



**NCCEAPA, South Central District Spring Meeting  
Friday, April 24th, 2020  
Zoom Meeting**

The NCCEAPA, South Central District, met Friday, April 24, 2020, in an online Zoom meeting.

**Clinton Greetings:** I hope that you are doing well during our current situation. Normally he has been unable to join due to his anniversary however COVID-19 has kept him home. Celebrating 30 years of marriage. Thank you all for your adjustments during this time and for continuing to do our work very well working remotely or rotational schedules. He Appreciates all that we do.

**Business Session**

Call to Order and Welcome - Lisa Forrest  
Thought of the Day - Nancie Mandeville

**Roll Call**

Alexander 1  
Anson 1  
Cabarrus 1  
Catawba 1  
Cumberland 1  
Gaston 1  
Harnett 0  
Hoke 2  
Iredell 2  
Lee 1  
Lincoln 2  
Mecklenburg 0  
Montgomery 1  
Moore 1  
Richmond 2  
Rowan 1  
Scotland 1  
Stanly 1  
Union 1  
SCD Office 1

Leigh motions to approve minutes Susan seconded as stand. Any discussion? None. Minutes passed as approved.

**Treasurer's Report** - Christine Barrier \$22,222.17 total of all three accounts.

## **Committee Reports**

**Awards** -Given by Stephanie Watts

**Finance** - Given by Christine Barrier Profited \$7k from State Meeting (We have a budget basically like the years past. \$19k budget - Susan suggested we move forward and have a motion made to proceed with the budget as established in prior years. Christine made a motion, Julie Campbell seconded. Approved)

**Membership** - Carol Capel (hasn't received membership application yet for Kim Griffin) 29 active, 13 honorary, and 18 TERSSA members.

**Nominating** - Susan Johnson  
Hold until after Julie's report

**Public Relations** - Judy Moore -nothing to report

**Reflections** - Brandi Carter nothing to report - send any state meeting pictures to Brandi! & Pam for the website.

**Professional Improvement** - Nancie Mandeville

**Rules & By-Laws** - Julie Campbell Our membership committee will receive and then send it to the state. We will not vote on today but at our Fall Meeting. Under our guidelines for our officers, one portion of this reads that no two officers shall be elected from the same county. This is not in the state guidelines, but the district only. It is already getting hard to get people to serve. Making the recommendation to remove from our guidelines as that is going to hit us this coming election. At this point, if anyone is willing to serve let them serve. Julie made a motion, Christine seconded. Susan thinks the guideline in place when there were multiple secretaries in each county. Now we are so limited if someone is willing to step up and serve let's let them. Cindy Gustashaw, - Julie will send the report to Nancie. Vote - passed.

**TERSSA Report** - Christine Barrier 169 members. Beth TERSSA has a meeting on Tuesday to discuss if there will be a meeting this year due to COVID-19

**Nominating** - Susan Johnson  
Following the NCCEAPA State Guidelines  
October 1 serving through September  
Susan Johnson, Lisa, and Leigh - Nominations  
President Pam Layfield  
Julie Campbell 1st Vice president  
Nancie Mandeville - 2nd Vice President  
Cathy James - Secretary  
Debbie Humphrey 2 year term Treasurer  
Lisa Forrest will be the advisor

Lisa made a motion to accept the nominations. Leigh seconded the motion. Vote passed.

**Old Business - 2019 State Meeting** - Susan Johnson

Not a lot to report, most everyone was there. It ended very well. Lots of good comments. Julie took the time to collate those comments and sent them to everyone. Susan is glad it is over and there was a lot of work involved. Overall our comments were good and it was a good time. Christine would like to put those comments in our minutes from today's meeting so they would be a part of our history.

**New Business** - Lisa - Benevolence - several of our members have had surgeries, procedures, etc. Lisa would like to suggest a committee to write up how we will handle these instances. Rules/Guidelines etc. Susan advised that Lisa can appoint that committee. If anyone would like to volunteer please send their interest to Lisa. Stephanie Watts volunteered to help with this. Pam, we do have some information in our bylaws and guidelines that guide us on how we should be operating (under miscellaneous). It is in our budget not to go over \$30 each. We've budgeted \$200 for this. Brandi Carter and Leigh Watkins will round out that committee. Sunshine Committee. Pam will be written up so she can make the changes on the bylaws. Lisa yes they will need to make their own rules to submit for approval. Leigh we will have to be careful in respecting privacy laws that are involved. Committee will have to discuss how they will approach it. Leigh may ask individuals if they are ok with her sharing with the group. Leigh, we can use common sense and emotional intelligence on a case by case basis.

### **Officer Installation**

#### **Colors of the rainbow**

**Purple M&M - leadership greatness and unselfish - Pam Layfield**

**1st VP - Julie Blue M&M faith loyalty and inspiration**

**2nd VP - Nancie Mandeville - RED sacrificial**

**Secretary - Green M&M Cathy James - growth and life.**

**Treasurer - Debbie Humphrey Gold M&M riches and wealth**

**Advisor - Pink Lisa Forrest - confidence.**

**2020 State Meeting - September 22-25th** They are meeting on Tuesday to discuss if everything is still on for our meeting.

**District Fall Meeting** - Rowan County - Melva can set the date but it's usually in August. Melva will send the agenda to Lisa

### **Meeting Adjourn**

Motion to adjourn - Christine Barrier - Pam Layfield 2<sup>nd</sup>

Respectfully submitted by,

Nancie Mandeville  
NCCEAPA SCD Secretary

**NCCEAPA Spring Zoom Meeting Agenda**  
**April 24, 2019**  
**10:00 AM**

**Business Session**

Call to Order and Welcome – Lisa Forrest

Thought of the Day- Nancy Mandeville

Roll Call and Approval of Minutes – Nancy Mandeville

Treasurer’s Report – Christine Barrier

**Committee Reports**

Awards – Stephanie Watts

Finance – Christine Barrier

Membership – Carol Capel

Nominating – Susan Johnson

Public Relations – Judy Moore

Reflections – Brandi Carter

Professional Improvement – Nancie Mandeville

Rules & By-laws – Julie Campbell

TERSSA Report - Christine Barrier

Old Business - 2019 State Meeting – Susan Johnson

New Business

2020 State Meeting

District Fall Meeting

Adjourn

## 2019 - 2020 South Central District NCCEAPA Committees

Finance – Christine Barrier, Cabarrus County (Chair) *Treasurer*  
Natalie Cline, Catawba  
Debbie Humphrey, Hoke County

Membership – Carol Capel-Baldwin, Scotland County (Chair)  
Melva Menius, Rowan County  
Alyssa McMillian, Cumberland County

Awards – Stephanie Watts, Iredell County (Chair)  
Annie Freeman, Richmond County  
Rhonda Gaster, Lee County

Nominating – Susan Johnson, Cumberland County (Chair) *Parliamentarian*  
Lisa Forrest, Stanly County *President*  
Leigh Watkins, District Office

Rules & By Laws – Julie Campbell, Alexander County (Chair) *2<sup>nd</sup> VP*  
Cynthia Gustashaw, Gaston County  
Brenda Street, Lincoln County  
Beth Cloninger, Catawba County *Advisor*

Public Relations – Judy Moore, Lincoln County (Chair)  
Kim Gibson, Montgomery County  
Sharon Williams, Harnett County

Reflections – Brandi Carter, Moore County (Chair)  
Shane Alston-Daniel, Mecklenburg

Professional Improvement – Nancie Mandeville, Union County (Chair), *Secretary*  
Brittany Miller, Scotland  
Cathy James, Hoke County

Webmaster – Pam Layfield, Anson County (Chair) *1st Vice President*

Parliamentarian – Susan Johnson, Cumberland



**South Central District**  
**TREASURER'S REPORT – 2017-2018**  
**April 27, 2018**  
**August 10, 2018**  
**March 8, 2019**  
**August 9, 2019**  
**April 24, 2020**

	<b>CHECKING</b>	<b>MONEY MARKET</b>	<b>SHARES</b>	<b>TOTAL FUNDS AVAILABLE</b>
<b>October, 2017</b>	\$ 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
<b>January, 2018</b>	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, 2018	6,219.92	4,828.38	173.07	11,221.37
September	6,444.11	4,833.51	173.18	11,450.80
October	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	9,370.18	4,871.97	173.82	14,415.97
April	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
August	21,286.71	4,907.60	174.37	26,368.68
September	24,919.42	4,914.06	174.48	30,007.96
October	17,812.85	4,919.53	174.58	22,906.96
November	17,204.50	4,925.60	174.70	22,304.80
December	17,116.79	4,930.14	174.80	22,221.73

January, 2020	17,119.66	4,935.49	174.92	22,230.07
February	17,167.17	4,940.35	175.02	22,282.54
March	17,102.35	4,944.70	175.12	22,222.17
April	17,045.31	4,948.16	175.19	22,168.66
May	17,047.69	4,950.91	175.25	22,173.85
July				
August				
September				
October				

2017-2018 Member:

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

2018-2019 Members:

Paid Members: 29  
Honorary Members: 16  
TERSSA Members: 19

2019-2020

Paid Members: 28  
Honorary Members: 26  
TERSSA Members: 17

Christine Barrier

District Treasurer, 2018-2019; 2019-2020



## FINANCE COMMITTEE Report(s):

### 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 24<sup>th</sup> 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 NCCEAPA 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 16  
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 \$\$22,984.03 (Checking - \$17,908.75; Money Market - \$4,901.02; Shares - \$174.26)

April 24, 2020

- Final financial report for hosting NCCEAPA 2019...
  - Income started in March
  - Final invoice paid in December
  - No money was moved from the District Money Market Account; approximate \$7,000.00 profit to district
- Presentation of 2019-2020 Annual Budget for approval (proposed budget not presented at Fall, 2019 meeting due to concentrated planning efforts for hosting of the 2019 annual conference.

Christine Barrier, District Treasurer

## NCCEAPA-South Central District

### 2019 – 2020 Budget

<b>Projected Revenue</b>			
State/District Membership Dues @ \$30 each	Projected Membership - 25	\$ 750.00	
TERSSA Membership Dues @ \$15 each	Projected Membership - 25	375.00	
Half & Half Raffles	Spring & Fall Meetings	100.00	
Checking account interest	(average of \$3.50 @ 12 =)	42.00	
Balance in Checking Account as 10/19		17,812.85	
<b>Total Projected Revenue</b>			<b>\$19,079.85</b>
<b>Projected Expenses</b>			
Membership Dues to State @ \$20 each		\$ 500.00	
Membership Dues to TERSSA @ \$15 each		375.00	
District Education Scholarship		200.00	
District Officer Mileage Expense		100.00	
Admin Professional of the Year Plaque		40.00	
Admin Professional of the Year Gift		50.00	
Immediate Past President Plaque		40.00	
Benevolence – not to exceed \$30 each	Flowers, cards, gifts for illness or death	200.00	
Retirement Gifts	\$50 each	200.00	
Host County Meeting Expenses	\$100 to Host County	200.00	
Community Service Expenses		100.00	
Miscellaneous Expenses	Postage	75.00	
SECU Foundation	\$1 per month (service charge)	12.00	
Additional funds from Checking Account (in order to balance budget)		16,987.85	
<b>Total Projected Expenses</b>			<b>\$19,079.85</b>

\*\*Proposed Budget does not include funds currently in Money Market or Shares Accounts

Finance Committee: Christine Barrier-Cabarrus County  
 Natalie Cline-Catawba County  
 Debbie Humphrey-Hoke County



**NCCEAPA –SCD**

**TERSSA Report**  
**Richmond County**  
**CES**

**April 24, 2020**

**2019-2020 Officers**

*Michelle Kasey, NC – President*

*Christina Byrd, OH – President-Elect*

*Mary Baronet, LA – Membership Secretary*

*Jeanine Gaul, NC– Recording Secretary*

*Cathy James, NC – Treasurer*

*Christine Barrier – NC - Annalist*

*Rebecca Castello, NC - Webmaster*

*Adrian Wilbanks, MS – Advisor*

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

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
- Virginia 1

**WELCOME VIRGINIA TECH ...Matthew (Matt) Lair, Northern District Office Coordinator/General Administrative Supervisor is our newest member! Matt shares that he has already started to recruit VT co-workers.**

**Madam President, Michelle Kasey, and the Northeast District have met with administration and are very pleased to host the 2020 joint conference of TERSSA and NCCEAPA; September 22nd - 25th, 2020 in Kitty Hawk.**

The first Board of Directors meeting was held on February 26 via ZOOM.

Support our NC TERSSA Officers:

- Michelle Kasey, President
- Jeanine Gaul, Recording Secretary
- Cathy James, Treasurer
- Becky Castello, Webmaster
- Christine Barrier, Annalist

As Annalist, I am continuing to collect information and place on flash drives, sharing with the Recording Secretary and Webmaster. Latest pieces of history secured includes: listing of all previous officers, all approved Minutes of Board of Directors meetings and annual conferences. Beth Flynn, Ohio State, professional development articles are shared with Webmaster regularly.

Respectfully,

Christine Barrier  
TERSSA Annalist - 2019-2020

## Committee Report – April 24<sup>th</sup> 2020 – Awards Committee

The Awards Committee would like to remind South Central District Members (SCDM) of this year's awards, which still include the (1) Distinguished Service Award, (2) Executive Board Award and (3) Sue Mills Lighthouse Award, as well as the Professional Improvement Scholarship. We would like the SCDM to start considering fellow members (or oneself) that you believe would be good candidates for these awards. Please make note and consider those among us, who have, during this time especially, gone above and beyond to help their fellow, local Extension Personnel, NCCEAPA Members, and/or greater community. The famous quote from Mr. Rogers encourages us all to, "Look for the helpers. You will always find people who are helping." That is very true especially during this time. So please, do "look for the helpers" among us, and remember to nominate them later this year for one of the State Awards.

Nominations for these awards are due August 1<sup>st</sup>, and more information will be coming out via e-mail this summer, but one can always begin the process by reviewing the information and guidelines for each award found on our Association's Website (<https://ncceapa.ces.ncsu.edu/awards-and-scholarships/>).

(Submitted by Stephanie Watts, Iredell County Center, Awards Committee Chair)

NCCEAPA-South Central District Rules and Bylaws Report  
April 24, 2020

The following change will be voted on at the NCCEAPA Meeting in September 2020. South Central District members were given the copy to view.

Article IV – Membership

Section 5 currently reads:

Section 5:

- Honorary membership may be bestowed upon a member/retired member in recognition of outstanding service to the Association. Recommendation in writing shall be made to the Chair of the Membership Committee. The Chair of the membership Committee will present recommendation to the Board of Directors who, after two-thirds vote, shall recommend the candidate to the Association at an annual meeting. A majority vote of the members assembled shall be required to confer the honor. An Honorary Member shall pay no dues except where he/she is an Active or Associate Member.
- Guidelines: Recommendation for members and retired members shall be made in writing to the Board of Directors using the following guidelines:
  1. Cooperation
  2. Participation
  3. Contributions
  4. Leadership
  5. Approval by district members

## Recommendation to reword to read:

Section 5:

- Honorary membership may be bestowed upon a member/retired member in recognition of outstanding service to the Association. Recommendation in writing shall be made to the **District Membership Committee Chair**. ~~Chair of the Membership Committee~~. **If approved at the district level, the district chair will forward to the State Membership Committee Chair to** ~~The Chair of the membership Committee will~~ present recommendation to the Board of Directors who, after two-thirds vote, shall recommend the candidate to the Association at an annual meeting. A majority vote of the members assembled shall be required to confer the honor. An Honorary Member shall pay no dues except where he/she is an Active or Associate Member.
- Guidelines: Recommendation for members and retired members shall be made in writing to the Board of Directors using the following guidelines:
  6. Cooperation
  7. Participation
  8. Contributions
  9. Leadership
  10. Approval by district members

The following is presented to the members to vote on. The committee would like to recommend removing the statement in red so that anyone can serve if they are willing.

## **NCCEAPA-South Central District Guidelines**

### 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. District officer nominations and election process shall be completed each Spring with officers to take office October 1 of same year. **No two officers shall be elected from the same county.**

District committee assignments shall be completed and sent to State President by November 1 of each year.

The Board of Directors is composed of District Officers and District Committee Chairs and has the same function as the state level.

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.

Respectfully Submitted:

Julie Campbell- NCCEAPA-SCD Rules and Bylaws Chair  
Cyndy Gustashaw  
Brenda Street  
Beth Cloninger



NCCEAPA Spring Meeting – April 24, 2020

Public Relations Committee Report

In this time of social distancing, the committee has nothing to report.

Submitted by,

Judy Moore, Chair