

NCCEAPA Board of Directors Meeting

Laurel Learning Center

September 27, 2018 @ 9:00 AM

Winston Salem, NC

LaToya Lucy, Presiding

Christine Barrier, Parliamentarian

2017-2018 Officers

LaToya Lucy – President

Suzanne Hugus – 1st Vice President

Shelia Ange – 2nd Vice President

Sally Southard – Secretary

Cathy James – Treasurer

Christine Barrier – Parliamentarian

Rebecca Castello – Advisor

Sherry Lynn – Federation Officer

AGENDA

| Agenda Item | Discussion | Outcomes and Next Steps |
|---|--|---|
| Call to Order LaToya Lucy, President | Call to Order Time: | |
| Roll Call Sally Southard, Secretary | Campus Northeast North Central Southeast South Central West | |
| Parliamentary Review Christine Barrier, Parliamentarian | Verify quorum | |
| Approval of Agenda LaToya Lucy, President | | Motion to accept: Seconded: Decision: |
| Thought for the Day Suzanne Hugus, 1 st Vice President | | |
| Approval of Minutes Sally Southard, Secretary | Board of Directors Minutes March 16, 2018 | Motion to accept: Seconded: Decision: |
| Financial Report Cathy James, Treasurer | Update on Account Balance | |

District Reports

| | |
|--|--|
| Campus, Alice Pennix, President | |
| Northeast BJ Okleshen, President | |
| North Central Kathy Hepler, President | |
| Southeast Jessica Griffin, President | |
| South Central Beth Cloniger, President | |
| West Brandy Hansen, President | |

Standing Committee Reports

| | |
|--|--|
| Finance Cathy James, Committee Chair | |
|--|--|

| | |
|---|--|
| Membership <i>Susan Johnson, Chair</i> | |
| Nominating <i>Suzanne Hugus, Chair</i> | |
| Rules & By-Laws <i>Shelia Ange, Chair</i> | |
| Professional Improvement <i>Joy Pierce, Chair</i> | |
| Public Relations <i>Jessica Griffin, Chair</i> | |
| Reflections <i>Donna Holland, Chair</i> | |

Other Reports

| | |
|---|--|
| 2018 Sue Mills Lighthouse Award <i>LaToya Lucy, President</i> | |
| 2018 Distinguished Service Award <i>Suzanne Hugus, 1st Vice President</i> | |
| 2018 Executive Board Award <i>Suzanne Hugus, 1st Vice President</i> | |
| 2018 Herter-O'Neal Scholarship <i>Joy Pierce, State Chair Professional Development Committee</i> <i>Shelia Ange, 2nd Vice President</i> | |
| Honorary Membership <i>Susan Johnson, Membership Chair</i> | |
| Federation Report <i>Sherry Lynn, Federation Representative</i> | |
| TERSSA Report <i>Christine Barrier</i> <i>Immediate Past President & Advisor</i> | |

Old Business

| | |
|---|--|
| New Website <i>Suzanne Hugus, 1st Vice President</i> | |
| Other Old Business | |
| | |
| | |
| | |

New Business

| | | |
|--|--|--|
| State Secretary <i>Suzanne Hugus, Nominating Chair</i> | | |
| Entire slate of officers- paper vote | | |
| Other New Business <i>Financial Report Committee</i> | | |

| | | |
|---|--|---|
| Rules and By-laws <i>Shelia Ange, Rules and By-laws Chair</i> | Recommendation from Committee | Motion to accept: Seconded: Decision: |
| Membership <i>san Johnson, Membership Chair</i> | | Motion to accept: Seconded: Decision: |
| | Other Business | |
| | | |
| Upcoming Deadlines | | |
| October 1, 2018 | Start of new year for NCCEAPA | |
| November 14-16, 2018 | TERSSA National Meeting – New Orleans, LA | |
| TBA | Federation Forum | |
| | | |
| | | |
| Other Announcements | All 2018-2019 dues should have been submitted to your state treasurer by now!!! HURRICANE RELIEF | |
| Adjourn | | Motion to accept: Seconded: Decision: |

Meeting Notes: _____

NCCEAPA 2018 State Meeting Thought for the day:

Board of Director's Meeting

September 27, 2018

Marcus Aurelius was the Roman emperor from 161 to 180. He was the last of the rulers traditionally known as the Five Good Emperors.

BoD Meeting

The quality of your life depends on the quality of your thoughts. Our lives are what our thoughts make of it.

Marcus Aurelius

Respectfully submitted, 

Suzanne Hugus, CAP

**NC Cooperative Extension Administrative Professionals Association
Board of Directors - Financial Report
September 27, 2018**

| | | | |
|--|---|--------|------------------|
| Checking Account Balance as of September 21, 2017 | | | \$1575.81 |
| Revenue: | | | |
| Dues – 2017-2018 | 3700.00 | | |
| Dues – NE, SC, & West – 2018-2019 | 1790.00 | | |
| Carolina Farm Credit | 500.00 | | |
| Dan Weathington – NC Small Grains | 100.00 | | |
| NC Farm Bureau Federation, Inc. | 250.00 | | |
| Corn Growers Association | 300.00 | | |
| NC Extension Assoc. of Family & Consumer Sciences | 200.00 | | |
| NC Association of County Agricultural Agents | 1000.00 | | |
| Interest earned from 9/20/17 – 9/27/18 | 8.61 | | |
| Total Revenue to Date | | | 7848.61 |
| | | | |
| Total Revenue | | | 9424.42 |
| Expenditures: | | | |
| Check #1033 | Sherry Lynn – Flat Rock | 143.38 | |
| Check #1034 | Suzanne Hugus – Flat Rock | 40.90 | |
| Check #1035 | Susan Johnson – Flat Rock | 271.78 | |
| Check #1036 | Void | | |
| Check #1037 | Void | | |
| Check #1038 | Bladen County Extension – Outgoing President Gift | 127.09 | |
| Check #1039 | Sheila Ange – Executive Board Award | 200.00 | |
| Check #1040 | Susan Johnson – President's Gavel Block | 12.84 | |
| Check #1041 | Sherry Lynn – Federation Meeting Lodging | 70.95 | |
| Check #1042 | NC Federation of Coop. Ext. Assoc. – Dues | 50.00 | |
| Check #1043 | County of Martin – Website Renewal | 35.34 | |
| Check #1044 | TERSSA – Dues | 680.00 | |
| Check #1045 | Co. of Martin – Lodging Sheila Ange – BOD Meeting Travel Expenses | 55.81 | |
| Check #1046 | Sherry Lynn – BOD Meeting Travel Expenses | 310.65 | |
| Check #1047 | Kathy Hepler – BOD Meeting Expenses | 114.63 | |
| Check #1048 | Suzanne Hugus – BOD Meeting Travel Exp. | 111.62 | |
| Check #1049 | TERSSA – New member dues | 10.00 | |
| Check #1050 | NCSU – HON Scholarship | 750.00 | |
| Fees | Checking fees | 12.00 | |
| Total Expenditures to Date | | | 2996.99 |
| Checking Account Balance as of September 27, 2018 | | | 6427.43 |

Money Market Account

| | |
|-------------------------------------|-----------|
| Beginning Balance | 14,597.48 |
| Interest Earned – 9/21/17 – 9/27/18 | 164.62 |

Money Market Account Balance as of September 27, 2018 **14,762.10**

Shares Account

| | |
|-------------------------------------|-------|
| Beginning Balance | 62.24 |
| Interest Earned – 9/21/17 – 9/27/18 | .49 |

Shares Account Balance as of September 27, 2018 **62.73**

Prepared by: Cathy James

State Membership Committee Report
September 27, 2018
Winston-Salem, North Carolina

Committee members:

Susan Johnson, Chair, South Central; Carol Horne, West District; Annette Roberson, North Central District; Risha Griffin, Northeast District; Bernadette Smith-Murray, Campus, Latoya Lucy, Southeast District

2017-2018 records reflect that there are 147 active members, 54 honorary members, and 74 TERSSA members.

All eligible individuals throughout the Campus and Districts were emailed and encouraged to join and participate in district, state, and national associations. Members were also reminded that they must first join their district or campus chapter in order to become a member of the state organization. All district and state members were encouraged to participate in the national association, TERSSA.

When notified of new staff, welcoming emails were sent to those individuals.

One main responsibility of this committee is the processing of Honorary Membership nominations. Two nominations were received this year:

Tracy Brown and Janice Dotson

Tracy Brown's application will not be brought forth for approval as her nomination does not meet the member or retired member status which is a requirement as stated in our NCCEAPA Rules and By-laws.

Article IV - Membership

Section 5:

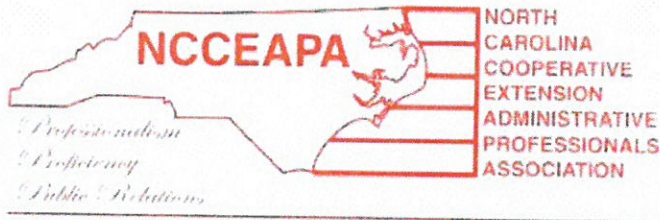
- Honorary membership may be bestowed upon a member/retired member in recognition of outstanding service to the Association. Recommendation in writing shall be made to the Chair of the Membership Committee. The Chair of the membership Committee will present recommendation to the Board of Directors who, after two-thirds vote, shall recommend the candidate to the Association at an annual meeting. A majority vote of the members assembled shall be required to confer the honor. An Honorary Member shall pay no dues except where he/she is an Active or Associate Member.
- Guidelines: Recommendation for members and retired members shall be made in writing to the Board of Directors using the following guidelines:
 - Cooperation
 - Participation
 - Contributions
 - Leadership
 - Approval by district members

At this time, the state membership committee would like to recommend the following individuals for approval for Honorary Membership:

Janice Dotson

Respectfully submitted:

Susan Johnson, State Membership Committee Chair



Nominating Committee Report

September 27, 2018

Board of Directors' Meeting

The Nominating Committee had a challenging year with the sudden retirement of our 2nd Vice President, Barbara Walker from Henderson County. A special note on that statement, if you are going to be retiring, out of professional courtesy and respect of your fellow members, please give your association members a heads up and some advance notice.

After many communications attempting to recruit a replacement from the West District that did not yield a volunteer, a worthy nomination was garnered by the gallant efforts of Gates County's BJ Okleshen. Shelia Ange, reluctantly at first but exuberantly later, accepted the nomination. A vote was generated online by our current president, LaToya Lucy. Shelia was approved to join the Executive Board as our 2nd Vice President in August.

As for our Treasurer, I am delighted that Cathy James, from Hoke County, has agreed to continue to serve for 2018-19 and fulfill the two year commitment of this position.

On our rotation schedule, our new incoming 2nd VP shall represent the North Central District on the Board. I am grateful that Sally Southard, from Surry County, has accepted the nomination to serve in this capacity if confirmed.

I was grateful to receive two nominations for State Secretary this year. Recently one of those two has withdrawn. So, our 2018-19 State Secretary will be Emily Walter from Duplin County if confirmed.

Respectfully submitted,

Suzanne Hugus, CAP

NCCEAPA Rules & Bylaws Committee Report
Board of Directors Meeting
Thursday, September 27, 2018
9:00 a.m.

The 2017-2018 Rules & Bylaws Committee has worked hard to recommend changes to the Bylaws that will help simplify, clarify, and fine tune the internal workings of this professional association. I would like to thank those members of the committee who served with me on this committee: Cathy James, Sandy Kanupp, Margaret Browne, Brandy Hansen, and Kim Hoskins. I appreciate each person and their service to this association.

At the Winter Board meetings in March, 6 Proposed Rules & Bylaws changes were approved and then sent out via e-mail for a vote. All proposals were approved by majority vote and the website changed to reflect the amendments.

The Rules & Bylaws Committee had one recommendation that has been withdrawn and will be passed to the 2018-2019 committee to address.

NCCEAPA – Professional Improvement Committee Report

- After receiving applications from 4 districts a winner was selected for the 2018 Herter O'Neal Scholarship. This years' winner was Ellie Smith from Guilford County in the North Central District.
- We received 6 nominations for the Distinguished Service Award and we will announce the recipients at the Banquet.
- We received 4 applications for the 2018 Professional Improvement Scholarship and the recipient(s) will be announced at the Banquet as well and they will need to see Cathy James immediately following the Banquet.
- 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.



Distinguished Service Awards Report - Board of Directors Meeting

September 27, 2018

Six nominations were received from three Districts and the Campus Chapter and each of the nominees' contributions are truly appreciated. Nominations were judged by a delegation from the State Professional Improvement Committee. The committee members were charged with considering each nominee's attributes, such as: exemplary leadership, ethical standards, inspiration, outstanding contributions, active involvement, excellence in knowledge and skills, professionalism, and innovative ideas.

We will share the names of the recipients at the Banquet tonight.

Respectfully submitted,

Suzanne Hugus, DSA Committee Chair

Executive Board Award Committee Report

Board of Directors' Meeting September 27, 2018

This year the Executive Board was glad to be challenged with selecting this year's 2018 recipient from three very strong nominations. Each of the nominees has been a very active member in the Association and is a strong leader in the District as well. The recipient will be announced at the Business Meeting on Friday, 9/28/18.

Respectfully Submitted,

Suzanne Hugus, EBA Committee Chair

2018 Herter-O'Neal Scholarship Report

Submitted by Joy Pierce

(presented by Shelia Ange in her absence)

The 2018 Herter-O'Neal Scholarship recipient is from Guilford County. Ellie Brooke Smith of Greensboro is a student of North Carolina State University acquiring a double major in both business and biology. Congratulations Ellie!

NC Federation of Cooperative Extension Associations

The 2017 Federation Forum met on December 8th, at the Chatham County Agricultural & Conference Center in Pittsboro. Administrators present from NC State University and NC A&T State University included: Dr. Barbara Board, Dr. Rosalind Dale, Sheri Schwab, Mike Yoder, Lonnette Marsh, Tom Melton and Dr. Claudette Smith gave administrative updates. Jeff Jennings, Chief Executive Officer from the Soybean Association encouraged agents to reach out to them for programming needs.

The primary purpose of Federation is to establish and maintain a professional structure through which members may be joined in a unified professional effort.

World-cafe style forum was used again this year. Each group discussed the five following 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 as an organization?
4. How can we better coordinate the system of recognition and awards in our organization?
5. Is there a project or goal that the federation needs to coordinate on behalf of our organization?

The complete responses that were compiled should be on the federation website. Some of the concerns that came from NCCEAPA included, going well: pcards, morale & customer service; developmental challenges: stamps.com was a big one along with wolf time; programmatic challenges: timely implementation of 4-H online; awards: should not have to nominate self, make process easier; project or goal: change name to JCEP (Joint Counsel of Extension Professionals) .

Lunch was sponsored by the NC Soybean Association. Business meeting was held after lunch. Election and Installation of 2018 Federation 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. The 2017 Leadership and Service Award winner was Amy-Lynn Albertson, Rowan County CED.

There has been nothing new since the forum last year. At this time I do not have a date for next Federation Forum which will most likely be in December and not in conjunction with Extension Annual Conference.

Submitted by: Sherry Lynn, Federation Representative
September 2018



**NCCEAPA
Board of Director
&
Business Meeting
Winston Salem, NC
September 27-28, 2018**

2017-2018 Officers

Cheryl Duplechain, LA – President

Adrian Wilbanks, MS – President-Elect

Anita Wright - NC – Membership Secretary

Deborah Delp, OH – Recording Secretary

Glenda Jenkins - MS – Treasurer

Rebecca Castello, NC - Webmaster

Christine Barrier, NC – Past President/Advisor

On behalf of TERSSA, it is indeed a pleasure to share updates with the NCCEAPA Board of Directors.

2018 is a very exciting year for TERSSA!

Present membership is 193 representing the following states:

- Alabama 4
- Kentucky 2
- Louisiana 21
- Mississippi 12
- Missouri 4
- North Carolina 84 (representing NCSU, A&TU and NC Research campus)
- Ohio 65
- South Carolina 1

We are very pleased to have University of Missouri Extension support staff join us in May
Thank You to Dr. Marshall Stewart (former NCSU co-worker) for helping to make that possible!

Under the guidance of the TERSSA Webmaster, Becky Castello, the website and the Facebook page is continually-updated (terssa2008.wix.com/terssa). Linkage with the Ohio State Leadership Center, featuring 'Leadership Moments' posts from Beth Flynn, Program Specialist and featured forum speaker at the 2016 annual conference in Ohio, have been added to the TERSSA Facebook page.

New recruitment pieces have been developed by the Outreach and Marketing Committee, and with the approval of the Board, have been shared with the total membership and potential members in states of Florida and Virginia.

Our TERSSA President, Cheryl Duplechain and her planning committee is busy making final arrangements for the 2018 Annual Conference which will be held in New Orleans, November 14-16, at the Renaissance New Orleans Pere Marquette Hotel in the French Quarter Area. A full-agenda is planned for the 3-day conference, all the way up to 5:30 pm on Friday!

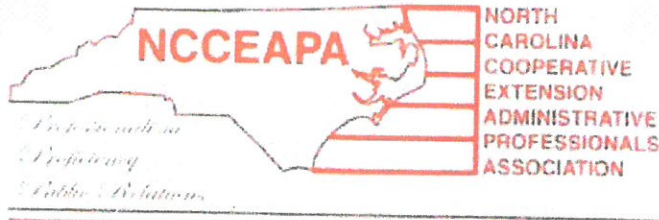
But more importantly, 2018 is the 10th year anniversary of TERSSA!
... Let's celebrate New Orleans style!

Thirty-three (33) registrations have been received from NC to date!

"Laissez les bons temps rouler"

Respectfully,

Christine Barrier
TERSSA Immediate Past President/Advisor
2017-2018



Webmaster Report

September 27, 2018

Board of Directors' Meeting

The new NCCEAPA WordPress website is complete and is up and running. Thanks to the remarkable efforts of Shelia Ange and the excellent coaching and assistance of Scott McCollum with Extension Information Technology, the site is now live. You can find it at

NCCEAPA.ces.ncsu.edu

We have still maintained the domain names of NCCEAPA.org and NCCEAPA.com to direct to our new site.

Please take some time to review our new site and provide constructive feedback. There is a page included on the site for this purpose. Keep in mind that a website is a living document and will always need updating and continually has room for growth and change. We hope to hear from you.

Please let us know if the webmaster of your District page is not correct or if it changes. We will be holding a ZOOM training for our webmasters in the very near future. If others would like to be included in this training, please let me know that as well. Details on that are still being decided.

The old site will still be accessible only for a short time. It will never go completely away, but access will be limited in the next few days. Please begin using our new website and putting your content there. Bookmark it!

Respectfully submitted,

Suzanne Hugus, CAP

NCCEAPA

PROPOSED BUDGET – FISCAL YEAR 2018-2019 SEPTEMBER 27, 2018

| REVENUE | CREDIT | BALANCE |
|---|-----------------------------|-------------------|
| Membership Dues: 147 active members/54 Honorary | 2,940.00 | |
| Dividends: | 9.00 | |
| Contributions: | | |
| Dan Weathington – NC Small Grains | 100.00 | |
| NC Extension Assoc. of Family & Consumer Sciences | 200.00 | |
| NC Farm Bureau | 250.00 | |
| Corn Growers Association of NC | 300.00 | |
| Carolina Farm Credit | 500.00 | |
| NC Cooperative Extension Foundation | 1,000.00 | |
| NC 4-H Youth Development Foundation | 1,000.00 | |
| NCAACA (Ag Agents Assoc.) | 1,000.00 | |
| Winter BOD Meeting | 125.00 | |
| <i>Monly Market</i> | 400.00 | |
| TOTAL REVENUE | | \$7,424.00 |
| | | <i>7824.00</i> |
| EXPENDITURES | DEBIT | BALANCE |
| Contributions: To hosting District for State Meeting | 1,000.00 | |
| Bank Service Charges: | 12.00 | |
| Awards: | | |
| Executive Board Award (\$50 Plaque & \$200 Monetary) | 250.00 | |
| Distinguished Service Award (6 District Winners – Plaque & \$50 Monetary Award) | 500.00 900.00 | |
| Distinguished Service Award – State Winner (Plaque & \$200 Monetary Award) | 250.00 | |
| Professional Improvement Scholarship | 500.00 | |
| Herter O'Neal Scholarship | 750.00 | |
| Outgoing President's Recognition | 125.00 | |
| Travel: President & Executive Board Travel | 3,592.00 | |
| Other: | | |
| Benevolence | 125.00 | |
| Websites – annual fee | 45.00 | |
| Winter BOD Meeting – Host District | 125.00 | |
| President Expenses – Executive Board & BOD Meetings | 150.00 | |
| TOTAL EXPENDITURES | | \$7,424.00 |

7824.00

| |
|-------------------------------------|
| 2018-2019 FINANCE COMMITTEE: |
| Cathy James, Chair – South Central |
| Geri Bushel – Campus |
| Sherry Lynn – Northeast |
| Sally Southard – North Central |
| Jessie Jones – Southeast |
| Christine Barrier – South Central |
| Christina Robinson - West |