



2018-2019 Officers

Suzanne Hugus - President	Cathy James - Treasurer
Shelia Ange - First Vice President	Regina Garner - Parliamentarian
Sally Southard - Second Vice President	LaToya Lucy - Advisor
Emily Walter - Secretary	Susan Johnson - NC JCEP Officer

NCCEAPA Board of Directors Meeting - March 29, 2019

Holiday Inn Express - 7772 Gateway Lane, NW, Concord, NC

The meeting was called to order by NCCEAPA President Suzanne Hugus.

The roll was tallied by the Secretary, from a sign-in sheet at the door of the meeting room, in addition to members attending via a Zoom internet connection.

The parliamentarian, Regina Garner, verified a voting quorum of more than 18 present.

The meeting continued with approval of the agenda, following a motion from Jill Cofer with a second from Evelyn Stahling.

Sharing the thought for today was Evelyn Stahling...*Failure will never overtake me if my determination to succeed is strong enough.*

<u>Roll call</u>	<u>Members</u>	<u>Voting</u>
Campus	4	4
West	4	3
North Central	3	3
South Central	4	3
Northeast	5	4
Southeast	5	2
totals	25	19

No questions were presented regarding the last minutes of the Board of Directors held September 27, 2018. Members had received the minutes by email and a paper copy was available for review. The minutes were approved after a motion by Christie Bell and a second from Debbie Hunter.

Treasurer Cathy James passed out a copy of the financial report and went over the document with the group. Addressing a suggestion to implement a membership late fee, she noted that the topic had been discussed by the Executive Board. Building membership is viewed as the greatest importance for the Association, thus the Executive Board did not recommend a dues late fee as it could cause members not to join.

Reports (attached, if report was given)

- ⇔ Campus Chapter President Evelyn Stahling reported.
- ⇔ Northeast District President BJ Okleshen -- District is working on the 2020 state conference.
- ⇔ North Central District President Kitrinka Gordon reported.
- ⇔ Southeast District President Jessica Griffin--attached report was received after the Directors meeting.
- ⇔ South Central District report was presented by Lisa Forrest for President Danna Braswell.
- ⇔ West District President Debbie Hunter reported.

Standing Committee reports (attached, if report was given)

- Finance -- Cathy James, committee chair, went over Association annual deadlines for dues submission: district deadline to receive dues from members, September 1; district deadline to submit dues to the state, October 1
- Membership -- Michelle Kasey, committee chair, reported membership totals as of Feb. 4. The report was updated with new memberships in the Northeast District. A question to allow the first year of membership dues be waived in recruitment of 'new hire' members was discussed and from the by-laws learned that newly hired county support staff have 90-days, within their hire date, to pay NCCEAPA dues.
- Nominating-- BJ Okleshen said the committee had no formal report. However, recruitment is on-going for a Second Vice President, Secretary, Treasure, NCJCEP officer-president elect.
- Rules & By-Laws -- no report
- Professional Improvement -- No report
- Public Relations -- no report
- Reflections -- no report

Other reports

- ◆ 2019 Sue Mills Lighthouse Award -- A history of the award's creation and guidelines was given by Suzanne Hugus.
- ◆ 2019 Distinguished Service Award and 2019 Executive Board Award -- Shelia Ange gave details of the Association's Distinguished Service Awards and encouraging members to view the criteria and guidelines for each on the NCCEAPA website. April 1 - August 1 is the period for accepting award nominations.
- ◆ 2019 Herter-O'Neal Scholarship report by Sally Southard. Two points were emphasized regarding the scholarship. 1. Increase awareness and utilization of the scholarship details located on the NCCEAPA website. 2. Include the scholarship on the agenda at the state meeting to renew awareness. Sally added that the West District had received 16 applications this year for the scholarship.
- ◆ Honorary membership had no report. However, Membership Chair Michelle Kasey reminded attendees to ask within their district and forward any new nominations to her.
- ◆ NC JCEP report from Susan Johnson was read by Secretary Emily Walter.
- ◆ TERSSA report was presented Michelle Kasey.

Old business

- 🌈 2019 State meeting update - no additional information
- 🌈 Mission statement -- no report
- 🌈 Ad-Hoc Committee -- LaToya Lucy reported the committee has received comments from their draft guidelines for hosting a state conference. The final document will be found on the website as a 'working paper' resource. She noted the committee reviewed several very detailed guidelines of other professional associations for state meetings. Rather than set details into the NCCEAPA state conference guidelines, LaToya explained the document is brief and deals with basic functions and timetables intending to allow creativity and detail decision to the hosting district.
- 🌈 Members had no additional old business topics.

New business

- 🌐 Responding to a request by Jill Cofer, for training and assistance with locating Extension forms, especially related to adding a new staff member in a county office, Suzanne Hugus shared the "New Team Member Checklist." The form was credited by Suzanne to assist

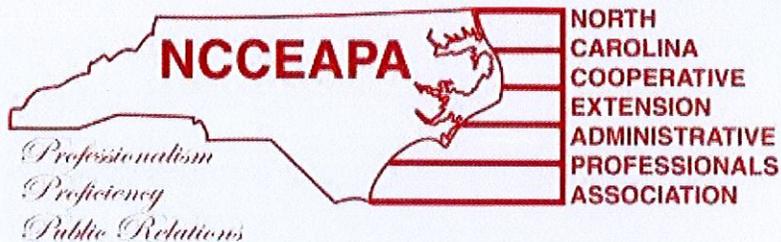
county admins and it can be found in the SED folder. Others within Extension administration, who may benefit from access to the form were discussed by members.

☺ Jeanine Gaul volunteered to talk with Dr. Bonanno about the possibilities for both mentoring and general training.

☺ Funding requests to support NCCEAPA functions was updated by Suzanne Hugus and Cathy James. The distribution list is being updated to insure requests for annual donations to the NCCEAPA are getting to donors like commodity and Extension professional associations that have traditionally contributed. These donations go into the state treasurer and can be requested in the event a state conference does not meet its financial cost for reason beyond control. BJ Okleshen emphasized that districts should always plan to set a registration fee for state conference, to fund the cost of that event.

☺ Discussing salaries, members discussed support for a career ladder, merit raises, cost of living, setting compression goals or other tier raises for COSS that do not exist now. LaToya Lucy encouraged members to share their thoughts regarding salary compression in a letter to Jason Painter, chairman of the Staff Senate. Send letters by email to-- jlpainte@ncsu.edu He has requested letters to become better informed and to have information to share with campus and Legislative personnel to help open discussions on salary parity for all University staff.

A motion to adjourn was made by Michelle Kasey and seconded by Karla Frizzelle and approved by members.



2018-2019 Officers
 Suzanne Hugus – President
 Shelia Ange– 1st Vice President
 Sally Southard – 2nd Vice President
 Emily Walter – Secretary
 Cathy James – Treasurer
 Regina Garner – Parliamentarian
 LaToya Lucy – Advisor
 Susan Johnson – NC JCEP Officer

NCCEAPA Board of Directors Meeting
March 29, 2019 @ 9:00 am
Holiday Inn Express – Concord
7772 Gateway Lane, NW, Concord, NC 28027

AGENDA

Agenda Item	Discussion	Outcomes and Next Steps												
Call to Order <i>Suzanne Hugus, President</i>	Call to Order Time:													
Roll Call <i>Emily Walter, Secretary</i>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 14.28%;">Campus</td> <td style="width: 14.28%;">Northeast</td> <td style="width: 14.28%;">North Central</td> <td style="width: 14.28%;">Southeast</td> <td style="width: 14.28%;">South Central</td> <td style="width: 14.28%;">West</td> </tr> <tr> <td style="text-align: center;">/</td> </tr> </table>	Campus	Northeast	North Central	Southeast	South Central	West	/	/	/	/	/	/	
Campus	Northeast	North Central	Southeast	South Central	West									
/	/	/	/	/	/									
Parliamentary Review <i>Regina Garner, Parliamentarian</i>	Verify quorum of voting members-need 18													
Approval of Agenda <i>Suzanne Hugus, President</i>		Motion to accept: Seconded: Decision:												
Thought for the Day <i>Evelyn Stahling, Campus Chapter Pres.</i>														
Approval of Minutes <i>Emily Walter, Secretary</i>	Board of Directors Minutes September 27, 2018	Motion to accept: Seconded: Decision:												
Financial Report <i>Cathy James, Treasurer</i>	Update on Account Balance													

District Reports

Campus, <i>Evelyn Stahling, President</i>	
Northeast <i>BJ Okleshen, President</i>	
North Central <i>Kitrinka Gordon, President</i>	
Southeast <i>Jessica Griffin, President</i>	
South Central <i>Dana Braswell, President/Lisa Forrest</i>	
West <i>Debbie Hunter, President</i>	

Standing Committee Reports

Finance <i>Cathy James, Treasurer & Committee Chair</i>	Include When are Dues due discussion.
Membership <i>Michelle Kasey, Chair</i>	
Nominating <i>Christy Boyce, Chair</i>	Need to recruit 2 nd VP, Secretary, Treasurer, NC JCEP Officer-President Elect
Rules & By-Laws <i>Crystal Mercer, Chair</i>	
Professional Improvement <i>Tina Lovejoy, Chair</i>	
Public Relations <i>Deb Fuller, Chair</i>	
Reflections <i>Donna Holland & Karla Frizzelle, Co-Chairs</i>	

Other Reports

2019 Sue Mills Lighthouse Award <i>Suzanne Hugus, President</i>	
2019 Distinguished Service Award <i>Shelia Ange, 1st Vice President</i>	
2019 Executive Board Award <i>Shelia Ange, 1st Vice President</i>	
2019 Herter-O'Neal Scholarship <i>Tina Lovejoy, State Chair Professional Development Committee</i> <i>Sally Southard, 2nd Vice President</i>	
Honorary Membership <i>Michelle Kasey, Membership Chair</i>	
NC JCEP Report <i>Susan Johnson, Representative</i>	
TERSSA Report <i>Christine Barrier/Michelle Kasey Annalist</i>	

Old Business

2019 State Meeting Update <i>Susan Johnson, South Central District</i>	
Mission Statement <i>Crystal Mercer, R&B Chair</i>	
Ad-Hoc Committee (State Meeting Guidelines) <i>LaToya Lucy, President</i>	
Other Old Business	
Other Old Business	

New Business

All Things Forms Discussion <i>Suzanne Hugus, President & Jill Cofer</i>		Budget Recommendation from Committee Seconded: Decision:
Funding Requests sent <i>Suzanne Hugus, President and Cathy James, Treasurer</i>		
Other New Business		
Other New Business		
Other New Business		

Upcoming Deadlines & Dates

April 1, 2019	Herter-O'Neal Scholarship District Candidate Due – 2 nd Vice President
August 1, 2019	Executive Board Award Nominations Due – 1 st Vice President
August 1, 2019	Distinguished Service Award Nominations Due – 1 st Vice President
August 1, 2019	Honorary Membership Nominations Due – State Membership Chair
August 1, 2019	Professional Improvement Scholarship Application Due – State Professional Improvement Chair
August 1, 2019	Sue Mills Lighthouse Award Nominations Due – State President
September 25, 2019	NCCEAPA Executive Board Meeting, Hickory, NC
September 26, 2019	NCCEAPA Board of Directors Meeting, Hickory, NC
September 27, 2019	NCCEAPA Annual Business Meeting, Hickory, NC
TBD	TERSSA Conference
TBD	NC JCEP Forum

Announcements	Tours commence at 1:30pm at location
Adjourn	Motion to accept: Seconded: Decision:

Meeting Notes: _____



Emily Walter <ekwaller@ncsu.edu>

Thought for the Day

1 message

Evelyn Stahling <esstahli@ncsu.edu>
To: Emily Walter <ekwaller@ncsu.edu>

Fri, Mar 29, 2019 at 10:40 AM

Failure will never overtake me if my determination to succeed is strong enough.

--

Evelyn S. Stahling
Northeast District Administrative Associate
North Carolina Cooperative Extension
NC State University - Campus Box 7604
Raleigh, NC 27695

Tel: 919-515-8431; Fax: 919-515-4702





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

2017 – 2018 Officers

LaToya Lucy – President

Suzanne Hugus – 1st Vice President

Shelia Ange – 2nd 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 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



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 1st 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.
 - 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** – 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.



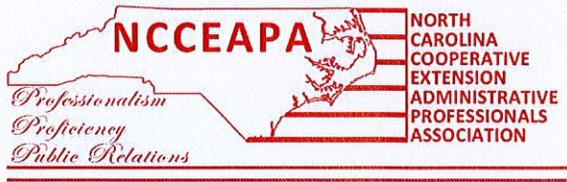
- We received four applications for the 2018 Professional Improvement Scholarship and the recipient(s) will be announced at the business meeting. They will need to see Cathy James immediately following the business meeting.
 - Just a reminder to check the NCCEAPA website for all award deadlines for the 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 27th.
- **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 27th.
- **2018 Executive Board Award** – Suzanne Hugus confirmed that a winner has been chosen and will be presented at the business meeting on September 28th. 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 10th 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. 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 – 1st Vice President (NE)
 - Sally Southard – 2nd 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



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

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.

29

Campus Chapter Report 3.30.19

The Campus Chapter is comprised of 15 members from NCSU and North Carolina A&T University.

Our October meeting was held in the beautiful Talley Student Center on the NC State campus. We inducted our 2018-19 Officers:

Evelyn Stahling, President
Bernadette Smith-Murray, 1st Vice-President
Jeanine Gaul, 2nd Vice-President
Karla Frizzelle, Secretary
Valerie Diggs, Treasurer
Alice Pennix, Advisor

Professional development was delivered by Paula Norris, Wake County EFNEP Educator. Paula shared tips on how to incorporate exercise in our daily routines - including while sitting in our office chairs; tips on preparing low cost, high quality nutritious meals, and we also engaged in group exercise fun!

A business meeting was held at the Orange County Extension office on December 14th. Afterwards, we enjoyed a catered holiday lunch and Reindeer Bingo/Pictionary- complete with prizes. Members brought donated new toys for Guilford County "Celebrate the Children."

On April 18, our chapter will participate in our annual Community Service Project. This year, with the assistance of Wake County Master Gardeners, we will be making Ikebana arrangements and delivering them to Transitions Lifecare (a Hospice facility) in Raleigh. Ikebana is the Japanese art of flower arrangement which uses blossoms, branches, leaves and stems.

Respectfully submitted,

Evelyn Stahling
Campus Chapter President

2019 State Conference

- The North Central District hosted the state meeting held in Winston-Salem September 26-28th, 2018.
- 102 people registered to attend.
- 5 that were unable to attend due to the hurricane and 2 had last minute sicknesses - Their registration fees were refunded.
- Total attendance was 95 people.
- 52 hotels rooms were booked on Wed. night and 74 booked on Thurs. night.
- We received positive comments from participants on the three professional development workshops and the guest speaker during the banquet and consider it a success.
- ~~Planned expenses were \$4,000.00, we were under our goal with a total spent \$2,500.00.~~
- ~~\$1,000.00 in 2018 and ending balance is \$1,500.00.~~
- We have 33 paid members in our North Central District.
- Our Spring Meeting was March 25, 2019 in Ashe County, our community service project was collecting items for Operation Shoebox, which is an organization that helps give to our Military through donations. www.operationshoebox.com

Kitrinka Jordan
North Central
Forsyth County.



N.C. Cooperative Extension
Lenoir County Center
lenoir.ces.ncsu.edu

1791 Hwy 11 55
Kinston, NC 28504
P: 252.527.2191

March 2018

Southeast District Report

Southeast District Fall Meeting
August 17, 2018

We met in Brunswick County at the Fort Caswell Center. We had such a great time. We were given a ride around Fort Caswell while learning about the history of that area. After our history lesson we were able to explore the beach and see sea turtle nests. The staff of Fort Caswell told us about the sea turtle hatching season and sea turtles themselves. We then enjoyed lunch on site. After lunch we had our business meeting where we installed our officers for the next year and discussed the upcoming state meeting.

Our spring meeting for 2019 will be May 3 in Carteret County.

Given By:

Jessica Griffin

NCCEAPA-Southeast District

President



Lisa Forrest

**NCCEAPA
South Central District Report
Board of Directors Meeting
Friday
March 29, 2019**

Good Morning Ladies,

The South Central District has been very busy this past year with the planning our up-coming State Meeting.

Our current officers are as follows:

President, Dana Braswell, Union County
1st Vice President, Lisa Forrest, Stanly County
2nd Vice President, Pam Layfield, Anson County
Secretary, Cathy James, Hoke County
Treasurer, Christine Barrier, Cabarrus County
Advisor, Beth Cloninger, Catawba County
Parliamentarian, Susan Johnson, Cumberland County

The South Central District met on Friday, August 10, 2018 at STARworks, an arts-center community that provides various artistic programs and opportunities. We held our Business session and then the remainder of the meeting was concerning the 2019 State meeting plans.

We met again on Friday, March 8, 2019 at the Crowne Plaza, in Hickory, NC. Again, we held our Business Session and the remainder of the meeting was spent on our State meeting planning.

We would like to take this opportunity to invite you to the 2019 NCCEAPA State Meeting "Back to our Roots", it is now available on XLMS to register.

Meeting Dates are September 25 – 27, 2019 to be held at the Crown Plaza in Hickory, NC. If you have already registered, please double check and make sure you have registered for all events as some events were added after the first initial posting. We will be sending out an e-mail today with registration information.

Sincerely,
Dana Braswell
SC District President

NCCEAPA West District Association Report Friday, March 29, 2019

Good Morning, I am Debbie Hunter, with Macon County Cooperative Extension. I am the West District President. In spring of 2018 I took the position of 2nd VP, shortly after taking 2nd VP, (when the president left Extension) I became 1st VP and by November of 2018 I was President, after the president left Extension for a brief while. So, I am learning as I go and I apologize, if this report isn't what is needed.

NCCEAPA West District has an active Association. Christina Robinson, our Associations Treasurer hosted our Fall Meeting in Yancey County, NC on Friday, August 3, 2019 we had 15 in attendance at this meeting. At each Association meeting we do a Community Service Project. We collected money and supplies for the Yancey County Humane Society. Our Spring Meeting will be Friday, March 10 in Watauga County, with Kirsten Dillman hosting. Our Community Project is going to be a Canned Food Drive for homeless/needy individuals of Watauga County. At this Spring Meeting our number 1 goal is to get a 2nd VP. This position hasn't been filled since we moved up a position when the President left Extension in November.

The West District received 16 applications for the Herter-O'Neil Scholarship. Tina Love-Joy, 1 VP from Caldwell County is taking care of these applicants.

Thank You for your time.

Respectfully Submitted,

Debbie Hunter
President, NCCEAPA WD

Membership Report 3/30/19

Total from Cathy James: 143 Paid Members

72 Honorary

83 TERSSA

As of 2/4/19

South Central District: from Melva Menius

South Central District has one new member. Alyssa McMillan was hired in Cumberland County as an Administrative Support Specialist. An email was sent to her welcoming her to Cooperative Extension and an invitation to join NCCEAPA. She has joined and we are glad to have her in the association.

Currently in the South Central District, we have 29 active members, 13 honorary members, and 19 TERSSA members.

NC A&T: Donna Holland

I have one new member to add to the Campus role; Nakeisha Goodman, she works at NCAT as a Purchasing and Accounting Operations Specialist.

NE: Sheila Powell

NCCEAPA - Northeast District

Membership Report

- The Northeast District has ²⁹~~27~~ active members and ~~18~~ honorary members. There are ~~21~~ TERSSA members.
- We received a thank you card from Pam Allen who recently retired.
- The membership committee is requesting to be informed when new secretaries are hired, so that we can invite them to become members of the association. Dues are to be paid by new hires within their first 90 days of employment. Evelyn has agreed to inform us of new hires.

Membership Committee

Sheila Powell - Membership Chair – Bertie County

Diedre Goines – Bertie County

Teresa Story – Perquimans County

membership
report 3-29-19
page 2 of 2

NC – Annette Roberson

North Central has 30 paid/active members
3 Honorary members
Also, 10 of those members are also paid TERSSA members.

West – Tami Hagie

SE – Michelle Kasey

25 active

3 honorary

14 TERSSA



Emily Walter <ekwalter@ncsu.edu>

Nominating

1 message

Presented by BJ Okleshen

Christy Boyce <christine_boyce@ncsu.edu>
To: ekwalter@ncsu.edu

Thu, Mar 28, 2019 at 11:40 AM

Good morning. There is no report from the nominating committee this time.

Thanks
Christy

--
Christy Boyce
Administrative Assistant
Pasquotank County Center
N.C. Cooperative Extension
pasquotank.ces.ncsu.edu
phone: (252) 338-3954 fax: (252) 338-6442



North Carolina Cooperative Extension Administrative Professionals Association

Executive Board Meeting
March 28, 2019

Board of Directors Meeting
March 29, 2019

DSA Report & Executive Board Award Report
Submitted by Shelia Ange, 1st Vice President

Distinguished Service Awards

The NCCEAPA Distinguished Service Awards are presented annually to honor and recognize members for exemplary service to Extension as well as service to our great association.

Nominations for the DSA awards will be accepted beginning April 1st. Guidelines and nomination forms for this award can be found on our website. Deadline for completed nomination packets to be received by the state 1st Vice President, Shelia Ange, is no later than August 1st and late submissions will not be accepted. DSA district recipients will receive a certificate and check for \$100. The DSA state recipient will receive a commemorative award and a check for \$200.

Executive Board Award

The NCCEAPA Executive Board Award is presented annually by the Executive Board to an outstanding NCCEAPA member.

Nominations for the Executive Board Award will be accepted beginning April 1st. Guidelines and nomination forms for this award can be found on our website. Deadline for completed nomination packets to be received by the state 1st Vice President, Shelia Ange, is no later than August 1st and late submissions will not be accepted. The Executive Board Award recipient will receive a plaque and a check for \$200.



NCCEAPA Board of Directors

March 28, 2019

29

Report from the North Carolina Joint Council of Extension Professionals
(formerly known as North Carolina Federation of Cooperative Extension Associations)

***Note – the minutes from the 2018 Federation Forum were not available at the time of this report.**

The annual 2018 Federation Forum was held on December 7, 2018 at the Stanley County Extension Center in Albemarle.

Dr. Rich Bonanno provided an administrative update and fielded questions from participants.

Attendees participated in a café style discussion group, rotating from table to table answering pre-determined questions. The results of the group discussion were shared by individuals from each table. While there are still areas that need improving, the overall outcome was favorable.

After lunch the business meeting began, Cameron Lowe, presiding. Minutes from 2017 were approved. Sherry Lynn, NCCEAPA representative serving as treasurer, provided the treasurer's report and presented the 2019 proposed budget which was approved. Association reports were provided by each Association present. The group also suggested that they meet more than one time a year.

During the business session of the meeting the major item of business was the proposed constitutional amendment and name change of the organization from North Carolina Federation of Cooperative Extension Associates to North Carolina Joint Council of Extension Professionals.

Officers for 2019 were installed and are:

Jayne McBurney, President, representing NCEAFCS
Carinthia Cherry, President-Elect, representing NCACES
Susan Johnson, Secretary, representing NCCEAPA
Nelson McCaskill, Treasurer, representing NCAE4-HA
Travis Birdsell, Webmaster, representing, NCACAA
Elizabeth Merrill, Parliamentarian, representing, NCAEPAAT
Cameron Lowe, Past President, representing, ESP

The date for the 2019 NCJCEP has not been determined.

Special note: NCJCEP runs on a calendar year, January – December.

 <p>NCCEAPA Board of Director Holiday Inn Express Concord, NC March 29, 2019</p>	<p>2018-2019 Officers</p> <p><i>Adrian Wilbanks, MS – President</i></p> <p><i>Michelle Kasey, NC – President-Elect</i></p> <p><i>Christina Byrd, OH – Membership Secretary</i></p> <p><i>Karen Bixler, AL – Recording Secretary</i></p> <p><i>Cathy James, NC – Treasurer</i></p> <p><i>Christine Barrier – NC - Annalist</i></p> <p><i>Rebecca Castello, NC - Webmaster</i></p> <p><i>Cheryl Duplechain, LA – Past President/Advisor</i></p>
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On behalf of TERSSA, it is indeed a pleasure to share updates with the NCCEAPA Board of Directors.

WELCOME.....Angela, Melissa, Theresa and Sue from University of Maine Cooperative Extension! Recently became members upon recommendation of their Assistant State Director, Ms. Francine Sulinski. Maine does not have an organized state support staff association, only annual 1-2 day statewide training sessions.

Present membership is 153 representing the following states:

- Alabama
- Kentucky
- Louisiana 4
- Maine 4
- Mississippi 2
- Missouri
- North Carolina 83
- Ohio 59
- South Carolina 1

Madam President, Adrian Wilbanks, called her first Board of Directors Meeting on February 25th with 13 in attendance. Committees are in place and members from all 9 states are encouraged

TERSSA page 2 (3/29/2019)

to join a committee (or committees) of their interest. Board meetings are scheduled quarterly and all members are invited to attend.

Congratulations to NC members who are TERSSA Officers: Michelle Kasey – President-Elect; Cathy James-Treasurer; Becky Castello, Webmaster; Christine Barrier, Annalist.

As the first TERSSA Annalist, I have begun the collection for TERSSA 'history' in any form available. Plans are to extend an invitation to each state to submit what they have collected thus far.

Madam President, Adrian, offers the following note of introduction to the North Carolina membership:

Hi!

I am Adrian Wilbanks from Mississippi and I am honored to be YOUR TERSSA President for 2019. I am an Extension Office Associate from Tishomingo County which is located in the northeastern corner of the state on the Tennessee and Alabama borders.

I received my BS Degree in May 2018 in Interdisciplinary Studies with a focus in Business and Communication from Mississippi State University. I do plan to attend graduate school in the near future.

Mississippi is excited to host this year's annual meeting. Past President, Glenda Jenkins, and I are still working on dates and will let you know as soon as they are nailed down. Tentative plans are to host in the Mississippi Delta region of our state.

We are excited to have a large number of TERSSA members from North Carolina! Members from your state were vital in the formation of TERSSA over 10 years ago, and they have stepped up and served in numerous leadership roles on the Executive Board and as committee chairs and committee members. TERSSA would not exist without those from North Carolina and you have represented your state well!

Please feel free to contact me, or any other board member, with questions, concerns, ideas, thoughts, etc. TERSSA is your organization and we are here to serve you!

Adrian

Thanking each of you for the opportunity to represent TERSSA.

Respectfully,

Christine Barrier
TERSSA Annalist/Past President
2018-2019

2018-19 NCCEAPA Board of Directors

In Person Attendance

MARCH 29, 2019

District/Chapter		First	Last	County	Initial
Campus	President	Evelyn	Stahling	NCSU	<i>[Signature]</i>
	1st VP	Bernadette	Smith-Murray	NC A&T	<i>[Signature]</i>
	2nd VP	Jeanine	Gaul	NCSU	<i>[Signature]</i>
	Treasurer	Valarie	Diggs	NC A&T	<i>[Signature]</i>
	Secretary	Karla	Frizzelle	NCSU	<i>[Signature]</i>
	Reflections Chair	Donna	Holland	NC A&T	
	State President	Suzanne	Hugus	NCSU	SH
	Advisor*	Alice	Pennix	NC A&T	
	Parliamentarian*				
West	President	Debbie	Hunter	Macon	<i>[Signature]</i>
	1st VP	Tina	Lovejoy	Caldwell	
	2nd VP				Vacant
	Treasurer	Christina	Robinson	Yancey	
	Secretary	Maryann	Mickewicz	Transylvania	<i>[Signature]</i>
	Advisor*	Ivy	Olson	Henderson	<i>[Signature]</i>
	Parliamentarian*	Carol	Home	District Adm	
North Central	President	Kitrinka	Gordon	Forsyth	KG
	1st VP	Deb	Fuller	Guilford	
	2nd VP	Jill	Cofer	Randolph	<i>[Signature]</i>
	State 2nd VP	Sally	Southard	Surry	<i>[Signature]</i>
	Secretary	Nicole	Vernon	Surry	
	Rules & Bylaws Ch	Crystal	Mercer	Guilford	
	Advisor*	Kathy	Hepler	Forsyth	
	Parliamentarian*				
South Central	President	Dana	Braswell	Union	
	1st VP	Lisa	Forrest	Stanly	LF
	2nd VP	Pam	Layfield	Anson	
	Treasurer	Christine	Barrier	Cabarrus	
	State Treasurer	Cathy	James	Hoke	<i>[Signature]</i>
	Advisor*	Beth	Cloninger	Catawba	
Parliamentarian*	Susan	Johnson	Cumberland		
Northeast	President	BJ	Okleshen	Gates	<i>[Signature]</i>
	1st VP	Christie	Bell	Washington	<i>[Signature]</i>
	2nd VP	Amy	Twiddy	Camden	
	Treasurer	Sherry	Lynn	Currituck	
	Secretary	Christy	Boyce	Pasquotank	
	State 1st VP	Shelia	Ange	Martin	SA
	Advisor*	Rebecca	Castello	Hertford	RC
Southeast	President	Jessica	Griffin	Lenoir	
	1st VP	Michelle	Kasey	Brunswick	MK
	State Secretary	Emily	Walter	Duplin	EW
	Treasurer	Jessie	Jones	Robeson	
	Secretary	Wanda	Hargrove	Duplin	
	State Advisor*	LaToya	Lucy	Bladen	<i>[Signature]</i>
	State Parliamentarian*	Regina	Gardner	Jones	RG
Parliamentarian*	Sheilia	Griffis	Carteret	NA	
Voting Members = 33 Quorum = 1/2 Voting Members + 1 17.5					
Total					

*Non-voting member

2018-19 NCCEAPA Board of Directors

MARCH 29, 2019

Zoom Attendance

District/Chapter		First	Last	County	Initial
Campus	President	Evelyn	Stahling	NCSU	
	1st VP	Bernadette	Smith-Murray	NCA&T	
	2nd VP	Jeanine	Gaul	NCSU	
	Treasurer	Valarie	Diggs	NCA&T	
	Secretary	Karla	Frizzelle	NCSU	
	Reflections Chair	Donna	Holland	NCA&T	✓
	State President	Suzanne	Hugus	NCSU	
	Advisor*	Alice	Pennix	NCA&T	
	Parliamentarian*				
West	President	Debbie	Hunter	Macon	
	1st VP	Tina	Lovejoy	Caldwell	
	2nd VP				Vacant
	Treasurer	Christina	Robinson	Yancey	✓
	Secretary	Maryann	Mickewicz	Transylvania	
	Advisor*	Ivy	Olson	Henderson	
	Parliamentarian*	Carol	Horne	District Adm	
North Central	President	Kitrinka	Gordon	Forsyth	
	1st VP	Deb	Fuller	Guilford	
	2nd VP	Jill	Cofer	Randolph	
	State 2nd VP	Sally	Southard	Surry	
	Secretary	Nicole	Vernon	Surry	
	Rules & Bylaws Ch	Crystal	Mercer	Guilford	
	Advisor*	Kathy	Hepler	Forsyth	
	Parliamentarian*				
South Central	President	Dana	Braswell	Union	
	1st VP	Lisa	Forrest	Stanly	
	2nd VP	Pam	Layfield	Anson	
	Treasurer	Christine	Barrier	Cabarrus	✓
	State Treasurer	Cathy	James	Hoke	
	Advisor*	Beth	Cloninger	Catawba	
	Parliamentarian*	Susan	Johnson	Cumberland	✓
Northeast	President	BJ	Okleshen	Gates	
	1st VP	Christie	Bell	Washington	
	2nd VP	Amy	Twiddy	Camden	
	Treasurer	Sherry	Lynn	Currituck	✓
	Secretary	Christy	Boyce	Pasquotank	
	State 1st VP	Shelia	Ange	Martin	
	Advisor*	Rebecca	Castello	Hertford	
Southeast	President	Jessica	Griffin	Lenoir	
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	State Advisor*	LaToya	Lucy	Bladen	
	State Parliamentarian*	Regina	Gardner	Jones	
	Parliamentarian*	Sheilia	Griffis	Carteret	NA
Voting					
Members =	33	Quorum = 1/2 Voting Members + 1		17.5	
Total					

*Non-voting member

**NC Cooperative Extension Administrative Professionals Association
Board of Directors' Business Meeting - Financial Report
March 29, 2019**

Checking Account Balance as of September 28, 2018		\$6427.43
Revenue:		
Dues		1830.00
Interest earned from 9/28/18 – 3/29/19		6.46
Total Revenue to Date		1836.46
Total Revenue		8263.89
Expenditures:		
Check #		
1051	Void	
1052	Crystal Headen – DSA Campus	50.00
1053	Sheila Powell – DSA NE	50.00
1054	Susan Johnson – DSA SC	50.00
1055	Roben Jarrett – DSA SE & State	250.00
1056	Crown Trophy of Cary – DSA Awards	291.51
1057	Regina Gardner – Executive Board Award	200.00
1058	NCCEAPA Host District – North Central	1000.00
1059	Shelia Ange – Professional Improvement	125.00
1060	Sally Southard – Professional Improvement	125.00
1061	Roben Jarrett – Professional Improvement	125.00
1062	Jessica Edney – Professional Improvement	125.00
1063	Shelia Ange – Sue Mills Award	100.00
1064	Sherry Lynn – State Meeting Travel	143.38
1065	Shelia Ange – State Meeting Travel	247.43
1066	Suzanne Hugus – State Meeting Travel	223.24
1067	TERSSA – Alyssa McNeill	10.00
1068	Latoya Lucy – State Meeting Expresses	270.72
1069	Sherry Lynn – Federation Lodging	53.00
1071	Martin County – 2 Domain Names	28.34
1070	Void	
1072	Shelia Ange – Federation Lodging	54.50
1073	Void	
1074	TERSSA – Dues	760.00
Fees	Checking fees	6.00
Total Expenditures to Date		4288.12
Checking Account Balance as of March 29, 2019		3975.77

Money Market Account

Beginning Balance	14,762.10
Interest Earned – 9/28/18 – 3/29/19	118.68
Money Market Account Balance as of March 29, 2019	14,880.78

Shares Account

Beginning Balance	62.73
Interest Earned – 9/28/18 – 3/29/19	.23
Shares Account Balance as of March 29, 2019	62.96

Prepared by: Cathy James