

NCCEAPA – South Central District
FALL Meeting Minutes
August 19, 2016
Iredell County

President Cyndy Gustashaw welcomed everyone to Iredell County (Statesville) by calling the meeting to order at 10:10 a.m., followed by leading the group in the Pledge of Allegiance.

Jane Duncan and Stephanie Watts, Iredell support staff, were recognized for brief 'housekeeping' directives followed by everyone offering a self-introduction with 'Fun Facts' about themselves (whereby everyone was asked to randomly select an item from a bag (bow, key chain, coaster, measuring cup, etc.) and offer a fact about themselves as it related to the item they retrieved from the bag.

Nancy Keith, County Extension Director, was recognized to offer 'Greetings' and introduce the Iredell County staff.

David Bradley with the Greater Statesville Chamber of Commerce brought the official 'Welcome' to the group and shared brief history and upcoming events of the county.

Leigh Watkins, District Administrative Associate, shared warm greeting on behalf of Clinton McRae, DED. Leigh announced the following:

- 1.5% salary increase (on the state portion) and would be received in the August payroll.
- Eye glasses to be donated to the Lion's Club is the service project at the NCCEAPA State Meeting.
- CED/AA District Meeting will be held in Moore County on December 1st. Cheryl Howard, State Leave Coordinator, will have the program.

Program: Randy Cass and Rick Eades, member of the Iredell County Sheriff's Department, presented an informative program regarding 'Office Violence & Protection,' and what steps could be taken to protect oneself in the office and out in public.

Invocation/Door Prizes: Stephanie Watts gave the invocation prior to lunch. Door prizes were distributed prior to starting the Business Session.

BUSINESS SESSION:

In the absence of Secretary Melva Menius, Christine Barrier conducted Roll Call.

Minutes of the April 22, 2016 meeting were approved as posted on the webpage with a motion made by Julie Alexander, seconded by Cathy James, and carried.

Treasurer's Report was presented by Cathy James.

Committee Reports:

Awards – No report

Finance – 2016-2017 Proposed District Budget was presented by Treasurer Cathy James, and approved with a motion made by Pam Layfield, seconded by Julie Alexander and carried.

Membership – Sharon Williams encouraged all attending to continue to support our district.

Nominating – Christine Barrier offered the following for district officers for 2016-2017, was accepted with a motion made by Pam Layfield, seconded by Rhonda Gaster and carried:

- President Carol Capel-Baldwin
- 1st Vice President Beth (Rogers) Cloninger
- 2nd Vice President Dana Braswell
- Secretary Leann Crump
- Treasurer Cathy James
- Advisor Cyndy Gustashaw

Professional Improvement – No report

Public Relations – No report

Reflections – Brandi Carter encouraged members to send items to be include in the district scrapbook.

Rules & Bylaws – Debbie Humphrey had no report.

'Administrative Professional of the Year' – Leann Crump recognized Lisa Forrest as the recipient. In Lisa's absence, the award was accepted by Christine Barrier who will present it to Lisa at the August 29th staff conference in Stanly County.

Webmaster – Leann Crump asked for 'fresh stuff' as it becomes available to be posted.

Federation Report – No report

Board of Directors Report – No report

TERSSA – Christine Barrier encouraged all present to become members and make plans to attend the annual conference hosted by Ohio State University in Columbus, October 18-19.

OLD BUSINESS:

Community Service Project – after lengthy discussion, the general consensus of membership was to forego district projects and 'look to the state and focus support on that project.' Such action was confirmed with a motion made by Pam Layfield, seconded by Julie Campbell, and carried.

NEW BUSINESS:

Installation of Officers for 2016-2017 was conducted by Pam Layfield.

Invitation for Spring District Meeting 2017 was extended by Rhonda Gaster – Lee County.

ANNOUNCEMENTS:

Madam President encouraged members to attend the upcoming NCCEAPA Annual Meeting to be hosted by the Campus Chapter in Greensboro, September 14-15.

OTHER BUSIENSS:

Fundraising Efforts to benefit hosting obligations of the 2019 Annual Meeting were discussed. Treasurer Cathy James will collect items for a gift basket that will be raffled at annual meeting in Greensboro. Each member will supply items representing their respective county.

HALF & HALF DRAWING:

Drawing raised \$36.00 and was won by Kim Gibson, who returned her winnings, \$18.00, back to the district treasury.

With no further business, motion for Adjournment was made by Cathy James, seconded by Pam Layfield and carried at 1:33 p.m.

Submitted,

Christine Barrier (sitting for Secretary Melva Menius)

South Central District - NCCEAPA-Roll Call

COUNTY	ACTIVE MEMBERS PRESENT	RETIREEES PRESENT
Alexander	1	
Anson	1	
Cabarrus	1	
Catawba	1	
Cumberland	0	
Gaston	1	
Harnett	1	
Hoke	2	
Iredell	2	
Lee	1	
Lincoln	2	
Mecklenburg	1	
Montgomery	1	
Moore	1	
Richmond	1	
Rowan	0	
Scotland	0	
Stanly	0	
Union	0	
District Secretary	1	
Total	18	0
	18	0

Checking Account Balance as of April 22, 2016			5037.84
Income			
4/23/16	Dividend	1.17	
4/26/16	Half-n-half	21.00	
5/16/16	Dividend	.91	
6/15/16	Dividend	1.02	
7/20/16	Dividend	1.17	
Total Income			25.27
Disbursements			
4/22/16	Host County – Spring Meeting	(100.00)	
4/23/16	SECU Fee	(1.00)	
5/16/16	SECU Fee	(1.00)	
5/27/16	Dana Braswell – Chris Austin's Retirement	(53.50)	
6/15/16	SECU Fee	(1.00)	
7/20/16	SECU Fee	(1.00)	
Total Disbursements			(157.50)
Checking Account Balance as of August 19, 2016			4905.61

Money Market Account	
Beginning Balance	4710.69
Interest Earned	16.38
Money Market Account Balance as of August 19, 2016	4727.07

Shares Account	
Beginning Balance	169.97
Interest Earned	.44
Shares Account Balance as of April 19, 2016	170.41

Prepared by: Cathy James

**NCCEAPA-SC District
2016-2017 Proposed Budget**

Projected Revenue			
District Membership Dues @ \$30ea	Projected Membership-25	750.00	
TERSSA Membership Dues @ \$10ea	Projected Membership-18	180.00	
Half & Half Raffle		100.00	
Balance in Checking Account on 8/19/16		4905.61	
Total Projected Revenue			5935.61
Projected Expenses			
Membership Dues to State @ \$20ea		500.00	
Membership Dues to TERSSA @ \$10ea		180.00	
District Education 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 \$30ea	Flowers, cards, gifts for illness or death	200.00	
Retirement Gifts	\$50 each	200.00	
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		4050.61	
Total Projected Expenses			5935.61

Proposed Budget does not include funds held in Money Market or Shares Accounts
Balances as of 7/20/16 bank statements

Money Market Balance 4727.07

Shares Account Balance 170.41

Submitted August 19, 2016
Finance Committee: Cathy James
Julie Campbell
Dana Braswell



South Central District

Nominating Committee

Report

August 19, 2016

Iredell County

Your Nominating Committee would like to place in nomination the following for district association officers for the 2016-17 year:

- President - Carol Capel-Baldwin, Scotland County
- 1st Vice President - Beth Rogers, Catawba County
- 2nd Vice President - Dana Braswell, Union County
- Secretary - LeAnn Crump, Richmond County
- Treasurer - Cathy James, Hoke County
- Advisor - Cindy Gustashaw, Gaston County

Christine Barrier, Chair
Carol Capel-Baldwin
Peggy Elliott

**South Central NCCEAPA Fall Meeting
August 19, 2016
9:30 a.m**

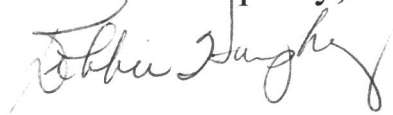
NCCE - Iredell County Center

Rules and Bylaws Committee

No Report

At this time there have been no proposed bylaw changes.

Respectfully submitted by:
Debbie Humphrey, Chair

A handwritten signature in cursive script, appearing to read "Debbie Humphrey".

To: Administrative Professional of the Year Committee

From: Annie Freeman 

Re: Lisa Forrest Nomination

Date: July 25, 2016

It is my pleasure to nominate **Lisa Forrest** for the South Central District 2016 Administrative Professional of the Year Award. As a friend and colleague for most of the past 8 years, I feel that I have come to know Lisa, and she never ceases to impress me. Lisa's personality lights up a room with her bubbly laughter, honest "need-to-know" questions, proud southern charm, and ability to decorate the world with her smile.

Lisa also lights up her office, as she is the first person you hear (or see) when contacting the Stanly County Cooperative Extension office. Thinking back, I can not remember a phone call I made to the Stanly County office that did not end in laughter! Lisa can always find a way to make the most out of any workday. I am sure you will agree with me that Lisa's eagerness to help others is certainly award-worthy. Lisa works to keep her office running smoothly as the only support staff in her office, managing administrative responsibilities which include budgets, assisting the director, creating correspondence, along with the 4-H program events and numerous registrations for summer activities, agriculture related programs and events, not to mention plant and greenery sales. Ag awareness alone brings over 70 volunteers and 800 students, that Lisa assists and helps coordinate! From ag awareness to managing online web pages and social media for the office, Lisa has a hand in it all!

On top of all the support staff duties of her county office alone, Lisa is also the kind of person who goes out of her way to help others. From church, to working with ECA events, decorate beautifully for any and almost every occasion in her office, Lisa has 'the touch' and is always there to help. When she is not caring for her family, she devotes time to her church, friends, and helping others. As with the NCCEAPA, Lisa serves when needed! The past several years she has served as chair of her committees. I can think of no one more deserving of this award than Lisa Forrest.





President
Linda Good, OH
Recording Secretary
Karen Bixler, AL
Membership Secretary
Adrian Wilbanks - MS
Webmaster
Patty Corfman, OH

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

NCCEAPA – South Central District

TERSSA Report

August 19, 2016

Iredell County CES

- The 2016 President is Linda Good, Office Associate in Miami County, Troy Ohio.
- TERSSA membership as of August 16th presently sits at 153 representing 7 states:
 - 4 Alabama
 - 9 Louisiana
 - 6 Kentucky
 - 45 North Carolina
 - 38 Mississippi
 - 49 Ohio
 - 2 South Carolina
- North Carolina TERSSA members involved include:
 - Christine Barrier, 2016 TERSSA Vice President and
Bylaws and SOP Procedures Committee Chairperson
 - LaToya Lucy, Scholarship Committee Chairperson
 - Anita Wright, Nominations Committee Chairperson
 - Rebecca Castello, Finance Committee member

- The TERSSA Executive Board is meeting regularly, last meeting was August 16th, next is scheduled for September 12th, and will continue through October at the annual conference.
- By-laws have been revised and combined with the Standard Operating Procedures, and will be submitted for voting on-line at the same time officer nominations are sent out.
- The new website is continually updated and can be viewed at Terssa2008.wix.com/terssa, and can be accessed from the NCCEAPA website.
- Registration information for the 2016 Annual Conference to be held in Columbus, Ohio, October 18 and 19, has been sent out with pre-conference registration opening at 6:30 p.m. on Monday, October 17th. 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, September 20-22, in conjunction with NCCEAPA Annual Conference.

Respectfully,

Christine Barrier
TERSSA 2015-2016 Vice President



**NCCEAPA
South Central District
Fall Meeting – Iredell County
August 19, 2016**

9:30 – 10:00am

Registration & Hospitality

10:00am

Call to Order

Cyndy Gustashaw, President

Pledge of Allegiance

Cyndy Gustashaw

Intro Fun

Stephanie Watts

10:15am

**Iredell County Greetings
& Iredell Staff Introduction**

**Nancy Keith
County Extension Director**

Welcome to Iredell County

**David Bradley
Greater Statesville Chamber of Commerce**

District Greetings

Leigh Watkins

11:00-12:00pm

Professional Improvement

**Randy Cass and Rick Eades
Active & Retired Members of Iredell County
Sheriff's Dept.**

12:00-12:15pm

Invocation

Stephanie Watts

Lunch & Door Prizes

**Jane Duncan &
Stephanie Watts**



Business Session

Cyndy Gustashaw, President

Roll Call & Minutes Christine Barrier, Cabarrus County

Treasurer's Report Cathy James, Treasurer

Committee Reports:

Awards	<u>Lisa Forest</u> , Stanly
Finance	Cathy James, Hoke
Membership	Sharon Williams, Harnett
Nominating Committee	Christine Barrier, Cabarrus
Professional Improvement	<u>Susan Johnson</u> , Cumberland
Public Relations	<u>Susan Johnson</u> , Cumberland
Reflections	Brandi Carter, Moore
Rules & By-Laws	Debbie Humphrey, Hoke
Secretary of the Year	Leeann Crump, Richmond
Webmaster	Leeann Crump, Richmond

Other Reports:

Federation Report	<u>Susan Johnson</u>
Board of Directors Meeting	<u>Susan Johnson</u>
TERSSA	Christine Barrier

Old Business:

Community Service Project (for discussion)

New Business:

Installation of Officers for 2017-2018	Pam Layfield
Invitation to 2017 Spring Meeting	Lee County, Rhonda Gaster
Announcements	Cyndy Gustashaw
Adjourn	Cyndy Gustashaw

Our Appreciation Goes Out to:

Carolina Farm Credit

Iredell County Cattlemen's Association

Iredell County Farm Bureau

Iredell County Beekeepers

Iredell Extension Master Gardener Volunteer Association

Wilkes Area Poultry Association (WAPA)

Nancy Keith, Iredell County Extension Director

Brenda Dunn

For Further Information on Workplace safety:

Contact Violence Prevention and Threat Management Office

Led by Tina Nelson <http://vptm.ehps.ncus.edu>