



**NCCEAPA - South Central District**  
*Fall Meeting*  
*Union County, NC*  
*August 19, 2022*

**9:30am - Registration and Hospitality**

- Call to Order**.....Julie Campbell, *President*
- Thought for the Day**.....Cathy James, *First Vice President*
- Union County Greetings**.....Andrew Baucom, *County Extension Director*
- District Greeting**.....Keith Walters, *District Extension Director*
- Professional Development**.....*Exploring Digital Creativity in the Workplace*  
Elisabeth Purser, Union County
- Business Session**.....Roll Call & Minutes - Leigh Watkins,, *Secretary*  
Treasury Report - Debbie Humphrey, *Treasurer*
- Committee Reports**.....Finance - Debbie Humphrey, *Treasurer*  
Membership - Brandi Carter, *Second Vice President*  
Awards - Cathy James, *First Vice President*  
Nominating - Susan Johnson, Cumberland County  
Rules & By Laws - Christine Barrier, Cabarrus County  
Public Relations - Rhonda Gaster, Lee County  
Reflections - Cynthia Gustashaw, Gaston County  
Professional Improvement - Judy Moore, Lincoln County  
Sunshine Committee - Leigh Watkins, *Secretary*  
Webmaster - Pam Layfield, Anson County
- Other Reports**.....TERSSA - Christine Barrier, Cabarrus County
- Old Business**
- New Business**.....Administrative Professional of the Year - Cathy James, Hoke County  
Outgoing & Incoming Officer Recognition - Julie Campbell, *President*  
Passing of Gavel - Julie Campbell, *President*  
Spring Meeting Invitation

**Lunch**

**Adjourn**

South Central District NCCEAPA  
Fall meeting  
Union County - Monroe, NC  
Aug 19, 2022

Present: Christine Barrier, Shane Alston-Daniel, Lisa Forrest, Debbie Humphrey, Sharon Williams, Pam Layfield, Julie Campbell, Cathy James, Cyndi Gustashaw, Kim Griffin, Elizabeth Purser, Beth Cloninger, Latoya Boller, Leigh Watkins

Welcome given - Andrew Baucom, Union County Extension Director

Thought of the Day - Given by Cathy James

Professional Development - Given by Elizabeth Purser - Exploring Digital Creativity in the Workplace

District Updates - given by Leigh Watkins - Reminded everyone about the upcoming Extension State Conference October 3-5 in Greensboro.

Old business change to agenda - add discussion about gift cards - state meeting raffle table

Minutes from the Spring 2022 meeting were shared. Christine Barrier Made a motion to accept the minutes as written...Cathy James seconded. The minutes were approved as written.

Financial report given by Debbie Humphrey - No action - treasurer report will be filed for review Debbie will turn it over to new treasurer, Beth Cloninger, on October 1, 2022.

Membership Committee report- Discussion about forms for honorary membership - Suggestions were made regarding updating / changing the Honorary Membership application and annual membership form. Specific changes are shown in the committee reports.

Awards - No report

Finance - Debbie Humphrey - Attached document Fallreport0822 -  
Vote to 2022- 2023 - BUDGET PASSED Unanimously

Awards - Cathy James gave report - emails have gone out for awards nominations- deadline was Aug 1.

Nominating - Susan Johnson sent in report and it was read by Julie Campbell.

Rules and By Laws- No updates

Public Relations -No Report

Reflections - Cyndy Gustashaw - Rhonda Conlon suggested we put the pictures on the website - so that the pictures are saved forever. Photo albums are at DH HILL Library on Campus. Christine Barrier is working with Suzanne Hugus on campus to keep up with the historical items. Cyndy is going to be the State Reflections Chair.

Professional Improvement- No report

Sunshine Committee - Leigh Watkins - Report given - only birthdays

Webmaster - No report

TERSSA Report- 189 members - North Carolina leading with 77 and Ohio has 60 Virginia has 8 - they are bringing 20 with them to the conference. Coming to the national and state meeting in Kitty Hawk are - NC, Maine, Virginia, Ohio, Alabama, Louisiana, and Tennessee.

OLD BUSINESS - The state meeting raffle table - a request was made for volunteers to chair this committee/volunteer schedule. Lisa and Leigh will co-chair - the decision will be made at the conference if we do one or two raffles. Money will be collected at the conference and given to treasurer Debbie Humphrey.

Administrative Professional of the year - Congratulations to Julie Campbell on winning the 2022-2023 APOY Award.

Outgoing and incoming officer recognition - Julie Campbell -  
Incoming -2022-2023 will be  
President Cathy James  
1st VP Judith Moore  
2nd VP - Brandi Carter  
Treasurer - Beth Cloninger  
Secretary - Christine Barrier  
Advisor - Julie Campbell

Spring date - Julie Campbell will host Alexander County - to be announced

Announcement - Sharon Williams of Harnett County will be retiring Dec 31, 2022

Cathy James made a motion to adjourn the meeting. Debbie Humphrey seconded.

Adjourned

# Finance Report      FR0822

## NCCEAPA-South Central District

### 2022- 2023 Budget

<b>Revenue</b>			
State/District Membership Dues @ \$40each	Projected Membership - 23	\$ 920.00	
TERSSA Membership Dues @ \$15	Projected Membership - 11	165.00	
Half & Half Raffles	Spring & Fall Meetings	75.00	
Checking account interest	(average of \$0.65 @ 12)	7.80	
Balance in Checking Account as 8/31/20 Minus prepaid 2022-23 NCCEAPA & TERSSA Dues (17,401.09 – 925.00=16,476.09)		16,476.09	
<b>Total Revenue</b>			<b>\$17,643.89</b>
<b>Expenses</b>			
Membership Dues to State @ \$20 each	23 active– 23 total	\$ 460.00	
TERSSA Membership Dues @ \$15 each	11 active – 11 total	165.00	
District Education Scholarship		200.00	
District Officer Mileage Expense		100.00	
Admin Professional of the Year Plaque		90.00	
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)		15,751.89	
<b>Total Balanced Budget</b>			<b>\$17,643.89</b>

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

**South Central District NCCEAPA  
Finance Committee Report  
Fall Meeting 2022  
August 19, 2022**

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

- Our income has been from 2022-2023 membership dues received and dividends earned.
- Expenditures since the April 2022 meeting were for the following: Stanly County Cooperative Extension for hosting in April, Administrative Professional of the Year Award, Past President's gift and monthly service charges.
- Total for all accounts as of August 15, 2022 are \$22,552.57.  
(Checking - \$17401.09; Money Market - \$4,975.68; Shares - \$175.80)

**Prepared by: Debbie Humphrey**

NCCEAPA South Central District Membership Committee Report  
August 19, 2022

Currently there are 24 active members, 15 honorary members and 13 TERSSA members.

*(Beth Cloninger may include this in her report as well)*

Held a NCCEAPA Membership Committee Meeting on May 31<sup>st</sup>

Suggestions discussed to make to the BOD regarding updating/changing the Honorary Membership application and annual membership form:

1. On the Honorary Membership Nomination Form we would like to add "if known" to Years in Extension and Years in NCCEAPA section.
2. On Annual Membership we suggested that it would be helpful to add the following information (for tracking purposes): Years in Extension, Years as an Association Member.
3. We also thought that, if possible, the Finance/Treasurer could scan and send each district copies of annual forms so that districts could keep track of their membership information.

***Went to the Board of Directors for a vote.***

**NCCEAPA South Central District**  
**Nominating Committee Report**  
**August 19, 2022 – Fall Meeting in Union County**

During the spring meeting of the South Central District NCCEAPA, officers were elected and installed by Advisor, Pam Layfield. The following individuals will begin their term of office on October 1, 2022 and continue through September 30, 2023. The position of treasurer, to be held by Beth Cloninger, will serve a two year term. Thank you for agreeing to provide leadership for the South Central District NCCEAPA. We know you will do an outstanding job!

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:

Nominating Committee

Susan Johnson, Julie Campbell, and Sharon Williams



South Central District  
Fall Meeting  
Union County

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

August 19, 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 Fall Meeting - August 19, 2022

### Awards Report

A reminder email was sent on July 20 regarding the NCCEAPA State Awards and Scholarship opportunities. The email included the forms and guidelines. The deadline was August 1 to have all nominations sent in. All members were encouraged to nominate themselves or another member.

Respectfully submitted:

*Cathy James, 1<sup>st</sup> Vice President*

Breakdown by NC Districts:

North Central 8	South Central 15	West 8
Northeast 25	Southeast 21	

- There are 7 states registered to attend the Annual Conference in Kitty Hawk, which includes 85+ TERSSA members. States include North Carolina, Maine, Virginia, Ohio, Alabama, Louisiana and Tennessee.
- Positive conversations continue with Universities of Arkansas (who was previously a member), Tennessee, Georgia (Lisa Carlino, Clinton McRae's new District Administrative Specialist) and Arizona State University (scheduled face-to-face conversation in October (Linda Good, retired from Ohio Extension)).
- Becky Castello – NC, leads us this year as Madam President. Looking forward to supporting her at the Annual Conference in September at Kitty Hawk.

Christine C. Barrier, TERSSA Annalist  
Annalist 2021-2022



**NCCEAPA-SCD  
Fall Meeting**

**TERSSA REPORT**

**August 19, 2022  
Union County**

## **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: 189**

- AL 2
- KY 1
- LA 5
- ME 2
- MS 5
- NC 77
- OH 60
- SC 1
- TN 28
- VA 8 – 20+ registered to attend NCCEAPA/TERSSA Annual

Conference in Kitty Hawk – hopeful that will bring more VA TERSSA memberships.