



NCCEAPA Business Meeting Minutes
September 28, 2018 @ 10:00 a.m.
Hawthorne Inn & Conference Center – Sycamore
Ballroom
Winston-Salem, NC

2017 – 2018 Officers

LaToya Lucy – President

Cathy James - Treasurer

Suzanne Hugus – 1st Vice President

Sheilia Griffis – Parliamentarian

Shelia Ange – 2nd Vice President

Rebecca Castello - Advisor

Sally Southard – Secretary

Sherry Lynn – Federation Officer

- On behalf of the professional improvement committee, Suzanne Hugus announced that there were four applications for the Professional Improvement Scholarship. Each applicant (Shelia Ange, Sally Southard, Robin Jarett, and Jessica Edney) was awarded \$125.00. There were three Executive Board Award nominations; Susan Johnson (SC), Regina Gardner (SE), and Sandy Kanupp (NC) with 85 combined years of service. The award was presented to Regina Gardner of Jones County.
- President LaToya Lucy called the meeting to order at 9:57 am.
- Roll Call was taken by Sally Southard.
 - Campus = 9
 - Northeast = 15
 - North Central = 18
 - Southeast = 9
 - South Central = 17
 - West = 8
- On behalf of Sheilia Griffis, Parliamentarian, Christine Barrier verified there was a quorum present.
- President LaToya Lucy presented changes to the agenda as follows Under “new business / other business” add “pass the gavel”, under announcements add 2019 invitation by Beth Cloninger. Members reviewed the agenda. Alice Pennix (Campus) made a motion to accept the agenda with corrections. The motion was seconded by Ivy Olson (West) and the motion passed with no objections.
- The thought for the day was a quote by Marquês Aurelius, shared by Suzanne Hugus.
- B.J. Okleshen (NE) made a motion to approve the NCCEAPA State Business Meeting Minutes from September 22, 2017. The motion was seconded by Jeanine Gaul (Campus). The motion passed unanimously.

Financial Report

- 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. Under revenue / 2nd dues line clarification – verification of dues from Campus and North Central. The Southeast is currently having issues due to the hurricane, but dues will



be sent as soon as possible. The grand total is \$21,252.26. There were no questions posed at this time.

District Reports

- B.J. Okleshen (NE) made a motion to dispense reading these reports and add them to the minutes to be posted online. Suzanne Hugus objected, however, there was a second for the motion made by Christine Boyce (NE). After discussion, the majority vote indicated in favor of the motion.

Committee Reports

- **Finance Committee** – The financial report will stand for the finance committee report until later in the agenda.
- **Membership Committee** - Susan Johnson reported 2017-2018 records reflect 147 active members, 54 honorary members, and 74 TERSSA members. All eligible individuals from the Campus and Districts were emailed and encouraged to join and participate in their district, state, and national associations. Members were also reminded that they must first join their district before they can be a state member. While you don't have to do this to be a TERSSA member, you are highly encouraged to do all three. New staff were sent a welcome email.
- 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. The membership committee brought forth a recommendation for honorary membership for Janice Dotson. All members present were in favor of this recommendation.

- **Nominating Committee** – Suzanne Hugus presented the nominating committee report.
 - 2nd 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 2nd 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 2nd 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** – Suzanne Hugus 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.
 - There were six district nominations for the Distinguished Service Award. From the Campus chapter the nomination and recipient was Crystal Headen. The nomination and recipient from the North Central District was Sheila Powell. There were two nominations from the South Central District. They were Brandy Carter and Susan Johnson. The recipient was Susan Johnson. There were two nominations from the Southeast District. They were Jessica Griffin and Roben Jarrett. The recipient was Roben Jarrett. The recipient for the state award as announced at the banquet was Roben Jarret.
 - We received four applications for the 2018 Professional Improvement Scholarship. The committee decided to award each applicant with \$125. The recipients were announced this morning as Shelia Ange, Sally Southard, Roben Jarrett, and Jessica Edney.
 - 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 presented a video of events from the past year.

Other Reports

- **2018 Sue Mills Lighthouse Award** – The recipient of the Sue Mills Lighthouse Award as announced at the Banquet last night is Shelia Ange.
- **2018 Distinguished Service Award** – As reported in the Professional Improvement Committee Report.
- **2018 Executive Board Award** – The recipient of the Executive Board Award as presented this morning is Regina Gardner.
- **Herter O’Neal Scholarship** – Shelia Ange reports for Joy Pierce that the 2018 Herter O’Neal Scholarship recipient is Ellie Brooks Smith from Guilford County. She is a student at NC State University acquiring a double major in both business and biology.
- **Honorary Membership** –
- **Federation Report** – The federation forum met on December 8th at the Chatham County Ag. Center. Administrators from both NC State and NC A&T were present and gave updates. The primary purpose of the

Federation is to establish and maintain a professional structure through which members may be joined in a united professional effort. Groups during the meeting discussed five items: 1) What is going well and needs to be continued? 2) What developmental challenges do we need to address as an organization? 3) What programmatic challenges do we need to address? 4) How can we better coordinate the system of recognition and awards in our organization? 5) Is it our project or goal that the Federation needs to coordinate on behalf of our organization? The complete responses were compiled and should be the Federation website.

Some of the concerns from our organization were: A) Things that are going well: P-cards, morale and customer service. B) Some of the challenges that we're facing are: Stamps.com and Wolftime. Programmatic challenges: timely implementation of 4-H online and awards. It was a consensus that we should not have to nominate ourselves for awards and the process needs to be easier.

A project / goal was to change the name to JCEP which stands for Joint Council of Extension Professionals. Lunch was sponsored by the NC Soybean Association and the business meeting was held after lunch. The officers for 2018 were inducted. The 2017 Leadership and Service Award winner was Amy Lynn Albertson, Rowan County CED. The next meeting date has not been decided, however, it will not be held in conjunction with Annual Conference as it has in the past.

- **TERSSA Report** – Christine Barrier reports that this will be TERSSA's 10th year anniversary and currently there are 193 members. Of those members, 84 are from North Carolina. This year, the University of Minnesota joined with us in May. A full agenda is planned for the three-day national conference from November 14th through the 16th in New Orleans. 33 members from North Carolina are registered for the national conference and registration is still open. Registration for the conference has been extended through October 5th. Hotel registration has been extended through October 15th. The TERSSA membership drive started September 1st and will run through May 31st.

Old Business

- **New Web Site** – Suzanne Hugus reports that the new NCCEAPA WordPress website is complete and can be found at NCCEAPA.ces.ncsu.edu. The domain names of .com and .org have been maintained and they redirect to the new .edu website. Please take time to view the website and provide constructive feedback. There is a page provided to do so. Keep in mind that a website is a living document that needs to be updated constantly so we hope to hear your suggestions. Please let us know if the webmaster for your page will change for the upcoming year. A ZOOM training will be held soon for webmasters or any others who may be interested. The old site will remain accessible only for a very short time (within the next week). Any changes that are made need to be made in the new website. If you need assistance, contact Shelia Ange and she can instruct you on how to do this or do it for you.

New Business

- **Increase DSA Award Amount** – Suzanne Hugus made a recommendation from the committee to increase DSA award amounts for district recipients from \$50 to \$100 to encourage participation. Some discussion



resulted in a charge for all 2018 committees to address future increases for other awards. Ivy Olson seconded the recommendation. All members present voted in favor of increasing the DSA award.

- **Proposed Budget** – Cathy James, on behalf of the finance committee made a recommendation 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. Julie Campbell (SC) seconded the recommendation. All members present voted in favor of the recommendation.
- **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. Michelle Casey (SE) made a motion to accept, Sheila Powell seconded the motion. All members present voted in favor of this recommendation.
- The nominating committee proposes the following slate of Executive Board officers for 2018-2019
 - LaToya Lucy – Advisor (SE)
 - Suzanne Hugus – President (Campus)
 - Shelia Ange – 1st Vice President (NE)
 - Sally Southard – 2nd Vice President (NC)
 - Cathy James – Treasurer (SC)
 - Emily Walter – Secretary (SE)

B.J. Okleshen seconded the recommendation and all members present were in favor. All officers were officially installed at this time.

Other Announcements

- Look on our website for information on how you can help with hurricane relief.

Beth Cloninger presented the 2019 NCCEAPA State Meeting invitation. This meeting will be held September 25th - 27th in Hickory.

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 11:55 a.m.