



Minutes from August 29, 2019
NC A&T State University – Coltrane Hall

Call to Order

The meeting was called to order by Evelyn Stahling. Alice Pennix will do the installation of new officers at the end of the meeting.

Review and Approval of the Agenda

Alice Pennix made a motion to approve the agenda and Suzanne Hugus seconded to accept the agenda. (motion was carried)

Review and Approval of the Minutes from December 14, 2018 Meeting

The minutes of last meeting were reviewed.

Donna Holland made a motion to accept the minutes and Valarie Diggs seconded to accept minutes. (motion was carried)

Roll Call was done by Karla Frizzelle.

Present: Karla Frizzelle, Crystal Headen, Donna Holland, Suzanne Hugus, Alice Pennix, Bernadette Smith-Murray, Evelyn Stahling, Anita Wright, Valarie Diggs, Victoria Weeks, Nakeisha Goodman, Ayana Knight, Deborah Clemmons

Thought for the Day – Donna Holland

Self – Care (see attached document)

Introductions:

All members introduced themselves.

New Members: Deborah Clemmons, Victoria Weeks, Nakeisha Goodman, Ayana Knight

Professional Development – Donna Holland

Donna shared an amazing video about “What Makes You Special”

<https://youtu.be/MY5SatbZMAo>

Then we participated in a really neat activity “You are Special”

Financial Update – Valarie Diggs

Valarie presented copies of our most recent bank statements and a financial report (see attached documents)

Membership Dues – Due by October 1, 2019 to the State. Please submit your dues as soon as possible.

Committee Reports:

Fundraising	No report
Hospitality	No report
Membership	4 new members (listed above)
Nominating	Alice Pennix – installation of new officers at end of meeting
Professional Development	no report
Public Relations	no report
Reflections	Donna Holland – card sent to Tiffany Slade
Rules and Bylaws	no report
Webmaster	Suzanne Hugus – Website is up to date

Old Business - NCCEAPA Members

- Margaret Browne and Alexis Gaines will be submitted next year for honorary status. The deadline for submission was missed this year.

New Business - NCCEAPA Members

- Upcoming State Meeting is in Hickory, NC September 25-27, 2019
- TERESSA Meeting is November 18-20, 2019 at Mississippi State University
- Campus Chapter will host State Meeting in 2022

Installation of New Officers:

Alice Pennix presented the new officers and charged the each with their new tasks of leadership:

2019/2020 NCCEAPA Campus Chapter Officers:

Bernadette Smith-Murray, President

Jeanine Gaul, 1st Vice-President

Nakeisha Goodman, 2nd Vice-President

Valarie Diggs, Treasurer

Victoria Weeks – Secretary

Evelyn Stahling, Advisor

Evelyn Stahling, President officially passed the gavel on to Bernadette Smith-Murray.

The meeting was adjourned

NCCEAPA

7/10/19-8/8/19

Beginning Balance Checking	\$ 2,136.84		\$ 2,136.84
Income	\$ 0.36		\$ 0.36
Operating Expenses	\$ 396.00		\$ 396.00
Balance (Income minus Expenses)	\$ 1,741.20		

Checking

Statement Balance-7/10/19	\$ 1,741.20		
Pending Check	\$ -		
Available @8/10/19		\$ 1,741.20	
Approved Money Market Transfer		\$ (1,226.49)	Transfer made 8/20/19
		\$ 514.71	

Money Market

Income	\$ 4,388.06		
	5.98		
7/10/2019		\$ 4,394.04	
Approved Money Market Transfer		\$ 1,266.49	Transfer made 8/20/19
		\$ 5,660.53	

Shares

	\$ 31.46		
	0.02		
		\$ 31.48	

NCCEAPA

Income

Date	Source	Amount	
8/8/2019	Dividends	\$ 0.36	
		\$ -	
		\$ 0.36	

NCCEAPA

Expense

OPERATING EXPENSES	AMOUNT	Refrence information	Purpose	Posting Date
SECU Foundation	\$ 1.00	SECU Fee		8/8/2019
Hursey's BBQ	\$ 395.00	Ck #1002	Shelter Rental	7/17/2019
	\$ -			
	\$ -			
Total Operating Expenses	396.00			

NCCEAPA Budget Work Sheet
2018-2019

State Dues	\$	300.00	
State Dues	\$	(300.00)	
	\$	-	\$ -
Terssa Dues	\$	150.00	
	\$	(100.00)	
	\$	50.00	\$ 50.00
Bank Charge	\$	12.00	
Monthly Charge	\$	(10.00)	
	\$	2.00	\$ 2.00
President Plaque	\$	77.00	
Awards of Excellence	\$	(77.00)	
	\$	-	\$ -
Professional Development Award	\$	100.00	
	\$	100.00	\$ 100.00
Administrative Professional of the Year	\$	75.00	
	\$	75.00	\$ 75.00
Reflections	\$	25.00	
	\$	25.00	\$ 25.00
Hospitality	\$	400.00	
NC State- Meeting Refreshmants	\$	(60.00)	
Kelseys Café- Holiday Luncheon	\$	(187.16)	
Transfer Approved Increase	\$	300.00	
Herseys Bar-b-Cue(6/19)	\$	(395.00)	
Burlington Parks(6/19)	\$	(50.00)	
	\$	7.84	\$ 7.84
Miscellaneous	\$	75.00	
Deluxe Checks	\$	(7.00)	
Transfer Approved Increase	\$	200.00	
Phyllis Donahue-Service Project	\$	(229.00)	
Awards of Exvellence	\$	(22.60)	
	\$	16.40	\$ 16.40
	\$	1,214.00	\$ 252.00

Thought for Day - 8/29/19

Self-care is
so important.
When you take
time to replenish
your spirit,
it allows you to
serve others
from the overflow.
You cannot serve
from an
empty vessel.

- Eleanor Brown

