

NCCEAPA-NCD Minutes  
March 25, 2019  
N.C. Cooperative Extension, Ashe County Center

- Kitrinka Gordon, President, called meeting to order at 12:59 pm.
- Nicole Vernon, Secretary, did roll call. 13 members present.
- Nicole Vernon, declared there were not enough members present for quorum.
- Kitrinka Gordon, read the thought for the day.
- Nicole Vernon stated that she had no records of minutes from the April 6, 2018 meeting. Kathy Hepler is going to look for the minutes for that meeting.
- Sally Southard, Treasurer, gave an update on the account balance and read the financial report. We were \$2,605 under budget for the state meeting, and were able to refund six counties effected by the hurricane for there state meeting registration fees.

#### **Committee Reports**

- Benevolence – Chair not present. No report.
- Finance – Sally Southard – information covered during financial report.
- Membership – Chair not present. No report. Sally Southard reported that there are 31 paid members.
- Nominating – Chair not present. No report.
- Professional improvement – Deb Fuller was not present but did send in a report. Deb will send out a reminder in June, but an FYI for everyone is that our Professional Improvement Scholarship Applications are due August 1<sup>st</sup>. Information is on the NCCEAPA website. There are several other awards listed on the site as well. Please read all guidelines completely to make sure you are eligible to apply.
- Web/Social – Deb Fuller has been posting random things on our Facebook page and hopes they will bring a smile to your day. Website is up to date. If you see that something is missing, please let Deb know.
- Rules & By-Laws – Chair not present. No report.
- Reflections – Nicole Vernon has posted pictures from the state meeting on our Facebook page. If anyone takes pictures during the meetings, please forward to Nicole to be shared as well.

#### **Old Business**

- Kathy Hepler, Advisor, thanked everyone for their work on the state meeting. It appeared that everyone enjoyed the meeting and only good compliments were heard. Kathy recommended that we would need more people on the steering committee for the next time that we host the state meeting, along with beginning the planning process earlier on.

#### **New Business**

- **Area Meeting Rotation:** Kitrinka stated that Area 1 hosted both the 2018 Spring & Fall meetings as well as the State meeting. According to the meeting rotation, Area 1 would be responsible for hosting the Fall 2019 meeting. Kitrinka asked if another Area would consider hosting the 2019

Fall meeting, and then we could pick back up on the rotation map schedule. Kitrinka will send out a Doodle poll to see if another Area will be willing to host. The rotation schedule can be found on our website.

- **Honorary Membership:** Kathy suggested a Doodle poll to decide on honorary membership for retired members (Kay Evans, Sandy Kanupp, and Donna Bumgarner). A recommendation letter will have to be submitted to the State level for honorary membership. Kathy is checking on the deadline date for recommendation letter submission. Sally suggested that we have our Spring meeting earlier in August if we need to vote on it before the submission deadline.
- **Timeline – Officer/Committee Roles:** Kitrinka has made a timeline for officers and committee chairs to know what and when they are supposed to do specific tasks. It is available on Google Docs. If you are or have been an office or committee chair, please contribute your knowledge to this timeline. If you are interested in learning more about the positions, the timeline will be a good resource for that. It was asked if we could possibly have more meetings during the year (perhaps use Zoom to have more meetings) and if there could be more time between officer rotations.
- **TERRSA and Membership:** TERRSA is the National association. Cathy James in Hoke County is the treasurer for TERRSA. If you have new staff, please let Sally know within 90 days if they would like to be a member. New members do not have to pay District and State association dues, but they will have to pay TERRSA dues (\$10) if they would like to be a TERRSA member.

#### **Other New Business:**

- Members have discussed how it is difficult to feel included and comfortable during meetings when you are a new member. There was discussion on how to help make people feel welcome and for us to all get to know each other better. Lori suggested having a social for our District at State meeting. There was also suggestion of having Zoom meetings or more meetings throughout the year so that our members get to see each other more than twice a year. We want this Association to be welcoming and beneficial to all.

Respectfully submitted by Nicole Vernon