



**NCCEAPA Executive Board Meeting Minutes  
September 26, 2018 @ 3:00 p.m.  
Hawthorne Inn & Conference Center – Linden Room  
Winston-Salem, NC**

**2017 – 2018 Officers**

LaToya Lucy – President

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

Shelia Ange – 2<sup>nd</sup> Vice President

Sally Southard – Secretary

Cathy James - Treasurer

Sheilia Griffis – Parliamentarian

Rebecca Castello - Advisor

Sherry Lynn – Federation Officer

- President LaToya Lucy called the meeting to order at 2:58 pm.
  
- Roll Call was taken by Sally Southard.
  - Campus = Suzanne Hugus
  - Northeast = Rebecca Castello, Sherry Lynn, and Shelia Ange
  - North Central = Sally Southard
  - Southeast = LaToya Lucy
  - South Central = Cathy James and Christine Barrier
  - West = None
  
- On behalf of Sheilia Griffis, Parliamentarian, Christine Barrier verified there was a quorum present.
  
- Members reviewed the agenda and the following changes were made: Federation Secretary was added to New Business. Shelia Ange made a motion to accept the agenda with corrections and the motion was seconded by Cathy James. The motion passed unanimously.
  
- The thought for the day was a quote by Marquês Aurelius, shared by Suzanne Hugus. *“Men (and women) exist for the sake of one another.”*
  
- Cathy James made a motion to approve the NCCEAPA Executive Board minutes from March 15, 2018 as shared by Sally Southard, Secretary. The motion was seconded by Suzanne Hugus. The motion passed unanimously.
  
- Cathy James gave the financial report and a discussion was had regarding the annual dues not paid to date. These dues must be postmarked to the State Treasurer by October 1<sup>st</sup>. The Campus Chapter has not been received to date, the North Central District dues are in the mail, and the Southeast District has been dealing with the effects of the hurricane but will be confirmed during this state meeting. See attached for financial report.



## Committee Reports

- **Finance Committee** – The Financial report presented by Cathy James will stand as finance committee report.
- **Membership Committee** – No report presented at this meeting.
- **Nominating Committee – (Full report attached)** Suzanne Hugus presented the nominating committee report. Major points covered include:
  - 2<sup>nd</sup> Vice President, Barbara Walker retired suddenly. After attempting to recruit a replacement from the West District, Shelia Ange from the Northeast District was nominated to fill this vacancy. Shelia accepted the nomination and an online vote was generated by LaToya Lucy, President. Shelia was approved as the 2<sup>nd</sup> Vice President in August 2018.
  - Cathy James has agreed to continue to serve for 2018-19 and fulfill the two-year commitment of Treasurer.
  - Sally Southard from the North Central District has accepted the nomination for 2018-19 2<sup>nd</sup> Vice President.
  - Emily Walter from Duplin County has accepted the nomination for 2018-19 State Secretary.
- **Rules & By-Laws Committee – (Full report attached)** Shelia Ange presented the rules & by-laws committee report. Major points covered include:
  - Six proposed rules & by-laws changes from the March Winter Board meeting were approved by electronic vote and the website has been updated to reflect these changes.
  - The rules & by-laws committee had one recommendation that has been withdrawn and will be passed to the 2018-19 committee to address.
- **Professional Improvement Committee** – Shelia Ange presented the professional improvement committee report for Joy Pierce in her absence.
  - After receiving applications from four districts, a winner was selected for the 2018 Herter O'Neal Scholarship. This year's winner is Ellie Smith from Guilford County in the North Central District.
  - We received six nominations for the Distinguished Service Award and we will announce the recipients at the business meeting.
  - We received four applications for the 2018 Professional Improvement Scholarship and the recipient(s) will be announced at the business meeting. They will need to see Cathy James immediately following the business meeting.
  - Just a reminder to check the NCCEAPA website for all award deadlines for the upcoming year.
  - We encourage everyone to apply or nominate someone for all awards that come available to us.
- **Public Relations Committee** – No report presented at this meeting.
- **Reflections Committee** – No report presented at this meeting.



### Other Reports

- **Sue Mills Lighthouse Award** – A winner has been chosen and will be announced at the banquet on September 27<sup>th</sup>.
- **2018 Distinguished Service Award – (Full report attached)** Suzanne Hugus reported that there were six nominations from four districts. She confirmed that a winner has been chosen and will be presented at the banquet on September 27<sup>th</sup>.
- **2018 Executive Board Award - (Full report attached)** Suzanne Hugus confirmed that a winner has been chosen and will be presented at the business meeting on September 28<sup>th</sup>. See attached Executive Board Award report.
- **2018 Herter-O'Neal Scholarship – (Full report attached)** Shelia Ange presented the Herter O'Neal Scholarship report for Joy Pierce. Ellie Smith from Greensboro is a student at North Carolina State University and is in the process of acquiring a double major in both business and biology. See attached.
- **Honorary Membership** – No report presented at this meeting.
- **Federation Report – (Full report attached)** Sherry Lynn relayed that there has been nothing new since the forum last year and there has not been a date set for the next Federation Forum but will most likely be in December. See attached Federation report.
- **TERSSA** – Christine Barrier reports that this is TERSSA's 10<sup>th</sup> year anniversary and there are 193 total TERSSA members from eight states with 84 of those members being from North Carolina. There are 35 members from NC registered to attend the National Conference in New Orleans this November.

### Old Business

- **New Web Site – (Full report attached)** Suzanne Hugus reports that the new NCCEAPA WordPress website is complete and can be found at [NCCEAPA.ces.ncsu.edu](http://NCCEAPA.ces.ncsu.edu). Please begin using the new website to add any new content. A ZOOM training will be held soon for webmasters or any others who may be interested.

### New Business

- **Increase DSA Award Amount** – Suzanne Hugus made a motion from the committee to increase DSA award amounts to encourage participation. Currently the district winner receives \$50 and Suzanne has proposed this be increased to \$100. Executive Board members unanimously approved the recommendation to go before the Board of Directors for vote.
- **Hurricane Florence Relief** - Suzanne Hugus would like to present some information regarding how we could participate in some type of volunteer activity to provide relief from hurricane Florence. Volunteers are being sought for shifts (9am-noon, noon-3pm, and 3-6pm) at the Civic Center in Jones County. Shelia Ange suggested this should be presented under "Announcements" during the business meeting.



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- **Mission Statement** – Suzanne Hugus has requested an official mission statement for our Association. After some discussion on appointing an ad-hoc committee and recruiting volunteers, it was decided that the Executive Board would charge the Rules & Bylaws Committee with developing a mission statement for the association. If you have any suggestions, please forward them to the bylaws committee chair.
- **Federation Secretary** – As nominating chair, Suzanne Hugus has recruited Susan Johnson to serve as Federation representative for 2019.
- **Proposed Budget** – Cathy James made a motion on behalf of the finance committee on the recommended proposed budget with the possible following changes depending on the outcome of the vote for increasing the monetary value of the Distinguished Service Award. In this event, the changes will be:
  - Currently under expenditures, the Distinguished Service Award shows \$500, however, it should have been \$600 (6 District Winners – Plaque & \$50 monetary award). This will be changed to reflect the proposed increase for this award to a total of \$900 (6 District Winners – Plaque & \$100 monetary award). \$400 from the Money Market will be added to revenue to balance this change.

**Other Announcements**

- None

With no further business to discuss, Shelia Ange made a motion to adjourn the meeting. Sally Southard seconded the motion and the meeting was adjourned at 5:45 pm.