



NCEAPA - South Central District
Fall Meeting Minutes ~ Lincoln County
August 17, 2017

This meeting was held at the Woodmill Winery in Vale, NC.

Welcome:

Judy Moore, Lincoln county's Administrative Assistant, greeted everyone and shared a change to the agenda - a longtime winery employee, Harley, would be conducting the winery tour in the absence of Larry Cagle, Owner. Judy then introduced Lincoln county's Extension Director, Tom Dyson, who welcomed the group to beautiful Lincoln County and their flagship attraction - Woodmill Winery.

Words from Our President:

Carol Capel-Baldwin, SC District President, greeted everyone and shared her appreciation for being able to serve as President, and thanked each one for saying "yes" when asked to help this past year.

Professional Development:

- Harley toured the group through the beautiful facility to view the wine bottling process as he gave a history and an account of the growth of the enterprise through the years.
- Tom Dyson then gave a presentation entitled "Bee Amazing", based on the Systems Leadership approach, encouraging us all to serve in our roles using more of our unique potential as individuals, instead of automatically following existing paradigms.

Lunch: Good Wood Pizza brought their mobile wood-fired oven to the parking lot for the group to assemble their own personal pizzas and have them baked on site for lunch.

BUSINESS SESSION:

Leeann Crump, Secretary, conducted roll call; 21 were present. Minutes of the fall meeting were approved as posted on the website with a motion by Pam Layfield, seconded by Cathy James and carried unanimously.

President called for any member opposed to her changing the order of the agenda to accommodate schedules; none opposed.

Agenda Items As Presented ~

- **Nominating Committee**, Lisa Forrest, Chair ~ Officers for 2018 will be Beth Cloninger, President.; Jane Duncan, 1st VP; Lisa Forrest, 2nd VP; Christine Barrier, Treasurer; Susan Johnson, Secretary and Pay Layfield, Webmaster. As there were no further nominations from the floor, all voted unanimously for those named to serve as officers for the coming year.

Please note 5/3/2018 correction to above to read Dana Braswell as 1st VP nominee.

- **Installation of Officers**, Carol Capel-Baldwin, President ~ Carol asked the current officers to stand and she presented them each with a patriotic flag scarf and sincere thanks for a job well done. She then asked the new slate of officers to stand as she used various types of chocolate bars to install each into their new roll. The whole membership then received a bag of chocolate as well to represent their support role to the officers and association as a whole.

(Dana Braswell asked for a moment to publically thank everyone for their support through her recent health challenges; the cards and words of encouragement were very much appreciated.)

- **Awards Committee**, Rhonda Gaster, Chair ~ no report.
- **Treasurer's Report** ~ Cathy James shared the account balances.
Please see attached report.
- **Membership Committee**, Debbie Humphrey, Chair ~ 27 Members; 13 Honorary Members: 16 TERSSA Members. *Report attached.*
- **Professional Improvement Committee**, Carol Capel, Chair ~ no report.
- **Public Relations Committee**, Beth Cloninger, Chair ~ no report.
- **Reflections Committee**, Brandi Carter, Chair ~ no report.
- **Rules & By-laws Committee**, Susan Johnson, Chair ~ please see attached report.
- **Secretary of the Year**, Lisa Forrest, Chair ~ As the former SOY winner, Lisa presented this year's winner, Kim Gibson of Montgomery County, with acrylic trophy and cash award.
- **Webmaster**, Pam Layfield ~ no report.
- **Finance Committee**, Cathy James, Chair ~ As there were no questions on the proposed budget as presented, a motion was made by Susan Johnson to approve the budget with second by Rhonda Gaster; approved unanimously.
Report follows.
- **Federation Report** ~ Susan Johnson shared that due to Jane McDaniels leaving her position with NCSU, an e-election had been set up to choose a new Federation representative.
- **TERSSA Report** - Christine Barrier shared membership numbers of approximately 152, representing 7 states. NC is hosting this year's TERSSA national meeting in conjunction with the NCCEAPA state meeting in Flat Rock,

NC in September. Christine encouraged everyone to attend. *Please see full report attached.*

- **Board of Directors Report** - no report.

OLD BUSINESS:

Susan Johnson opened discussions concerning planning for the 2019 state meeting to be held in our district September 18-20, 2019 (tentatively).

State Meeting Planning Committee Members: Susan Johnson, Chair, Christine Barrier, Cathy James, Debbie Humphrey, Julie Campbell, Pam Layfield and Beth Cloninger. Susan asked that Lisa Forrest also be included on this committee as she will be the district President at that time.

Following are Points of Discussion:

- Quotes have been received from a couple of meeting venues; all suggestions will be considered.
- Cathy James distributed a copy of the 2013 budget reflective of the expenses for the last state meeting hosted by our district.
- Susan would like to plan to meet face-to-face a couple of times with the planning committee, at some point, after this year's state meeting.
- Susan shared the decoration theme used at the Horn of Plenty this year as a possible idea to re-use for 2019 as supplies have already been purchased; theme was "Amplifying Your County" with megaphones, pom-poms and balloons on the tables.
- There is a booklet in the process of being written, lining out the steps and proper protocol for holding a state meeting for use in the future.
- Fund Raising for State Meeting ~ Susan introduced "Miss Moneybanks" aka Christine Barrier wearing a hat full of tacked-on currency with the thought of selling tickets to raffle the winnings on the hat (total TBD); similar to a money tree. The hat raffle would be ready to display at September's state meeting. Every county would be encouraged to sell \$2 (or 3 for \$5) raffle tickets between now and the state meeting, (*do not have to be present to win*), as well as contribute \$50 in startup funds for the 2019 meeting. The total collected will be shared between the total for the hat raffle and startup funds for the state meeting. Cathy James agreed to send out invoices for the \$50 state meeting support to all the counties.

Next Meeting ~ will be held in Mecklenburg County in the Spring of 2018.

Half-&-Half Drawing ~ total collected was \$82.00; \$41.00 was won by Pam Layfield.

Everyone thanked Lincoln staff for a great time; meeting was dismissed.

Kindly Submitted,
Leeann Crump, Secretary



SOUTH CENTRAL DISTRICT ROLL CALL

August 17, 2017
Date

County	Active Members Present	Retirees Present
ALEXANDER	1	
ANSON	1	1
CABARRUS	2	
CATAWBA	1	1
CUMBERLAND	1	
GASTON	.	
HARNETT	1	
HOKE	2	
IREDELL	1	
LEE	1	
LINCOLN	2	
MECKLENBURG		
MONTGOMERY	1	
MOORE	1	
RICHMOND	1	
ROWAN	1	
SCOTLAND	1	
STANLY	1	
UNION	2	
DISTRICT ADMINISTRATOR		
Total	21	2

**2017 South Central District NCCEAPA Membership
August 16, 2017**

27 Members

13 Honorary Members

16 TERSSA Members

Respectfully Submitted by:

Debbie Humphrey

Checking Account Balance as of April 28, 2017		5254.85
Income		
Dividends	3.20	
Half-n-half	23.00	
Carol Capel-Baldwin - Fall Meeting Registration(County paid as dues)	15.00	
Dues – TERSSA	10.00	
	Total Income	51.20
Disbursements		
SECU Fees	(3.00)	
APOY Award	(32.10)	
Carol Capel-Baldwin Fall Meeting Registration	(15.00)	
Lincoln County – Host	(100.00)	
	Total Disbursements	(150.10)
Checking Account Balance as of August 17, 2017		5155.95

Money Market Account

Beginning Balance	4762.50
Interest Earned	11.62
Money Market Account Balance as of August 17, 2017	4774.12

Shares Account

Beginning Balance	171.37
Interest Earned	.31
Shares Account Balance as of August 17, 2017	171.68

Prepared by: Cathy James

Account: NCCEAPA - SC District - New Account		
Old Account Closed due to name change - opened new account 10-11-12		\$3,814.61
INCOME		
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
Total Income		\$ 33,202.07
DISBURSEMENTS		
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)	
TOTAL Disbursements (Nov 2012 - August 6 , 2013)		(\$28,443.56)
Balance on hand October 10, 2013 (checkbook & Bank Statement)		\$4,758.51
NCCEAPA - SC DISTRICT MONEY MARKET ACCOUNT		
NEW ACCOUNT DUE TO NAME CHANGE		
Opening Account Balance		4562.57
Interest Earned Nov 2012-October 10, 2013	\$ 35.05	
Current Balance		\$ 4,597.62
NCCEAPA-SC DISTRICT SHARES ACCOUNT		
NEW ACCOUNT DUE TO NAME CHANGE		
Opening Account Balance		\$ 165.66
Interest Earned Nov 2012-October 10, 2013	1.25	
Current Balance		166.91
Report prepared by Janet C Mabry, Treasurer (2103)		

**South Central NCCEAPA
Rules and By-Laws Committee Report
August 17, 2017**

**South Central Rules and By-laws Committee Members
Susan Johnson, Chair, Cumberland County
Judy Moore, Lincoln County
Leigh Watkins, Campus**

There will be several proposed Rules and By-law changes presented to the general membership for approval during the Association's business session on September 22, 2017. These changes were approved during the Winter Executive Board and Board of Directors meeting. The proposed changes are posted on the NCCEAPA website. A copy of the proposed changes will be provided to those in attendance today.

NCCEAPA – Rules and By-Laws Committee Report
Approved by the Board of Directors March 2017 – to be taken to the membership at the State Meeting

“This committee is responsible for receiving proposed changes from members, drawing these proposed changes up, presenting the changes to the Board of Directors, and upon their approval, posting these proposed changes to the website at least two weeks prior to the state meeting. If the proposed changes are accepted by a two-thirds majority vote, the committee shall make corrections to the NCCEAPA Constitution and Bylaws web page.”

Current Rules and By-Laws Committee Members:

Sandy Kanupp, Chair; Sarah Gottfried, Kim Hoskins, Susan Johnson, Shelia Ange, Margaret Browne

Article V – Officers and Their Duties - Section 1, currently reads:

Section 1:

- The elected officers of this Association shall be President, 1st Vice President, 2nd Vice President, Secretary and Treasurer.

Section 2:

- The President shall:
 1. preside at all meetings of the Association and Board of Directors;
 2. call special meetings of the Board of Directors at her/his discretion or upon the request of a majority of the Directors;
 3. appoint annually chair-persons of standing and special committees;
 4. serve as an official representative of the Association at meetings of groups working for the advancement of Extension and this Association;
 5. be a member ex-officio of all committees except the Nominating Committee; and
 6. recommend to the Board of Directors, for their appointment, persons to fill vacancies occurring on the Board of Directors between elections, except that of President and District President.

Section 3:

- The 1st Vice President shall perform the duties assigned by the President with the approval of the Board of Directors and preside in the absence of the President. In the event of a vacancy in the office of the President, the 1st Vice President shall become President and assume the duties of the office for the unexpired term.

Section 4:

- The 2nd Vice President shall perform the duties assigned by the President, with the approval of the Board of Directors, and preside in the absence of the 1st Vice President. In the event of a vacancy in the office of 1st Vice President, the 2nd Vice President shall become 1st Vice President and assume the duties of that office for the unexpired term.

Section 5:

- The Secretary shall keep an accurate record of the proceedings of the Association and the Board of Directors. In addition to these minutes, she/he shall file in the Official Minute Book:
 1. a copy of all amendments to the Constitution and Bylaws;
 2. all resolutions which are adopted by the Association; and
 3. a list of honorary and retired members. The secretary shall search the records for information requested by officers or members; shall mail copies of the minutes of all meetings to the Board of Directors within six weeks after the conclusion of the meeting; shall conduct the correspondence of the Association as directed by the President and/or the Board of Directors.

Section 6:

- The Treasurer shall be responsible for receiving the funds of the Association and shall disburse them in accordance with the adopted budget. In cases of emergency and funds need to be transferred between accounts, the Treasurer is authorized to do so upon approval of the President. The Treasurer shall serve as Finance Committee Chair and Advisor to said committee the following year. 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.

Propose adding Section 7 that reads:

- All officers shall serve a one-year term, except the Treasurer. The Treasurer will serve a two-year term.

Article VII – State Executive Board, Section 4, currently reads:

This Board shall meet as necessary to transact the business of this Association. Three members shall constitute a quorum.

Propose adding one word to read as follows:

This Board shall meet as necessary to transact the business of this Association. Three voting members shall constitute a quorum.

Article VII – State Executive Board, Section 4, currently reads:

- This Association shall pay the Executive Board members', Advisor's, and Parliamentarian's travel expenses and up to per diem subsistence expenses with receipts for NCCEAPA meetings.

- In addition, the Association shall pay the president's and 1st vice president's travel expenses and up to per diem subsistence expenses with receipts for Association representation at required meetings.
- In addition, the Association shall pay the Federation Officer's travel expenses and up to per diem expenses with receipts for NCCEAPA and Federation meetings.

Propose adding a "bullet" that reads:

Approved mileage will be reimbursed at the IRS rate per mile at the time the travel occurs.

Article VIII – Board of Directors, Sections 1 and 3, currently read:

Section 1:

- The Board of Directors shall consist of the elected officers, immediate past president, elected district officers and state committee chairs.

Propose re-wording as follows:

The Board of Directors shall consist of the state executive board, elected district officers, and state committee chairs.

Section 2:

- The Chair of the Board of Directors shall be the State President.

Section 3:

- The Board of Directors shall:
 1. direct the program and formulate policies concerning the Association and the general nature and scope of its activities;
 2. approve the proposed budget;
 3. fill by appointment all vacancies occurring on the Board of Directors between elections, except the offices of the President and District Presidents;
 4. meet prior to and during the annual State meeting;
 5. be empowered to conduct business via mail, on-line or e-meeting. Parameters of on-line or e-meeting to be determined by the President;
 6. meet at the call of the State President or upon written request of a majority of the Board;
 7. set time and place of annual meetings only if no invitation is extended.

Propose adding Section 4 as follows:

A majority of members of the Board of Directors shall constitute a quorum for the transaction of business.

Article X – Meetings, currently reads:

Section 1:

- The Association shall hold an annual meeting in or around September. Districts will host the state meeting on the following rotational basis: West, North Central, South Central, Northeast, Southeast, Campus. Following this rotation, the district that is next in line, shall contact and work with the President when scheduling the dates of the upcoming state meeting. The invitation shall be extended to the entire membership at the state meeting by the upcoming year's host district. The host district will provide a planned educational activity to promote professional improvement during the days provided by Administration for the state meeting.

Section 2:

- The Association may hold special meetings at such time and place as may be determined by the Board of Directors.

Section 3:

- Members should be notified in writing at least two weeks prior to the date of each meeting.

Section 4:

- At least one meeting shall be held annually in each district at a time and place to be determined by each District and the County hosting the meeting. The host county will provide a planned educational activity to promote professional improvement during this day provided by Administration for the district meetings.

Section 5:

- In the event that an annual meeting of the Association cannot be held as stated in Article X, Section 1, the business of the Association shall be conducted by the Board of Directors operating on behalf of the general membership. A meeting of said Board shall take place during the same timeframe of the normally scheduled annual Association meeting in a format chosen by the Executive Board. Proposed meeting agenda shall be mailed to the general membership at least two weeks prior to the Board meeting in order to allow individual input. Members wishing to include business items on the agenda should have those submitted to the State President no later than one month prior to the scheduled meeting.

Section 6:

- In the event that any biannual meeting cannot be held on the district or chapter level, the business of the District or Chapter shall be conducted by the District or Chapter Board of Directors, which shall consist of the District or Chapter Officers and District or Chapter Committee Chairs. Meeting of said Board shall take place in a format chosen by the District or Chapter President. Proposed meeting agenda shall be mailed to the general district or chapter membership at least one month prior to the Board meeting in order to allow individual input. Members wishing to include business items on the agenda should have those submitted to the

Propose adding Section 7 that reads:

The following groups are allowed to attend the NCCEAPA business meeting at the NCCEAPA Annual State Meeting:

- Active members who are current with dues
- Associate members who are current with dues
- Potential members who are current NCCE employees

District or Chapter President no later than two weeks prior to the scheduled meeting.

Article XII – Quorum – Section 1 – currently reads:

Members present at the annual meeting shall constitute a quorum for the transaction of business. A majority of the members of the Board of Directors and of any appointed committee shall constitute a

Propose – deleting second sentence and adding a bullet point that reads as follows along with two additional bullet points:

- At a Board of Directors meeting, a majority of the members of the Board of Directors shall constitute a quorum for the transaction of business.

ADD:

- At an Executive Board meeting, three voting members of the Executive Board shall constitute a quorum for the transaction of business.
- At a committee meeting, a majority of members of any committee shall constitute a quorum.

quorum for the transaction of business.



President
Christine Barrier - NC
Recording Secretary
Carman Boswell - NC
Membership Secretary
Anita Wright - NC
Webmaster
Sandra Walton - AL

Vice President
Cheryl Duplachain - LA
Treasurer
Glenda Jenkins, MS
Advisor
Linda Good - OH

NCCEAPA – South Central District

TERSSA Report

August 17, 2017

Lincoln County -Vale

- I am extremely proud to team with the West District-NCCEAPA in hosting the TERSSA Annual Conference.
- TERSSA membership presently sits at 152:
 - 2 Alabama
 - 2 Louisiana
 - 2 Kentucky
 - 68 North Carolina
 - 22 Mississippi
 - 55 Ohio
 - 1 South Carolina
- North Carolina TERSSA members involved include:
 - Carman Boswell, Recording Secretary
 - Anita Wright, Membership Secretary
 - Numerous NC members on various committees
- The TERSSA Executive Board has met regularly, March 15, June 14, next is scheduled for September 6, and will conclude September 19 at the annual conference.

- By-laws have been reviewed and changes will be submitted for voting on-line at the same time the President's Comments and Officer nominations are sent out to membership.
- The website is continually updated and can be viewed at <http://terssa2008.wix.com/terssa>, and can be accessed from the NCCEAPA website.
- The 2017 Annual Conference will be held in Asheville, NC, September 20-22, in conjunction with NCCEAPA Annual Conference.

Respectfully,

Christine Barrier
TERSSA 2016-2017 President