

**NCCEAPA, South Central District Fall Meeting
Friday, August 9, 2019
Moore County Cooperative Extension**

The NCCEAPA, South Central District, met Friday, August 9, 2019, at the Moore County Cooperative Extension Office.

Business Session

- The meeting was called to order at 9:50 by Dana Braswell, President.
- Lisa gave the Thought for the Day.
- Leigh gave greetings from Clinton as he was unable to attend.
- Everyone introduced themselves. Brittany Miller, new admin from Scotland county joined us.
- Dana made an addition of "District Guidelines" to the agenda after the Treasurer's Report.

Roll Call was done with 23 members in attendance. (attached)

Minutes were posted to the website by Pam Layfield. Pam Layfield made a motion to accept the minutes as posted, seconded by Julie Campbell, motion carried.

Treasurer's Report was distributed to the members. Christine said there were no expenses since the last meeting, only incoming funds. (attached)

District Guidelines It was brought to Dana's attention that we needed to update the district guidelines to be in line with the state guidelines. Cathy James, Secretary, passed out copies of the guidelines for discussion. Susan Johnson made a motion to accept the new guidelines, Lisa Forrest seconded, motion carried. The Webmaster Committee is a committee of one. Christine Barrier made a motion to accept, seconded by Nancie Mandeville. The Webmaster will make the changes to the website. (see attached changes)

Committee reports were given. Reports received are attached.

Awards – given by Annie Freeman

Finance – given by Christine Barrier

Membership – Melva discussed having possibly 2 new members. The committee reached out to them to invite them to join. There was discussion about how the committee is to find out about new employees in the district. Leigh will take the responsibility of notifying everyone in the district of new employees. Two transfers: Beth Cloninger to Iredell County and Carole Capel-Baldwin to Richmond County.

Nominating – given by Susan Johnson

Professional Improvement – No report

Public Relations – No report

Reflections – Brandi Carter asked to send pictures to her for the PowerPoint.

Rules and By-Laws – No report

Webmaster – given by Pam Layfield

TERSSA – Christine Barrier gave a TERSSA update. She reminded everyone about the upcoming National Conference in Starkville, Ms. November 18-20, 2019. TERSSA has 169 members from 7 states, with NC having the most at 83. (attached)

Federation – Susan Johnson reported the meeting addressed mostly concerns about agents.

Dana recognized Cathy James as the recipient of the Administrative Professional of the Year. She read the letters of recommendation.

Dana gave gifts to the current officers and recognized the new slate of officers. Dana then passed the gavel to Lisa Forrest, incoming President.

Lisa Forrest, 1st VP, presented Dana Braswell with a gift as outgoing president.

Melva asked members to play the two team building activities she has planned for the state meeting so that she could get an idea of space and tables needed.

Members enjoyed a choice of grilled chicken salad, chicken salad wrap or deli sandwich, and pasta salad or homemade chips. After the meeting resumed the half-n-half winner was drawn which was Christine Barrier, she won \$36.00.

Old Business

2019 State Meeting Planning

Registration – Pam circulated the schedule for working the registration table that will open Wednesday at 1-3pm and Thursday 8:30-10:30am. It was suggested the Welcome Bag be given separate from check-in and have a check-off list. Map of hotel will be included.

Welcome Bag – Debbie Humphrey will be in Hickory on Tuesday to pick up last minute donated items. Those who can be there Tuesday will assemble the bags on the first floor of the Crowne at 3:30pm. We will meet at the same location Wednesday at 10:30am to finish filling bags with last minute items from those who can't make it until Wednesday. Each county was asked to bring a 24 count or larger case of bottled water.

Workshops – Leigh Watkins will be the hostess for the first workshop and Nancie Mandeville will be the hostess for the second workshop.

Team Building – Melva Menius will need help that day with the activities.

Decorations – Cyndy Gustashaw has the decorations ready.

Hostess Recognition – Lisa Forrest passed out the t-shirts, they will be worn Thursday. We have the choice of changing for the awards luncheon and evening event.

Thursday night event – Julie needs to give a meal count. It was decided that we will cover meals for administration from NCSU and NC A&T. A registration form will need to be completed on our end and mark as a no pay for Christine's records. Music is confirmed. *Reminder: Wine*

will be served at the time of dessert (5 glasses per bottle/12 bottles per case). We will start at 6:00pm and have to be finished by 8:00pm.

Transportation – Julie Campbell said the bus will hold 50. Cyndy Gustashaw can transport 6, Cathy James will have the county van and can transport 11, Debbie Humphrey can transport 3.

Budget – Christine Barrier reported 71 people have registered for the meeting.

Take-home Bag – Cathy James has a few items to get together and will assemble the bags Tuesday on the first floor of the Crowne at 3:30pm.

Community Service – Stephanie reported the Blood Drive will have sign-in at registration. Donations for the Pregnancy Care Center are due by Friday morning.

Presentation to President – Judy Moore will take care of this.

Hospitality Room – Committee members are Dana Braswell, Julie Campbell and Susan Johnson. We will provide wine, beer, bottled water and snacks. If attendees want anything else they can purchase from the bar. We need to make sure that attendees do not hang out outside the hospitality room, they can take drinks to their room. Julie will take care of getting wine from Woodmill Winery, it can also be purchased in local grocery stores. Supplies will be purchased in Hickory. Cathy James will have a donation of goat milk cheese and crackers from Ithaca Acres Creamery.

Program – Cyndy Gustashaw asked that members send sponsors by email so she can add them to the program, to include any logos. The program will be 11x17 and folded. Will also provide directions to the winery.

SEANC – Would like to have a table from 9-11am on Thursday.

Raffle Tables – Tables will be available to other districts for raffles.

Hotel Meals – Beth Cloninger confirmed the hotel meals are set.

2020 Spring Meeting Invitation – Carol Capel-Baldwin and Annie Freeman announced the spring meeting will be in Richmond County, date TBA.

Motion to adjourn meeting made by Julie Campbell, seconded by Cathy James, motion carried by all standing. Meeting ended at 2:20pm.

Respectfully,



Cathy James
Secretary



NCCEAPA
South Central District - Fall Meeting
August 9, 2019
Moore County
AGENDA

8:30 - 9:30 am - Registration/Refreshments

9:30 - 10:00 am - Welcome, Brandi Carter

10:05 am - Pledge of Allegiance & Thought For The Day
Lisa Forrest

10:08 am - Call To Order
Dana Braswell, President

Roll Call & Approval of Minutes from March 8, 2019
Cathy James, Secretary

Treasurer's Report
Christine Barrier, Treasurer

Committee Reports

Membership - Melva Menius

Finance - Christine Barrier

Public Relations - Kim Gibson

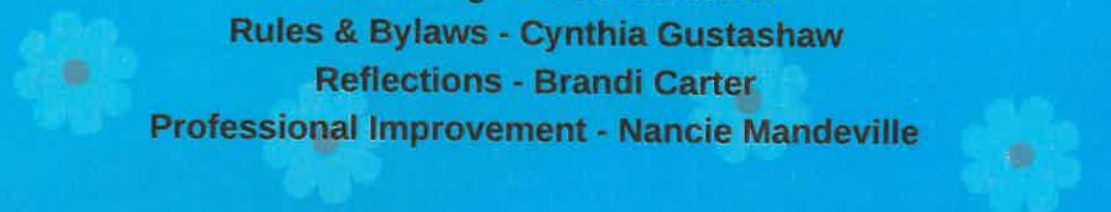
Awards - Annie Freeman


Nominating - Susan Johnson

Rules & Bylaws - Cynthia Gustashaw

Reflections - Brandi Carter

Professional Improvement - Nancie Mandeville





10:35 am
TERSSA Update
Christine Barrier

10:40 am
Administrative Professional of the Year Award Presentation
Dana Braswell

10:45 am - Special Thanks & Recognition of New Slate of Officers

10:50 am - Passing of Gavel





10:55 am
Practice Run of Team Building Skills for State Conference
Melva Menius

11:55 am
Invocation
Susan Johnson

LUNCH

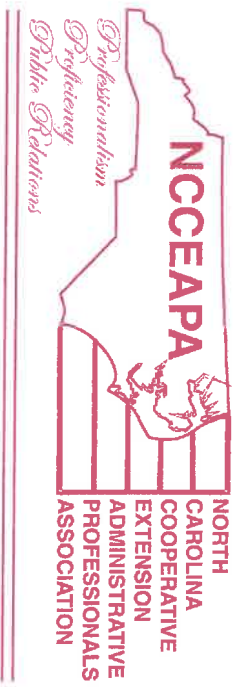
1:15 pm
2019 State Annual Conference Planning

2:30 pm
Adjourn



2019 NCCEAPA – South Central District Roll Call

County	Member	August 9, 2019
Alexander	Julie Campbell	1
Anson	Pam Layfield	1
Cabarrus	Christine Barrier, Frankie Bogutsky	1
Catawba	Natalie Cline	0
Cumberland	Susan Johnson, Jeanie Edwards, Alyssa McMillan	1
Gaston	Cyndy Gustashaw	1
Harnett	Sharon Williams	1
Hoke	Deborah Humphrey, Cathy James	2
Iredell	Beth Cloninger, Stephanie Watts	2
Lee	Rhonda Gaster	1
Lincoln	Brenda Street, Judith Moore	2
Mecklenburg	Shane Alston-Daniel	0
Montgomery	Kim Gibson	1
Moore	Brandi Carter	1
Richmond	Carol Capel-Baldwin, Annie Freeman	2
Rowan	Melva Menius, Brooke Peeler	1
Scotland	Brittany Miller	1
Stanly	Lisa Forrest	1
Union	Danna Braswell, Nancie Mandeville	2
SCD Office	Leigh Watkins	1
Total		23



South Central District
TREASURER'S REPORT – 2017-2018

April 27, 2018
August 10, 2018
April 8, 2019
August 9, 2019

	CHECKING	MONEY MARKET	SHARES	TOTAL FUNDS AVAILABLE
October, 2017	\$ 5,054.16	\$ 4,786.03	\$ 172.00	\$ 10,212.19
November	5,877.35	4,789.97	172.00	10,839.32
December	5,877.48	4,793.65	172.21	10,843.34
January, 2018	6,087.99	4,798.12	172.33	11,058.34
February	6,258.17	4,801.80	172.43	11,232.40
March	6,258.37	4,805.48	172.53	11,236.38
April	6,258.66	4,809.43	172.63	11,240.72
May	6,258.86	4,813.12	172.73	11,244.71
June	6,259.32	4,818.30	172.85	11,250.47
July	6,219.56	4,823.09	172.95	11,215.60
August	6,219.92	4,828.38	173.07	11,221.37
September	6,444.11	4,833.51	173.18	11,450.80

October, 2018	8,625.47	4,838.45	173.27	13,637.19
November	9,166.27	4,844.42	173.38	14,184.07
December	9,167.28	4,850.79	173.49	14,191.56
January, 2019	9,368.52	4,858.67	173.62	14,400.81
February	9,369.38	4,865.43	173.72	14,408.53
March	9,762.15	4,878.51	173.92	14,814.58
May	14,033.46	4,885.30	174.03	19,092.79
June	15,995.90	4,893.27	174.15	21,063.32
July	17,908.75	4,901.02	174.26	22,984.03

2017-2018 Member:

Paid Members: 27
 Honorary Members: 16
 TERSSA Members: 17

2018-2019 Members:

Paid Members: 29
 Honorary Members: 13
 TERSSA Members: 19

Christine Barrier
 District Treasurer, 2018-2019

South Central District Guidelines

GUIDELINES FOR NCCEAPA-SOUTH CENTRAL DISTRICT

The Districts shall follow the same Constitution and By-laws as outlined for the State. Districts may add rules which are pertinent to local or district affairs and which are not in contradiction to the State Constitution and By-laws.

NAME

Shall be known as the North Carolina Cooperative Extension Administrative Professionals Association followed by District name (ex. NCCEAPA-South Central District or NCCEAPA-SCD) or Campus Chapter (NCCEAPA-Campus Chapter).

MEETINGS

Meet twice a year in alphabetical order by county.

OFFICERS AND BOARD OF DIRECTORS

The district officers shall be the same as the state officers: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer and Parliamentarian. The retiring President shall serve as Advisor. The District Secretaries are responsible for sending copies of district meeting minutes to the State President. Officers shall serve a term of one year, except the Treasurer. The Treasurer will serve a two-year term. Elections shall be held at the fall meeting and elected officers will be installed at this meeting. Their terms of duty will begin October 1 and continue to September 30. No two officers shall be elected from the same county. The Board of Directors is composed of District Officers and District Committee Chairs and has the same function as the state level.

REPLACE WITH TO MATCH STATE GUIDELINES: District officer nominations and election process shall be completed each Spring with officers to take office October 1 of same year. District committee assignments shall be completed and sent to State President by November 1 of each year.

The Executive Board is composed of the District Officers.

The District Secretary will update the Committee Guidelines and District Guidelines on a continuous basis and will send the updates to the webmaster.

COMMITTEES

Districts will have all standing committees on the state level: Membership, Public Relations, Nominating, Rules and Bylaws, Finance, Reflections, and Professional Improvement. These committees shall have the same function as the state level,

plus whatever other responsibilities the district designates. Districts may appoint special committees at their own discretion. Ours are Secretary of the Year, Scholarship, Awards and Community Service. Below are some decisions made on the district level.

Committee Notebooks — Committee chairs will maintain an informational notebook for each committee – a description and duties for each committee. This will be passed on each year to the new chair.

Professional Improvement — Prepare certificates for outgoing committee chairpersons and officers to be presented to them at the fall meeting. District Professional Improvement Committee Herter O'Neal Scholarship Responsibilities:

Working with the State 2nd Vice President, provide updated material and deadlines to each County Administrative Secretary in their district, receive all applications from their respective district and review applications and select a district finalist to send to the 2nd VP for final selection. The Professional Improvement Committee will not be responsible for awards as NCCEAPA-SCD has an Awards Committee.

Public Relations — The committee will take the lead in maintaining our web page (a revision date should be included). It is linked from the State Association web page.

Create new Section Web-site: and add this statement here.

Newsletter/News Release — A newsletter will be posted on our web site twice a year. One person per county will be responsible for providing the information to the Public Relations Committee. The deadlines are December 1 and June 1. Also, a news release will be prepared for each county to use in local newspapers, inserting their own names for those in attendance at district meetings. The committee will take pictures for news releases.

Secretary of the Year — The committee will consist of three past recipients, rotating off members as new ones come on. The senior member should receive all votes and provide results to other committee members rather than each member receiving votes.

Scholarship — NCCEAPA-SCD will give a \$200 scholarship. It will be rotated in the district from county to county. The scholarship recipient will be determined by the named committee.

South Central District Guidelines

Reflections — The committee will take pictures for the district scrapbooks and send copies to the State Reflections Committee Chair for the state scrapbooks.

Membership — A membership brochure was developed to help inform new secretaries about the association. A welcome letter with details about the district along with the brochure will be sent to new secretaries encouraging them to join

NCCEAPA South Central District Awards Committee Report

The Awards Committee would like to remind every one of the many opportunities for awards and encourage all members to nominate or apply themselves. The website that list several awards and scholarship opportunities is: <https://ncceapa.ces.ncsu.edu/awards-and-scholarships/> . Also, we have our district's secretary of the year award and the Awards of Excellence. Sometimes just taking the time to complete a few questions and a recommendation letter can let someone else know just how much they are appreciated. I know it did me, when I won a CALS Award of Excellence in May this year.

Submitted by Chair, Annie Freeman
August 9, 2019

FINANCE COMMITTEE:

April 27, 2018 Finance Committee Report:

- Finance Committee reports SCD finances to be in good standing to-date:
 - Only income due to membership dues being received
 - No expenditures to-date
 - Committee brain-storming to offer ideas for fundraising opportunities in order to increase budget for the upcoming hosting responsibilities for the 2019 Annual Conference

August 10, 2018 Finance Committee Report:

- Finance Committee continues to report that district finances are in good standing to-date:
 - Membership dues for 2018-19 being received
 - Now receiving \$200 per county contributions to off-set expenses of the 2019 Annual Conference
 - Only expenditure to-date was reimbursement to Beth Cloninger on May 24th in the amount of \$40.00 for the Past President's gift, resulting in a to-date balance of \$11,215.60
 - Committee continues assisting membership with fundraisers to off-sit expenses of hosting the upcoming 2019 NCCCEAPA Annual Conference to be held in Hickory; i.e. Credit Card Tree at the 2018 conference, Half-N-Half Raffle at district meetings, etc.

March 8, 2019 Finance Committee Report:

- Finance Committee continues to report district finances in good standing.
 - Membership continues at:

Paid Members	29
Honorary Members	13
TERSSA Members	18
- County contributions of \$200 to off-set expenses for hosting the 2019 annual conference continue to come in, with 9 counties yet to be received.
- August district meeting Half-N-Half Raffle added \$72.00 and the state conference Gift Card Raffle added \$636.00 to the checking account.

August 9, 2019 Finance Committee Report:

- Finance Committee continues to report district monies are in good standing.
 - Membership dues for 2019-2020 are being received
- County contributions of \$200 to off-set expenses for hosting the 2019 annual conference total \$4,150.00 as of today.
- March district meeting Half-N-Half Raffle added \$34.00 to the Checking account.
- Totals for all accounts \$522,984.03 (Checking - \$17,908.75; Money Market - \$4,901.02; Shares - \$174.26)

Christine Barrier, Cabarrus County (Chair) *Treasurer*
Leeann Crump, Richmond County (retired)
Debbie Humphrey, Hoke County

**Fall Meeting
Membership –**

Melva Menius, Rowan County (Chair)
Frankie Bogutsky, Cabarrus County
Carol Capel-Baldwin, Scotland County
Leigh Watson, District County

South Central District has two new hires.

Brittany Miller was hired in Scotland County as the Administrative Assistant.

Natalie Cline was hired in Catawba County as the Administrative Assistant. An email was sent welcoming both of them to Cooperative Extension and an invitation to join NCCEAPA.

Information concerning TERSSA (The Extension & Research Support Staff Association) is also included in the email.

I do not know if Brittany or Natalie joined the association.

Transfers Not New Hires

Beth Cloninger - transferred from the Catawba County office to Iredell County as the COSS Administrative Assistant.

Carol Capel-Baldwin - transferred from the Scotland County office to Richmond County as the COSS Administrative Assistant

I would like to remind everyone, if you know of a new hire in any county, please let the Membership Chair know.

Submitted by
Melva Menius, Membership Chair

Melva Menius

Nominating Committee Report

August 9,2019

Susan Johnson/Lisa Forrest/Leigh Watkins

Officers were nominated and elected during the March 8, 2019 meeting in Hickory. Dana Braswell conducted the awesome “Harley” themed installation.

Officers for 2019-2020 are as follows:

Lisa Forrest – President, Stanly County

Pam Layfield - 1st VP, Anson County

Julie Campbell 2nd VP, Alexander County

Nancie Mandeville, Secretary, Union County

Christine Barrier – Treasurer, Cabarrus County (2 year term)

Beth Cloninger – *Advisor, Iredell County

*Beth will continue in the position of Advisor due to the retirement of Dana Braswell, President.

The South Central District was responsible for providing a nomination to serve as state 2nd VP. Beth Cloninger agreed to allow her name to be submitted.

Webmaster Report

08/09/19

I will post our 2019/2020 District Officers and Committees to the website by October 1, 2019. I will post the minutes from this meeting when received from our District Secretary. Please remember to send photos to me to upload to our District Website.

Respectfully submitted,

Pam Layfield, Chair
Anson County



**NCCEAPA –SCD
TERSSA Report
Moore County
CES**

August 9, 2019

2018-2019 Officers

Adrian Wilbanks, MS – President

Michelle Kasey, NC – President-Elect

Christina Byrd, OH – Membership Secretary

Karen Bixler, AL– Recording Secretary

Cathy James, NC – Treasurer

Christine Barrier – NC - Annalist

Rebecca Castello, NC - Webmaster

Cheryl Duplechain, LA – Past President/Advisor

On behalf of TERSSA, it is indeed a pleasure to share updates:

Present membership is 169 representing the following states (as of August 5th):

- Alabama 2
- Kentucky 0
- Louisiana 6
- Maine 4
- Mississippi 14
- Missouri 0
- North Carolina 83
- Ohio 59
- South Carolina 1

Madam President, Adrian Wilbanks, and Past President Glenda Jenkins have met with their administration and are very pleased to share that the 2019 national conference will be held November 18-20 on the Mississippi State University campus in Starkville. They *'have already started working on the agenda and have some exciting things planned. Hope to see you there!'* All TERSSA members have now received confirmed dates along with registration and lodging information.

A Board of Directors will be meeting on August 14th. All TERSSA members have been invited to attend via email on August 7th from Christina Byrd, Membership Secretary.

Adrian is also asking if someone from NC would chair the Nomination Committee this year.

Support our NC/TERSSA Officers:

- **Michelle Kasey, President-Elect**
- **Cathy James, Treasurer**
- **Becky Castello, Webmaster**
- **Christine Barrier, Annalist**

As Annalist, I am continuing to collect information from the past years and will be collaborating with the TERSSA Web Master regarding the easiest and most efficient way for members and prospective members to readily have history and up-to-date information at their fingertips via our webpage and Facebook.

Respectfully,

**Christine Barrier
TERSSA Annalist - 2018-2019
Past TERSSA President**

Adopted April 16, 2004

Updated July 16, 2019

**North Carolina Cooperative Extension
Administrative Professionals Association-South Central District**

Administrative Professional of the Year

NOMINEE'S NAME: Cathy James

ADDRESS: PO Box 578 Raeford, NC 28376

COUNTY: Hoke OFFICE PHONE NUMBER: 910-875-2162

YEARS OF SERVICE WITH EXTENSION: 20 AS ASSOCIATION MEMBER: 20

NCCEAPA DATA:

	<u>District</u>	<u>State</u>
Offices Held	Secretary (present)	Treasurer
	Treasurer (2 years)	
Committees Served On (denote chairmanship)	Finance (chair)	
	Various other-chair most	
	2019 State Planning - chaired planning sub committes	
Number of Meetings Attended	<u>38 (only missed 2)</u>	<u>19 (only missed 1)</u>

MAJOR AREAS OF RESPONSIBILITY WITH EXTENSION:

75% 4-H responsibilities: process and control all required 4-H youth paperwork, maintains checking account

Central Regional Shooting Sports, 4-H Summer Fun, Embryology, Newsletters, Website, Facebook,

FCS flyers and correspondence, PAT grant program, Smart Start financial reporting, Report to the People, Agriculture Field Days, Environmental Days

CAREER PROFESSIONAL IMPROVEMENT:

(Classes, courses, workshops, etc., attended in last five (5) years)

Serving her second year as a Staff Senator and has attended all general meetings to date

OTHER PROFESSIONAL/COMMUNITY ORGANIZATIONS:
(To which you have belonged for the last five (5) years)

State Employee Credit Union Advisory Board - 7 years

Hoke Area Transit Services Advisory Board - 4 years

Hoke County FEMA Board - 5 years

ANY AWARDS OR RECOGNITIONS RECEIVED:

Pride of the Wolfpack (2)

Excellence in Animal Science Programming

COMMENTS: see attached nomination letter

Nominated by: Alison Johnson Title: Administrative Coordinator
County: Cumberland Phone Number: 910-321-6405

** Please attach two letter(s) of recommendation - **REQUIRED**. Other supporting documentation (not to exceed three (3) pages, one-sided) may be attached.

Deadline - **August 1** -- Late submissions will not be considered.

Thank you for your support of NCCEAPA-SCD

Cathy James

South Central Administrative Professional of the Year Letter of Nomination

It is with great pleasure that I place Cathy James into nomination for the South Central District Administrative Professional of the year. Cathy's commitment to her job surely represents what an administrative professional employee should be. She is dedicated to the 4-H program and goes above and beyond what is expected of her. Cathy's name is synonymous with the Hoke County 4-H program.

As I gathered my information in preparation for her nomination, I thought I was going to have to complete an extra nomination form, as I didn't have room on the submission form to realistically portray the scope of her responsibilities, especially with the Hoke 4-H program. I am confident that the 4-H program in Hoke County would not be the success it is today without Cathy's commitment and involvement. Seventy-five percent of her job responsibilities are 4-H related duties. She processes and keeps track of all required paperwork for participants; maintains a balanced checking account; takes the lead in the processing of all Central Regional Shooting Sports registrations and scoring, organization of the volunteers and their needs; plans the Hoke County Summer Fun program to include: advertising, implementing 3-4 workshops each summer, ensuring the supplies are ordered; works closely with the Board of Education in processing all information for the 4-H programs; schedules training for the Embryology program; and that is just the tip of the 4-H iceberg. She maintains the website and keeps their Facebook page active. She processes the 4-H newsletters, any articles submitted to the newspaper and handles the agent's correspondence. In her spare time, she is the leader of the Pot Shakers 4-H club and maintains their Facebook page as well. During summer fun she often drives the 4-Hers to different places and conducts some of the summer fun programs. Her dedication to the 4-H program rivals none. It is evident that Cathy's passion is working with youth.

Her involvement in the Central Regional Shooting Sports program is remarkable! I know for a fact that she has often left our association meetings and gone directly to a Shooting Sports event or to prepare for an event the next day.

Somehow, she finds time to support the Family and Consumer Sciences agent as well. She creates flyers, processes correspondence, processes the requirements for the Parents as Teachers grant program, along with handling the financial information. Smart Start information is also one of her many tasks.

For Hoke's annual Report to the People, she develops the slide show and attends and assists with the event. You can find her assisting with Agriculture Field Days and Environmental Field days during these popular Hoke County events each year.

She has received the Pride of the Wolfpack twice and the Excellence in Animal Science Programming Award for 2010 through the NCAE4HA association.

During this past year Cathy really stepped up to the plate when her co-worker was out for several weeks after surgery. She handled many tasks that don't fall under the umbrella of her responsibilities and voluntarily assisted the Hoke County staff in any way needed. This was not the first time Cathy had proven what a team player she is. During the several months the administrative secretary position was vacant in Hoke, Cathy shared in the responsibilities, ensuring that tasks were completed on time and correctly.

The Hoke County office is not the only place I have seen what an asset Cathy has become. She served our district association as treasurer, even before it became a two-year term. She has been on various district committees, often serving as chair. She is currently serving as secretary for the South Central District. After "getting her feet wet" she assumed more responsibility by accepting the position of state treasurer, currently in her second year of office. But she didn't stop there, she also accepted the position as TERSSA treasurer. Cathy is also serving the second year of a two year term as a state senator. Cathy is a very involved member of all these organizations, rarely missing any meetings.

I often ride with Cathy to our district meetings and one little known quality of Cathy's is she is like a road Atlas! She rarely uses GPS to travel. She has a keen sense of how to go and rarely is she off course.

In her "out of the office" time, Cathy enjoys the sand between her toes at the beach, racing, and her beloved kitties.

Cathy's enthusiasm for her job is evident in work ethic. She is a team player that can be counted on to handle each task with professionalism and dedication.

Cathy is most deserving of this honor and her nomination comes with my strongest support.

Thank you for considering Cathy as the 2019 SC District Administrative Professional of the Year.



Susan Johnson, Administrative Coordinator

Cumberland County

State Meeting Registration Committee Report

08/09/19

The following serve on the Registration Committee:

Pam Layfield – Anson County
Frankie Bogutsky – Cabarrus County
Shane Alston-Daniel – Mecklenburg County

The numbers that have registered through XLMS up until yesterday, (see attached).

Dana has brought the folders to give to Frankie so that she can go ahead a start labeling for the ones that have registered. Potential items needed for and to go in the registration packets are:

Folders
Labels with Name & County Information
Receipts
Programs
Agendas
Area Information
~~Ticket for Build-a-Bag~~ Welcome Bag
Hostess Room Information
Transportation Information for the Winery
Service Project Flyer?
Blood Drive Flyer?
Misc. Info. (Chamber, Etc.)

Map of hotel - Dana

So, with that being said I know that our committee will be putting these together and be at the registration desk but we will need others to help. Recommended times for putting together, hopefully in the Hostess Room and when should the registration desk be available.

Respectfully submitted,
Pam Layfield
Anson County

Event	Session	Instructor(s)	Start	Registered	Waitlist	Max attendees
2019 NCCEAPA State Meeting	<input checked="" type="checkbox"/> NCCEAPA State Executive Board Meeting	Hugus, Suzanne Layfield, Pam	Sept. 25, 2019, 3 p.m.	10	0	∞
2019 NCCEAPA State Meeting	<input checked="" type="checkbox"/> NCCEAPA Board of Directors Meeting	Hugus, Suzanne Layfield, Pam	Sept. 26, 2019, 9 a.m.	28	0	∞
2019 NCCEAPA Board of Directors Meeting	<input checked="" type="checkbox"/> 2019 NCCEAPA Board of Directors Meeting (CANCELED)	Hugus, Suzanne Layfield, Pam	Sept. 26, 2019, 9 a.m.	0	0	∞
2019 NCCEAPA State Meeting	<input checked="" type="checkbox"/> NCCEAPA Awards Luncheon	Hugus, Suzanne Layfield, Pam	Sept. 26, 2019, 11 a.m.	60	0	∞
2019 NCCEAPA State Meeting	<input checked="" type="checkbox"/> Workshop #1 "What's Your Why?"	Layfield, Pam	Sept. 26, 2019, 12:45 p.m.	55	0	∞
2019 NCCEAPA State Meeting	<input checked="" type="checkbox"/> Workshop #2 "Active Threat Training/Personal Safety"	Layfield, Pam	Sept. 26, 2019, 2 p.m.	56	0	∞
2019 NCCEAPA State Meeting	<input checked="" type="checkbox"/> NCCEAPA Team Building Activities	Capel-Baldwin, Carol Carter, Brandi Layfield, Pam Menius, Melva Williams, Sharon	Sept. 26, 2019, 3:15 p.m.	51	0	∞
2019 NCCEAPA State Meeting	<input checked="" type="checkbox"/> NCCEAPA Dinner	Layfield, Pam	Sept. 26, 2019, 5:15 p.m.	58	0	∞
2019 NCCEAPA State Meeting	<input checked="" type="checkbox"/> NCCEAPA Business Meeting	Hugus, Suzanne Layfield, Pam	Sept. 27, 2019, 10 a.m.	58	0	∞

Registration Committee

Pam Layfield, Frankie Bogustsky, Shane Alston-Daniel
(Includes LIMS and Registration Packets)

- ✓ ■ Put registration information packet together to include invoice, meeting information, hotel information, projected agenda, etc.
- ✓ ■ Have all information in packet and have approved by the Planning Committee.
- ✓ ■ Have event approved for XLMS. Post the event to XLMS with each component of event posted separately.
- ✓ ■ Send packet to District President to send out to the State Assoc. President to be sent out to the Assoc. Admin. list via email.
- ✓ ■ Have to registration packet posted to the Association website.
- Put registration folders together (list of potential items):
 - Folders
 - Labels with Name & County Info.
 - Receipts
 - Programs
 - Agendas
 - Area Info.
 - Ticket for Build-a-Bag
 - Hostess Room Info.
 - Transportation to Winery Info.
 - Misc. Info.

Professional Development Committee Report
NCCEAPA STATE MEETING SEPTEMBER 2019
South Central District
Fall Meeting
August 9, 2019

Committee Members

Nancie Mandeville, Union County, Chair
Leigh Watkins, Campus
Christine Barrier, Cabarrus County

Committee Report

Dr. Rhonda Sutton will be our first workshop and presenting on the topic "What's Your Why?". Inspired by a TedTalks presentation, "What's Your Why?" will focus on what were the reasons NCCEAPA was founded and what are the reasons it exists today. We will work as small groups to look at What's our Why within Cooperative Extension, our offices and our lives.

Sergeant Shilo Garner of the Union County Sheriff's Department will be presenting our second workshop on "Active Threat/Personal Safety Training". This workshop will focus on:

Topic Presentation:

- Run, Hide, Fight video
- Recap of past incidents.
- Preparation before an incident
- How to survive an active incident
- What to do after an incident occurs
- Basic Lifesaving skills covered (Not necessarily practiced due to time restraints, but what to know to prepare)
- Risk Mitigation
- Q&A

Both speakers have submitted their biographies for inclusion in our program.

Dr. Rhonda Sutton

Dr. Rhonda Sutton has over 18 years of experience working in various administration roles in higher education. She currently serves as the director of leadership programs for the College of Agriculture and Life Sciences at North Carolina State University and as the interim director for Extension Organizational Development. Dr. Sutton is also a licensed professional counselor and has owned a private counseling practice. In all of her professional roles, Dr. Sutton has provided professional and personal development training with the overarching goal of helping people develop their strengths and realize their potential. Dr. Sutton received her B.S. in

business administration from Appalachian State University, and her M.Ed. and Ph.D. in counselor education from North Carolina State University.

Sergeant Shilo Garner

Bio:

-Law Enforcement Service:

- Union County Sheriff's Office 1995-1999
- Monroe Police Department 1999-2007
- Union County Sheriff's Office 2007-Present

- Currently assigned as Sgt. over the Sheriff's Office Warrant Squad.
- Assistant SRT Commander
- K9 Handler (working Explosive Detection Canine)

Military Service:

- United States Marine Corps (Active Duty) 1988-1994 (Reserves) 2002-2017
 - Combat Tours: Desert Shield/Desert Storm 1990-1991, Operation Iraqi Freedom (Iraq) 2004, 2006 and 2009-2010

Active Shooter/Threat Training:

- Rapid Deployment Instructor Training 2002
- Active Threat Instructor 2014

NOTE: Was working Off Duty capacity assisting UNCC PD the evening of the Active Shooter Event and was deployed to the scene to assist.

Respectfully submitted,

Nancie Mandeville
Committee Chair

**North Carolina Cooperative Extension Administrative Professionals Association-South
Central District**

September 26, 2019

2019 State Meeting-Thursday Evening Committee Report

Venue: Woodmill Winery, Lincoln County

Meal:

Caterer: BoxCar Grille, Claremont,NC

Hamburgers & Hotdogs with fixings served with baked beans, potato salad, grilled veggies

Desserts: Cheesecake, Chocolate Pie

Wine: Reminder wine will be served at the time of dessert.

Entertainment: Entertainment will be provided by Matty.