



### **2017 – 2018 Officers**

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|--|-----------------------------------|
| LaToya Lucy – President                        | Cathy James - Treasurer           |
| Suzanne Hugus – 1 <sup>st</sup> Vice President | Sheilia Griffis – Parliamentarian |
| Shelia Ange – 2 <sup>nd</sup> Vice President   | Rebecca Castello - Advisor        |
| Sally Southard – Secretary                     | Sherry Lynn – Federation Officer  |

- President LaToya Lucy called the meeting to order at 9:00 am.
- Roll Call was taken by Sally Southard.
  - Campus = 6
  - Northeast = 7
  - North Central = 3
  - Southeast = 2
  - South Central = 5
  - West = 5
- On behalf of Sheilia Griffis, Parliamentarian, Christine Barrier verified there was a quorum present.
- President LaToya Lucy presented changes to the agenda as follows: Financial Report will be postponed until later in the meeting. The proposed budget will be under “other business” in the “new business” section. “New business / other business” will also include Federation Secretary and DSA Award. Under “proposed budget”, “mission statement” needs to be added. Add “Hurricane Relief under “Announcements”. Members reviewed the agenda. Alice Pennix, Campus made a motion to accept the agenda with corrections. The motion was seconded by Ivy Olson, Henderson County and the motion passed with no objections.
- The thought for the day was a quote by Marques Aurelius, shared by Suzanne Hugus.
- Evelyn Stahling, Campus made a motion to approve the NCCEAPA Board Of Directors Meeting Minutes from March 16, 2018. The motion was seconded by B.J. Okleshen, Gates County. The motion passed unanimously.

### **District Reports**

- Susan Johnson, Cumberland County made a motion to defer these reports until the business meeting tomorrow. B.J. Okleshen, Gates County seconded the motion. The motion passed unanimously.

### **Committee Reports**

- **Finance Committee** – Cathy James reported that there is \$6,427.43 in the checking account, \$14,762.10 in the money market account, and \$62.73 in the shares account. Some discussion was had regarding dues unpaid at this time. The official cut-off date is October 1. All unpaid districts have been contacted via email



**NCCEAPA Board of Directors Meeting Minutes**  
**September 27, 2018 @ 9:00 a.m.**  
**Hawthorne Inn & Conference Center – Laurel Learning**  
**Center**  
**Winston-Salem, NC**

and verification that the payment has been sent has been received except for the Campus Chapter. Due to the hurricane, President LaToya Lucy and the Executive Board have made the decision to extend the date for the Southeast District. After October 1, anyone not paid will not be considered a member, will not have voting rights, and will not be permitted to attend meetings.

The question of imposing a late fee on dues not paid before October 1<sup>st</sup> was presented. This question has been tabled and charged to the finance committee for the 18-19 year.

- **Membership Committee** - Susan Johnson reported there were two nominations for honorary membership received. One for Tracy Brown from Campus who is no longer with Extension. She is not currently a member or a retired member, therefore, she does not meet the guidelines for honorary membership. Her nomination will not be brought forward for a vote.

The second nomination for honorary membership is Janice Dotson. She has been nominated by Ivy Olson. She retired after 40 years of employment with Extension and membership in the NCCEAPA association. A recommendation by the committee was made to accept this nomination and seconded by Sally Southard. All members present were in favor.

- **Nominating Committee** – Suzanne Hugus presented the nominating committee report.
  - 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** – Shelia Ange presented the rules & by-laws committee report.
  - 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
  - **Reflections Committee** – Donna Holland reports that they will have a visual presentation at the business meeting tomorrow.

### **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** – 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** – 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** – 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** – 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

- **State Secretary** – Because one of the two nominations were withdrawn, there will be no need for a vote. Please remove this from the agenda.
- **2018-2019 Slate of Officers** – recommendation by the nomination committee, seconded by Rebecca Castello. Recommendation passed by the Board of Directors.
  - LaToya Lucy – Advisor (SE)
  - Suzanne Hugus – President (Campus)
  - Shelia Ange – 1<sup>st</sup> Vice President (NE)
  - Sally Southard – 2<sup>nd</sup> Vice President (NC)
  - Cathy James – Treasurer (SC)
  - Emily Walter – Secretary (SE)
  - Regina Gardner – Parliamentarian (SE)
  - Shelia Ange – Webmaster (NE)
- **Increase DSA Award Amount** – Suzanne Hugus made a recommendation 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. The recommendation was seconded by Shelia Ange and passed unanimously.
- **Proposed Budget** – Cathy James, made a recommendation from the committee to accept the 2018-2019 budget proposal with the following changes. Increasing the DSA district award to \$100, change awards line under expenditures to \$900 and change revenue to \$400 from the money market account. This changes the overall budget to \$7824. Sherry Lynn seconded the recommendation and all members present voted in favor and the motion passed unanimously.
- **Mission Statement** – Suzanne Hugus presented that the Executive Board charges the Rules and Bylaws committee with developing a concise mission statement. If you have any suggestions, please forward them to the bylaws committee chair.
- **Federation Secretary** – Suzanne Hugus announced that Susan Johnson from Cumberland County has agreed to serve as the federation secretary for the 2018-2019 year. All members present voted in favor of this recommendation by the nomination committee.
- **Hurricane Florence Relief** - Suzanne Hugus announced that she has been contacted by individuals who would like to help in some way with hurricane relief. Specifically, volunteers are being sought for shifts (9am-noon, noon-3pm, and 3-6pm) at the Civic Center in Jones County. You can go to our website to find out more information on this opportunity.

### Other Announcements

- None



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With no further business to discuss Sherry Lynn made a motion to adjourn the meeting and Christy Boyce seconded the motion. All were in favor and the meeting was adjourned at 9:55 a.m.