

The NCCEAPA-NE District met at the NC Cooperative Extension-Northampton County Center in Jackson, NC on Friday, May 20, 2016. Northampton County Administrative Assistant, Robbie Bridgers hosted the meeting. Registration began at 9:30 a.m.

President Becky Castello called the meeting to order. Craig Ellison, Northampton County Extension Director, welcomed us to Northampton County.

Amy Twiddy (in the absence of Connie Burluson) performed roll call. Those attending were:

Beaufort: Gladys Barnes
Bertie: Sheila Powell, Belinda Belch
Camden: Amy Twiddy
Chowan: Gail Spiewak, Denise Bunch
Currituck: Sherry Lynn
Dare: Donna Hanusik
Edgecombe: Gloria Morning
Franklin: Ginny Moore
Gates: BJ Okleshen
Halifax: Cheryl Tripp
Hertford: Rebecca Castello
Hyde:
Martin: Shelia Ange, Joy Pierce
Nash: JoAnn Zimmerman, Megan Turner
Northampton: Robbie Bridgers
Pasquotank: Christy Boyce
Perquimans: Teresa Story, Risha Foreman
Pitt: Carol Haywood, Bridgette Perry
Tyrrell: Michelle Cooper
Warren:
Washington: Christie Bell

Shelia Ange presented the parliamentary review. A quorum was present for doing business.

Agenda was presented. Sherry Lynn made a motion to approve the agenda, JoAnn Zimmerman seconded. Motion carried.

Recognition of new secretaries/guest. Ginny Moore, Franklin; Megan Turner, Nash; Bridgette Perry, Pitt.

BJ Okleshen provided our thought for the day. People will forget what you said, people will forget what you did, but they will never forget how you made them feel. Be kind to each other always.

Spring meeting minutes were addressed. Shelia Ange made a motion to approve the minutes; JoAnn Zimmerman seconded the motion. Motion carried.

Sherry Lynn presented our treasurer's report.

Committee Reports

Finance:

Treasurer's report stand. Total raised from silent auction at our Fall Meeting was \$118.50.

Gift cards for retirement were sent to Patricia Cotton and Sandra Stafford and gift card for Past President (in lieu of plaque) was sent to Edna Williams. 2016 Camp Scholarship was sent to Nash County.

Big thank you goes to Joann and Megan for archiving financial records from 2000 - 2010. I have the records from 2011 to present and will be scanning those to the google drive as well.

Christie Bell made motion to accept report, Gloria Morning seconded, motion passed.

Membership:

Risha Foreman Griffin

- The Northeast District has 29 active members and 18 honorary members. There are 12 TERSSA members.
- We have 4 new members in our association. Their names are **Denise Bunch** of Chowan County, **Ginny Moore** of Franklin County, **Megan Turner** of Nash County, and **Bridgette Perry** of Pitt County.
- A \$50 gift card was given to Edna Williams for past president recognition.
- We received a thank you card from Edna Williams for the gift card she received.
- An update to the Let's Get Acquainted book will be done very soon. Everyone should be receiving a form to complete or update.

Nominating:

Christy Boyce-No report at this time.

Professional Improvement:

Teresa Story – No report at this time.

Public Relations:

Christie Bell – A picture and short article was shared with all members from our fall meeting in Nash County. Canned goods were donated to Faith Christian Ministries located in Nashville, NC.

Reflections:

Donna Hanusik – The Reflections Committee continues to maintain a scrapbook to record the history of our association.

Rules & Bylaws:

Shelia Ange – No report at this time.

Other Reports:

Horn of Plenty- The 2016 Horn of Plenty will be held on August 11th in Guilford Co., Winston Salem. Susan Johnson has already reached out and shared that NCCEAPA is available to help if needed. She was told that Sheri Schwab would contact us if needed.

Staff Senate:

Teresa Story – There are only two more months left for Cheryl Tripp and I to attend the Staff Senate meetings. We have been representing District 19D for the last two years. Starting in July, Carol Haywood will step up to represent our District for the next two years. Unfortunately, we do not have an alternate to attend with her. I know Carol will do a great job in representing our District. Thank you Carol for agreeing to do this.

2015 NCCEAPA, Winter Board Meeting:

The meeting was held on March 4th at the Cumberland County Center hosted by Susan Johnson. We were welcomed by George Quigley, Cumberland Co. Advisory Council Chair. Administrative update was given by Clinton McRae, SE DED. Clinton shared about his career with Extension and gave the following points to success:

1. Be an inspiration to new agents and office personnel
2. Eat your Frogs – No procrastination
3. Pebble/Sand in your shoe – don't let things get to you
4. Appreciate your work

Adrian Gaskins was the guest speaker and he shared “Hot Tech Topics”:

1. Video Education – New Video Specialist on board - more information forth coming
2. Photo Sharing (NCSU currently working on a photo-sharing site)
3. Basecamp (Project Management Software). Allows multi participants to work on a project. Currently being tested by EIT more information forth coming.
 - a. Campfire (live chat)
 - b. Message Board
 - c. To Do List
 - d. Schedule
 - e. Automatic Check-In's

f. Docs & Files

Free Anti-virus software and Microsoft office package 365:

To get MS office for work machines:

<http://software.ncsu.edu/vendor/microsoft/package/microsoft-office-university-machine-version>

for employee personal use:

<http://software.ncsu.edu/vendor/microsoft/package/microsoft-office-365-personal-machines>

To get free antivirus for NC State employees:

<http://oit.ncsu.edu/antivirus>

Sources of images for our documents, web sites, etc:

<https://eit.ces.ncsu.edu/eit-images-to-use-on-the-ces-website>

Adrian noted regarding images to be aware of copyright and to not use copyrighted images. If you are, utilizing images from Flickr make sure to check on no known copyright photos. Use high quality images instead of clip art.

He also reminded everyone that a photo release is required for all minors under 18 and is recommended for adults.

Adrian also noted do not use the stock images offered on Constant Contacts. There is a fee associated with these images.

2016 Sue Mills Lighthouse Award, Executive Board and Distinguished Service Award - The Executive Board decided to send out call for nomination for these awards on May 1st and send reminders in June and July prior to the August 1st deadline. This one email would be sent out to all DED's, CED's and all Admins and Support Staff. The board is hoping that by sending this out earlier along with reminders and including DED's, CED's, Admins and Support staff it will hopefully increase nominations.

2015 TERSSA Meeting- Becky Castello

Mark your Calendar - 2016 TERSSA Conference October 18th - 19th Columbus Ohio. Registration information coming soon. They are working diligently to secure donations in an effort to keep the cost as low as possible.

Marketing - TERSSA Executive committee is exploring options to reach out to other States as well as build membership in existing States. There have been a few States that have shown interest in joining and the board is working hard to bring them on board.

NC will host the TERSSA meeting in 2017.

Old Business:

New Business:

Administrative Professional of the Year
Teresa Story awarded this to Shelia Ange.

2016 State Auction Ideas

Concert tickets for Walnut Creek Theater
Margarita Machine
Fire pit
Luggage Set

Teresa Story made motion to do two prizes (fire pit and luggage set) \$1 per ticket or 6 for \$5, Sheila Powell seconded. Twenty-five tickets will be sent to each county (not required to be sold just encouraged) extras and leftovers will be sold at state meeting. Tickets will be distributed to counties by end of June 2016. BJ Okleshen will take care of putting the fire pit together. Christie Bell is looking into luggage options.

Installation of New Officers

Teresa Story installed officers with a candy bar ceremony.

Financial Review

Finance committee would like to suggest that our district records be reviewed following similar guidelines as the state treasurer uses. Before transferring to newly elected district treasurer or every two years if same person is in office records would be reviewed by someone with accounting experience (CED, Agent, etc.). This comes as a recommendation from the finance committee, Teresa Story seconded. Recommendation was passed.

Other

BJ Okleshen made the motion that the camp scholarship amount be increased to \$200, Sherry Lynn seconded. Motion passed. This will be effective for 2017.

Staff Development-Tour of Northampton County Museum.

Invocation/Lunch

Silent Auction bids were made and finalized on items.

Community Service Project-Canned goods

Invitation to Fall meeting: Pasquotank County, October 7, 2016.

Martin-Washington will be responsible for silent auction items in the Fall.

BJ Okleshen made a motion to adjourn the meeting, Sherry Lynn seconded. Motion carried and meeting was adjourned.