



**NCCEAPA Board of Directors Meeting Minutes  
March 16, 2018 @ 9:00 a.m.  
Forsyth County Extension Office  
Winston-Salem, NC**

**2017 – 2018 Officers**

LaToya Lucy – President

Suzanne Hugus – 1<sup>st</sup> Vice President

Barbara Walker – 2<sup>nd</sup> Vice President

Sally Southard – Secretary

Cathy James - Treasurer

Sheilia Griffis – Parliamentarian

Rebecca Castello - Advisor

Sherry Lynn – Federation Officer

- Katherine Hepler, Administrative Assistant welcomed everyone to Forsyth County at 9:20 a.m. She then introduced the new Forsyth County CED, Kimberly Gressley and North Central District Director, James Cowden of whom both spoke briefly. Mr. Cowden touched on career ladder, onboarding and mentoring, training, customer service, open positions and hiring, turn-over and retention, and the importance of our partnerships with the counties. He also announced that he will be retiring effective May 1, 2018.
- President LaToya Lucy asked if there were any questions regarding our professional development topic, “Networking Q&A”.
  - What is PMSI?
    - It is a printing company that we are supposed to use to send our bulk newsletters and brochures. While it may not seem cost effective, there are other factors such as employee time, paper, toner, fees, etc. that need to be considered.
  - Any problems with Wolftime?
    - There were many who voiced that this system was difficult, especially on Tuesdays.
    - LaToya mentioned that even though this system may be difficult to work with, it is actually a benefit to us. Those 5 and 15 minutes or more that we normally wouldn't have claimed or even given a thought about are now being recorded and we are being compensated for all the time we work. The value of what we do is being realized more since this system has been put into place.
  - Stamps.com
    - Other than the frequent system updates and some billing issues, this seems to be working okay for most who are using it. The label printers work great. If you use a Mac, make sure you get the 4XL printer or it may not be compatible.
  - Amazon.com
    - If you have an Amazon.com account through the Market Place, make sure you don't connect this email with personal or county purchases. These purchases will be tax exempt.
  - List Serve
    - Make sure you keep your membership committee up-to-date on employees who are leaving and new employees, so our membership records are kept current.



**NCCEAPA Board of Directors Meeting Minutes**  
**March 16, 2018 @ 9:00 a.m.**  
**Forsyth County Extension Office**  
**Winston-Salem, NC**

- President LaToya Lucy called the meeting to order at 10:20 am.
- Roll Call was taken by Sally Southard.
  - Campus = 5
  - Northeast = 5
  - North Central = 4
  - Southeast = 4
  - South Central = 3
  - West = 1
- Sheilia Griffis, Parliamentarian verified there was a quorum present.
- Members reviewed the agenda. Alice Pennix made a motion to accept the new agenda distributed by LaToya Lucy at the meeting with additional corrections as presented. The motion was seconded by Sherry Lynn and the motion passed with no objections.
  - Executive Board Meeting date is September 26<sup>th</sup>.
  - Public Relations chair is Donna Holland.
- The thought for the day was a paraphrase by Saint Augustine, shared by Suzanne Hugus.
- Christine Barrier made a motion to approve the NCCEAPA Board of Directors Meeting Minutes from September 21, 2017 as posted on the web at: <https://sites.google.com/a/ncsu.edu/ncceapa/minutes>. The motion was seconded by Kathy Hepler. The motion passed unanimously.
- Cathy James gave the financial report. As of March 15, 2018, the checking account balance is \$3510.50, the money market account balance is \$14,663.06, and the shares account balance is \$62.45. Cathy confirmed that the current budget was passed at the September 2017 meeting in Flat Rock, NC. A question was posed regarding financial support from the State NCCEAPA for the 2018 State meeting. Cathy James clarified that the State organization does contribute \$1000.00 to the hosting district for the State meeting and will forward the information to the North Central District Treasurer, Sally Southard.



## District Reports

- **Campus** – Alice Pennix delivered the Campus report. (Official copy attached)
  - 14 NCCEAPA members and all are members of TERSSA
  - 2017-2018 Officers:
    - President – Alice Pennix
    - 1<sup>st</sup> Vice President – Evelyn Stahling
    - 2<sup>nd</sup> Vice President – Bernadette Smith-Murray
    - Secretary – Margaret Browne
    - Treasurer – Geri Bushel
    - Advisor – Geri Bushel
  - Meetings: September 22, 2017
  
- **Northeast** – BJ Okleshen, delivered the Northeast District report. (Official copy attached)
  - 29 Active, 18 Honorary, and 19 TERESSA members
  - 2017 – 2018 Officers:
    - President – BJ Okleshen (Gates County)
    - 1<sup>st</sup> Vice President – Christie Bell (Washington County)
    - 2<sup>nd</sup> Vice President – Amy Twitty (Camden County)
    - Secretary – Christy Boyce (Pasquotank County)
    - Treasurer – Sherry Lynn (Currituck County)
    - Advisor – Becky Castello (Hertford County)
  - Meetings: October 27, 2017
  
- **North Central** – Kathy Hepler delivered the North Central District report. (Official copy attached)
  - 28 Active and 3 Honorary members, and 6 TERESSA members
  - 2017 – 2018 Officers:
    - President – Kathy Hepler
    - 1<sup>st</sup> Vice President – Kitrinka Gordon
    - 2<sup>nd</sup> Vice President – Deb Fuller
    - Secretary – Gwen Rubio
    - Treasurer – Sally Southard
    - Advisor – Laura Apple
  - Meetings: August 18, 2017



- **Southeast** – Jessica Griffin delivered the Southeast District report. (Official copy attached)
  - 2017 – 2018 Officers:
    - President – Jessica Griffin (Lenoir)
    - 1<sup>st</sup> Vice President – Michelle Kasey (Brunswick)
    - 2<sup>nd</sup> Vice President – Emily Walter (Duplin)
    - Secretary – Wanda Hargrove (Duplin)
    - Treasurer – Jessica Jones (Robeson)
    - Parliamentarian – Shelia Griffis (Carteret)
  - Meetings: August 18, 2017
  
- **South Central** – Beth Cloniger delivered the South Central District report. (official copy attached)
  - 27 Active, 16 Honorary, and 17 TERESSA members
  - 2017 – 2018 Officers:
    - President – Beth Cloniger
    - 1<sup>st</sup> Vice President – Dana Braswell
    - 2<sup>nd</sup> Vice President – Lisa Forrest
    - Secretary – Susan Johnson
    - Treasurer – Christine Barrier
    - Advisor – Carol Capel-Baldwin
  - Meeting: Fall 2017
  
- **West** – Barbara Walker delivered the West District report. (Official copy attached)
  - 21 Active members
  - 2017 – 2018 Officers:
    - President – Barbara Walker (Henderson)
    - 1<sup>st</sup> Vice President – Brandy Hansen (Buncombe)
    - 2<sup>nd</sup> Vice President – Debbie Hunter (Macon)
    - Secretary – Maryann Mickewicz (Transylvania)
    - Treasurer – Janice Dotson (District Office)
    - Advisor – Ivy Olson (Henderson)
  - Meeting: April 20, 2017



## Committee Reports

- **Finance Committee** – Given previously with the financial report.
- **Membership Committee** – LaToya Lucy delivered the membership committee report for Susan Johnson in her absence. (Official copy attached)
  - You must pay both District and State dues to be considered active members with all rights and voting privileges.
  - Two nominations have been received for Honorary Membership consideration. Nominations can be found at the NCCEAPA website. All nominations must be received by August 1<sup>st</sup>.
  - Continue to notify the membership committee with new employees.
  - 142 Active Members
  - 54 Honorary Members
  - 73 TERSSA Members
  - 14 letters requesting monetary support were mailed of which two were new requests.
- **Nominating Committee** – Vacant – No report (Suzanne Hugus volunteered to chair the nominating committee).
- **Rules & By-Laws Committee** – Shelia Ange will incorporate this report under New Business as there are multiple recommendations to bring forth.
- **Professional Improvement Committee** – Joy Pierce was absent; however, she did get the Herter O'Neal scholarship information sent out to the counties. These scholarship applications are due to the districts by March 23<sup>rd</sup> and due to the state by April 2<sup>nd</sup>.
- **Public Relations Committee** – Vacant – No report (Jessica Griffin has volunteered to chair the Public Relations Committee).
- **Reflections Committee** – Donna Holland will be reaching out to each district president to obtain names for your reflections committee chair person. Similar to last year, she will be requesting articles and pictures with descriptions to put into a scrap book that will be made available at the state meeting.



## **Other Reports**

- **Sue Mills Lighthouse Award** – Nominations are due to LaToya Lucy by August 1<sup>st</sup>.
- **2018 Distinguished Service Award** – Nominations are due to Suzanne Hugus by August 1<sup>st</sup>. Suzanne will be sending an email reminder in June
- **2018 Executive Board Award** – Nominations are due to Suzanne Hugus by August 1<sup>st</sup>. Suzanne will be sending an email reminder in June.
- **2018 Herter-O’Neal Scholarship** – As previously stated, applications are due to your districts by March 23<sup>rd</sup> and due to the state (Joy Pierce) by April 2<sup>nd</sup>.
- **Honorary Membership** – Report given. Due August 1<sup>st</sup> to Susan Johnson.
- **Federation Report** – Sherry Lynn delivered the federation report. (Official copy attached)
  - 2017 – 2018 Officers:
    - President – Cameron Lowe (ESP)
    - President Elect – Haley Napier (NCEAFCS)
    - Secretary – Carinthia Cherry (NCACES)
    - Treasurer – Sherry Lynn (NCCEAPA)
    - Webmaster – Jackie Helton (NCAE4-HA)
    - Parliamentarian – Travis Birdsell (NCACAA)
    - Past President – Charissa Puryear (NCAEPAAT)
- **TERSSA** – Christine Barrier delivered the TERSSA report. (Official copy attached)
  - 146 members with North Carolina having the most members at 73
  - Membership drive extended to March 31<sup>st</sup>
  - NC holds 3 officer positions:
    - Immediate Past President / Advisor – Christine Barrier
    - Membership Secretary – Anita Wright
    - Webmaster – Rebecca Castello
  - 10<sup>th</sup> Annual Conference to be held in New Orleans, November 14-16 at the Renaissance New Orleans Pere Marquette French Quarter Area Hotel. Registration will be \$150 and hotel rates probably around \$150.



## Old Business

- **2018 State Meeting** – Kathy Hepler delivered update on the 2018 state meeting.
  - September 26<sup>th</sup> through 28<sup>th</sup> at the Hawthorne Inn & Conference Center in Winston-Salem.
  - Look for registration (around \$130) late May to early June.
  - Hotel \$99
- **Ad-Hoc Committee (State Meeting Guidelines)**
  - General guideline has been posted on the website.
- **Other**
  - We will be requesting to extend our State meeting back to three days.

## New Business

- **2019 – 2019 Proposed Budget** – This will be presented in September.
- **Rules & By-Laws** – Shelia Ange, Rules and By-laws Committee Chair delivered the recommendations to the rules & by-laws.
  - **Recommendation #1 from the Rules & By-Laws Committee:** Change the statement: “Dues shall be at the discretion of each district.” to “Amount of District dues shall be at the discretion of each district.”
    - Second: Sherry Lynn
    - All in favor. Motion to make this change passed unanimously with no objections.
  - **Recommendation #2 – 3 Parts from the Rules & By-Laws Committee:** Make the District Procedures a direct part of the Rules & Bylaws by:
    - **Part #1** - Change the title of “Article XIV – District Association” to “Article XIV District Procedures”.
    - **Part #2** - Change Section 1 “The Districts shall follow the same Constitution and By-laws as outlined for the State. They may make standing rules which are pertinent to local or district affairs and which are not in contradiction to the State Constitution and By-laws.” to 2 sections that would now read:
      - Section 1: The Districts shall follow the same Constitution and By-laws as outlined for the State.
      - Section 2: Districts may **add** rules which are pertinent to local or district affairs and which are not in contradiction to the State Constitution and By-laws.”



- **Part #3** – Change section 7 “The Board of Directors is composed of District Officers and has the same function as the state level.” to read “The Board of Directors is composed of District Officers and **District Committee Chairs** and has the same function as the state level.”
  - Second: Becky Castillo
  - All in favor. Motion to make this change passed unanimously with no objections.
- **Recommendation #3** – remove the last bullet “Potential members who are current NCCE employees” from Article X – Meetings, Section 6.
  - Second: Michelle Kasey
  - All in favor. Motion to make this change passed unanimously with no objections.
- **Recommendation #4 Part 1 from the Rules & By-Laws Committee:** In Article XIII – Quorum – Section 1, change the statement: “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.” to “At a Board of Directors meeting, a majority of the **voting** members of the Board of Directors shall constitute a quorum for the transaction of business.”
  - Second: Donna Holland
  - All in favor. Motion to make this change passed unanimously with no objections.
- **Recommendation #4 Part 2 from the Rules & By-Laws Committee:** In Article XIII – Quorum – Section 1, reverse the order of the first 2 bullets.
  - Second: Suzanne Hugus
  - All in favor. Motion to make this change passed unanimously with no objections.
- **Recommendation #5 Part 1 from the Rules & By-Laws Committee:** Change Article XI – Dues, Section 2 from: “Annual dues are to be postmarked by District Treasurers beginning October 1 and no later than December 31 of each calendar year, for membership beginning October 1 through September 30. Membership year runs from October 1 through September 30 of each year.” to “Annual dues are to be postmarked by District Treasurers beginning **September 1 and no later than October 1** of each calendar year, for membership beginning October 1 through September 30. Membership year runs from October 1 through September 30 of each year.”
  - Second: Alice Pennix
  - All in favor. Motion to make this change passed unanimously with no objections.





- **Recommendation #5 Part 2 from the Rules & By-Laws Committee:** Change Article XI – Dues, Section 3 from: “Membership shall be available for current/existing employees beginning October 1 through December 31. Membership shall be available for new employees whose effective date of employment occurs after December 31 upon payment of dues within 90 days of employment.” to “Membership drive will be such as to provide dues to the District Treasurer prior to September 1 of each year. Membership shall be available for new employees whose effective date of employment occurs after September 1 upon payment of dues within 90 days of employment.”
  - Second: Christine Barrier
  - All in favor. Motion to make this change passed unanimously with no objections.
- **Recommendation #6 from the Rules & By-Laws Committee:** Replace “non-member” in Article IV – Membership, Section 5 (both bullets) with “retired member.”
  - Second: Jessica Griffin
  - All in favor. Motion to make this change passed unanimously with no objections.
- **Recommendation #7 from the Rules & By-Laws Committee:** To facilitate a smoother transition for incoming Presidents and to completely unify the membership process, the Rules & By-laws committee recommends an email vote from the body within one month of this meeting regarding these changes, so they will not have to be dealt with again at the state meeting in September.
  - Second: BJ Okleshen
  - All in favor. Motion to make this change passed unanimously with no objections.

### Other Announcements

- Before you can chair a committee on the state level, you must have held the chair position of that committee on the district or campus level.
- The Grange Award provides \$1000 toward professional development. LaToya will email the link to this award.
- Suzanne Hugus announced that the website will be moving from Google to WordPress. Each district will need to update their pages, especially removing outdated material. The gentleman who will be assisting with this will need 60 days, so we are asking that the updates to your pages take place by April 2<sup>nd</sup>. If you don't currently have a webmaster, contact Shelia and she can assist you. We will continue to pay for the domain names with .com and .org so people will still be able to access the website from the internet by using either. We may wait until after the state meeting to roll it out

With no further business to discuss, Christine Barrier made a motion to adjourn the meeting and BJ. Okleshen seconded the motion. All were in favor and the meeting was adjourned at 12:15 p.m.