

## 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 Executive Board Meeting - March 28, 2019

Mecklenburg County Center Training Room, 1418 Armory Drive, Charlotte, NC

The meeting was called to order by NCCEAPA President Suzanne Hugus at 3:14 p.m.

The roll taken by the Secretary, with seven present.

The parliamentarian, Regina Garner, verified a voting quorum.

The meeting continued with approval of the agenda, following a motion from Emily Walter with a second from Cathy James.

Sharing the thought for today was Shelia Ange...*attached*.

Roll call (*voting member)	Present
*Suzanne Hugus, President	1
*Shelia Ange, 1 <sup>st</sup> VP	1
*Sally Southard, 2 <sup>nd</sup> VP	1
*Emily Walter, Secretary	1
*Cathy James, Treasurer	1
Regina Garner, Parliamentarian	1
LaToya Lucy, Advisor	1
Susan Johnson, NC JEP Officer	0

No questions were presented regarding the minutes of the Executive Board held September 26, 2018. Directors had received the minutes by email and a paper copy was available for review. The minutes were approved after a motion by Shelia Ange and a second from Emily Walter.

Treasurer Cathy James passed out a copy of the financial report and went over the document with the group.

- ◆ 2019 Sue Mills Lighthouse Award -- A history of the award's creation and guidelines was given by Suzanne Hugus. All can be found on the Association website.
- ◆ 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. Report is attached.
- ◆ 2019 Herter-O'Neal Scholarship report by Sally Southard. She discussed concern about the lack of awareness within the Association and a resulting low number of student applications for the scholarship. The following topics, regarding the scholarship, will be discussed at the Board of Directors at the meeting March 29. 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.
- ◆ The NC JCEP report was available with the Secretary and will be read at the meeting March 29.
- ◆ Cathy James reported a membership total of 143. Noting due deadlines of September 1 for payment to the district and October 1 for payment to be received by the state. A discussion of a late fee on dues ended in the agreement that it could cause members not to join.

◆ Ad-Hoc Committee -- LaToya Lucy reported the committee has received comments from their draft guidelines for hosting a state conference. A suggestion to include a reminder of the TERSSA annual meeting rotation will be added. 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.

◆ Regarding a budget for the DSA awards, Cathy James noted the budget is \$900-figured for the money award and a plaque. The guidelines say a certificate is presented with the money award. However, at times in the past plaques had been given rather than a certificates. A change will be made to the guidelines for a 'commemorative' award allowing the DSA committee flexibility.

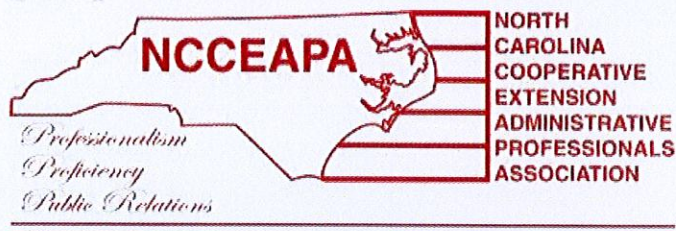
◆ A request by Jill Cofer, for training and assistance with locating Extension forms, was shared by Suzanne Hugus. Creation of an Ad-Hoc Committee or making of a forms file was discussed as ways to assist with the issue relayed by Jill.

◆ Funding requests to support NCCEAPA functions was updated by 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. NCCEAPA has been told not to expect the awards sponsorships of \$1,000 from each NCSU and NCA&T this year, both had been longstanding annual contributions.

◆ 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 suggested members share their thoughts regarding a salary compression in a letter to Jason Painter, chairman of the Staff Senate. Send letters by email to-- [jlpainte@ncsu.edu](mailto: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.

◆ Suzanne Hugus noted the upcoming deadlines and dates listed in the agenda before the meeting adjourned at 4:47 p.m., with a motion from Shelia Ange and a second by Cathy James.





**NCCEAPA Executive Board Meeting**  
**March 28, 2019 @ 3:00 PM**  
**Mecklenburg County Center Training Room**  
**1418 Armory Drive, Charlotte, NC 28204**

**2018-2019 Officers**

- ✓ Suzanne Hugus – President\*
- ✓ Shelia Ange– 1<sup>st</sup> Vice President\*
- ✓ Sally Southard – 2<sup>nd</sup> Vice President\*
- ✓ Emily Walter – Secretary\*
- ✓ Cathy James – Treasurer\*
- ✓ Regina Garner – Parliamentarian
- ✓ LaToya Lucy – Advisor
- Susan Johnson – NC JCEP Officer

Voting Member = \*

## AGENDA

Agenda Item	Discussion	Outcomes and Next Steps
<b>Call to Order</b> <i>Suzanne Hugus, President</i>	Call to Order Time:	
<b>Roll Call</b> <i>Emily Walter, Secretary</i>	Campus	Northeast
	North Central	Southeast
	South Central	West
<b>Parliamentary Review</b> <i>Regina Garner, Parliamentarian</i>	Verify quorum-3 voting members needed	
<b>Approval of Agenda</b> <i>Suzanne Hugus, President</i>		Motion to accept: Seconded: Decision:
<b>Thought for the Day</b> <i>Shelia Ange, 1<sup>st</sup> Vice President</i>		
<b>Approval of Minutes</b> <i>Emily Walter, Secretary</i>	Executive Board Minutes September 26, 2018	Motion to accept: Seconded: Decision:
<b>Financial Report</b> <i>Cathy James, Treasurer</i>	Update on Account Balance	
<b>District Reports – Not Given at Executive Board Meeting</b>		
<b>Standing Committee Reports – Not Given at Executive Board Meeting</b>		
<b>Other Committee Reports</b>		
<b>2019 Sue Mills Lighthouse Award</b> <i>Suzanne Hugus, President</i>		
<b>2019 Distinguished Service Award</b> <i>Shelia Ange, 1<sup>st</sup> Vice President</i>		
<b>2019 Executive Board Award</b> <i>Shelia Ange, 1<sup>st</sup> Vice President</i>		
<b>2019 Herter-O'Neal Scholarship</b> <i>Tina Lovejoy, State Chair Professional Development Committee</i> <i>Sally Southard, 2<sup>nd</sup> Vice President</i>		
<b>NC JCEP Report</b> <i>Susan Johnson, Representative</i>		



## Old Business

<b>Membership Report</b> <i>Cathy James, Treasurer</i>	
<b>When are dues due? How's it going?</b> <i>Cathy James, Treasurer</i>	
<b>Ad-Hoc Committee</b> <b>(State Meeting Guidelines)</b> <i>LaToya Lucy, President</i>	
<b>Other Old Business</b>	
<b>Other Old Business</b>	

## New Business

<b>All Things Forms Discussion</b> <i>Suzanne Hugus, President</i>	Suggestion from Jill Cofer-Randolph Should we create a committee to consider?	
<b>Funding Requests sent</b> <i>Suzanne Hugus, President and Cathy James, Treasurer</i>		
<b>Other New Business</b>		
<b>Other New Business</b>		

## Upcoming Deadlines & Dates

April 1, 2019	Herter-O'Neal Scholarship District Candidate Due – 2 <sup>nd</sup> Vice President
August 1, 2019	Executive Board Award Nominations Due – 1 <sup>st</sup> Vice President
August 1, 2019	Distinguished Service Award Nominations Due – 1 <sup>st</sup> 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

<b>Announcements</b>	
<b>Adjourn</b>	<div>Motion to accept:</div> <div>Seconded:</div> <div>Decision:</div>

Meeting Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Don't be  
disappointed if  
people refuse  
to help you.  
Remember the  
words of Einstein:  
" I am thankful  
to all those  
who said NO.  
Because of them,  
I did it myself. "

*Always, end the day with a  
positive thought. No matter  
how hard things were.*

*Tomorrow's a fresh  
opportunity to make it  
better.*

Exec. Bd  
thought

Shelia Ange





**NCCEAPA Executive Board Meeting Minutes**  
**September 26, 2018 @ 3:00 p.m.**  
**Hawthorne Inn & Conference Center – Linden Room**  
**Winston-Salem, NC**

**2017 – 2018 Officers**

LaToya Lucy – President

Suzanne Hugus – 1<sup>st</sup> Vice President

Shelia Ange – 2<sup>nd</sup> 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 2:58 pm.
- Roll Call was taken by Sally Southard.
  - Campus = Suzanne Hugus
  - Northeast = Rebecca Castello, Sherry Lynn, and Shelia Ange
  - North Central = Sally Southard
  - Southeast = LaToya Lucy
  - South Central = Cathy James and Christine Barrier
  - West = None
- On behalf of Sheilia Griffis, Parliamentarian, Christine Barrier verified there was a quorum present.
- Members reviewed the agenda and the following changes were made: Federation Secretary was added to New Business. Shelia Ange made a motion to accept the agenda with corrections and the motion was seconded by Cathy James. The motion passed unanimously.
- The thought for the day was a quote by Marques Aurelius, shared by Suzanne Hugus. *"Men (and women) exist for the sake of one another."*
- Cathy James made a motion to approve the NCCEAPA Executive Board minutes from March 15, 2018 as shared by Sally Southard, Secretary. The motion was seconded by Suzanne Hugus. The motion passed unanimously.
- Cathy James gave the financial report and a discussion was had regarding the annual dues not paid to date. These dues must be postmarked to the State Treasurer by October 1<sup>st</sup>. The Campus Chapter has not been received to date, the North Central District dues are in the mail, and the Southeast District has been dealing with the effects of the hurricane but will be confirmed during this state meeting. See attached for financial report.





### **Committee Reports**

- **Finance Committee** – The Financial report presented by Cathy James will stand as finance committee report.
- **Membership Committee** – No report presented at this meeting.
- **Nominating Committee – (Full report attached)** Suzanne Hugus presented the nominating committee report. Major points covered include:
  - 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 – (Full report attached)** Shelia Ange presented the rules & by-laws committee report. Major points covered include:
  - 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 presented at this meeting.
- **Reflections Committee** – No report presented at this meeting.





### 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 – (Full report attached)** 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 - (Full report attached)** 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 – (Full report attached)** 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 – (Full report attached)** 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

- **Increase DSA Award Amount** – Suzanne Hugus made a motion 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. Executive Board members unanimously approved the recommendation to go before the Board of Directors for vote.
- **Hurricane Florence Relief** - Suzanne Hugus would like to present some information regarding how we could participate in some type of volunteer activity to provide relief from hurricane Florence. Volunteers are being sought for shifts (9am-noon, noon-3pm, and 3-6pm) at the Civic Center in Jones County. Shelia Ange suggested this should be presented under "Announcements" during the business meeting.





**NCCEAPA Executive Board Meeting Minutes**  
**September 26, 2018 @ 3:00 p.m.**  
**Hawthorne Inn & Conference Center – Linden Room**  
**Winston-Salem, NC**

- **Mission Statement** – Suzanne Hugus has requested an official mission statement for our Association. After some discussion on appointing an ad-hoc committee and recruiting volunteers, it was decided that the Executive Board would charge the Rules & Bylaws Committee with developing a mission statement for the association. If you have any suggestions, please forward them to the bylaws committee chair.
- **Federation Secretary** – As nominating chair, Suzanne Hugus has recruited Susan Johnson to serve as Federation representative for 2019.
- **Proposed Budget** – Cathy James made a motion on behalf of the finance committee on the recommended proposed budget with the possible following changes depending on the outcome of the vote for increasing the monetary value of the Distinguished Service Award. In this event, the changes will be:
  - Currently under expenditures, the Distinguished Service Award shows \$500, however, it should have been \$600 (6 District Winners – Plaque & \$50 monetary award). This will be changed to reflect the proposed increase for this award to a total of \$900 (6 District Winners – Plaque & \$100 monetary award). \$400 from the Money Market will be added to revenue to balance this change.

**Other Announcements**

- None

With no further business to discuss, Shelia Ange made a motion to adjourn the meeting. Sally Southard seconded the motion and the meeting was adjourned at 5:45 pm.



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, 1<sup>st</sup> 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 1<sup>st</sup>. Guidelines and nomination forms for this award can be found on our website. Deadline for completed nomination packets to be received by the state 1<sup>st</sup> Vice President, Shelia Ange, is no later than August 1<sup>st</sup> 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 1<sup>st</sup>. Guidelines and nomination forms for this award can be found on our website. Deadline for completed nomination packets to be received by the state 1<sup>st</sup> Vice President, Shelia Ange, is no later than August 1<sup>st</sup> 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

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.



**NC Cooperative Extension Administrative Professionals Association  
Executive Board - Financial Report  
March 28, 2019**

<b>Checking Account Balance as of September 28, 2019</b>		<b>\$6427.43</b>
<b>Revenue:</b>		
Dues	1830.00	
Interest earned from 9/28/18 – 3/28/19	6.46	
<b>Total Revenue to Date</b>		<b>1836.46</b>
<b>Total Revenue</b>		<b>8263.89</b>
<b>Expenditures:</b>		
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
1070	Void	
1071	Martin County – 2 Domain Names	28.34
1072	Shelia Ange – Federation Lodging	54.50
1073	Void	
1074	TERSSA – Dues	760.00
Fees	Checking fees	6.00
<b>Total Expenditures to Date</b>		<b>4288.12</b>
<b>Checking Account Balance as of March 28, 2019</b>		<b>3975.77</b>

**Money Market Account**

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

**Shares Account**

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

**Prepared by: Cathy James**