

The NCCEAPA-NE District met at the NC Cooperative Extension-Nash County Center in Nashville, NC on Friday, October 24, 2015. Nash County Administrative Assistant, JoAnn Zimmerman hosted the meeting. Registration began at 9:30 a.m.

President Becky Castello called the meeting to order.

Charlie Tyson, Nash County Extension Director, welcomed us to Nash County.

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

Beaufort: Pam Allen, Gladys Barnes

Bertie: Sheila Powell

Camden: Amy Twiddy

Chowan: Gail Spiewak

Currituck: Sherry Lynn

Dare:

Edgecombe: Gloria Morning

Franklin: Margaret Green

Gates: BJ Okleshen

Halifax: Cheryl Tripp

Hertford: Rebecca Castello

Hyde:

Martin: Shelia Ange, Joy Pierce

Nash: JoAnn Zimmerman, Megan Turner, Patricia Cotton (retiree)

Northampton:

Pasquotank:

Perquimans: Risha Griffin

Pitt: Carol Haywood

Tyrrell:

Wake:

Warren: Tonia Hargrove

Washington:

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

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

Recognition of new secretary, Megan Turner, part time Nash County secretary.

BJ Okleshen provided our thought for the day. Do unto others and you would have done unto to you. Edna did find a job with Hertford County DSS.

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

Sherry Lynn presented our treasurer's report.

#### Committee Reports

Finance: The Treasurer's report stands. Total raised from silent auction at our Spring Meeting was \$213.00. Our goody filled fire pit fundraising project at the state meeting made a profit of \$242.79.

2015 Camp Scholarship went to Martin County, for 2016 the \$100 camp scholarship will go to Nash County.

The state maintains paper records for three years plus the current year. Before shredding bank statements and expense records are scanned to google drive and loaded on USB drive. The finance committee recommends following the state policy on records retention. This would free up storage space of 2 boxes of old documents. This will take some time to accomplish as we have maintained records for many years but the finance committee will work to get it completed hopefully before our Spring 2016 meeting. Sherry Lynn made a recommendation to follow state process, BJ Okleshen seconded. Recommendation passed.

Invoice for dues have been sent out, dues must be received by November 30th for the membership year Oct. 1, 2015 - Sept. 30, 2016. I have already received dues for most counties and have sent reminders to the others.

BJ Okleshen made motion to accept report, Pam Allen seconded, motion passed.

Cheryl Tripp made motion to accept the budget, JoAnn Zimmerman seconded. Motion passed.

#### Membership:

Risha Foreman Griffin – The Northeast District has 25 active members and 18 honorary members. 13 TERSSA members.

Patricia Cotton and Sandra Stafford Sullivan were contacted in reference to a choice of retirement gifts. They both chose the \$50 gift cards. The gift cards will be given to them at today's meeting.

Question was asked if secretaries that separated due to restructuring could be honorary members. Shelia Ange will research and we will discuss at Spring Meeting. Risha read from the Consitution and Bylaws the following:

#### Section 5:

\*Honorary membership may be bestowed upon a member/nonmember in recognition of outstanding service to the Association.

#### Nominating:

#### Professional Improvement:

Teresa Story – The 2014 Administrative Professional of the Year award was given to Cheryl Tripp at our Spring meeting. You can start the nomination process for the 2015 Administrative Professional of the Year Award as early as January 1 of 2016. The last date to accept nominations is March 1, 2016. Please nominate someone to receive this award.

Please stay updated on other awards at the state level and nominate someone or nominate yourself.

#### Public Relations:

Christie Bell – On May 18th, I submitted an article to the Roanoke Beacon, with details about our meeting, which was held at Deadwood in Martin County. Along with the article, I submitted our picture with the collection of nonperishable food items that were donated to the food bank in Robersonville. I emailed the article and picture to each Administrative Assistant who attended the meeting.

#### Reflections:

Donna Hanusik – Scrapbook is up to date submit any pictures you may have to the committee. Photo booth pictures will be submitted for the scrapbook.

#### Rules & Bylaws:

Shelia Ange – No proposed items to be considered.

#### Other Reports:

##### Horn of Plenty

This year's Horn of Plenty was held in Greenville, NC. NCCEAPA State President Sandy Kanupp contacted administration to ask what we could do to assist with this event. She was told they had everything taken care of.

#### Staff Senate:

Teresa Story – This is my last year on Staff Senate. Cheryl and I will come off in July of 2016. Please think about who you can nominate as the new Senator and alternate. Sherri Schwab has an account and pays for all travel. It is a once a month two-year commitment. If you would like to be on the Staff Senate please let someone know so that you can be nominated.

When you are a Senator you will be put on one a Senate committee. I have been on two different committees. Both were enlightening. Also, at the Staff Senate meetings someone from Human Resources comes to speak about what is going on in regarding, raises, benefits, etc. They have guest speakers from different departments throughout the University. It is a great networking opportunity.

#### 2015 NCCEAPA, State Meeting:

BJ Okleshen-SED New Bern, pretty well attended despite the restructuring, 17 from NED. Next meeting in Greensboro, 9/14-16/16. Check with BJ regarding Jane McDaniel's years of service recognition.

2015 TERSSA Meeting– Becky Castello

This year's TERSSA meeting was held Verona, Mississippi on September 9 – 11, 2015 at the North Mississippi Research and Extension Center. There were 6 representatives from North Carolina.

The following professional improvement workshop were: Time Management, Health & Fitness, Marketing – Social Media, Master Gardener Program.

During the marketing workshop the app page manager was mentioned. To anyone that is an administrator for his or her office Facebook page this may be help and make things easier to manage from mobile devices.

Dr. Lelia Kelly and Shelaine Pennington presented a Master Gardener Program to the group. This was an excellent program about gardening from making art for gardens to utilizing your herbs in the kitchen. Dr. Kelly offers her program all over. If you are in need of a great program for a gathering give Dr. Kelly a call.

Dr. Lelia Scott Kelly  
Extension Professor of Horticulture  
Consumer Horticulture Specialist/Master Gardener State Coordinator

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During the business meeting delegation voting was brought up. It was decided that the next year's elections would be done electronic to allow all members to have a voice.

MARK YOUR CALENDAR - 2016 TERSSA Meeting, October 18th – 19th Columbus, Ohio.

2015 4-H Scholarship Update:

Shelia Ange-The 2015 4-H Scholarship was received in Martin County and applied to other Martin County 4-H camp fundraising efforts. These combined funds were used to bring the cost for campers down from over \$400 to only \$125 each. Our Martin County campers send their thanks to this association for helping to keep the cost of camp feasible.

Old Business:  
None at this time

New Business:  
Committee Appointments: Current committee chairs content with serving another term.  
Membership: Risha  
Rules & By-Laws: Shelia Ange

Becky will get together with other committee chairs and find out if they want to continue to serve in that capacity.

Other

Honorary membership, has to be in writing and given to Risha to be considered.

It was suggested to do something for Edna as a past president. Shelia Ange made a motion to get a \$50 gift card and nice card, Sheila Powell seconded, motion passed.

Staff Development-Horticulture Project by Matt Stevens, Extension Agent Agriculture Commercial and Consumer Horticulture. We toured the Nash County Arboretum.

Invocation/Lunch

Silent Auction bids were made and finalized on items.

Community Service Project-Canned goods

Northampton County will be hosting our Spring meeting 2016, more information will follow. Since Robbie Bridgers hasn't been able to be at last few meetings she sent a \$50 check to help with fundraising efforts.

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