

Southeast District Spring Meeting
May 6, 2021
Wayne County Extension Center
Goldsboro, North Carolina

The meeting was called to order by President Roben Jarrett at 9:32 am.

The roll was called.

Bladen	0	Lenoir	0
Brunswick	1	New Hanover	4
Campus	1	Onslow	0
Carteret	0	Pamlico	1
Columbus	3	Pender	1
Craven	0	Robeson	3
Duplin	1	Sampson	0
Green	1	Wayne	0
Jones	1	Wilson	2
Johnston	2	Total	21

Quorum was verified.

The agenda for the day was reviewed and a motion to accept was made by Tamara Carawan and properly seconded by Regina Gardner.

The thought for the day was read by Tamara Carawan entitled "The Best Seed".
(Printout is enclosed)

Minutes were reviewed and a motion to approve was made by Kareis Britt and seconded by Pam Beaman.

The Financial Report was submitted by Kareis Britt. First year's fees are waived by the district. The three new members that paid will be credited for the new year. If new members desire to be a state member, they must pay state fees. It was suggested that a proposed budget should be put in place as well as a timeline. New guidelines were approved and seconded by Dominique Greene and Claire DeLespinois.

The Membership Committee presented an updated list of present members, honorary members and chartered members. The Finance Committee and the Membership Committee will work together to verify the correct paid membership. Danyce suggested that someone should call any new secretary and ask if he/she would be interested in joining our association and then follow up with the information afterward. She asked those of us that were present to do a survey to see how to better recruit new members. It was stated that a new brochures will be redesigned and printed.

Danyce also suggested that we give each new member a notepad/pen and a card to welcome them to the district. Suzanne noted that present district members will be receiving a notepad/pen and new members will also.

Nominating Committee Chair, Roben Jarrett requested to the floor that our officers will remain in place as is, with the replacement of 2nd Vice President position that is vacant. LeeAnn Weigand accepted to fill the vacant position. Motion to accept was made by Danyce Dicks and seconded by Christy Prevatte. We will install our officers at our Fall Meeting.

LaToya Lucy – Rules and By-Laws Chair was unable to attend. Roben filled in for her. It had been suggested that the Public Relation and Reflection Committee be combined. The new name would be Public Relation/Reflection Committee. We will vote on the name change at the Fall Meeting. It was also discussed as to how we can be more proactive about our program. Motion to accept the report was made by Regina Gardner. It was seconded by Tamara Carawan.

Checks were mailed to the recent retirees along with a note reminding them that they can remain a member if they continue to pay their dues.

The new logos for NCCEAPA will be voted on at a later date. Some corrections were needed.

The Administrative Professional of the Year Award is being reactivated. The form has been updated. All secretaries are encouraged to nominate one of our many deserving ladies. The award will be presented at the fall district meeting. Motion to approve the new changes was made by Danyce Dicks and seconded by Christy Prevatte.

There was a brief discussion about our hosting the NCCEAPA State Meeting in 2023 in Wilmington. The hotel has been chosen with lots more decisions to be made later.

Roben showing Denzel Washington's motivational speech "I Will Not Give Up" inspired us all to continue to move forward with greater expectation.

Duplin was asked to host the 2021 Fall NCCEAPA Meeting and accepted.

Scott McCollum – NC State Extension IT was our guest speaker for Professional Improvement. He introduced us to several ways to improve our communication through the internet/web.

A wonderful lunch was then served.

Games were enjoyed on the front lawn after lunch.

We said our farewells and departed.

The Best Seed

There once was a farmer who grew the most excellent wheat.

Every season he won the award for the best wheat in his county.

A wise woman came to him to ask him about his success.

He told her that the key was sharing his best seed with his neighbors so they could plant the seed as well.

The wise woman asked, "How can you share your best wheat seed with your neighbors when they compete with you every year?"

"That's simple," the farmer replied.

"The wind spreads the pollen from everyone's wheat and carries it from field to field.

"If my neighbors grew inferior wheat, cross-pollination would degrade everyone's wheat, including mine.

"If I'm to grow the best wheat, I must help my neighbors grow the best wheat as well."

This is not only excellent advice for growing the best crops, but also great advice for how to live your life.

If you want to live a meaningful and happy life, help others find happiness.

Remember: The value of your life is measured by the lives you touch with love, kindness, respect, and hope.

**NC Cooperative Extension Administrative Professionals Association
Southeast District**

Treasurer's Report (Spring Meeting - May 6, 2021)

Checking Account Balance as of: October 1, 2020 **\$ 303.94**

CREDITS

<u>Date</u>	<u>Description</u>	<u>Amount</u>
INTEREST	Earned from: 10-1-2020 to 4-28-2021	\$ 0.26
10/6/20	Deposit (dues for Bladen, Pender, Johnston)	\$ 135.00
12/31/20	Deposit (dues Hannah Ammons, new hire)	\$ 50.00
2/11/21	Deposit (dues Dominique Greene, new hire)	\$ 35.00
4/9/21	Deposit (state dues & TERSSA, L. Weingand)	\$ 35.00
4/28/21	Transfer from M/M (2021 Spring Meeting Costs)	\$ 400.00
TOTAL CREDITS TO DATE:		\$ 655.26

DEBITS

<u>Check #</u>	<u>Description</u>	<u>Amount</u>
FEES	Service Fees: 10-1-2020 to 4-28-2021	\$ 7.00
1058	NCCEAPA - dues for new hire Wendy Parker	\$ 20.00
1059	NCCEAPA - dues for new hire Hannah Ammons	\$ 20.00
1060	TERSSA - dues for new hire Hannah Ammons	\$ 15.00
1061	Regina Britton - Retirement	\$ 100.00
1062	NCCEAPA - dues for new hire Dominique Greene	\$ 20.00
1063	NCCEAPA - dues for new hire LeAnn Weingand	\$ 20.00
1064	TERSSA - dues for new hire LeAnn Weingand	\$ 15.00

TOTAL DEBITS TO DATE: \$ 217.00

Checking Account Balance as of: April 28, 2021 **\$ 742.20**

SHARES ACCOUNT

Beginning Balance	\$ 153.71
Interest Earned: 10-1-2020 to 4-28-2021	\$ 0.13

Share Account Balance as of: April 28, 2021 **\$ 153.84**

MONEY MARKET ACCOUNT

Beginning Balance	\$21,160.85
Interest Earned: 10-1-2020 to 4-28-2021	\$ 25.61
Transferred to Checking (2021 Spring Meeting costs)	\$ (400.00)

Money Market Account Balance as of: April 28, 2021 **\$20,786.46**

TOTAL MONEY ON HAND TO DATE: \$21,682.50

Prepared by: Kareis Britt

Professional Improvement Committee Report Spring 2021

During the Fall Meeting we finalized the revisions to the Professional Improvement Scholarship Guidelines and Application, and the 4H Camp Scholarship that our District offers/administers. The new Guidelines and Application are attached.

All members are notified that you may nominate yourself or any other active member for one or more of the following awards. **All nominations are due by August 1st. Late submissions will not be accepted.**

- Sue Mills Lighthouse Award
- Distinguished Service Award
- Executive Board Award

A description of each award is attached. And all applications and guidelines are available at <https://ncceapa.ces.ncsu.edu/awards-and-scholarships/>

This year's recipient of the Southeast District 4-H Scholarship is Onslow County.

NCCEAPA - SED Membership
October 1, 2020 ~ September 30, 2021

County	Last	First	Active	TERSSA	Title
Bladen	Fulton Lucy	Joey LaToya	X	X	Office Asst Adm Asst
Brunswick	Bland Weigand	Rachel LeAnn	X X	X X	Support Spec Adm Asst
Campus	Hugus	Suzanne	X		Adm Assoc
Carteret	Murray	Dina	X		Adm Asst
Columbus	Ammons Hayes Rackley	Hannah Carsha Nan	X X X	X X X	Office Asst Office Asst Adm Asst
Craven	Hooper	Jami			Adm Asst
Duplin	Hargrove	Wanda	X		Support Spec
Greene	Hoskins Langley	Kim Jo	X		Adm Asst Support Spec
Johnston	Faison Parker Pope-Jones	Angela Wendy Crystal	X X X		Adm Asst Support Spec Support Spec
Jones	Gardner	Regina	X	X	Adm Asst
Lenoir	Barber Suggs	Abbigail Sarah			Adm Asst Support Spec
New Hanover	deLespinois Dicks Jarrett Pearsall	Claire Danyce Roben Angie	X X X	X X X	Communications Spec Support Spec Adm Asst Program Asst

Onslow	Burgess Goncalves	Emoni Deborah	X		Support Spec Adm Asst
Pamlico	Carawan	Tamara	X		Adm Asst
Pender	Hoffman	Reatha	X	X	Adm Asst
Robeson	Britt	Kareis	X	X	Office Asst
	Greene	Dominique	X	X	Support Spec
	Prevatte	Christy	X	X	Adm Asst
Sampson	Draughon Raynor	Betty Lynn			Support Spec Adm Asst
Wayne	Barbour	Britney			Adm Asst
	George	Maryann			Support Spec
	Reese	Greta			Support Spec
	Sutton	Sharon			Support Spec
Wilson	Beamon	Pam	X	X	Adm Asst
	Daughtridge	Michelle	X	X	

NCCEAPA - SED Honorary Membership

County	Last Name	First Name
Bladen	Fields Shipman [deceased]	Catherine Lula
Brunswick	Caison Varnum	Lois Linda
Carteret	Griffis	Sheilia
Columbus	Brulet Creech-Shaw Reeves	Linda Linda Dorothy
Duplin	Potter	Cynthia
Jones	Brylowe Flowers O'Pharrow, Martha	Pam Hilda Martha
New Hanover	Brown	Chrystabelle
Onslow	Huddleston	Gwendolyn
Pamlico	DeCamp	Betty
Robeson	Williams	Thetis
Sampson	Vann	Helen
Wayne	Chase	Catherine

NCCEAPA - SED Charter Members

Emma Barfield

Chrstabelle Brown

Mildred K. Brown

Selena Bryant

Lois C. Caison

Linda Fay Casey

Katherine Chase

Dianne Creech

Jessie P. Ellis

Hilda Flowers

Joyce Henderson

Gwendolyn Huddleston

Carol Joyner

Linda A. Lee

Edna Rose Lewis

Martha O'Pharrow

Wanda D. Pridgen

Katherine Rich

Betty C. Spain

Linda S. Varnum

Mary R. Vester

Administrative Professional of the Year Award -Southeast District Chapter- Nomination Form

Each year the North Carolina Cooperative Extension Administrative Professionals Association (NCCEAPA) Southeast District Chapter presents the Administrative Professional of the Year Award to a Southeast District association member who has exhibited notable participation, contributions and cooperation with the association. In addition, this award recognizes the excellent performance of an association member who has demonstrated their ability to contribute significantly to achieving both association and organizational objectives. The recipient of this award will receive \$100 and a certificate.

Any employee of Extension may submit a nomination for this award. Nominees for this award must meet the following criteria:

1. Must be a current member with paid membership to the association for at least one year.
2. Must be currently employed in an administrative support staff role in the Southeast District.
3. Must not have received this award within the past five (5) years.

The nomination form must be submitted to the Chair of the Nominations Committee of the NCCEAPA Southeast Chapter by August 2nd. Nomination forms received after that date will not be considered. The Administrative Professional of the Year Award will be presented at the fall meeting. The Nominating Committee will review nominations and determine the recipient.

Nomination Information

Nominee's Name: _____

Position/County: _____

Nominated by: _____

Position/County: _____ Phone Number: _____

Why you are nominating this individual (attach one additional page if needed):

Submit Nomination to: *[insert current year's chair address, phone & email]*



**Southeast District Update
NC State Staff Senate**

- The NC State Staff Senate continues to meet via Zoom.
- Bullet point highlights of a Staff Senate session are sent to the District 11 members before the next session.
- If you are not receiving these from LaToya and me and want them, please let me know so you can be added to the District 11 email roster.
- This will be my last 2 months on the Staff Senate; I have not heard who will be representing our District.
- If you ever need help or support outside your immediate environment, the Staff Ombuds office is available to you at any time and can be reached at 919-515-7685.

Respectfully submitted,

Roben Jarrett

The Southeast District
is hosting the NCCEAPA State Meeting
in September of 2023



Start Dreaming!

What will be our theme?

What committee would you like to be part of?

Banquet & Decorations • Community Service Project
Door Prizes & Swag Bags • Finances • Guest Speaker
Invitations • Program • Registration • Workshops
Local Activities

What community service project can we do?

