



**NCCEAPA-South Central District  
SPRING Meeting Minutes  
April 22, 2016  
Hoke County Extension Office**

Carol Capel-Baldwin, NCCEAPA South Central District 1<sup>st</sup> Vice President, welcomed everyone to Hoke County. Registration & Hospitality was provided by Debbie Humphrey, Hoke County Administrative Assistant, and Cathy James, Hoke County Support Specialist. Due to road construction and the delay of people arriving, Carol Capel-Baldwin called the meeting to order at 10:15 a.m.

Cathy James led us in the Pledge of Allegiance.

Howard Wallace, Hoke County Extension Director, welcomed everyone to Hoke County. He gave a brief overview of how and why Hoke County was growing.

The vocal inspirational song “Stand” was presented by Carol Capel-Baldwin.

Leigh Watkins, South Central District Administrative Assistant, greeted everyone on behalf of Clinton McRae, South Central Extension Director. She reminded the group about the South Central District Administrative Assistant Training with CALS Business Office Liaison, Beth Rosen. The training is Thursday, May 12, 10 a.m.–2 p.m. at the Montgomery County Extension Center, 203 W. Main St. Troy, NC. Lunch will be provided.

Our Professional Improvement was divided into two different topics. Cathy Brown, Hoke County 4-H Youth Development Agent, presented “The Leadership Challenge.” The objective was to identify leadership characteristics, build collaboration, teamwork and trust. She passed a stack of photos around and asked each person to pick one photo that resembled their leadership style. There was discussion on how you perceive yourself and how others perceive you. Laura Bradley, Hoke County Master Gardener, and her daughter, Bethany Nied, presented “Doing the Environment Safely.” Bethany showed how to make different soaps and cleaning agents without harmful chemicals. Everyone received recipes and samples.

Sharon Williams, Harnett County Administrative Assistant, gave the invocation. A delicious lunch catered by Smithfield was enjoyed.

**BUSINESS SECTION**

Carol Capel-Baldwin opened the Business Session. Melva Menius, Secretary, took roll call.

**South Central District - NCCEAPA-Roll Call**

<b>COUNTY</b>	<b>ACTIVE MEMBERS PRESENT</b>	<b>RETIREEES PRESENT</b>
Alexander	0	
Anson	1	
Cabarrus	1	
Catawba	0	
Cumberland	2	
Gaston	0	
Harnett	1	
Hoke	2	1
Iredell	2	
Lee	1	
Lincoln	0	
Mecklenburg	0	
Montgomery	1	
Moore	1	
Richmond	1	
Rowan	1	
Scotland	1	
Stanly	1	1
Union	0	
District Secretary	1	
Total	17	2

**MINUTES**

Minutes from the August 28, 2015 fall meeting were available via the web. No additions or corrections were made and they were accepted as posted.

**TREASURER'S REPORT**

Cathy James presented the treasurer's report. Treasurer's report was accepted as given.

**NCCEAPA – SC District Financial Report**

**Spring 2016**

<b>Checking Account Balance as of August 24, 2015</b>			<b>4781.83</b>
<b>Income</b>			
9/16/16	Dividend	.99	
9/30/16	CED Meeting (County inadvertently made check out to NCCEAPA)	15.00	
10/15/16	Dividend	.94	
11/16/16	Dividend	1.04	
12/15/15	Dividend	.94	
12/28/15	Dues	790.00	
1/12/16	Dividend	100.00	
1/20/16	Dividend	1.23	
2/15/16	Dividend	.88	
3/15/16	Dividend	.99	
Total Income			<b>912.01</b>
Income Total			<b>5693.84</b>
<b>Disbursements</b>			
8/28/15	LeeAnn Crump	(50.00)	
9/16/15	SECU Fee	(1.00)	
10/1/15	CED Meeting Registration	(15.00)	
10/25/15	SECU Fee	(1.00)	
11/16/16	SECU Fee	(1.00)	
12/15/16	SECU Fee	(1.00)	
12/28/15	Dues	(640.00)	
1/20/16	SECU Fee	(1.00)	
2/15/16	SECU Fee	(1.00)	
3/15/16	SECU Fee	(1.00)	
Total Disbursements			<b>(712.00)</b>
<b>Checking Account Balance as of April 22, 2016</b>			<b>4981.84</b>

Money Market Account	
Beginning Balance	4683.57
Interest Earned	27.12
<b>Money Market Account Balance as of April 22, 2016</b>	<b>4710.69</b>

Shares Account	
Beginning Balance	168.24
Interest Earned	.73
<b>Shares Account Balance as of April 22, 2016</b>	<b>169.97</b>

**Prepared by: Cathy James**

## **COMMITTEE REPORTS**

### **AWARDS**

No report. Lisa Forest, Stanly County, requested more information for the position. There was discussion where the information for the job was posted and information would be sent to her.

### **FINANCE**

No report.

### **MEMBERSHIP**

No report.

### **NOMINATION COMMITTEE**

See attached report submitted by Christine Barrier, Cabarrus County.

### **PROFESSIONAL IMPROVEMENT**

No report.

### **PUBLIC RELATIONS**

No report. See attachment.

### **REFLECTIONS**

Brandi Carter, Moore County, has volunteered to fill this vacant position.

### **RULES & BY-LAWS**

No report.

### **SCHOLARSHIP**

There was no report.

There was discussion from the floor concerning the County Scholarship procedure. Lisa Forest, Stanly County, stated she received nothing about a scholarship available to Stanly County. Susan Johnson, Cumberland County, said the scholarship is to rotate from one county to the next and she suggested Lisa contact Julie Campbell, Chair of the Scholarship Committee. Although it is to late this year for a scholarship, Susan suggested that since the President makes the committees it should be noted that this committee should be from the county the scholarship is going to be in.

### **ADMINISTRATIVE PROFESSIONAL OF THE YEAR**

See attached report submitted by Leeann Crump.

### **WEBMASTER**

No report.

During the report time Susan Johnson, NCCEAPA State President, urged everyone to consider volunteering for committee chairs for State. She stressed how hard and time consuming it is to get someone to serve.

### **FEDERATION REPORT**

See attached report submitted by Susan Johnson, Cumberland County.

### **Board of Directors Meeting**

See attached report submitted by Susan Johnson, Cumberland County.

## **TERSSA REPORT**

See attached report submitted by Christine Barrier, Cabarrus County.

## **OLD BUSINESS**

Community Service Project is to go back to the President to determine how it will operate.

## **NEW BUSINESS**

Jane Duncan and Stephanie Watts extended an invitation to the 2016 Fall District Meeting to be held in Iredell County. An invitation with date and time will be sent out later.

Brandy Carter, Moore County, agreed to accept the Reflections position.

## **HALF & HALF DRAWING**

The half and half drawing raised \$42 and was won by Melva Menius.

## **DATES TO REMEMBER**

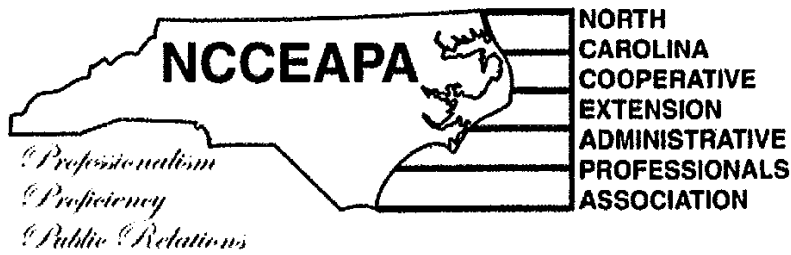
May 12 - South Central District Administrative Assistant Training with CALS Business Office Liaison, Beth Rosen. 10 a.m.–2 p.m., Montgomery County Extension Center, 203 W. Main St. Troy, NC

September 14-16 – NCCEAPA State Meeting in Greensboro, NC

October 18-19 – TERSSA 2016 Annual Conference in Columbus, Ohio.

Respectfully Submitted,

Melva Menius  
Secretary



## South Central District

### *Nominating Committee*

#### *Report*

*April 22, 2016*

*Hoke County*

Your Nominating Committee cordially invites each of you to consider holding one of the following district association positions for the 2016-17 year:

- 2<sup>nd</sup> Vice President
- Secretary
- Treasurer

Please do not hesitate to get in touch with either or all of us as your heart leads you to serve in this very important association position for our district.

Christine Barrier, Chair  
Carol Capel  
Peggy Elliott

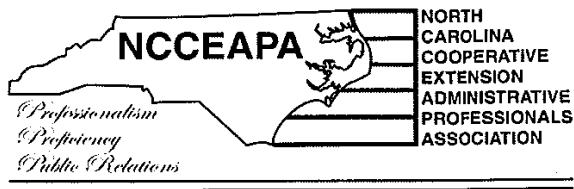
**Public Relations Committee Report for South Central District Meeting  
April 22, 2016 – Fayetteville, NC**

No report at this time.

Submitted by:

A handwritten signature in black ink, appearing to read "Susan Johnson", with a long horizontal flourish extending to the right.

Susan Johnson  
Chair



**NCEAPA**  
**South Central District Spring Meeting**  
Hoke County  
Friday, April 22, 2016

**----> Administrative Professional of the Year Award <----**

Please see the district webpage for nomination form and guidelines:  
<https://sites.google.com/a/ncsu.edu/ncceapa/districts/south-central-district>

Applications may be submitted **by July 1** to Leeann Crump, NCCE-Richmond, POB 1358,  
Rockingham, NC 28380; late applications will not be accepted.

Winner will receive a plaque and \$50; announced at our fall meeting.

*Please nominate a deserving colleague!*

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**Federation Report for South Central District Meeting  
April 22, 2016 – Fayetteville, NC**

The 2015 Federation Forum was held December 10, 2015, at the North Raleigh Hilton, in Raleigh – immediately following the close of the 2015 Extension Conference.

The Federation year runs as the calendar year, as a result Sandy Knaupp served as President of the NCCEAPA for the purposes of this meeting.

Sandy sent an email on November 17, 2015, inviting the NCCEAPA Executive Board members, Association federation officers, and district presidents not represented otherwise in this delegation to attend. The eligible attendees are designated in the NCCEAPA Rules and by-Laws.

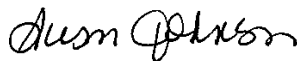
The following people were invited to attend via this e-mail:

- Sherry Lynn – 2014-15 State Treasurer
- Dana Braswell – 2014-15 State Treasurer
- Becky Castello- 2014-15 State President
- Susan Johnson – 2014-15 State 1st Vice President
- Jane McDaniel – 2014-15 State Advisor
- Janice Dotson – 2014-15 State Federation Officer
- Suzanne Hugus – Campus
- Latoya Lucy – Southeast
- Lisa Wimpfheimer – Southeast (unable to attend, Jessica Griffin attended)
- Andrea Brooks – Campus
- Carmen Boswell – North Central (unable to attend so Gwen Hernandez)

Participants were invited to submit questions prior to the meeting. Most of the questions related to issues pertaining to agents; however, one question in particular submitted and brought before the entire group was (and I paraphrase) "Why are not all associations held to the same guidelines when planning state Association meetings?" A clear cut answer was not provided.

Attending Board members were recognized. New officers were installed. Teresa Story, Perquimans County, North East District represents the NCCEAPA, serving as Parliamentarian.

Submitted by:



Susan Johnson  
2015-16 NCCEAPA State President

**Board of Directors Meeting Report for South Central District Meeting  
April 22, 2016 – Fayetteville, NC**

The NCCEAPA Board of Directors meeting was held in Cumberland County on March 4, 2016. The meeting began at 9:30 with the Pledge of Allegiance and attendee introductions.

George Quigley, Cumberland County Advisory Council Chair welcomed the group by sharing how he enjoyed working with Cooperative Extension and with others that make a difference.

Jane McDaniel conducted an enlightening and humorous ice breaker activity in which attendees acted out phone call scenarios.

An Administrative Update was provided by Clinton McRae, SC District Director. Clinton shared information about his career with Extension and encouraged all to do the following:

- Be an inspiration to new agents and office personnel
- "Eat Your Frog First" – no procrastination
- Take care of the pebble or sand in your shoe
- Appreciate your work

Adrian Gaskins, Area Specialized Agent, Information Management provided staff development on Hot Tech Topics.

Reports were given by the Campus Chapter and District reports were given. Committee reports were given to include an awards update, Federation Report, TERSSA report, and Years of Service report.

Horn of Plenty will be held on Thursday August 11 in Guilford County. At this time we are unsure if our assistance will be needed.

There are currently 136 paid active members.

The call for award nominations will go out on May 1. This will allow more time to prepare nomination forms. The deadline will remain the same. All award information will be sent in one email instead of emails from multiple folks.

Andrea Brooks reported the 2016 NCCEAPA State Meeting will be held September 14-16 in Greensboro at the Marriot-Downtown in Greensboro.

In December a meeting was held with Sheri Schwab to share concerns that the membership of the Association have expressed. Major areas of concern were: No CED support to attend meetings, the lack of funds to attend the meetings, and the lack of adequate office coverage. Sheri said that she would make sure that all CEDs were aware that Extension Administration fully supports the NCCEAPA and expected them to do the same. There was much discussion among those in attendance about the continued lack of support by many counties.

Submitted by:



Susan Johnson  
2015-2016 NCCEAPA State President



**President**  
Linda Good, OH  
**Recording Secretary**  
Karen Bixler, AL  
**Membership Secretary**  
Joycie Wilson, MS  
**Webmaster**  
Patty Corfman, OH

**Vice President**  
Christine Barrier, NC  
**Treasurer**  
Glenda Jenkins, MS  
**Advisor**  
Danielle Bayham, LA

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## NCCEAPA – South Central District

### *TERSSA Report*

**April 22, 2016**  
**Hoke County**

- The 2016 President is Linda Good , Office Associate in Miami County, Troy Ohio.
- TERSSA membership as of January presently sits at 81 representing 7 states:
  - 1 Alabama
  - 4 Louisiana
  - 1 Kentucky
  - 37 North Carolina
  - 1 Mississippi
  - 35 Ohio
  - 1 South Carolina
- The TERSSA Executive Board is meeting regularly, last meeting was April 5<sup>th</sup>; next meeting is July 7<sup>th</sup>, and will continue thru October at the annual conference.
- By-laws are in the process of being revised to be combined with the Standard Operating Procedures, and will come before membership at the annual conference for voting.

- The new website is continually updated and can be viewed at [Terssa2008.wix.com/terssa](http://Terssa2008.wix.com/terssa), and can be accessed from the NCCEAPA website.
- The 2016 Annual Conference will be held in Columbus, Ohio, October 18 and 19. This is a 'stand-alone' TERSSA conference and not combined with their annual meeting which will be held in December.
- The 2017 Annual Conference will be held in Asheville, NC in conjunction with NCCEAPA Annual Conference

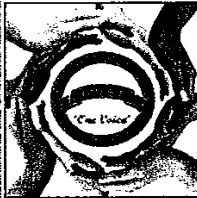
Respectfully,

Christine Barrier  
TERSSA 2015-2016 Vice President

# SAVE THE DATE!

## 2016 TERSSA CONFERENCE

(THE EXTENSION AND RESEARCH SUPPORT STAFF ASSOCIATION)



**One Voice – For  
Strength, Unity  
& Shared Vision**

**October 18 & 19, 2016 Columbus, OH**

**COLUMBUS** ★  
2016

**Brought to you by...** Chi Epsilon Sigma and Ohio State University Extension

**Educational Opportunities...** The conference will offer several professional development opportunities during the 2 day conference. Not only will you grow professionally, you will also learn how Extension impacts the lives of clients in other states and how Extension is learning and growing in our ever changing world.

**Networking Opportunities...** Over the course of the conference, you will collaborate with fellow Extension professionals across state lines, learning how they tackle some of the same challenges you face. In this fast paced world we seldom get the time to learn about one another. This is an excellent opportunity to get to know your co-workers as well as make connections with peers from other states.

**Westin Great Southern...** The conference will be held at the Westin Great Southern in downtown Columbus. This beautiful hotel and conference center opened in 1897, and was renovated in 2014. It is nearby to many Columbus attractions that you won't want to miss while you are in the city.

