



**NCCEAPA South Central District
Spring Meeting Minutes
April 17, 2015
Schiele Museum
Gaston County**

Pam Layfield welcomed everyone to Gaston County. From 9:30am-10:00am Registration & Hospitality were provided. Pam Layfield called the meeting to order at 10:00am.

Mr. Earl Mathers, Gaston County Manager along with David Fogarty, Gaston County CED welcomed everyone to Gaston County.

Melva Menius led us in the Pledge of Allegiance. Following the Pledge of Allegiance, Lisa Forrest shared the Thought for the Day.

We then took a self-guided tour of the Schiele Museum. The tour was very enjoyable, interesting and beautiful.

Susan Graham extended Greetings from the South Central District. There were no new updates to share. Susan shared a heartfelt thank you for the relationships she's built during her tenure with Extension and said upon her retirement on July 1, 2015. She will be greatly missed.

INVOCATION AND LUNCH

Kay Morton led the group in invocation and we enjoyed a catered lunch.

Carol Capel-Baldwin shared an inspirational musical selection entitled "We Can" by LeAnn Rimes.

BUSINESS SECTION

Pam Layfield started the Business Session with Carol Capel-Baldwin, Secretary giving the roll call.

South Central District – NCCEAPA-Roll Call

COUNTY	ACTIVE MEMBERS PRESENT	RETIREEES PRESENT
Alexander	2	
Anson	1	
Cabarrus	2	
Catawba	1	
Cumberland	1	
Gaston	3	
Harnett	2	
Hoke	2	
Iredell	2	
Lee	2	
Lincoln	2	
Mecklenburg	0	
Montgomery	1	
Moore	0	
Richmond	0	
Rowan	1	
Scotland	1	
Stanly	2	
Union	2	
District Secretary	1	
Total	28	

MINUTES

Minutes from our last meeting August 22, 2014 in Cumberland County were available via the web. Pam Layfield made the motion to accept the minutes as posted. And the motion passed unanimously

TREASURER'S REPORT

Cathy James presented the treasurer's report and proposed budget. Christine Barrier made the motion to accept and Janet Mabry seconded the motion.

NCCEAPA – SC District Financial Report

Spring Meeting

Balance as of July 18, 2014			4997.60
Income			
8/13/14	Dividend	1.03	
9/9/14	Half & Half Deposit	25.50	
9/11/14	Dividend	.98	
10/15/14	Dividend	1.05	
10/21/14	Membership Dues-Deposit	80.00	
11/13/14	Dividend	1.03	
11/13/14	Membership Dues-Deposit	320.00	
11/14/14	Membership Dues-Deposit	510.00	
11/19/14	Membership Dues-Deposit	140.00	
11/19/14	Membership Dues-Deposit	10.00	
12/15/14	Dividend	1.28	
1/15/15	Dividend	1.15	
2/16/15	Dividend	1.12	
3/16/15	Dividend	0.98	
4/1/15	Income Total	60.00	
Total Deposits			1154.12
Total Income			6151.72
Disbursements			
8/11/14	Difference from 2013	(3.46)	
8/11/14	Jeb's Designs, Inc. (APY plaque)	(37.45)	
8/12/14	Pam Layfield (Outgoing President)	(40.57)	
8/13/14	SECU Foundation	(1.00)	
8/22/14	Christine Barrier (Officer Installation)	(7.39)	
8/22/14	Christine Barrier (APY Award)	(50.00)	
9/10/14	Cumberland County (Fall Meeting)	(100.00)	
9/11/14	SECU Foundation	(1.00)	
10/15/14	SECU Foundation	(1.00)	
11/13/14	SECU Foundation	(1.00)	
12/15/14	SECU Foundation	(1.00)	
12/15/14	NCCEAPA (Dues)	(740.00)	
1/15/15	SECU Foundation	(1.00)	
2/16/15	SECU Foundation	(1.00)	
3/16/15	SECU Foundation	(1.00)	
4/1/15	NCCEAPA (Dues)	(60.00)	
4/14/15	Gaston County (Spring Meeting)	(100.00)	
Total Disbursements			(1146.87)
Checking Account Balance as of April 17, 2015			5004.85
Money Market Account			
Beginning Balance			4632.65
Interest Earned			31.21
Money Market Account Balance as of April 17, 2015			4663.86
Shares Account			
Beginning Balance			167.86
Interest Earned			.84
Shares Account Balance as of April 17, 2015			168.70

Prepared by: Cathy James

Committee Reports

MEMBERSHIP

See attached report submitted by Christine Barrier

FINANCE

See attached report submitted by Cathy James.

NOMINATING COMMITTEE

No Report. Information will be shared by email.

RULES AND BYLAWS

See attached report submitted by Susan Johnson. Janet Mabry made a motion that we accept.

PROFESSIONAL IMPROVEMENT

No Report.

PUBLIC RELATIONS

No Report.

REFLECTIONS

No Report.

SCHOLARSHIP

No Report.

ADMINISTRATIVE PROFESSIONAL OF THE YEAR

See attached report submitted by Christine Barrier.

AWARDS

See attached report submitted by Becky Lewis.

FEDERATION UPDATE

See attached Report submitted by Christine Barrier.

BOARD OF DIRECTORS

See attached report submitted by Pam Layfield.

Staff Senate

See attached report submitted by Susan Johnson for Peggy Elliott.

TERSSA REPORT

See attached report submitted by Christine Barrier.

OLD BUSINESS

Wrap-up from the September 18-19, 2014 State Meeting at Kitty Hawk, NC by Susan Johnson. See attached report.

NEW BUSINESS

- Cathy James presented the proposed budget while doing the Treasurers report. There were no questions. Christine Barrier made the motion to accept the proposed budget and Janet Mabry gave the second.
- Janet Mabry announced her retirement after 29 years & 7 months of active service.
- * Susan Graham announced her retirement after 17 years of Extension Service and shared words of inspiration. Pam Layfield presented a gift from the association.
- * Christine Sellars will be retiring after 13 years of Extension Service.

Sharon Williams extended an invitation to the **2015 Fall District Meeting**. Meeting will be held in Harnett County. Date and Time to be announced.

HALF & HALF Drawing

Kay Morton won the half and half drawing in the amount of \$34!
She donated it back to the NCCEAPA Budget.

DATES TO REMEMBER

- **Horn of Plenty – August 21st – Greenville, NC/Pitt County
- **NCCEAPA State Meeting – September 24-25 – New Bern, NC/Craven County
- **TERESSA Meeting – September 9th-11th – Tupelo/Verona, MS

Closing Thoughts

Adjourn

NCCEAPA Board of Directors Meeting
Friday, March 20, 2015
NCCE- Iredell County Center

The NCCEAPA Board of Directors meeting was held in Iredell County at the Extension Center on Friday, March 20, 2015 with President, Sandy Kanupp presiding.

The day began with comments from Jim Cowden, NC DED and welcome from Nancy Keith, Iredell County CED.

Scott McCollum , Extension IT presented a workshop on "Useful Web Resources".

As of the meeting date, the association has a membership of 158 active members.

There were several discussions on getting approval for professional improvement opportunities by Sheri Schwab, Assoc. Dir. NCCES and Dir. of County Operations for district and state meetings. Such as what is the basis of not approving and or are there any guidelines to go by instead of just grasping at straws. Sandy Kanupp said that she would make contact with Sheri Schwab and see if there could be some clarity given to this subject.

I have provided a handout with award deadlines. (See attached) *Becky Lewis provided this.*

Upcoming dates:

2015 Horn of Plenty – August 21, 2015, Greenville, NC/Pitt County
2015 NCCEAPA State Meeting – September 24-25, 2015, New Bern, NC/Craven County
2015 TERSSA National Meeting – September 9-11, 2015, Tupelo/Verona, MS
Federation Forum – December 11, 2015, Location TBA

Staff Senate Report for NCCEAPA meeting, Friday, April 17, 2015

The Staff Senate main focus at this time is electing new senators for the 2015–2017 year term. The Elections Committee met last Friday to fold and seal ballots for District 10B. The Electronic ballots went LIVE on Monday, April 13th and will close on the 27th of April.

If you are called upon to serve as a senator or alternate senator, please accept. You would not regret the opportunity in serving.

I have continued to request for webinar classes as they are offered on the campus. You asked and I have requested to deliver. Please try to take advantage of the Lunch and Learn webinars. Also, please take time and visit the Staff Senate website at:
<http://staffsenate.ncsu.edu/>

At the senate website you will have access to all the minutes of the staff senate monthly meetings, as well as upcoming webinars.

Respectfully submitted by
Peggy Elliott, Staff Senator, District 19E
Friday, April 17, 2015

Rules and Bylaws Committee Report April 17, 2015

Committee members: Cyndy Gustashaw, Sharon Williams, Jamie Miller, Joyce Dorsey, Susan Johnson, Chair

The Rules and Bylaws Committee would like to make the following recommendation for a guideline change. Guideline is found under Guidelines for NCCEAPA-South Central District, Recognition, Retirement.

Current - An engraved gift in the \$40 to \$60 price range to include name, association name, and dates of service to be purchased by someone in the retiree's county and/or Executive Board and be presented to the retiree by the current District President or Executive Board member at the retirement reception or the next district meeting if no reception is given. Not all retirement gifts can be engraved; therefore, it was decided that retirement gifts will be engraved when appropriate.

Proposed change - A gift in the amount of \$50 is to be purchased by someone in the retiree's county and/or Executive Board and be presented to the retiree by the current District President or Executive Board member at the retirement reception or the next district meeting if no reception is given.

The reason for the change is that in previous years some gifts given didn't meet the stated guidelines. The change will allow for a broader gift selection for retirees.

At present time there are no proposed state by-laws changes.

2014 State Meeting Report
April 17, 2015

Sunshine, sandy beaches, ocean waves on the shore, and a beautiful view... what could be more perfect than that for a state meeting? I can't think of anything else that I enjoyed more at the 2014 State meeting in Kitty Hawk, except maybe dinner with an undertaker that makes you laugh! If you picture an undertaker as a solemn, serious, no smiles kinda of person – let me introduce you to Lamar! What a fun guy to be around!

There were some wonderful places to explore during our visit and I hope those in attendance had an opportunity to take a few minutes and enjoy their surroundings.

The 2014 NCCEAPA state meeting held at the Hilton Garden Inn in Kitty Hawk on Thursday September 18 and Friday September 19 was a great state meeting. We had great workshops to choose from and they included:

- The Emperor's New Clothes - which focused on how we dress for our jobs and what impact you have with those you come in contact with.
- Time Management – with helpful information on managing your time.
- The Ins and Outs of Travel - information was provided on how to use the travel center page and working with travel reimbursements and authorizations.
- Making the Most of Social Media – which provided an introduction to the why's, what's, and tools of social media.

Dr. Wanda Sykes was our keynote speaker for the banquet, and always she provided an entertaining program.

After our banquet there was a great hospitality room (with a monster margarita machine) and lots of dancing on the lawn. We enjoyed spending time with our co-workers and hosts. Line dancing was the hit of the group.

Breakfast found us in the “pier room” enjoying a breakfast with a breathtaking view.

The draft minutes from the state meeting are posted on the state website – but here are a few highlights.

Winner of the newly established “Distinguished Award” was our very own Christine Barrier.

Executive Board Award winner – again our very own Dana Braswell.

Winner of the 2014 Service Award for the Federation was Jane McDaniel.

Herter O'Neal Scholarship – Antonio Powell from the Northeast District

Sue Mills Lighthouse Award – Sandy Kanupp

Diane Scarborough was approved for honorary membership.

Several changes were approved to the Rules and Bylaws.

2014-2015 Slate of officers were installed by Tracy Brown:

President – Sandy Kanupp

1st VP – Susan Johnson

2nd VP – Rebecca Castello

Secretary – Becky Lewis

Treasurer – Sherry Lynn (nominated from the floor)

Advisor – Jane McDaniel

I would like to encourage each of you to attend the 2015 State Meeting which will be held in New Bern, September 24 and 25 and hosted by the Southeast District.

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Prepared by: Cathy James



Herter-O'Neal Scholarship

April 1, 2015

Becky Castello
2nd Vice President
P.O. Box 188
Winton, NC 27986
rebecca_castello@ncsu.edu

Sue Mills "Spirit of Light" Award

August 1, 2015

Sandy Kanupp
State President
455 Research Drive
Mills River, NC 28795
sandra_kanupp@ncsu.edu

Executive Board Award

August 1, 2015

Susan Johnson
1st Vice-President
301 East Mountain Drive
Fayetteville, NC 28306
susan_johnson@ncsu.edu

Distinguished Service Award

Self-nomination permitted and encouraged!

August 1, 2015

Susan Johnson
1st Vice-President
301 East Mountain Drive
Fayetteville, NC 28306
susan_johnson@ncsu.edu

Honorary Membership

August 1, 2015

Jane McDaniel
State Membership Chair
60 East Court Street
Marion, NC 28652
jane_mcdaniel@ncsu.edu

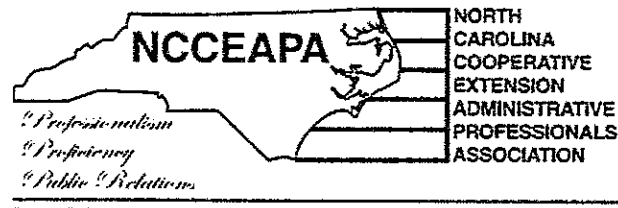
Professional Development Scholarship

August 1, 2015

Donna Holland
State Professional Improvement Chair
1601 East Market Street
Greensboro, NC 27411
hdonna@ncat.edu



Overview Award/Scholarship/Membership Opportunities



<https://sites.google.com/a/ncsu.edu/ncceapa/home>

DISTINGUISHED SERVICE AWARD

Nominees should:

- exemplify leadership that would distinguish an individual from others – the contribution(s) do not need to be widely renowned, but should represent important efforts and accomplishments
- provide inspiration to the NCCEAPA and members of the NCCE community by virtue of their leadership, service, and high ethical standards
- support and advocate for NCCE and NC State and NC A&T State Universities

Self-nominations are accepted and encouraged!

EXECUTIVE BOARD AWARD

The NCCEAPA Executive Board Award is presented annually by the Executive Board to an outstanding NCCEAPA member.

The award is based on NCCEAPA:

- participation
- contributions
- cooperation

Any NCCEAPA member is eligible to nominate any member of the Association. It is not limited to those who have served as officers, but it should be someone who has exhibited outstanding loyalty and dedication to the Association.

SUE MILLS LIGHTHOUSE AWARD – SPIRIT OF LIGHT

Sue Mills began her career at NC State University with Extension Forest Resources as a Typist III in 1973. From 1983 until her retirement, she served as the Administrative Assistant for County Operations. Sue was an outgoing person and never met a stranger. She loved NC State, Cooperative Extension, and the people that we serve across the state.

Sue's death in 2001 created a void for those that knew and loved her that will never be filled. It is our desire that this award keep her memory and her spirit with us always and that it serve as an inspiration to our members. This award is made possible from memorial gifts given in memory of Sue A Mills. Her family, knowing her love for our organization, designated North Carolina Cooperative Extension Secretaries Association as the recipient of these gifts.

Selection of the Sue Mill Lighthouse "Spirit of Light" award winner will be based on the nomination narrative. Criteria for the award should include how and why the nominee has been an inspiration to you and how the individual has made a difference within the organization. Leadership qualities, enthusiasm, and zest for life should be included because this award is designed to recognize an individual who has made a difference.

NCCEAPA PROFESSIONAL IMPROVEMENT SCHOLARSHIP

Open to Members of the North Carolina Cooperative Extension Secretaries Association (NCCESA) for the purpose of professional development to enhance job and related skills (continuing education through college, certification, workshops or seminars, etc.).

- an applicant may only receive one scholarship per year
- amount per scholarship and number of scholarship(s) will be determined after the applications are reviewed and at the discretion of the Professional Improvement Committee.
- course of study or workshop/seminar must be job related.
- information (i.e. brochures, programs, etc.) regarding course of study should accompany application.
- scholarship(s) monies shall be utilized by recipient(s) within one year

SERVE AS A STATE OFFICER IF ASKED AND ELECTED!!

It **IS** a little bit of work, but it is a great learning experience – have fun! meet new people! travel!

Each officer is equally important to the smooth and effective functioning of an organization. Successful officers function as a team, helping each other and contributing to the overall accomplishments and climate of the organization.

HONORARY MEMBERSHIP

Honorary membership may be bestowed upon a member/nonmember in recognition of outstanding service to the Association. Recommendation in writing shall be made to the Chair of the Membership Committee. The Chair of the membership Committee will present recommendation to the Board of Directors who, after two-thirds vote, shall recommend the candidate to the Association at an annual meeting. A majority vote of the members assembled shall be required to confer the honor. An Honorary Member shall pay no dues except where he/she is an Active or Associate Member.

Recommendation for members and nonmembers shall be made in writing to the Board of Directors using the following guidelines:

- Cooperation
- Participation
- Contributions
- Leadership
- Approval by district members

Why Nominate Someone?

A nomination is itself a form of recognition...do you know amazing people in our organization who deserve and could use some recognition and appreciation? We ALL know them.

By nominating someone, you are giving them chance to enjoy recognition from their peers.

Our nomination numbers have been down the past couple of years. There are many deserving members in our Association, and we need to make sure they get the recognition they deserve.

Start working now and have it ready when it is due (most are due August 1).



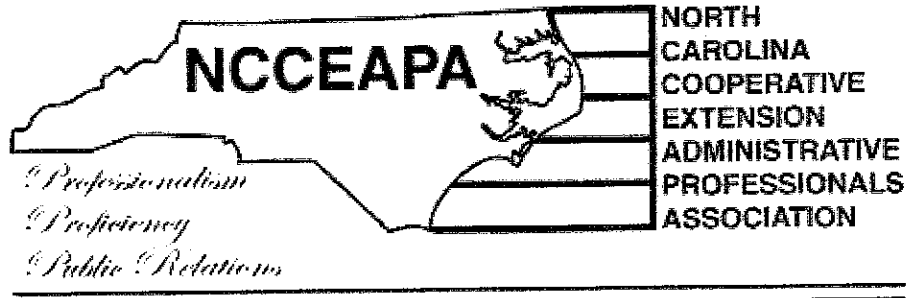
SOUTH CENTRAL DISTRICT NCCESA

Roll Call

Spring 2015

Date

County	Active Members Present	Retirees Present
Alexander	2	
Anson	1	
Cabarrus	2	
Catawba	1	
Cumberland	1	
Gaston	3	
Harnett	2	
Hoke	2	
Iredell	2	
Lee	2	
Lincoln	2	
Mecklenburg	0	
Montgomery	1	
Moore	0	
Richmond	0	
Rowan	1	
Scotland	1	
Stanly	2	
Union	2	
Total	27	



South Central District

Membership Committee

Report

April 17, 2015

Gaston County

The South Central District currently has forth-five (45) members:

- 32 Active Members
- 13 Honorary Members
- 18 TERSSA Members

Notes of 'Thinking of You,' 'Get Well,' 'Congratulations,' 'Sympathy' both hard-copy and on-line along with personal phone calls, have been sent to not only our membership, but co-workers across the state as such events have been made known. Several have returned our message with their words of 'Thanks' and Appreciation.

The membership brochure has been revised to reflect accurate and updated information, and has been posted to our district webpage for easy access and distribution if needed. Thank You Leann Crump, district webmaster, for making that happen.

Christine Barrier, Chair
Kay Morton
Ingrid Richardson
Chris Austin
Melva Menius



ADMINISTRATIVE PROFESSIONALS
"THE PULSE OF THE OFFICE"

It's So Easy To Become A Member

Send your contact information to our

NCCEAPA
South Central District 2014-15 Treasurer:

Cathy James
NC Cooperative Extension-
Hoke County Center
Post Office Box 578
Raeford, NC 28376
Email: cathy_james@ncsu.edu
Phone: (910)875.2162

Dues are as follows:
\$20 state, \$10 district, \$10 national
made payable to

NCCEAPA-South Central District

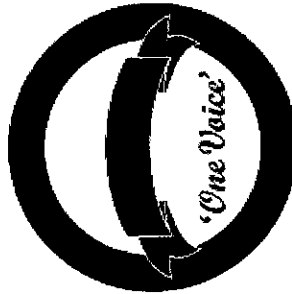
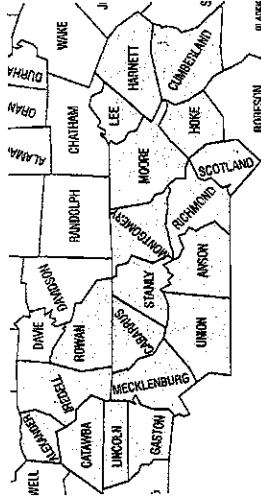
The district will pay the first year dues for new members and the first year following retirement for newly retired support staff.

Visit our district website:
<https://sites.google.com/a/ncsu.edu/ncceapa/districts/south-central-district>
or our NCCEAPA site at:
<https://sites.google.com/a/ncsu.edu/ncceapa/>

NC STATE UNIVERSITY

College of Agriculture and Life Sciences

South Central District



The Extension and Research Support Staff Association is the national organization for Extension and research support staff who desire to develop their Extension career on a broader level. Dues—\$10.00—may be paid for TERSSA at the same time as NCCEAPA-SCD. For more information visit the website: <http://www.atces.edu/dept/associations/terssa/index.php>

North Carolina State University and North Carolina 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, the two Universities welcome all persons without regard to sexual orientation.



Looking for the
Professional Organization
that fits your needs...

....now that you
have joined
North Carolina
Cooperative Extension

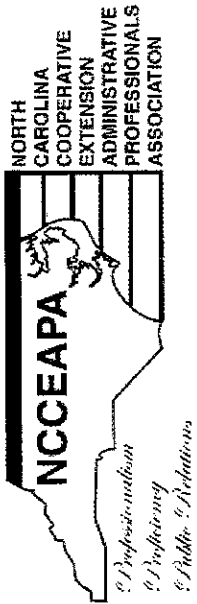
as an
Administrative Assistant,
Support Specialist
or Office Professional ???

Your Search

is over....



*Professionalism
Proficiency
Public Recognition*



You are invited to join the North Carolina Cooperative Extension Administrative Professionals Association (NCCEAPA). We are administrative assistants, support specialists, and office professionals 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, North Carolina 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 governments.

Membership offers opportunities on both district and state levels. Districts generally meet twice annually to enhance the following:

- Quality Training Practices
- Professional Development Opportunities
- Annual Conferences—District-State-National
- Association Business Actions
- Fellowship-Camaraderie and Lifetime Experiences

Discuss with your director in advance about support and travel funds for these approved opportunities.

During your career, 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.

Purpose and Objectives

NCCEAPA 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 are:

- 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.

Structure

NCCEAPA is aligned and organized into districts representative of North Carolina Cooperative Extension. The NCCEAPA Executive Board consist of the President, First Vice President, Second Vice President, and Treasurer. The NCCEAPA Board of Directors consist of the elected officers, immediate past president, elected district officers, and state committee chairs.

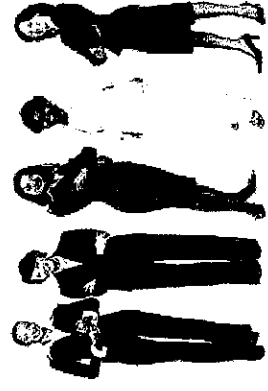
Membership

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

The membership classifications are:

ACTIVE: Support staff currently employed in any North Carolina Cooperative Extension Center who have paid annual dues to 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 to the District and State Associations. Associate members shall have all privileges of active members.





South Central District Spring Meeting
Schiele Museum
Gastonia, NC
April 17, 2015

'Administrative Professional of the Year'
Award
2015

- The nomination form can be printed from the district webpage;
<https://sites.google.com/a/ncsu.edu/ncceapa/districts/south-central-district>
Updated with current information. *THANK YOU, Leann!!!*
- Applications are being received starting today through July 1st.
 - No late submissions will be considered
 - Nominees must be a member of the NCCEAPA for at least 5 years
 - The Admin selected as the recipient will not be eligible to be nominated again for ten (10) years.
- Applications received will be forwarded to the membership soon after receipt.
- A plaque and \$50 cash award will be presented during the Fall district meeting.

Christine Barrier, Chair
Carol Capel-Baldwin
Susan Johnson



North Carolina
Federation of Cooperative
Extension Associations

**NCCEAPA-South Central District
Spring Meeting – Schiele Museum
Gastonia, NC
April 17, 2015**

Federation (NCFCEA) Report

The 2014 Federation Forum met on December 13th, at the Union County Agricultural Conference Center in Monroe.

Administrative Updates and Discussions were led by NCSU – Dr. Joe Zublena, Dr. Tom Melton, Dr. Mike Yoder and Ms. Sheri Schwab. Dr. Fletcher Barber and Dr. John Westbrook represented NCA&T University. Comments/replies to several Extension-related questions can be found on the Federation's webpage in the near future.

The 2014 *'Leadership and Service Award'* recipient was Robert Furr CED from Cabarrus County. He received a certificate and \$50.

Spring Williams-Byrd, CED from Burke County, is the 2015 Federation President and represents NCAE4-HA in the officer rotation. A Doodle Poll is presently being conducted to determine the date of the Spring Board of Directors Meeting.

Election and Installation of 2015 Federation Officers:

President, Karee Mackey, NCAE4-HA (replaced by Spring Williams-Byrd)
President Elect, Amy Lynn Albertson, NCACAA
Secretary, Shirley Howard, NCAEPAAT
Treasurer, Christine Barrier, ESP
Webmaster, Trudy Pickett, NCEAFCS
Parliamentarian, Gary Moore, NCACES
Past President, Cheryl Mitchell, NCCEAPA

The Annual Meeting is traditionally held on the 2nd Friday of December and is tentatively planned for December 11, 2015; location to be determined.

Christine C. Barrier
Cabarrus County
2015 Federation Treasurer



North Carolina
Federation of Cooperative
Extension Associations Search this site

NCFCEA

[Untitled]

Associations

Awards

Constitution & Bylaws

Forums

2000-12-08

Federation Forum

2001 Forum Issues
and Opportunities

2001-12-07

Federation Forum

2002 Association's
Issues

2003 Administration
Response to Issues
& Concerns

2003 Federation
Forum Working
Agenda

2003 Tentative
Agenda

2005 Proclamation

2005-12-09

Federation Forum

2006-12-08

Federation Forum

2007-02-02

Addendum to
Federation Forum

2007-12-14

Federation Forum

2009 Forum Q & A
with Administrative
Panel

2009-12-11

Federation Forum

Important Dates

Minutes

2001-10-15 BoD
Minutes

2002-02-22 BoD
Minutes

Policies and Procedures

FEDERATION FORUM

Purpose: annual meeting of the members.

Date: traditionally held the 2nd Friday in December.

Place: site selected by the Board of Directors.

Meeting Arrangements: President-Elect coordinates the annual meeting of member association delegates.

Who should attend: Each member of the Federation Board of Directors (President, President-Elect, Past President, Secretary, Treasurer, Parliamentarian, Webmaster, President and Vice President (or President-Elect) of member Associations and 10 additional members from each Association are invited to attend. (Updated: 12/14/2011)

Registration Fee: annual contribution from the NC Soybean Association funds the Forum and no registration fee is collected.

Registration: Association Presidents will receive an invitation to the Forum and are to respond back as to who will be the 10 members attending. This response will be used to determine the setup, refreshments and meal arrangements associated with the Forum.

Agenda: will be determined by the Board of Directors at the Fall Board meeting. Administration from both Cooperative Extension at NCSU and NCA&T will be invited to participate.

Issues and Concerns: are to be solicited from Association members by the Presidents, submitted to the Federation President and then sent on to Administration to review and

2002-03-14 BoD
Minutes
2002-08-06
Federation and
Administration
Conference Minutes

compile their response prior to the Forum. The web master shall post these to the web prior to the Forum and will send a message to the Association Presidents notifying them of the posting. Issues and concerns can be voiced from the floor during the Forum.

2004-04-26 \$50
Federation Dues
Proposal from the
Executive Board
2004-04-26 BoD
Minutes

MEETINGS

The Executive Committee (President, President-Elect, Past President, Secretary, Treasurer, Parliamentarian and Webmaster) will meet at the discretion of the President.

2005-10-26 BoD
Minutes

The Board of Directors (Executive Committee, President and Vice President (or President-Elect) of member Associations will meet in the Spring (March) to plan the year's work and to review the past Federation Forum.

2006-03-02 BoD
Minutes

2006-10-18 BoD
Minutes

The Board of Directors will meet in the Fall (October) to review issues and concerns submitted by member Associations and to plan for the Forum (December)

2006-10-18 BoD
Minutes

2007-03-02 BoD
Minutes

Federation Forum (December) composed of Board of Directors and 10 additional members from each Association will meet to discuss issues and concerns of the members with Cooperative Extension's Administration and for the professional improvement of all professional Extension employees.

2007-10-03 BoD
Minutes

2008-03-07 BoD
Minutes

2010-03-26 BoD
Agenda

2010-09-10 BoD
Agenda

April 26, 2004 - \$50
Federation Dues
Proposal from the
Executive Board

Updated: 10/08/2007
Updates: 12/14/2011
Updates: 12/14/2012

Mission & Vision

Officer Rotation

Officers & Board of Directors

Duties and
Responsibilities of
Federation Board of
Directors

Comments

You do not have permission to add comments.

Policies and Procedures

Sitemap



The Extension & Research Support Staff Association
NCCEAPA – South Central District Spring Meeting
Schiele Museum
Gastonia, NC
Friday, April 17, 2015

- The 2014 Annual Conference was held in Baton Rouge, Louisiana with 12 from North Carolina in attendance.
- President Lisa Dudley, Office Associate, is from Coffeerville, Mississippi.
- Vice President Linda Good, Office Associate, is from Troy, Ohio.
- The 2015 Membership Drive began September 1, 2014 and extends through May 31, 2015. Currently, there are 130 active members, with membership as follows

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

Alabama	5
Kentucky	11
Louisiana	11
Mississippi	17
North Carolina	60
Ohio	25
South Carolina	1

Conversation is continuing with Arkansas, Virginia, Georgia and Florida.

- The TERSSA Executive Committee met on January 29th via SCOPIA Desktop, with 8 in attendance. Future plans are to meet quarterly.
- Madam President's Mission and Goals set for this year centered on growing the membership and to have greater involvement and communications with each state already a member.
- The new website is continually updated, and can be viewed at <http://www.aces.edu/dept/associations/terssa/index.php> or directly linked from the NCCEAPA website.
- The feature on the websites' *'Spotlight'* is now introducing Mr. Lester Mitchell, Administrative Assistant for the 21-county Southeast District and also service the MS Band of Choctaw Indians reservation, in Biloxi, Mississippi. Lester shares....' I've been a member of TERSSA for 2 years and am looking forward to getting more involved in the future.'
- Standing Committees are now being chaired and each state association president will be or already has been contacted regarding representation on each committee from their state.
- The 2015 Annual Conference will be in the Tupelo/Verona, Mississippi area, September 9-11 hosted by Mississippi State University. Educational and business meetings will be held at the North Mississippi Research and Extension Center in Verona and professional development opportunities are planned for Tupelo, birth place of Elvis Presley. More information will be shared through the board meetings.
- Next Executive Board Meeting is scheduled for April 23rd. All members are invited to attend.

Respectfully,

Christine C. Barrier - NC
TERSSA Recording Secretary