

## Southeast District Fall Meeting

September 16, 2021

Duplin County Extension Center

Kenansville, North Carolina

The meeting was called to order by President Roben Jarrett at 9:30 am.

Amanda Hatcher, Duplin County CED, greeted our members with warm words of welcome. She referenced a handbook that she found stored in a file dating back to July 1945. She noted the similarity then and as it relates to the present day. Many things change but the role of the office admin continues to be a valuable resource in the workplace.

The roll was called.

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

Quorum was verified.

We are happy to welcome Joel Fulton as a new member from Bladen County and to welcome Lynn Raynor and Betty Draughon, new members back from Sampson County.

**Parliamentary Review:** LaToya Lucy – Parliamentarian, there were no new items to discuss.

Roben Jarrett – President asked for approval of the agenda for today. The agenda was reviewed and properly accepted.

**Thought for the Day** was given by Tamara Carawan. Roben and Tamara put place cards with beautiful thoughts on each table.

The minutes were read and after proper corrections, motion to be approved was given by Tamara Carawan and seconded by Nannetta Rackley.

**Financial Report:** Kareis Britt gave us an updated report of our financial status.

## **Standing Committee Reports:**

**Finance Committee:** Kareis told us of the need to find some other means to put money back into our account. After the expected expenses of the state meeting that we will host in 2023 and the payouts for retirements, etc., we will have used most of the money that we now have in our account. Our membership dues will not be enough to cover the scholarship and other miscellaneous expenses. We will be \$300.00 short of the needs of our financial goals with membership dues as our only means of income. She suggested that we might have a fundraiser to help raise money. It was decided that we would ask the farm agencies and other groups in our counties for donations. She will draft a letter that we could send them. If they would like credit for their contribution to our association, we would be glad to put their logo on our webpage.

**Nominating Committee:** We decided to use our current list of officers for the new year. This was decided at our Spring Meeting. The opportunity was open to anyone who would like to serve in any one of these positions. No different nominees volunteered.

**Rules & By-Laws:** LaToya informed us that the rules and by-laws should be reviewed annually. The committee will present any changes if necessary at our Spring Meeting. It was suggested that an addendum be put together to list and clarify the few items that vary from the state rules and bylaws. Those will be presented at the Spring Meeting and once approved will be posted in the District section of the NCEAPA website.

**Professional Improvement:** Onslow County received the 2021 Southeast District 4-H Scholarship Award and used the funds to help pay for away camp for four (4) 4-Hers. Pamlico County will receive the 2022 Southeast District 4-H Scholarship award at our Spring Meeting. This award was approved by the President. There were no applications for the 2021 Professional Improvement Scholarship but all admins are encouraged to apply for the 2022 Professional Improvement Scholarship. Applications are due by April 1, 2022. Each county Admin is encouraged to begin preparing their mailing lists for distribution of the Herter-O'Neal Scholarship.

**Membership Committee:** Kareis Britt presented the membership committee report on behalf of that committee. The following lists were provided: 1) 20/21 members; 2) 21/22 members to date; 3) honorary members.

**Public Relation & Reflections:** Angie Pearsall, Committee Chair, said she would provide pictures of our meeting so they can be put on our webpage. After the State Public Relations committee met, the idea of a District Facebook page was presented. Angie will send a communication with what other Districts have on their Facebook pages to see if we would support that for the Southeast District. A monthly "chat" session for all secretaries was discussed. The Admins currently have a monthly session and it was decided that the first of that chat would be Admin

business followed by a social chat for everyone. County Admins should forward the monthly zoom invite to others in their office.

**Goodwill & Benevolence:** Committee Chair, Nan Rackley asked that all members continue to report information pertaining to her committee so that she will be able to send cards or necessary greetings to our members.

**State Association Updates:** Our new logo has been delayed again. It will probably be next year when the new one rolls out. Our State Meeting is September 22, (via Zoom) from 9:00 am – 3:00 pm. Dr. Bonanno and Dr. Dale will be in attendance. Next year's State Meeting will be hosted by the Northeast District at the Outer Banks. The date for that meeting is September 20 – 23, 2022. A sign-up sheet for the state meeting committees was circulated. A copy of themes and professional development ideas was also distributed and will be discussed at the Spring Meeting.

**NCSU Staff Senate:** If you have any questions that you would like the Staff Senate to address please send them to Roben Jarrett and she will forward them to the Staff Senate. Our new District Senator is Casey Sandmeyer now located out of New Hanover County.

**State Honorary Membership:** Regina Gardner has been nominated to become an honorary member of the NCCEAPA by Roben Jarrett with full blessing from the Southeast District members. We need a list of all of our honorary members' contact information so that we can contact them with information containing our association. Roben Jarrett will prepare a document to be distributed. Research will begin in each county for that county's honorary member.

**Old Business:** Website updates – Our new committee guidelines are posted on our website.

**New Business:**

**District Committee Assignments:** A sign-up sheet was passed around so that we could choose a committee to work on for the upcoming NCCEAPA year. Anyone who does not sign up now will be appointed to serve on a committee as needed.

**State Meeting Update:** Angie Pearsall informed us that the contract for the hotel (Hotel Ballast) for our State Meeting in 2023 has been signed. Other arrangements are being negotiated. The date for the meeting is September 19 – September 22, 2023. A video that was made on location of downtown Wilmington was shown by Roben Jarrett. Another promo video will be presented at our State Meeting in 2022 with an invitation to our 2023 State Meeting.

**LaToya Lucy** was awarded the **Administrative Professional of the Year Award** by Roben Jarrett and Suzanne Hugus for a job well done. LaToya sets the goals high. She is an example of a great Admin.

**Installation of Officers:** Officers were re-installed for the new year. Suzanne presented each officer with a book titled “Not Just An Admin”. She gave an example of how each person represents a section of the book. (The book is a great read also!)

Motions were made and properly seconded for each report and installation of officers.

**Professional Development:** Allison Jones, CES IT was our guest for today. She showed us how we can use Google Workplace. It was very interesting and she was able to answer many questions that we had.

Columbus County will host our next district meeting provided Covid restrictions are lifted for that location. Nannetta Rackley will keep us informed.

The meeting was adjourned so that we could have lunch and enjoy a tour of Liberty Hall and Cowan Museum in historic downtown Kenansville.