

NCCEAPA Fall Zoom Meeting Agenda
August 18, 2020
10:00 AM

Business Session

Call to Order and Welcome – Lisa Forrest

Thought of the Day- Leigh Watkins

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 (Lisa Forrest)

Reflections – Brandi Carter (Lisa Forrest)

Professional Improvement – Nancie Mandeville

Rules & By-laws – Julie Campbell

TERSSA Report - Christine Barrier

Old Business - ?

New Business

- Sunshine Committee
- Honorary Membership
- Admin of the Year
- Scholarship Committee
- Review of Funds

- Adopt New Budget
- 2020 State Meeting Update

Present Admin of the Year- Lisa Forrest

District Spring Meeting

Adjourn

**NCCEAPA South Central District Fall Meeting
Tuesday, August 18, 2020
Zoom Meeting**

The NCCEAPA South Central District, met Tuesday, August 18, 2020, in an online Zoom Meeting.

Call to Order and Welcome – Lisa Forrest

Thought of the Day – Leigh Watkins

Roll Call

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

Lisa requests a motion that we accept the minutes from the Spring meeting as posted. Leigh made a motion, Cathy James seconded. Passed unanimously.

Clinton Welcome – Clinton provided a warm welcome and reminded us all to be sure to get your 3 to 5 minute walk in today! He asked us to be thinking on the word change, as sometimes we get stuck on the same thing. Change will not come if we wait for some other person or some other time.

Committee Reports

Treasurer's Report – presented by Christine Barrier

Awards – presented Stephanie Watts. Nominations for this year has already passed. Encouraging to think of next year already. Nominations due by August 1st

Finance – presented by Christine Barrier

Membership – Carol Capel nothing to report

Nominating – presented by Susan Johnson. See attachment for nominations and elections at Spring Meeting.

Public Relations – Judy Moore nothing to report.

Reflections – Brandy not able to attend today submitted report to Lisa. Please ask everyone to send pictures or selfies of how they are spending their time and family time during the pandemic. Also any inspirational quotes that have helped them. The state committee has asked they send in this material as well.

Professional Improvement – Presented by Nancie Mandeville. The PI committee has nothing to report. Informally excited to share that two of our state level professional development scholarship applications have been from the South Central District

Rules & Bylaws – Julie Campbell emailed report. Vote for the changes will be taken at the meeting in September. The report attached does include them and will be placed into the minutes.

TERSSA Report – presented by Christine. 170 members, NC 84, Ohio 64. Ohio has started meeting virtually and making their plans.

Old Business – No old business carried over.

New Business

- **Sunshine Committee** – Dr. B wants to be honorary member. Maybe someone from the committee can create a certificate of honorary membership for him.

Lisa asked for a motion to change the bylaws to include the sunshine committee. Leigh made the motion to accept the bylaws. Added that Stephanie did an excellent job at that. Susan seconded the motion. Passed with unanimous vote.

Lisa asked for a motion to add the sunshine to the standing committees. Stephanie made the motion. Leigh seconded the motion. Now discussion. Stephanie for future clarification based off the bylaws for future consideration it lists the campus admin would continue to be the communicator, Stephanie suggests that the communicator would be the chair for the committee since she will be the only one who has access to some of the information. Lisa called for a vote all in favor.

- **Honorary Membership**- Pam is recommending that we reword the bylaws about honorary membership.

Lisa asked for a motion to accept the recommendations to reword our bylaws to match the state's bylaws for this recognition of retired members. Since it came out of committee we have the motion, do not need a second and can go to a report. Lisa asked for a vote to accept the recommendations of the Bylaws Committee . Passed with unanimous vote.

- **Admin of the Year** – SCD Admin of the Year is awarded to Leigh Watkins!

Admin of the Year application – Lisa brought up the form for nomination is lengthy and off putting as there is so much that we can't possibly know without contacting the CED or someone else. It's a very complicated nomination application. Hinders the ability to nominate someone quickly. Eligibility could maybe be reviewed as well since our pool is dwindling.

Admin of the Year Committee needs to be reinstated. It is made up of the past three years of Admin of the Year. Lisa will instruct Pam to reinstate the Admin of the Year Committee.

- **Scholarship Committee** – This has also been left off. This rotates by County. The committee isn't in place but the PI Chair let's the county in rotation know for the year that they have or SCD scholarship to recruit for on top of the Herter O'Neal scholarship.
- **Review of Funds** – Generally the treasurer gets someone in FSA or Soil & water the check book and the list of what's been paid, what's been received to conduct a review of funds.
- **Adopt New Budget** – presented by Christine Barrier. Copy will be attached to the minutes. Christine notes the financial amounts requested by the Sunshine Committee are fine, however the allocation to benevolence, retirement ,etc. has shifted. The changes do not affect the overall balanced budget. The motion will be made to accept the budget as proposed with the verbiage changed to reflect the proper allocation of funds for the Sunshine committee.

Coming from the committee only needed . Cathy James seconded that motion. Vote passed unanimously.

State Meeting

Executive Board Meeting and

Virtual Professional Development will be happening the week of September 21st.

District Spring Meeting will be held Scotland County.



**South Central District
 TREASURER'S REPORT – 2017-2020**

**April 27, 2018
 August 10, 2018
 March 8, 2019
 August 9, 2019
 April 24, 2020
 August 18, 2020**

	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, 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
June	17,049.95	4,953.18	175.30	22,178.43
July	16,822.03	4,955.26	175.34	21,952.63
August	16,782.96	4,956.68	175.37	21,915.01
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 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 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.

August, 2020

- Dues for 2020-2021 association year are being received now.
- Financials as of July Statement:
 - Checking: \$16,782.96
 - Savings: \$ 175.37
 - Money Market: \$ 4,956.68
 - **TOTAL: \$21,915.01**
- Presented proposed balanced budget for 2020-2021 in the amount of \$18,083.03

Christine Barrier, District Treasurer

NCCEAPA-South Central District

2020 – 2021 Budget

Revenue			
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 \$3.00 @ 12 =)	36.00	
Balance in Checking Account as 7/15/20		16,822.03	
Total Revenue			\$ 18,083.03
Expenses			
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 Gift		40.00	
Benevolence/Remembrance Gift – not to exceed \$40 each	Flowers, cards, gifts for illness or death	200.00	
Retirement Gifts	\$40 each	200.00	
Host County Meeting Expenses	\$100 to Host County	200.00	
Community Service Expenses		100.00	
Miscellaneous Expenses	Postage, etc.	75.00	
SECU Foundation	\$1 per month (service charge)	12.00	
Additional funds from Checking Account (in order to balance budget)		15,991.03	
Total Balanced Budget			\$ 18,083.03

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



NCCEAPA –SCD

**TERSSA Report
via Zoom**

August 18, 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 170 representing the following states:

- Alabama 1
- Kentucky 0
- Louisiana 7
- Maine 2
- Mississippi 10
- Missouri 0
- North Carolina 84
- Ohio 64
- South Carolina 1
- Virginia 1

Support our NC TERSSA Officers:

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

Respectfully,

Christine Barrier
TERSSA Annalist - 2019-2020

NCCEAPA-South Central District Rules and Bylaws Report
August 18, 2020

The NCCEAPA Board of Directors decided the following change will be voted on at the NCCEAPA Meeting in September 2020. South Central District members were provided a copy to view before the NCCEAPA-SCD Spring Meeting. You can also see the recommendation on the NCCEAPA Website.

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 South Central District
Nominating Committee Report
August 18, 2020 (Fall Meeting via Zoom)

Nominating Committee: Susan Johnson, Chair, Lisa Forrest, and Leigh Watkins

Following NCCEAPA state by-laws, we elected and installed officers for 2020-2021 during the NCCEAPA South Central District spring meeting on April 24, 2020. Installed officers will begin serving on October 1, 2020 and continue through September 30, 2021.

The following South Central District officers were installed:

President - Pam Layfield

1st Vice President - Julie Campbell

2nd Vice President - Nancie Mandeville

Secretary – Cathy James

Treasurer – Debbie Humprey (2 year term)

Advisor – Lisa Forrest

A huge thank you to each of for your commitment and dedication to the South Central District.

Respectfully submitted:

Susan Johnson

NCCEAPA-South Central District

2020 – 2021 Budget

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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, etc.	75.00	
SECU Foundation	\$1 per month (service charge)	12.00	
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Total Balanced Budget			\$ 18,083.03

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UPDATED:

Benevolence — The “Sunshine Committee” is established to help be an encouragement for the members of the NCCEAPA: South-Central District (NCEAPA-SCD). This committee will be made up of three members, one of which will be the South-Central District Administrative Associate, who will act as the Committee’s Communicator. If members of the NCEAPA-SCD or CED from the SCD are made aware of celebrations or concerns in the life of a NCEAPA-SCD member, they are to communicate those to the Sunshine Committee Communicator. This will enable all communications to be directed to one person, who will then follow through with the appropriate steps, including: following up with the person (in need of support/celebration) to see if they wish for the information to be made public to the other members. If the person agrees, then the Communicator will let the other two Sunshine Committee Members know. These two members will then follow through with:

1. Send out encouragement (email or physical card) for the following personal events:

- *Birthdays

- *Weddings

- *Birth/Addition of new child or grandchild
(including adoption and fostering)

- *Graduation/Degree Completion

- *New Hires

- *Illness

- *Loss of a member or member’s immediate family

- *Retirement

(NCEAPA-SCD membership will be made aware of the situation, as needed.)

2. Make remembrance donation in the amount of \$40 in the event of an immediate family (father, mother, child, or spouse) passing away. The Committee member will contact the NCEAPA-SCD member, experiencing the loss, and determine where to make the donation. Once the donation has been made, the committee will report the donation to the district membership at large, this will allow members to make personal donations, if they feel led to do so. This will also be the process if a current member is

hospitalized or passes. The purchase of flowers is an option for member hospitalization.

3. Retirement: a gift card in the amount of \$40.00 is to be purchased by and presented in person at a district meeting or reception, if possible. In the event that the gift card cannot be presented in person, it will be mailed to the recipient.

OLD:

"Benevolence — In the event of a death in the immediate family (**father, mother, child, or spouse,**) the secretaries in that county will be responsible for a remembrance not to exceed \$30. It is the responsibility of the secretaries in that county to notify other counties and the State Treasurer regarding the death of a member (for state benevolence, a \$25.00 memorial contribution will be sent to a favorite charity in honor of a deceased active member) via email. In the event of a member being hospitalized, let it be the decision of that county to send **flowers** or another appropriate item not to exceed \$30. Let it be the responsibility of that county to notify other counties via email. Revised 08/27/19

Read more at: <https://ncceapa.ces.ncsu.edu/districts/ncceapa-south-central-district/south-central-district-guidelines/>"