



2018-2019 Officers

Suzanne Hugus - President
 Shelia Ange - First Vice President
 Vacant - Second Vice President
 Emily Walter - Secretary

Cathy James - Treasurer
 Regina Gardner - Parliamentarian
 LaToya Lucy - Advisor
 Susan Johnson - NC JCEP Officer

NCCEAPA Board of Directors Meeting - September 26, 2019

Crowne Plaza Hotel-1385 Lenoir-Rhyne Blvd., SE, Hickory, NC 28602

The meeting was called to order at 9 a.m. by NCCEAPA President Suzanne Hugus.

The roll was called by the Secretary and totaled.

Parliamentarian Regina Gardner verified a voting quorum.

The President continued with a request for any changes to the agenda. Jill Cofer made a motion to approve the agenda with the corrections listed below, it was seconded by Evelyn Stahling and approved by members present.

Agenda changes:

- Remove the space to spell NCJEP
- Correct 'Garner' to Gardner
- Suzanne Hugus, replaces Sally Southard, for the 2019 Heter O'Neal Scholarship announcement

Roll call	Members
Campus	5
West	2
North Central	4
South Central	5
Northeast	7
Southeast	8
totals	31

Sharing the thought for today was Shelia Ange, attached.

No questions were offered regarding the minutes of the Board of Directors meeting held March 29, 2019. The minutes were posted on the NCCEAPA website and a paper copy was available for review. The minutes were approved after a motion by Ivy Olson and a second from Kathy Helper.

Reports from districts and chapter -- Becky Castello made a motion to hear these reports at the September 27th State Business meeting only. Sherry Lynn seconded the motion and it passed with no objection.

Standing Committee reports (attached, if report was given)

Finance -- Treasurer Cathy James passed out a copy of the financial report and went over the document with the group. A discussion was held about the loss of former sponsorships, along with a need for new funding ideas or sources. The most recent new sponsorship was \$2,500 from NCCCE Administration.

Membership -- Michelle Kasey, committee chair, reported a membership total of 143 and 72 honorary and 83 TERSSA members.

Topics regarding honorary memberships discussed (who is) keeping the honorary list on the Association website current, standardization of criteria for nomination to the honorary membership based on the by-laws, and what is each district doing to maintain relationships with the honorary members.

Michelle said the current honorary list on the Association website contains no deceased individuals.

The discussion tabled with President Suzanne Hugus tapping LaToya Lucy to work with the Membership Chair and form an Ad-Hoc Committee to create a recommendation for the honorary membership.

Nominating-- Christy Boyce read the proposed slate of officers for 2019-20, as a motion to approve, and a second was received from Becky Castello. With no nominations received from the floor, the slate of officers was approved as presented.

Rules & By-Laws -- Becky Castello presented the recommended changes from the committee as a motion for each

- o beginning with the section labeled "Article II"-- seconded by Sherry Lynn, unanimous approval.
- o "Section 1"-- seconded by Michelle Kasey, unanimous approval.
- o "Section 2" -- seconded by Kitrinka Gordon, including an additional wording change to the first objective list as follows 'conscientious dignity' is replaced with 'integrity' as suggested by Evelyn Stahling. The changes were unanimously approved.

Professional Improvement -- Tina Lovejoy said the winner will be announced at the awards luncheon.

Public Relations -- no report

Donna Hollard announced the report is in the form of a video and it would be shown the following day at the business meeting.

Other reports

- ◆ 2019 Sue Mills Lighthouse Award -- Suzanne Hugus will announce the winner at the business meeting tomorrow.
- ◆ 2019 Distinguished Service Award and 2019 Executive Board Award -- Shelia Ange reported the receipt of 15 nominations for the 2019 DSA awards. The DSA and the Executive Board recipients will be announced at the awards luncheon on September 26. Report is attached.
- ◆ 2019 Herter-O'Neal Scholarship was reported by Suzanne Hugus. She also summarized an annual timeline document that will be placed on the NCCEAPA website and is attached to the minutes. The timeline prompts, with dates, and lists association members involved in the process of publicizing and receiving scholarship applications. The document was prepared by Suzanne Hugus and Sally Southard. The timeline is attached.
- ◆ Honorary membership -- Membership Chair Michelle Kasey read the motion from the Committee recommending four names for inclusion to the 'honorary' roster. She read details from each submitted recommendation. The report is attached.
 - o Kay Evans (Orange County-North Central), seconded by Kitrinka Gordon, unanimous approval.
 - o Sheilia Griffis (Carteret County-Southeast), seconded by Emily Walter, unanimous approval.
 - o Risha Griffin (Perquimans County-Northeast) seconded by BJ Okleshen, unanimous approval.
 - o Sandra Kanupp (Campus) seconded by Ivy Olson, unanimous approval.
- ◆ NCJCEP -- Susan Johnson submitted the minutes for the May 21, 2019 meeting of NCJCEP that was conducted via Zoom. She summarized the topics discussed during the meeting.
- ◆ TERSSA -- Christine Barrier reported TERSSA has a membership of 169, 83 from North Carolina. Her report is attached. Becky Castello added that TERSSA now has a new website.

Old business

- Ad-Hoc Committee -- LaToya Lucy reported the final resource document to assist districts with planning a state conference can be found on the NCCEAPA website. LaToya explained the document is brief and deals with basic functions and timetables intending to allow creativity and detail decisions to the hosting district. A two-week comment period was set and if no suggestions are submitted, Suzanne said the Ad-Hoc Committee will disband.
- Members had no additional old business topics.

New business

- ◆ Cathy James distributed copies of the 2019-20 proposed budget and noted that it is balanced with expected revenue from memberships, sponsors contributions and a small transfer from an NCCEAPA money market account. A motion to accept the budget as presented was made by Jill Cofer, seconded by BJ Okleshen and approved by all.
- ◆ 2020 State Meeting Update -- BJ Okleshen said the report would be given the next day at the state business meeting.

Suzanne Hugus showed a copy of the new membership brochure created by Deb Fuller and then noted some upcoming deadlines and dates listed on the agenda before the meeting adjourned on a motion from Sherry Lynn with a second by Christy Boyce.



2018-2019 Officers
 Suzanne Hugus – President
 Shelia Ange – 1st Vice President
 VACANT – 2nd Vice President
 Emily Walter – Secretary
 Cathy James – Treasurer
 Regina Gardner – Parliamentarian
 LaToya Lucy – Advisor
 Susan Johnson – NCJCEP Officer

Gardner

NCCEAPA Board of Directors Meeting
September 26, 2019 @ 9:00 am
Crowne Plaza Hickory
1385 Lenoir-Rhyne Blvd., SE, Hickory, NC 28602

AGENDA

Agenda Item	Discussion	Outcomes and Next Steps												
Call to Order <i>Suzanne Hugus, President</i>	Call to Order Time:													
Roll Call <i>Emily Walter, Secretary</i>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Campus</td> <td style="width: 16.6%;">Northeast</td> <td style="width: 16.6%;">North Central</td> <td style="width: 16.6%;">Southeast</td> <td style="width: 16.6%;">South Central</td> <td style="width: 16.6%;">West</td> </tr> <tr> <td style="text-align: center;">/</td> </tr> </table>	Campus	Northeast	North Central	Southeast	South Central	West	/	/	/	/	/	/	
Campus	Northeast	North Central	Southeast	South Central	West									
/	/	/	/	/	/									
Parliamentary Review <i>Regina Gardner, Parliamentarian</i>	Verify quorum – A majority of the voting members shall constitute a quorum for the transaction of business. Quorum requires 17 for 2019.													
Approval of Agenda <i>Suzanne Hugus, President</i>		Motion to accept: Seconded: Decision:												
Thought for the Day <i>Shelia Ange, 1st Vice President</i>														
Approval of Minutes <i>Emily Walter, Secretary</i>	Board of Directors Minutes March 29, 2019	Motion to accept: Seconded: Decision:												

District Reports

Campus <i>Evelyn Stahling, President</i>	
Northeast <i>BJ Okleshen, President</i>	
North Central <i>Kitrinka Gordon, President</i>	
Southeast <i>Michelle Kasey, President</i>	
South Central <i>Dana Braswell, President</i>	
West <i>Debbie Hunter, President</i>	

Standing Committee Reports

Finance <i>Cathy James, Treasurer & Committee Chair</i>	Update on Account Balances
Membership <i>Michelle Kasey, Chair</i>	Membership #s
Nominating <i>Christy Boyce, Chair</i>	Proposed Slate of Officers
Rules & By-Laws <i>Crystal Mercer, Chair / Becky Castello</i>	Proposed Mission Statement
Professional Improvement <i>Tina Lovejoy, Chair</i>	
Public Relations <i>Deb Fuller, Chair</i>	
Reflections <i>Donna Holland & Karla Frizzelle, Co-Chairs</i>	

Other Reports

2019 Sue Mills Lighthouse Award <i>Suzanne Hugus, President</i>	
2019 Distinguished Service Award <i>Shelia Ange, 1st Vice President</i>	
2019 Executive Board Award <i>Shelia Ange, 1st Vice President</i>	
2019 Herter-O'Neal Scholarship <i>Tina Lovejoy, State Chair Professional Development Committee</i> <i>Sally Southard, 2nd Vice President</i> Suzanne Hugus	
Honorary Membership <i>Michelle Kasey, Membership Chair</i>	Honorary Nominations
NCJCEP Report NCJCEP <i>Susan Johnson, Representative</i>	
TERSSA Report <i>Christine Barrier</i>	

Old Business

Ad-Hoc Committee (State Meeting Guidelines) <i>LaToya Lucy, President</i>	
Other Old Business	
Other Old Business	

New Business

Proposed Budget	2019-2020 Budget - Cathy James	Motion to accept: Seconded: Decision:
2020 State Meeting Update	<i>BJ Okleshen, President</i>	
Other New Business		
Other New Business		

Upcoming Deadlines & Dates

Dues to District Treasurer	September 1 st	
District Dues to State Treasurer	October 1st	
Epsilon Sigma Phi - XI Chapter Annual State Meeting	October 28 th – Luncheon At NCCE Annual Conference	
TERSSA Conference	November 18 th -20 th – Mississippi State University, Starkville, MS	
NCJCEP Annual Forum <i>NCJCEP</i>	TBD	
Announcements	Bring both Driver's License and Name Badge to the Winery tonight.	
Adjourn		Motion to accept: Seconded: Decision:

Meeting Notes: _____

thought for today - 9/26/19

**You never know how strong
you are... until being strong
is the ONLY choice you have.**

**NC Cooperative Extension Administrative Professionals Association
Board of Directors Meeting - Financial Report - September 26, 2019**

Checking Account Balance as of September 28, 2018		\$ 6,427.43
Revenue:		
Dues:		1,830.00
Interest earned from 9/28/18 – 9/26/19		10.05
Corn Growers Association		250.00
NC Association of County Agricultural Agents		1,000.00
NC Extension Association of FCS		200.00
Extension Administration		2,500.00
Total Revenue to Date		12,217.48
Expenditures:		
9/26/18	Crystal Headen – DSA Campus	50.00
9/26/18	Sheila Powell – DSA NE	50.00
9/26/18	Susan Johnson – DSA SC	50.00
9/26/18	Roben Jarrett – DSA SE & State	250.00
9/26/18	Crown Trophy of Cary – DSA Awards	291.51
9/26/18	Regina Gardner – Executive Board Award	200.00
9/27/18	NCCEAPA Host District – North Central	1,000.00
10/1/18	Shelia Ange – Professional Improvement	125.00
10/1/18	Sally Southard – Professional Improvement	125.00
10/1/18	Roben Jarrett – Professional Improvement	125.00
10/1/18	Jessica Edney – Professional Improvement	125.00
10/1/18	Shelia Ange – Sue Mills Award	100.00
10/1/18	Sherry Lynn – State Meeting Travel	143.38
10/1/18	Shelia Ange – State Meeting Travel	247.43
10/3/18	Suzanne Hugus – State Meeting Travel	223.24
10/5/18	TERSSA – Alyssa McNeill	10.00
10/17/18	Bladen Co. Cooperative Extension - Latoya Lucy – State Meeting Travel	270.72
12/10/18	Sherry Lynn – Federation Lodging	53.00
12/12/18	Martin County – 2 Domain Names	28.34
1/16/19	Shelia Ange – Federation Lodging	54.50
2/19/19	TERSSA – Dues	760.00
3/26/19	SECU – Spring Meeting – Mecklenburg County	54.00
3/29/19	Sheila Ange – Spring Exec Bd/BOD Travel	219.44
3/29/19	NCCEAPA – SC District Host Fee	1,000.00
3/29/19	Holiday Inn – Spring BOD Meeting	200.00
4/11/19	LaToya Lucy – Spring Exec. Board/BOD Meeting Travel	134.84
4/11/19	Cathy James – 5 DSA Awards	160.07
4/23/19	Martin County – Out-going President's gift	109.95
5/14/19	Check Order	8.00
8/20/19	NCSU – Herter O'Neal Scholarship - Cedric Clyburn	750.00
9/13/19	County of Martin – State DSA Award	32.90
9/13/10	East Coast Trophies – Executive Board Award	51.36
9/16/19	Cathy James – 1 DSA Award	25.67
Checking fees		11.00
Total Expenditures to Date		7039.35
Checking Account Balance as of September 26, 2019		\$ 5,178.13

Money Market Account

Beginning Balance	14,762.10
Interest Earned – 9/28/18 – 9/26/19	224.50

Money Market Account Balance as of September 26, 2019 **14,986.60**

Shares Account

Beginning Balance	62.73
Interest Earned – 9/28/18 – 9/26/19	.39

Shares Account Balance as of September 26, 2019 **63.12**

Prepared by: Cathy James

Nominating Committee Report
Board of Directors Meeting/Association Business Meeting
September 25-27, 2019
Hickory, NC

Applications were accepted for persons interested in serving as an officer for the North Carolina Cooperative Administrative Professionals Association during 2019-2020. Emails were sent to each District President with guidelines and application information.

Shelia Ange, 1st Vice-President, Sally Southard, 2nd Vice-President, consented to rotate to serve as President and 1st Vice-President, respectfully.

Nominations were accepted for the following open positions:

2nd Vice-President – keeping in line with the rotation schedule, the South Central District was tasked with providing a candidate for this position

Secretary

Treasurer

NCJCEP

The 2018-2019 Nomination committee would like to offer for consideration the following slate of officers to serve during 2019-2020:

President – Shelia Ange, Martin County, Northeast District

1st Vice President – Jill Cofer, Randolph County, North Central District

2nd Vice-President, Beth Cloninger, Iredell County, South Central District

Secretary – Jeanine Gaul, Campus

Treasurer – Brandy Hansen, Buncombe County, West District

NCJCEP – Anita Wright, Campus

Advisor – Suzanne Hugus, Campus

Thank you to each person that has agreed to serve. We are confident you will do an outstanding job!

Respectfully submitted,

Christy Boyce

Chair, Nominating Committee

Christy Boyce, Chair, Pasquotank County – Northeast

Alice Pennix - Campus

Magen Caldwell-Woody, Madison County – West

Crystal Mercer, Guilford County – North Central

Roben Jarrett, New Hanover County – Southeast

Susan Johnson, Cumberland County – South Central

Read more at: <https://ncceapa.ces.ncsu.edu/state-committee-members/>



NCCEAPA State Meeting Rules and By-Laws Report

The Rules and By-Laws committee was charged with bringing forth a mission statement to the association body to be voted on. The committee met and a mission statement along with some other changes that will be presented at the 2019 State meeting. Changes were posted on the NCCEAPA website to be reviewed prior to the meeting. See proposed changes below.

Respectfully submitted,

Becky Castello for Crystal Mercer, Rules and By-Laws Chair

We shall strive to always perform etc....)

NCCEAPA Business Meeting
September 27, 2019

Proposed Rules & Bylaws Changes:

Article II – ~~Purpose~~ **Mission** and Objectives
(Change to – Article II – Mission and Objectives)

Section 1:

*~~The primary purpose~~ **mission** of the Association is to ~~establish and maintain~~ a structure through which members may be united in professional development and improvement efforts for the benefit of themselves and North Carolina Cooperative Extension.

(Change primary purpose to mission, remove establish and)

Section 2:

*The objectives of this Association shall be as follows:

~~*First, and most important,~~ we shall strive to always perform our duties with ^{integrity} conscientious dignity to help make North Carolina Cooperative Extension the best Extension Organization in the nation.

(Remove – First, and most important,)

~~*To be recognized in our profession by N.C. Cooperative Extension~~ as professionals.

(Change to - To be recognized by N.C. Cooperative Extension as professionals.)

~~*To request State Administration to provide~~ **seek** opportunities for professional improvement.

(Change to - To seek opportunities for professional improvement.)

~~*To exert much effort to have County Extension Administrative Professionals classified under one unified system.~~

(Remove entire bullet.)

~~*To invite district and state personnel to meet with us with suggestions, information, answers to pertinent questions, etc., so that we will always stay abreast of the latest in Extension.~~ **To network with district and state personnel to garner updated information in order to maintain a high quality of service.**

(To network with district and state personnel to garner updated information in order to maintain a high quality of service.)

~~*To continue our aim to avail the general public with the many services offered by North Carolina Cooperative Extension.~~

(Remove entirely - This is not an association objective; this pertains to our daily job duties as Extension personnel.)

~~*To improve working relationships and communications between administrative professionals and their co-workers in regard to planning time and work.~~

(Remove entire bullet.)

(Add bullet - ***To increase membership networking opportunities that will allow skill growth amongst members**.)

NCCEAPA Board of Directors Meeting

September 26, 2019

Professional Improvement Scholarship

Tina Lovejoy

State Chair, Professional Improvement

Professional Improvement Scholarship- 2 applicants. Winner will be announced at State Meeting.

NCCEAPA Board of Directors Meeting
September 26, 2019

Distinguished Service Awards Report
Shelia Ange, 1st VP

The Distinguished Service Award was established to honor and recognize members for exemplary service to Extension as well as to the NCCEAPA. Nominees should:

- Exemplify leadership that would distinguish an individual from others;
- Provide inspiration to the NCCEAPA and members of the NCCE community by virtue of their leadership, service, and high ethical standards;
- Support and advocate for NCCE and NC State and NC A&T State Universities; and
- Have made outstanding contributions to the NCCE and NCCEAPA according to the criteria on our website.

The district recipients will each receive \$100 and a commemorative item. The state recipient will receive \$200 and a commemorative item.

For the Distinguished Service Awards this year, I am very proud to report that we had a total of 15 nominations from all areas of the state! Thanks to the Professional Improvement Committee, six district recipients and 1 state recipient will be announced at the awards luncheon today.

NCCEAPA Board of Directors Meeting
September 26, 2019

Executive Board Award Report
Shelia Ange, 1st VP

The Executive Board Award is presented annually by the NCCEAPA Executive Board to an outstanding NCCEAPA member based on participation, contributions, and cooperation.

We had several nominations for the Executive Board Award this year. I would like to thank my fellow officers for all the input in selecting the recipient who will receive \$200 and a plaque. The 2018-2019 Executive Board Award recipient will be announced at the awards luncheon today.



2019 Herter O'Neal Scholarship Report

This year's Herter O-Neal Scholarship recipient is from Alexander County in the South Central District. His name is Cedric Clyburn and he is from Taylorsville. He is attending NC State University and will pursue a degree in Computer Engineering and Business Administration. A \$750 check has been sent to the University on his behalf.

A timeline to help with the guidelines and carrying out of the annual process has been created and will be discussed at the meetings this week. It will thereafter be posted on the website to assist those involved in the process. We will also provide an explanation of the process and history of the scholarship for new members.

Respectfully Submitted,

Suzanne Hugus

NCCEAPA Herter O'Neal Scholarship Timeline

Jan 10th - State 2nd Vice President updates application form and sends application and information to District Professional Development Committee Chairs.

Jan 15th - District Professional Development Committee Chair establishes a deadline (possibly March 20th) and adds it to the application form and sends application materials to Administrative Assistants in individual counties to be distributed to local high schools and community colleges.

Jan 20th - Administrative Assistants contact Financial Aid Officers at local colleges and Counselors at high schools and provides application materials (brochure/flyer/application form).

March 25th - Administrative Assistants send all applications received to the District Professional Development Committee Chair.

March 30th - District Professional Development Committee Chair recruits non-biased judges and meets with them to determine the district nominee to be submitted to the State 2nd Vice President.

April 1st (firm deadline) - Each District Professional Development Committee Chair submits one application to the State 2nd Vice President.

April 15th - 2nd VP recruits non-biased judges and meets with them to determine the State Recipient.

May 1st - State 2nd VP notifies the State Recipient by letter.

May 5th - State 2nd VP notifies the State finalists not chosen by letter.

May 5th - State 2nd VP notifies all District Professional Develop Chairs of the State recipient.

May 5th - State 2nd VP notifies State Treasurer of the State recipient.

May 15th - County Administrative Assistant in recipient's county provides a news release to local newspapers.

September State Meeting - State 2nd VP prepares a report and presents at the NCCEAPA State meeting.

Link to scholarship documents: <https://ncceapa.ces.ncsu.edu/awards-and-scholarships/>

Recommended due dates except highlighted in RED.

If a County Administrative Assistant is not a member of the Association, then another county support staff may fulfill this role.

As State Membership Chair, I'd like to thank my committee members this year,

Annette Roberson

Donna Holland

Melva Menius

Sheila Powell

Tami Hagie

We have four candidates that we would like to recommend for Honorary Membership.

Kay Evans, Orange County

Sheilia Griffis, Brunswick County

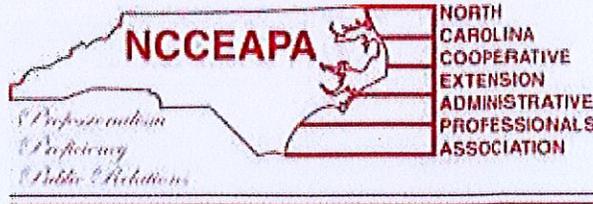
Risha Griffin, Perquimans

Sandra Kanupp, Campus

Michelle Kasey,

NCCEAPA State Membership Chair

Fall 2019



NCCEAPA State Meeting

North Carolina Joint Council Extension Professionals Report September 27, 2019

A NC JCEP Zoom meeting was held on May 21 with the Board of Directors and Extension Administration participating. This meeting was scheduled at the suggestion of the 2018 Forum attendees to provide an additional opportunity for dialogue between Administration and Cooperative Extension.

There was one item of old business which was the official name change from Federation to North Carolina Joint Council of Extension Professionals.

Many of the items for New Business items were directly related to CEDs and agents. This report will highlight the issues in relationship to Support Staff concerns. Copies of the complete minutes are available.

New Business Items:

- Who leads County Operations – Dr. Bonanno.
- The status of the Director of County Operations position is still undecided.
- NCJCEP'S role in planning the State Cooperative Extension Conference – It was suggested that Association presidents serve on the planning committee.
 - Suzanne Hugus asked about the involvement of County Admins at the State Conference.
 - Dr. Bonanno states that involvement of Admins would be part of the District Conferences, since leaving offices unstaffed is a concern. Also, finding a location large enough to house all of the staff would be an issue.
 - Only the Greensboro area is large enough to handle that many staff members. Overnight costs for specialists are a concern.
 - Districts Conferences are still under consideration.
- County Operations Staff Concerns:
- Agents receive raises as a result of the Career Ladder while COSS employees were overlooked and told there were no funds available to address compression. Please explain.
 - *Salary adjustments have been made. Market analysis was completed in 2014.*
- Suzanne Hugus noted that CEDs have been provided merit increases, though Admins have not.
Dr Bonanno: these decisions are made at the state legislature NOT Extension Administration
SHRA did receive increases the past 2 years.
- On behalf of the Admins, Suzanne Hugus requested more training for COSS and more support for their participation in their professional association as not all CEDs are supporting Admins to attend their conferences.
- Regarding Eventbrite and Credit Cards, Suzanne Hugus noted that Once again Admins will be given more responsibility with no relief of other duties or salary increases, or even recognition.
 - *Designed to make life easier, not harder.*
 - *Financial systems make things complicated.*
 - *Challenge is how the money is handled in the county, who controls it, compliance, etc. Everyone wanting something different.*

- All of these tools are designed to make the system work better, move away from cash, checks, etc.
- P-card, one per county, is not ideal. If one per person, reconciliation is huge (entering receipts, etc.)
- Donna Mull mentioned that some counties have a good system that seems to work, can consideration be given to letting those systems remain in place.
- Jayne McBurney mentioned that Eventbrite allows building of Extension Community data/evaluation data

Items of concern:

- Communication with Extension Administration
 - Handbook
 - Policies communication
 - Avenue for providing progress on forum discussion points
- State Extension Conference:
 - More integrated programming. NCJCEP should be part of Extension Conference planning.
 - What happens in off years and admins and support staff are not invited to conference?
 - Support state association meetings at State Extension Conference for recruitment and information dissemination to members.
 - *This could happen, but space limitations will dictate needs.*
 - *If associations would like meeting space, let Dr. Yoder know*

Dr. Bonnano likes meeting with teams and discussing issues. Please invite him to visit! He enjoys being out in the county.

Please see me if you would like a complete copy of the minutes from the Zoom meeting on May 21, 2019.

Respectfully Submitted,

Susan Johnson
Secretary, NCJCEP



**NCCEAPA
Board of Director
&
State Business Meeting
Crowne Plaza
Hickory, NC
September 26-27, 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 with the NCCEAPA Board of Directors and membership.

Present membership is 169 representing the following states:

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

President Adrian Wilbanks has called two (2) Board of Directors Meetings on February 25th and August 14th. Board meetings are scheduled quarterly and all members are invited to attend.

Plans are well underway for the 11th Annual Conference scheduled for November 18-20 on the campus of Mississippi State University. All information can be found on the TERSSA webpage.

Congratulations 'Shout Out' to NC members who are TERSSA Officers and Committee chairs/members: Michelle Kasey – President-Elect; Bylaws Committee; Outreach & Marketing Committee

Cathy James-Treasurer; Finance Committee Chair

Becky Castello, Webmaster; Outreach & Marketing Committee

Christine Barrier-Annalist; Outreach & Marketing Committee Co-Chair; Scholarship Committee

Debbie Humphrey – Nomination Committee Chair; Bylaws Committee

Annie Freeman – Scholarship Committee

BJ Okleshen – Awards Committee; Scholarship Committee

Shelia Ange – Bylaws Committee

Anita Wright – Outreach & Marketing Committee

Thanking each of you for the opportunity to represent TERSSA.

Respectfully,

Christine Barrier
TERSSA Annalist
2018-2019

NCCEAPA

PROPOSED BUDGET – FISCAL YEAR 2019-2020 BOARD OF DIRECTORS MEETING - SEPTEMBER 26, 2019

REVENUE	CREDIT	BALANCE
Membership Dues: 150 active members	3000.00	
Dividends:	9.00	
Contributions:		
NC Extension Assoc. of Family & Consumer Sciences	200.00	
Corn Growers Association of NC	250.00	
NC Association of County Agricultural Agents	1000.00	
Extension Administration	2500.00	
Winter BOD Meeting	125.00	
Transfer from Money Market Account to balance	248.00	
TOTAL REVENUE		\$7332.00
EXPENDITURES	DEBIT	BALANCE
Contributions: <i>Host District for State Meeting</i>	1000.00	
Bank Service Charges:	12.00	
Awards:		
Executive Board Award (<i>Commemorative Award & \$200 Monetary Award</i>)	250.00	
Distinguished Service Award (<i>6 District Winners – Cert. or Commemorative Award & \$100 Monetary Award</i>)	900.00	
Distinguished Service Award – State Winner (<i>Plaque & \$200 Monetary Award</i>)	250.00	
Professional Improvement Scholarship	500.00	
Herter O'Neal Scholarship	750.00	
Outgoing President's Recognition	125.00	
Travel: President & Executive Board Travel	3100.00	
Other:		
Benevolence	125.00	
Websites – <i>annual fee</i>	45.00	
Winter BOD Meeting – <i>Host District</i>	125.00	
President Expenses – <i>Executive Board & BOD Meetings</i>	150.00	
TOTAL EXPENDITURES		\$7332.00

2019-2020 FINANCE COMMITTEE:

Cathy James, Chair – South Central

Valarie Diggs – Campus

Sherry Lynn – Northeast

Sally Southard – North Central

Jessie Jones – Southeast

Christine Barrier – South Central

Christina Robinson - West

Membership

The membership of the NCCEAPA is composed of office support staff working in county offices and those on NC State campus, NCSU research station field locations, and NCA&T campus that support Cooperative Extension programs.

Membership offers opportunities on both district and state levels. We provide:

- Quality Training Practices & Professional Development Opportunities
- Annual Conferences -State & National
- Association Business Actions
- Fellowship, Camaraderie and Professional Networking
- Scholarship Opportunities



What We Do

Districts generally meet twice annually to enhance professional development and:

- ◆ Provide Award recognition
- ◆ Offer Leadership opportunities
- ◆ Expand Community Service Efforts

National Association



The Extension and Research Support Staff Association (TERSSA) was formed in 2008. Learn more at

<https://terssa2017.wixsite.com/terssa>

NC State University and N.C. A&T State University commit themselves to positive action to secure equal opportunity and prohibit discrimination and harassment regardless of age, color, disability, family and marital status, genetic information, national origin, political beliefs, race, religion, sex (including pregnancy), gender identity, sexual orientation and veteran status. NC State, N.C. A&T, U.S. Department of Agriculture, and local governments cooperating.



<https://nceapa.ces.ncsu.edu>



Join the professional organization that's made for you!





About NCCEAPA

The North Carolina Cooperative Extension Administrative Professionals Association (NCCEAPA) is made up of individuals from Cooperative Extension support personnel, and other employees of both NC State University and NC A&T State University.

We work together to perform community service and promote the efforts of the North Carolina Cooperative Extension (NCCE).

**LEARN
MORE**

Contact your local district membership chair:

Name:

Email:

Phone:

Purpose & Objectives

NCCEAPA was organized in 1973 to establish and maintain a structure through which members may be united in professional development and improvement efforts for the benefit of themselves and the North Carolina Cooperative Extension.

The objectives of this Association are:

- First, and most important, we shall strive to always perform our duties with conscientious dignity to help make North Carolina Cooperative Extension the best Extension Organization in the nation.
- To be recognized in our profession as professionals. To request State Administration to provide opportunities for professional improvement.
- To exert much effort to have County Extension Administrative Professionals classified under one unified system.
- To invite district and state personnel to meet with us with suggestions, information, answers to pertinent questions, etc., so that we will always stay abreast of the latest in Extension.
- To continue our aim to avail the general public with the many services offered by North Carolina Cooperative Extension.
- To improve working relationships and communications between administrative professionals and their co-workers in regard to planning time and work.

