

Spring NCCEAPA Meeting Minutes  
April 22, 2022  
Norwood NC - Stanly County

Julie Campbell Called the meeting to order at 10 am  
Introductions were made by everyone in attendance.

LIST OF ATTENDEES: Keith Walters, Leigh Watkins, Lisa Forrest, Julie Campbell, Susan Johnson, Kim Griffin, Elizabeth Purser, Kim Gibson, Beth Cloninger, Christine Barrier, Rhonda Gaster, Brandi Carter, Cathy James, Debbie Humphrey, Judy Moore, Latoya Boller, Adriane Gilmore

Lisa Forrest welcomed everyone to the meeting. She shared details about the building that we met in, the coffee and boutique business and nearby area in downtown Norwood.

Cathy James - Thought of the day - Cathy talked about administrative professionals day - and it's history.

Molly Alexi - Stanly County Extension Director, brought greetings from the county extension team.

Keith Walters, South Central District Extension Director - brought greetings and talked about his recent change in districts and coming back to the South Central District from the Southeast District.

Program - Self Care in the Work Place - Heather, who is a Yoga Teacher and Mental Health Nurse talked to us about stress management and resilience in our life in relationship to stress. "Take the Tension out of Extension" - We participated in yoga exercises and learned about the brain and how stress affects it.

Robin Davis - Owner of the Mercantile (the building we met in) Shared with us the history of the her store and coffee shop. The building was built in 1901. She explained the history and purposes and opportunities that the building brought through the decades.

Business Meeting - Called to Order by Julie Campbell

Leigh Watkins called the roll

Motion to approve fall minutes - Motion made by : Christine Barrier Seconded by Cathy James

Treasurer's report - Debbie Humphrey

## Committee Reports

Finance - No further business other what was given in the treasurer's report.

**Membership** - TERSSA will revert to the old way of collecting dues. Both NCCEAPA and TERSSA will be collected at one time

**Awards**- Cathy James distributed a report to each member with a list of awards that are available - she encouraged everyone to nominate someone or yourself. There are monetary awards. She also provided the forms to apply for the awards.

**Nominating** - Susan Johnson - Discussion was about the nomination process specifically the form and the need of one - the decision was that there is not really a need for a form. Until the day comes when there are a couple of nominations per office, we do not need it.

Debbie Humphrey - moved that nomination forms not be required until further notice; until the need actually arises. Susan Johnson seconded it - A vote was held and the motion passed.

Susan Johnson announced the new slate of officers for 22-23

- Advisor - Julie Campbell
- Treasurer Beth Cloninger
- Secretary Christine Barrier
- First vice president Judy Moore
- Second vice president Brandi Carter
- President Cathy James

Pam Layfield seconded the motion to accept the nominations...no nominations from the floor occurred.

A vote was taken and the motion passed for the 2022-2023 slate of officers.

**Rules and Bylaws** - No changes were presented to the committee

**Reflections** - No report

**Professional Improvement** - Judy led us in listening and communication skills - active listening. Paper folding activity - Herter ONeal scholarship - Stanly co had the most applications - Cassidy Ball was the winner- South Central Winner

**Sunshine Committee** - Report given by Leigh Watkins - Only birthdays were recognized for the past six months, no expenditures.

**Administrative Professional of the Year** - Cathy James - Administrative Professional of the Year Committee: Cathy James, Chair, Leigh Watkins and Pam Layfield.

The committee passed out a copy of the APOY nomination form to all members. The form needs to be submitted to Cathy James, Chair, by August 6, 2022. It can be emailed to her at: cwjames@ncsu.edu or mailed to: 645 E Palmer St, Raeford, NC 28376. The APOY Committee will select a winner.

**Webmaster** - Pam Layfield - asked that pictures were sent to Cyndy Gustashaw

**TERESA** Report given by Christine Barrier - 145 membership - Virginia is bringing 20 to Nags Head in September.. One new member from Kentucky - Trying to get Arkansas to join again - they used to be part. Also in talks with Tennessee and Georgia.

NEW BUSINESS -

**Officer Installation 2022-2023**

Advisor - Julie Campbell

Treasurer Beth Cloninger

Secretary Christine Barrier

First vice president Judy Moore

Second vice president Brandi Carter

President Cathy James

Announcements - State Conference - NCCEAPA and TERSSA - Nags Head, NC. More rooms are now available. Please book immediately. Discussion was had regarding if we want a table for fundraising? The SCD is to host again in - 2026. The decision was made to do a \$25 gift card tree to raffle off at the state meeting. Counties are asked to get a gift card and bring it to the fall meeting in Union County. (August 2022)

Keith Walters Share district and statewide announcements \*\*BIG EVENTS FIRST NIGHT August 11 -. Need help from almost everyone - more details to come. The location is the Concord Convention Center - Jason King is the contact with the NC County Commissioners Association. Committees will be set up to assist in the large undertaking. 500 people expected at the event.

References - New Hire for telephone references they should be 2 supervisory - typed or very neat. Human Resources is cracking down on this and they are strict.

Employee Appreciation \$12 per person budget - Nikki sent out an email - see email for all the details.

Please look for a survey in your email to give feedback for strategic planning

Website refresh coming - *going to a "hamburger" set up* - makes it more mobile friendly.

Holiday Schedules - Nikki Kurdys is working on this.... She is trying to make it where a county holiday is an option for leave.

Southeast DED - interviews are coming up - three people are being interviewed.

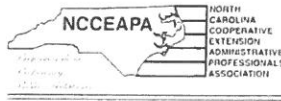
Field days - there is a Google Calendar for you to add your event to it. Speak with Karla Frazell if you have questions.

Today's 50/50 Raffle - \$42.00 to the winner - Brandi Carter is the winner!

Motion to adjourn = Cathy James

Second - Susan Johnson

Minutes submitted by Leigh Watkins



**NCCEAPA – SC District  
Spring Meeting- Stanly County April 22, 2022**

9:30 – 10:00 am	Registration & Hospitality
Call to Order	Julie Campbell, President
Thought for the Day	Cathy James, Hoke County
Stanly County Greetings	Molly Alexi, County Extension Director
Welcome to Norwood	Robin Davis, Owner 110 Mercantile
District Greetings	Keith Walters, District Extension Director
Professional Development	Self-Care in the Workplace Yoga for Stress Management Heather Rushing- Chaney, Yoga Medicine Therapeutic Specialist RYT 500
Coffee Tasting	Reservoir Coffee Shop
Lunch	
Business Session	
Roll Call and Minutes	Leigh Watkins, Secretary
Treasurer's Report	Debbie Humphrey, Treasurer
Committee Reports:	
Finance	Debbie Humphrey
Membership	Brandi Carter
Awards	Cathy James
Nominating	Susan Johnson
Rules & By Laws	Christine Barrier
Public Relations	Rhonda Gaster
Reflections	Cynthia Gustashaw
Professional Improvement	Cathy James
Sunshine	Leigh Watkins
Admin Prof. of the Year	Pam Layfield
Webmaster	Pam Layfield
Other Reports:	
TERSSA	Christine Barrier
Old Business:	
New Business	Officer Installation Announcements, 2021 State Meeting Membership Table at the State Meeting?
3:00 PM	Adjourn

**NCCEAPA – SC District Financial Report**  
**Spring 2022**  
**April 22, 2022**

**Checking Account**

<b>Balance as of August 31, 2021</b>			<b>17,157.09</b>
<b>Income</b>			
09/07/21	Dues (22-23 Membership dues)	30.00	
09/10/21	Dues (22-23 Membership dues)	30.00	
09/16/21	Dues (22-23 Membership dues)	30.00	
09/17/21	Dividend Earned	.75	
09/20/21	Dues (22-23 Membership dues)	30.00	
09/20/21	50/50 Raffle	24.00	
10/04/21	Dues (21-22 Membership dues)	60.00	
10/04/21	Dues (21-22 Membership dues)	30.00	
10/18/21	Dividend Earned	.73	
11/15/21	Dividend Earned	.65	
12/13/21	Dividend Earned	.64	
01/19/22	Dividend Earned	.85	
02/15/22	Dividend Earned	.62	
03/15/22	Dividend Earned	.64	
04/20/22	Dividend Earned	.82	
<b>Total Income</b>			<b>239.70</b>
<b>Income Total</b>			<b>17,396.79</b>
<b>Disbursements</b>			
09/17/21	Julie Campbell	40.00	
09/17/21	Pam Layfield	50.00	
09/17/21	Service Charge	1.00	
09/20/21	Hoke County Cooperative Extension	100.00	
09/20/21	TERSSA	15.00	
09/22/21	NCCEAPA	500.00	
10/18/21	Service Charge	1.00	
10/26/21	Debbie Humphrey	10.22	
11/15/21	Service Charge	1.00	
12/13/21	Service Charge	1.00	
01/19/22	Service Charge	1.00	
02/15/22	Service Charge	1.00	
03/04/22	Julie Campbell	40.00	
03/15/22	Service Charge	1.00	
04/20/22	Service Charge	1.00	
<b>Total Disbursements</b>			<b>(763.22)</b>
<b>Checking Account Balance as of April 21, 2022</b>			<b>16,633.57</b>

**South Central District NCCEAPA  
Finance Committee Report  
Spring Meeting 2022  
April 22, 2022**

The Finance Committee reports that South Central District finances are in good shape.

- Our income has been from 2021-2022 membership dues received and interest earned.
- Expenditures since the September 2021 meeting were for the following:  
Administrative Professional of the Year Award, Past President's gift, Hoke County Cooperative Extension for hosting in September, State Dues for 25 members, 1 TERSSA Membership dues, Receipt book purchased, Retirement gift for DED Clinton McRae and monthly service charges.
- Total for all accounts as of April 21, 2022 are \$21,781.10.  
(Checking - \$16,633.57; Money Market - \$4,971.79; Shares - \$175.74)

**Prepared by: Debbie Humphrey**

## 2022 NCCEAPA – SCD Spring Meeting

Administrative Professional of the Year Committee:

Cathy James, Chair

Leigh Watkins

Pam Layfield

The Committee passed out a copy of the APOY nomination form to all members. The form needs to be submitted to Cathy James, Chair, by August 6, 2022. It can be emailed to her at: [cwjames@ncsu.edu](mailto:cwjames@ncsu.edu) or mailed to: 645 E Palmer St, Raeford, NC 28376. The APOY Committee will select a winner.



## 2022 NCCEAPA SCD - Spring Meeting

Awards Committee:  
Cathy James, Chair  
Natalie Cline  
Annie Freeman

The Committee passed out copies of the upcoming awards and scholarship opportunities to hopefully make it easier for members to apply.

- Distinguished Service Award
- Executive Board Award
- Sue Mills Lighthouse Award
- Professional Improvement Scholarship

A cover sheet was included with the due date and person to submit the application for each award and scholarship, and the website link to see the guidelines for each.

Distinguished Service Award: One winner will be chosen for each district, then an overall State Winner from the district winners.

Executive Board Award: Is not limited to just officers but to someone who has exhibited outstanding loyalty and dedication to the Association.

The Distinguished Service and Executive Board Award applications are due by 5pm, August 1 to **Christie Bell**. They can be mailed to her at 128 E Water St, Plymouth, NC 27962 or emailed to: [crbell4@ncsu.edu](mailto:crbell4@ncsu.edu)

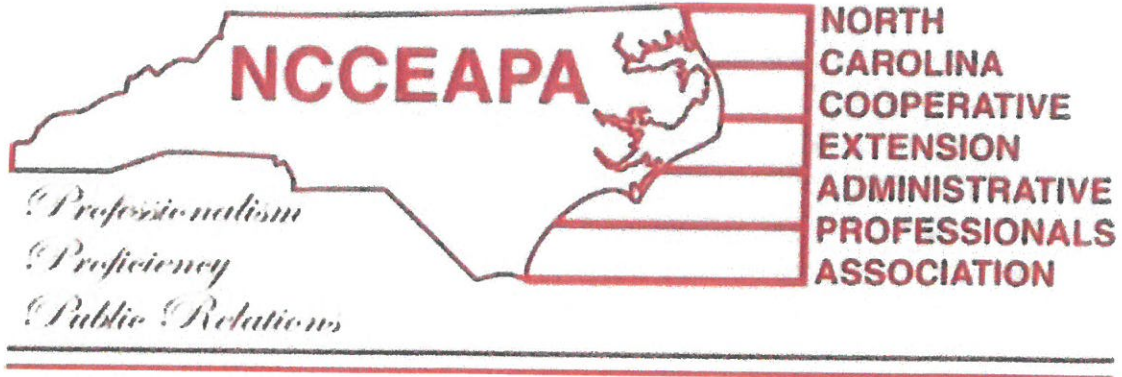
At this link you will also find the guidelines for the following:

- Sue Mills Lighthouse Award  
Due August 1 to **Suzanne Hugus** @ [suzanne\\_hugus@ncsu.edu](mailto:suzanne_hugus@ncsu.edu)
- NCCEAPA Professional Improvement Scholarship  
Due August 1 to **Roben Jarrett** @ [rbjarret@ncsu.edu](mailto:rbjarret@ncsu.edu)

Please see the guidelines for each award and scholarship at:  
[ncceapa.ces.ncsu.edu/awards-and-scholarships/](https://ncceapa.ces.ncsu.edu/awards-and-scholarships/)

Winners will receive their awards at the 2022 NCCEAPA State Conference in Kitty Hawk.

Awards Committee:  
Cathy James, Chair  
Natalie Cline  
Annie Freeman



**2022 Distinguished Service Award Nomination Form**

**Nominee**

Name:

County/District Office:

Local Newspaper Name and Address:

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**Nominator**

Name:

County/District Office:

Address:

Phone number:

E-Mail Address:

**Complete nomination packets must be e-mailed or postmarked no later than  
5 p.m., August 1, 2022.**

**If e-mailed:** christie\_bell@ncsu.edu

**If mailed via USPS:** Christie Bell, 1<sup>st</sup> Vice President, 128 E. Water Street  
Plymouth, NC 27962

**Late submissions will not be accepted.**

*To be considered, all nominations must include the information required in the guidelines found on the  
website: <https://ncceapa.ces.ncsu.edu>*

**NCCEAPA - EXECUTIVE BOARD AWARD**

**Nomination Form**

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

Any NCCESA member is eligible to nominate any member of the association. It is not limited to a person who has served as an officer at any level, but it should be someone who has exhibited outstanding loyalty and dedication to the association.

We welcome you to nominate the following person:

Name \_\_\_\_\_ County \_\_\_\_\_

Area(s) of responsibility  
\_\_\_\_\_  
\_\_\_\_\_

Years of service \_\_\_\_\_

Contributions to the association \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This nominee should be selected because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nominated by \_\_\_\_\_ Title \_\_\_\_\_

Thank you for your support of NCCEAPA \*\* *Please attach letter(s) of recommendation.*

**Deadline - 5 pm on August 1. Late submissions will not be considered.**

# Sue Mills Lighthouse Award Spirit of Light Nomination Form

Nominee: \_\_\_\_\_

County/or Department \_\_\_\_\_

Address: \_\_\_\_\_

Nominated by: \_\_\_\_\_

Nominator Telephone Number: \_\_\_\_\_

Nominee Telephone Number: \_\_\_\_\_

Selection of the Sue Mills Lighthouse "Spirit of Light" award winner will be based on the nomination narrative. This award is designed to recognize an individual who has made a difference.

In narrative form, describe how your nominee has been an inspiration to you in such a manner that you consider them worthy of being described by the statement "**Spirit of Light**" in memory of *Susan Austin Mills*.

## **Narrative should include:**

- How and why the nominee has been an inspiration to you
- How the individual has made a difference within the organization
- Leadership qualities
- Enthusiasm and zest for life
- Your personal reflection "from the heart" on why you think your nominee should be recognized as a "Spirit of Light".

**Please limit narrative to no more than two (2) pages, typed/double spaced, and font size - 12.**

Send to: Suzanne Hugus, NCCEAPA State President  
NC State University  
Campus Box 7604  
Raleigh, NC 27695

Email: [Suzanne.Hugus@ncsu.edu](mailto:Suzanne.Hugus@ncsu.edu) (preferably)

Deadline: August 1, 2019 by 5 pm. *Late submissions will not be considered.*





**NCCEAPA Professional Improvement Scholarship Application**

Open to members of the North Carolina Cooperative Extension Administrative Professionals Association (NCCEAPA), for the purpose of professional development to enhance job and related skills (continuing education through college, certification, workshops, or seminars, etc.)

Name: \_\_\_\_\_ County \_\_\_\_\_

Association District/Campus Chapter \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip \_\_\_\_\_ Email: \_\_\_\_\_

Telephones: Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Home: \_\_\_\_\_

Title of course/class/seminar: \_\_\_\_\_

Brief description of the course: \_\_\_\_\_

How will this course/seminar enhance your current work performance and/or contribute to your overall career objective(s)? \_\_\_\_\_

Have you received professional development scholarships through NCCEAPA before? \_\_\_\_\_

If so, when? \_\_\_\_\_

Will you receive additional financial support for this professional development opportunity? \_\_\_\_\_

If so, what amount? \$ \_\_\_\_\_

Amount of this application request: \$ \_\_\_\_\_

Are you in a degree or certification program? \_\_\_\_\_

If so, what program? \_\_\_\_\_

If not, do you plan to begin a degree or certification program? \_\_\_\_\_

If so, what program? \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Attach any supporting information regarding the program or workshop and two letters of recommendation to this application.**

**Application is due by August 1 of each year to the NCCEAPA State Professional Improvement Chair.**

**NCCEAPA South Central District**  
**Nominating Committee Report**  
**April 22, 2022 – Spring Meeting in Stanly County**

Following the NCCEAPA state by-laws it is time to elect and install officers for 2022-2023. Individuals elected will begin serving on October 1, 2022 and continue through September 30, 2023.

The Nominating Committee, Susan Johnson, Julie Campbell, and Sharon Williams would like to place into nomination to serve as the 2022-2023 slate of officers for the South Central District NCCEAPA the following individuals:

President – Cathy James

1<sup>st</sup> Vice President – Judith Moore

2<sup>nd</sup> Vice President – Brandi Carter

Secretary – Christine Barrier

Treasurer – Beth Cloninger (2 year term)

Advisor – Julie Campbell

Respectfully submitted:

*Susan Johnson*



**Friday, April 22, 2022**  
**NCCEAPA – South Central District Spring Meeting**  
**Professional Improvement Committee Report**

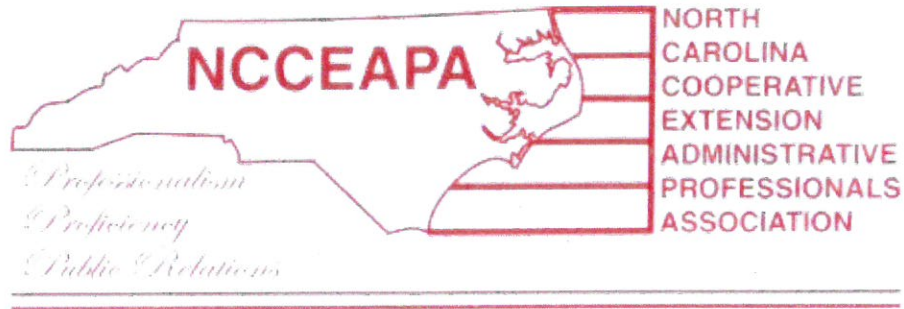
**Herter O’Neal Scholarship:**

- **23 Applications were received: 1 Alexander, 2 Anson, 2 Cumberland, 2 Iredell, 4 Lincoln, 1 Moore, 1 Scotland, 10 Stanly**
- **On Wednesday, April 13, 2022, the Professional Improvement Committee comprised of Carol Capel-Baldwin, Julie Campbell, and Judy Moore selected Cassidy Ball from Stanly County as the South Central District winner.**
- **Cassidy’s application was sent to Roben Jarrett, State level Professional Improvement Chair, on Wednesday, April 13, 2022, by email.**
- **On Thursday, April 21, 2022, Judy Moore mailed 22 letters of regret to the remaining applicants.**
- **As of 3:00 pm on April 21, 2022, had not heard who was selected as the winner of the scholarship.**

*Update - WINNER! Cassidy Ball  
South Central District*







South Central District  
Spring Meeting

***RULES & BY-LAWS COMMITTEE REPORT***

April 22, 2022

As of this date, this committee has received no requests for association rules and/or by-laws changes, deletions, or additions.

Submitted by Rules & By-Laws Committee  
Members:

Christine Barrier, Chairperson  
Beth Cloninger  
Elizabeth Purser



**NCCEAPA-SCD  
Spring Meeting**

**TERSSA REPORT**

**April 22, 2022  
2:00 p.m. (EST)**

**2021-2022 Officers**

*Rebecca Castello, NC – President*

*Faye Wilson, OH – President-Elect*

*Karen Bixler, AL – Recording Secretary*

*Cheryl Duplechain, LA – Membership  
Secretary*

*Cathy James, NC – Treasurer*

*Christine Barrier, NC - Annalist*

*Sandra Walton, AL - Webmaster*

*Christina Byrd, OH – Past President/Advisor*

**Total Membership: 145**

- AL 2
- KY 1 – Diane Turner from Hopkinsville, KY, newest member
- LA 5
- ME 2
- MS 5
- NC 64
- OH 60
- SC 1
- VA 5 – 20+ registered to attend NCCEAPA/TERSSA Annual Conference in Kitty Hawk – hopeful that will bring more VA TERSSA memberships.

**Breakdown by NC Districts:**

North Central 7	South Central 13	West 6
Northeast 19	Southeast 19	