rated the tours as average however, I did not go on one. You need to add a not applicable option as an answer.
Communicating and we have to make choices and except some changes and there is a way around some of the changes.	The varies types of workshops, the hotel with the breakfast, the suites.	Needed to have at least one other type of tour.	Overall it was one of the best conferences that I have attended and I have attended a lot of them.
looking at Learn and Ask an Expert. I can't wait to utilize the Public Site, People and about more often. The etiquette to use with Ask an Expert.	banquet. A lot of the things she shared stuck with me and I am still reflecting. I really enjoyed both meetings, all of the workshops,	Could have had some soft music playing during the Banquet dinner. Some nice jazz or classical etc	Can't think of anything at the moment.
Parliamentary rules will be very helpful Learning about different personality types in the office	educational programs	Friday a.m. business meeting	
	The networking was great!	The food	

Responses to Questions on State Meeting Evaluation

What did you learn	What did you like most about the conference	What did you like least about the conference	Additional recommendations or comments?
I understand now why there is sometimes a motion, sometimes a table, etc!!	The location and the service was great!	Combining the meetings.	Please don't combine TERSSA and NCCCEAPA
information that we will implement here in our office. The Google Plus and the YouTube presentations both were really insightful.	The Lomax Farm	conferences. For the NC members, I am sure it worked well but for the out-of-state members, it was a bit confusing. and/or officers during meetings Duplicate info Lack of respect at times (when a member share his/her thoughts,	I only attended the awards banquet and business meeting. Overall, the conference went well and it was obvious that lots of work went into it.
	Sessions	N/A	beginning - there should have been a choice of N/A... Some of the questions did not apply - and there was no place to
	Facility, location,		
	SHINE and the speaker at the banquet		
Learned more regarding Google+ to use in office as well as possibly association	Convenience	No Internet in room without additional cost	
To learn to try and look at others personalities before making judgement or speaking	location, hotel		

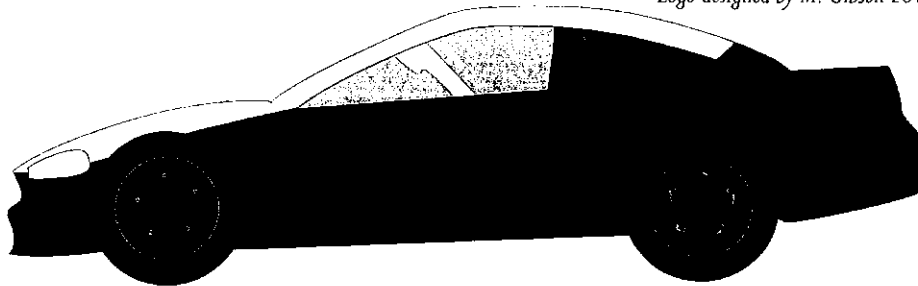


Responses to Questions on State Meeting Evaluation

<b>What did you learn</b>	<b>What did you like most about the conference</b>	<b>What did you like least about the conference</b>	<b>Additional recommendations or comments?</b>
Information regarding YouTube	The facility, food and Keynote Speaker during banquet		

# REVVING UP FOR SUCCESS

*Logo designed by M. Gibson 2013*



**September 25-27, 2013**

**Embassy Suites Hotel  
5400 John Q. Hammons Drive, NW  
Concord, NC 28027**

*Hosted by NCCEAPA-South Central District*

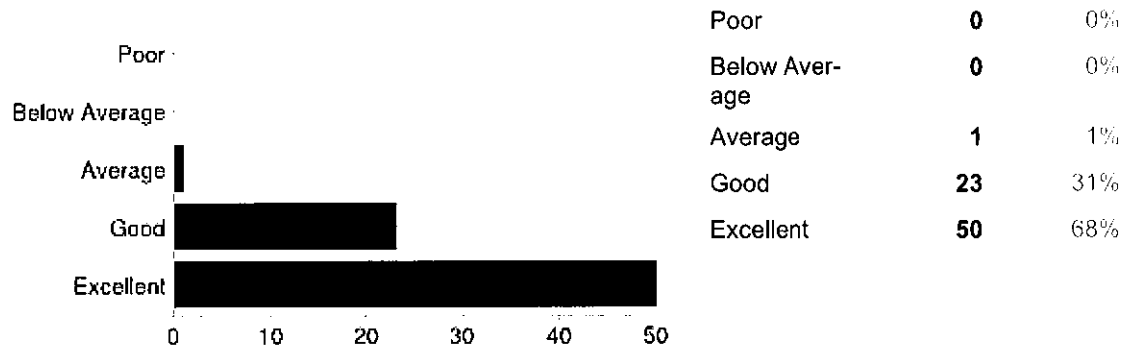
## **Evaluation Information**

October 18, 2013

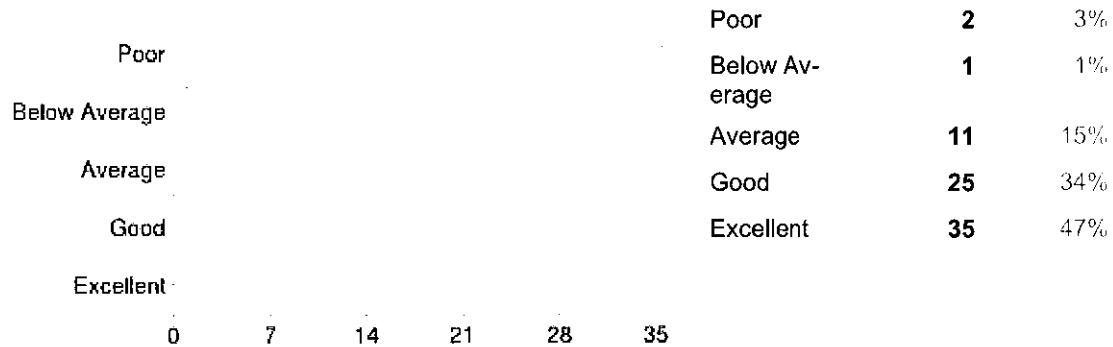
The on-line evaluation has been closed at this point (10-18-2013). We have probably received all evaluations that we are going to receive. A summary of the information is contained in this document.

How do you rate the following:

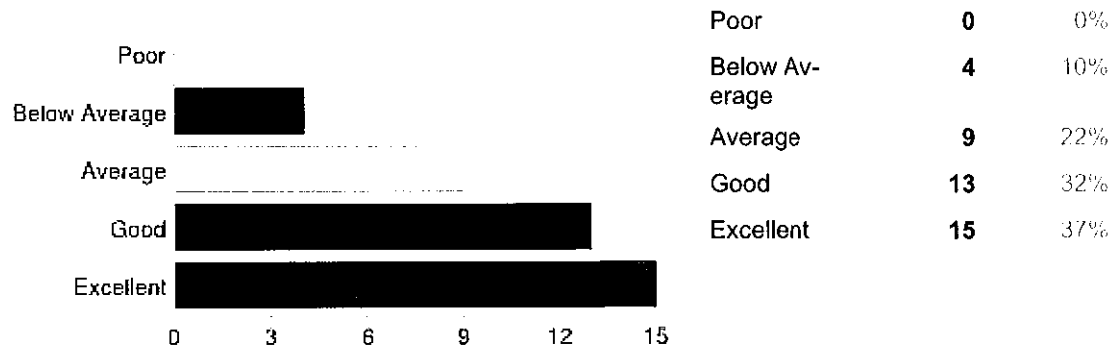
### Overall Conference



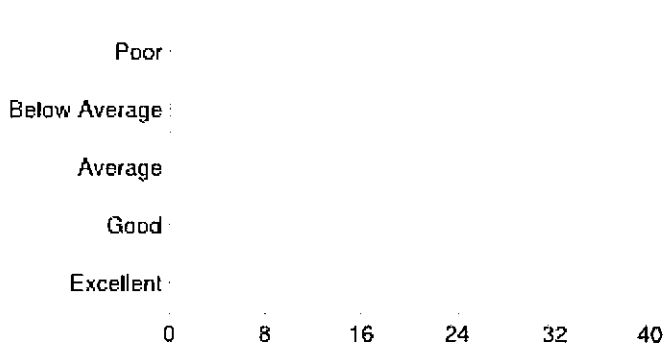
### Combining both State and National Conferences Together



### Tours

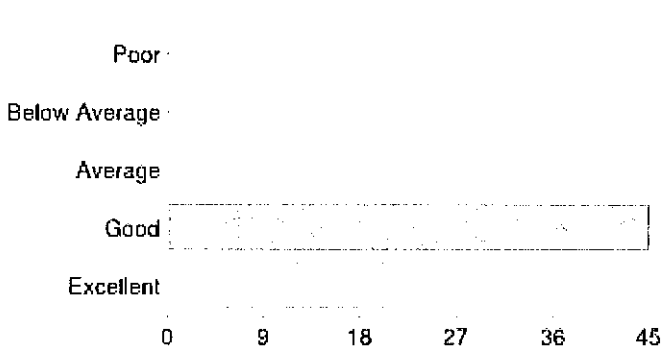


### Presentations



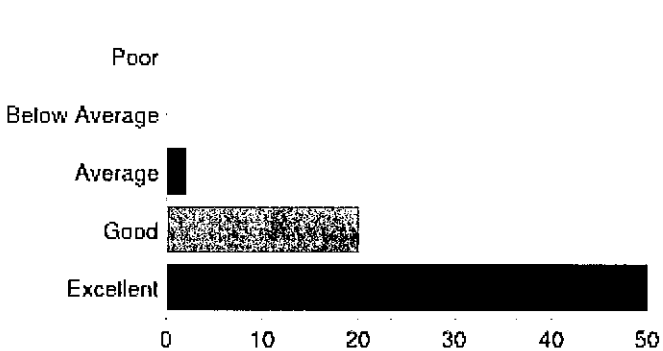
Poor	0	0%
Below Average	0	0%
Average	4	5%
Good	39	53%
Excellent	30	41%

### Presentation Length



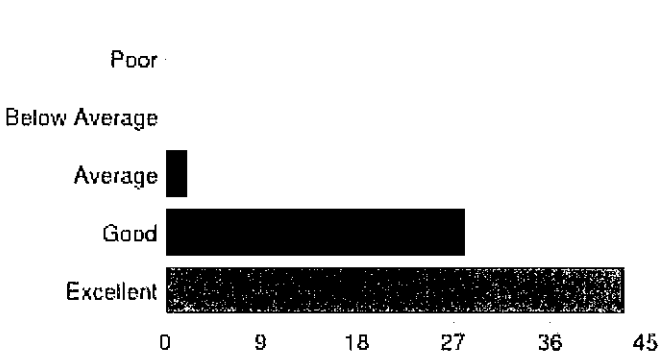
Poor	0	0%
Below Average	0	0%
Average	5	7%
Good	45	63%
Excellent	22	31%

### Location



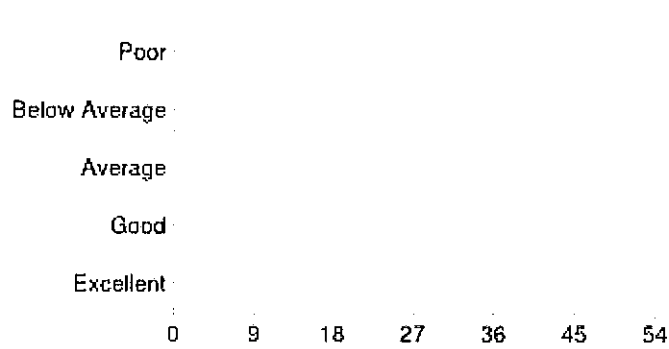
Poor	0	0%
Below Average	0	0%
Average	2	3%
Good	20	28%
Excellent	50	69%

### Conference Length



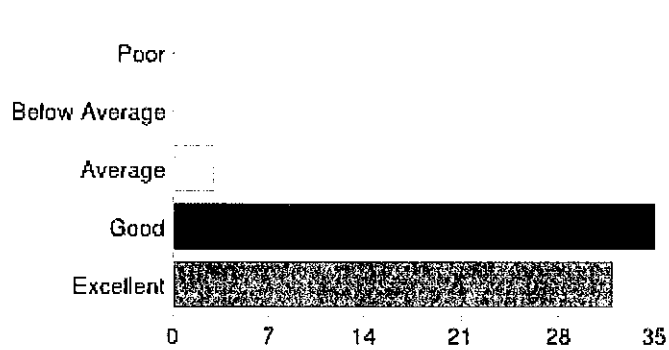
Poor	0	0%
Below Average	0	0%
Average	2	3%
Good	28	38%
Excellent	43	59%

**On Line Registration Process**



Poor	<b>0</b>	0%
Below Average	<b>0</b>	0%
Average	<b>3</b>	4%
Good	<b>22</b>	31%
Excellent	<b>46</b>	65%

**Lessons learned that I will use**



Poor	<b>0</b>	0%
Below Average	<b>0</b>	0%
Average	<b>3</b>	4%
Good	<b>35</b>	50%
Excellent	<b>32</b>	46%

**The responses received to the questions:**

- What did you learn?**
- What did you like most?**
- What did you like least?**
- Additional Comments**

**Are in the attached Excel Spreadsheet.**



2013-14 Committee Assignments  
Southcentral District  
NCCEAPA  
Updated April 8, 2014

FINANCE

Lisa Forrest/Stanly – Chair  
Cyndy Gustashaw/Gaston  
Leeann Crump/Richmond  
Debbie Humphrey/Hoke  
Joyce Dorsey/Lincoln

PROFESSIONAL IMPROVEMENT

Myra Johnson/Moore - Chair  
Sheena Reeves/Cumberland  
Ingrid Richardson/Harnett  
Katie Hiott/Iredell  
Brenda Street/Iredell

MEMBERSHIP

Christine Barrier/Cabarrus – Chair  
Trudy McSwain/Catawba  
Christine Sellers/Gaston  
Dana Braswell/Union  
Brandi Carter/Montgomery  
Kelly Pierce/Iredell

PUBLIC RELATIONS

Sue Bugg/Gaston - Chair  
Jane Duncan/Iredell  
Julie Campbell/Alexander  
Kim Gibson/Montgomery  
Carol Capel/Richmond

NOMINATING

Rhonda Gaster/Lee – Chair  
Beth Rogers/Catawba  
Janet Mabry/Stanly  
Pam Layfield/Anson  
Melva Menius/Rowan

REFLECTIONS

Jamie Miller/Alexander - Chair  
Peggy Elliott/Cumberland  
Angie Priest/Moore  
Amanda Taylor/Scotland  
Sharon Williams/Harnett

RULES & BYLAWS

Susan Johnson/Cumberland – Chair  
Becky Lewis/Cabarrus  
Kay Morton/Lee  
Cathy James/Hoke  
Judy Moore/Lincoln  
Sy Quick/Mecklenburg

SCHOLARSHIP *(Professional Improvement)*

Myra Johnson/Moore - Chair  
Sheena Reeves/Cumberland  
Ingrid Richardson/Harnett  
Katie Hiott/Iredell  
Brenda Street/Lincoln

SECRETARY OF THE YEAR

Susan Johnson/Cumberland - Chair  
Becky Lewis/Cabarrus  
Myra Johnson/Moore

AWARDS

Becky Lewis/Cabarrus - Chair  
Carol Capel/Richmond  
Janet Mabry/Stanly

COMMUNITY PROJECT *(to be voted on)*

2013-2014 Alexander, Catawba, Iredell  
2014-2015 Lincoln, Gaston, Rowan  
2015-2016 Cabarrus, Mecklenburg, Montgomery, Stanly  
2016-2017 Anson, Richmond, Union  
2017-2018 Hoke, Moore, Scotland  
2018-2019 Cumberland, Harnett, Lee

WEBMASTER - Leeann Crump