

**NORTH CAROLINA COOPERATIVE EXTENSION ADMINISTRATIVE
PROFESSIONALS ASSOCIATION – WEST DISTRICT
MAY 2, 2014
HENDERSON COUNTY**

Cathy Brackins, NCCEAPA – West District President, called the spring meeting of the NCCEAPA – West District to order. Henderson County hosted the meeting and we met at the Saint Paul Mountain Vineyards.

Cathy introduced Marvin Owings, Henderson County Extension Director, to bring welcome to the group. He said that the administrative professionals are the face of Cooperative Extension. We are also the glue that holds the office together. He thanked the group for our work for Extension.

Cathy introduced Dr. Deborah Crandall, Interim West District Extension Director, for greetings and updates. Dr. Crandall has been retired for 3 years. She and her husband Jake, have resided in Henderson County for 16 years. She will be connecting with CEDs and county partners during her tenure as interim DED. She spoke about CES Centennial. She indicated that the 2 vacant DED positions will be posted soon (West District and Southeast District). She said she would always have time to talk with anyone. Dr. Crandall asked if there were any questions.

Jane asked of Deborah: “How important do you feel our associations are?” Dr. Crandall indicated that she values all associations. She indicated that she is a lifetime member of the 4-H Agents Association. She also thought the changing of our association name was a good thing.

Thought for the Day titled “Be Thankful” was given by Brenda Wilson, Yancey Co.

Cathy asked for any additions to the agenda (no additions were given) and she asked for approval of agenda. Cheryl Mitchell made a motion to approve, Ivy Olson seconded the motion; motion carried.

Cathy asked if everyone had read minutes from our August 2013 fall meeting and she asked for a motion to approve these minutes. Ivy Olson made a motion to approve fall meeting minutes, Karen Ball seconded the motion; motion carried.

Cathy asked Janice for the roll call. Those attending were: Lavita Lambert, Karen Ball, Ivy Olson, Cathy Brackins, Jane McDaniel, Sara Gottfried, Carol Horne, Susanne Winebarger, Brenda Wilson, Tina Lovejoy, Julie Lyvers, Erin Freeman, Barbara Walker, Cheryl Mitchell, Dot McClintock, Leslie Brown, Maryann Mickewicz, Norma Chrisawn, Vonda Vaughn, Janice Dotson.

Cathy recognized Ivy Olson, Treasurer, to present the Treasurer’s Report. The report stated: At the NCCEAPA State Meeting last September, it was decided that each district would be responsible for collecting both the NCCEAPA and TERSSA dues. Our forms

were updated and I am pleased to report that everything went fine with only a minor increase in processing time.

We held our annual raffle/fundraiser at the State meeting. We collected \$430 in ticket sales. We spent \$173.22 for the one night at Lake Lure Inn, so our net was \$256.78. I would also like to thank Carol Horne for all the extra goodies she donated, make our display the best! Financial Report will be given by the Finance Committee later in meeting.

Ivy also indicated that we have 33 paid members. Cathy asked for a motion to accept financial report – Barbara Walker made the motion to accept report and Brenda Wilson seconded the motion; motion carried.

Standing Committee Reports

Membership – Kim Davis, Chair

We currently have 33 paid members – 15 honorary members, 4 new members and 6 non-members. Ivy indicated that she had contacted non-members – one of the reasons was travel and some indicated they just couldn't make it.

Public Relations – Brenda Wilson, Chair

No report.

Nomination – Tami Hagie, Chair

No report.

Rules and By-Laws – Carol Horne, Chair

Carol shared the possible by-laws changes which will be reviewed by the Board of Directors and if approved by BOD, will be voted on at the annual meeting of NCCEAPA in September. There may be a virtual meeting with BOD to do an email vote.

Article II – Purpose and Objectives

Section 2 – Item #4 –

Current: To exert much effort to have County Extension Administrative Professionals classified under one unified system.

Proposed: To exert much effort to maintain a unified system classification of County Extension Administrative Professionals.

Article V – Officers and Their Duties

Section 6

Current: 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.

Proposed: 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.

Article XII – Committees

Section 2

Current: 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.

Proposed: 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.

Finance – Ivy Olson, Chair

See attached report. Highlights are: Balance as of August 9, 2013 was \$7,156.32; Receipts were \$1,834.54; Total Receipts were \$8,990.86; Disbursements were \$1,100.56; Checking Acct. Balance is \$7,890.30; Share Account Balance is \$37.46.

Professional Improvement – Susanne Winebarger, Chair

Susanne stated the West District Professional Improvement Committee has participated in four activities. See attached report.

Reflections – Sara Gottfried, Chair

Sara brought scrapbook for everyone to look over. She also has a camera to take pictures of our spring meeting.

Other Reports and Updates

Staff Senate – Brenda Wilson

Brenda encouraged everyone to look at Staff Senate homepage. The West (District 19A) will need to nominate a person for Staff Senate. Barbara Walker and Norma volunteered to be nominated. Dr. Zublena brought up Staff Senate and commended the individuals serving as senators and alternates.

NCCEAPA – Jane McDaniel, NCCEAPA President

Jane gave an update of the Board of Directors meeting which was held February 21, 2014, in Statesville. All committees are busy reviewing guidelines. They are doing a great job. The state meeting will be Sept. 18-19, 2014, at Kitty Hawk. The TERSSA meeting will be in October in Baton Rouge, LA. Also the Horn of Plenty will be August 15. Please email Jane if you would like to volunteer to serve ice cream and cupcakes.

Federation – Cheryl Mitchell, President

Cheryl gave an update on the business of the Federation. See the attached report.

Herter O’Neal Scholarship – Susanne Winebarger

Susanne indicated that the West District had 13 applications. The 2014 winner of the scholarship was Antonio Powell from the Northeast District.

Distinguished Service Award – Cathy Brackins

NCCEAPA has a new award to be given at our upcoming state meeting in September. This award replaces the current Award of Excellence. Cathy shared information regarding the new award and encouraged our members to go online and read about the award and possibly nominate someone.

Secretary of the Year Nominations

It was suggested that our association change the name of this award due to name change of the association. The new name is Administrative Professional of the Year. Susanne will be sending an email soon sharing the guidelines and date to submit the nominations.

2014 Fall Meeting – Karen Ball

Karen and Erin extended an invitation for our association fall meeting. It will be held at the Haywood County Office on Friday, August 29. The community project will be announced at a later date.

Janice read a thank you note from Dan for the gift that our association presented to him at his retirement celebration.

Our Professional Development program was given by Alan Ward, Owner of Saint Paul Vineyards. He spoke about the history of wine, growing grapes in WNC, basics of wine making and how to taste wine.

Cathy asked if there was a motion to adjourn meeting, Maryann Mickewicz made a motion to adjourn meeting, Jane McDaniel seconded; motion carried.

After meeting adjourned, the members enjoyed a delicious catered meal.

Submitted by:
Janice Dotson
NCCEAPA – West District Secretary