



NCCEAPA-South Central District

Spring Meeting

Rocky Face Mountain Recreational Park
Alexander County

April 14, 2023

Attending: Julie Campbell, Pam Layfield, Christine Barrier, Jessica Cline, Susan Johnson, Deborah Humphrey, Cathy James, Beth Cloninger, LaToya Boller, Adrienne Gilmore, Kim Gibson, Brandi Carter, Leigh Watkins

President Cathy James opened the meeting.

'Thought for the Day' was provided by Lisa Forrest and delivery by Julie Campbell.

'Greetings' from Alexander County was given by Allison Brown, County Extension Director.

District 'Greetings' and Up-Dates were provided by Leigh Watkins, DAA in the absence of DED Keith Walters.

- June 17th – 4-H District Activity Day – Rowan County
- November 30th – District Conference & Training – Moore County
- 2024 State Conference – plans to be announced
 - Tentative location - Koury Center – Greensboro
 - Tentative month - Mid-September or Mid- October
- New Hires – 19 Forms are now completed remotely – Preston McClain will make contact
 - WELCOME ...
 - Gabrielle Huffman – Scotland County
 - Adrienne Gilmore – Lincoln County
 - Taylor Adams – Harnett County

Leigh also asked for interest in becoming a mentor for new Administrative Assistants. Training is provided by Eleanor Baker, Program Associate, Extension Organizational Development.

Rocky Face Recreational Park History & Nature Walk plans were cancelled due to weather conditions. Julie encouraged members to drive to the park prior to leaving the county for a brief visual/pictorial opportunity.

Professional Development Segment – ***‘Bringing Spring Inside Today - Professional Floral Arranging and Display’*** demonstrated by Der Holcomb, Family and Consumer Science Agent, assisted by Cari Mitchell, Horticulture Agent. Members enjoyed an opportunity to select and arrange their individual flower selections in a provided glass vase.

Julie Campbell invited members to enjoy a delicious Deli lunch after a brief *‘Moment of Silence’* by those attending.

President Cathy James called the business session to order at 11:05 a.m.

- Roll Call was conducted by Christine Barrier, Secretary.
- Minutes of the Fall Meeting, held in Union County on August 19, 2022, were approved with a motion made by Leigh Watkins, seconded by Debbie Humphrey and carried.
- Treasurer Beth Cloninger presented an up-to-date report; copy filed for review.

Committee Reports:

- Finance (Beth Cloninger) – no further report
- Membership (Annie Freeman) – presented by Cathy James (report attached)
- Awards (Kim Griffin) – no report
- Nominating (Cyndy Gustashaw) – Christine Barrier presented the slate of nominated officers for 2023 – 2024:
 - President – Brandi Carter
 - 1st Vice President – Kim Griffin
 - 2nd Vice President – OPEN (no volunteers or nominations from the floor)
 - Secretary – Adrienne Gilmore
 - Treasurer – Beth Cloninger
 - Advisor – Cathy James
 - Motion was seconded by Susan Johnson and carried for approval.
- Rules & Bylaws (Kim Griffin) – Copy of proposed NCCEAPA Constitution & Bylaws changes was distributed by Cathy James (copy attached)
- Public Relations (Elizabeth Purser) – no report
- *‘Reflections’* (Natalie Cline) – no report
- Professional Improvement (Brandi Carter) – (copy attached)
- *‘Sunshine’* (Leigh Watkins) – (copy attached)

- Administrative Professional-of-the-Year (Leigh Watkins) – (copy attached)
- Webmaster (Pam Layfield) – no report

Other Reports:

- TERSSA Cathy James) – (copy attached)

New Business:

- Officer Installation was performed by Christine Barrier for the following:
 - President – Brandi Carter
 - First Vice-President – Kim Griffin (represented by Kim Gibson)
 - Second Vice- President – (open)
 - Secretary – Adrienne Gilmore
 - Treasurer – Beth Cloninger
 - Advisory – Cathy James
- Announcements:
 - Susan Johnson reminded members to vote for/against assisting the Southeast District with a request for financial assistance to help off-set expenses for the 2023 annual conference in Wilmington in September 19-22, 2023. A grand celebration is planned for the association's 50th Anniversary and the unveiling of a new state logo. Deadline for voting – Friday, April 21st
- Fundraiser for State Meeting:
 - Madam President raised the question of the SCD involvement in the fundraising efforts at the annual conference. After brief discussion, a general concise to offer a 50/50 Raffle was opted. Cathy will work on details and forward to membership.
- Invitation for the Fall district meeting was given by Pam Layfield from Anson County; August 11th; details to following.

With no further business, the meeting was adjourned at 12:34 p.m. by Madam President.

Submitted,

Christine Barrier, Secretary
NCCEAPA-SCD - 2022-2023

NC Cooperative Extension Administrative Professionals Association - South Central District
Report 2022-2023

Beginning Balance 11/1/22			\$16,863.09
REVENUE:			
11/15/2022	SECU Dividend	\$0.65	
12/13/2022	SECU Dividend	\$0.65	
1/24/2023	SECU Dividend	\$0.97	
2/20/2023	SECU Dividend	\$0.62	
2/24/2023	Leigh Watkins dues	\$55.00	
3/21/2023	SECU Dividend	\$0.67	
4/11/2023	Cabarrus County - Jessica Cline state & Terssa dues	\$35.00	
TOTAL REVENUE TO DATE:			\$93.56
EXPENDITURES:			
11/15/2022	SECU Foundation	\$1.00	
12/13/2022	SECU Foundation	\$1.00	
1/20/2023	Check 1144 - Susan Johnson reimbursement for Sharon retirement gi	\$42.00	
1/24/2023	SECU Foundation	\$1.00	
2/24/2023	SECU Foundation	\$1.00	
3/21/2023	SECU Foundation	\$1.00	
4/11/2023	NCCEAPA - Jessica Cline State & Terssa Dues	\$35.00	
			\$82.00
Checking Account Balance as of: 4/11/23			\$16,874.65
MONEY MARKET ACCOUNT			
Beginning Balance			\$4,981.00
12/13/2023	Interest Earned	\$2.12	
1/24/23	Interest Earned	\$4.02	
2/20/2023	Interest Earned	\$3.44	
3/21/2023	Interest Earned	\$3.97	
Money Market Account Balance as of: 4/11/23			\$4,994.55
SHARES ACCOUNT			
Beginning Balance			\$175.84
12/13/2022	Interest Earned	\$0.01	
1/24/2023	Interest Earned	\$0.02	
2/20/2023	Interest Earned	\$0.02	
3/21/2023	Interest Earned	\$0.01	
Shares Account Balance as of: 4/11/23			\$175.90
Total Funds as of 4/11/23			\$22,045.10
Prepared by: Beth Cloninger			
Submitted: 4/14/23			

NCCEAPA Spring Meeting

Membership Committee

Lori Davis, State Membership Committee Chair, held a Zoom meeting on March 22 with the District Chairs. Annie Freeman was unable to attend, she asked me to attend in her absence.

Lori asked each district what we do to encourage new members to join the association. I explained the first year of district dues are free, they only have to pay state dues. A few other districts do the same. The NE District made a video using Canva to send out to prospective new members in their district. It is a short video but very well done.

Lori also asked if anything is done at the State meeting to recognize new members. I explained at some meetings new members are asked to stand, that is the only recognition that I knew of.

Sheila Ange was approved for Honorary Membership, Lori will present at the Board of Directors meeting.

Respectfully submitted by,

Cathy James

Constitution & Bylaws Proposed Changes

3-31-2023

Rules & Bylaws Committee

Kathy Hepler, Chair

Brigitte Perry

Tamara Carawan

Kim Griffin

Keai Tilly

Proposed Changes to Bylaws for Board of Directors meeting 3-31-23

Article XI – Dues

Section 3 currently reads:

Membership drive shall be such as to provide dues to the District Treasurer prior to September 1 of each year. Membership shall be available for new employees whose effective date of employment occurs after September 30 upon payment of dues within 90 days of employment.

Recommendation to reword Article XI – Dues, Section 3 to read:

Membership drive shall be such as to provide dues to the District Treasurer prior to September 1 of each year. ~~Membership shall be available for new employees whose effective date of employment occurs after September 30 upon payment of dues within 90 days of employment.~~ **Membership shall be available for new employees upon payment of dues.**

Changes to Bylaws Approved at Board of Directors meeting 5-20-22

1. Removing the word “Service” from North Carolina Cooperative Extension
2. Amend wording throughout the bylaws regarding more expansive ways the boards and committees can meet to conduct business; in person, by virtual meeting, by email and by postal mail
3. Removing the words Campus and Chapter, due to the Campus Chapter disbanding
4. Website update date at the end of the bylaws that shows who and when the bylaws were last updated will be the official date they were last updated.

Article III – Organizational Structure

Section 1 currently reads:

This Association shall be organized into districts, the same as the North Carolina Cooperative Extension Service, and shall change according to any changes in the North Carolina Cooperative Extension Service Districts.

Approved to reword Article III – Organizational Structure, Section 1 to read:

This Association shall be organized into districts, the same as **the** North Carolina Cooperative Extension **Service**, and shall change according to any changes in the North Carolina Cooperative Extension **Service** Districts.

Article V – Officers and Their Duties

Section 5, number 3 currently reads:

3. a list of honorary and retired members. The secretary shall search the records for information requested by officers or members; shall mail copies of the minutes of all meetings to the Board of Directors within six weeks after the conclusion of the meeting; shall conduct the correspondence of the Association as directed by the President and/or the Board of Directors.

Approved to reword Article V – Officers and Their Duties, Section 5, No. 3 to read:

3. a list of honorary and retired members. The secretary shall search the records for information requested by officers or members; shall **email or** mail copies of the minutes of all meetings to the Board of Directors within six weeks after the conclusion of the meeting; shall conduct the correspondence of the Association as directed by the President and/or the Board of Directors.

Article VI – Elections

Section 8 currently reads:

Nominations for officers shall be made through a Nominating Committee composed of one person from each of the Extension Districts and the Campus Chapter. This committee member is to be appointed by the Executive Board of her/his district.

Approved to reword Article VI-Elections, Section 8 to read:

Nominations for officers shall be made through a Nominating Committee composed of one person

from each of the Extension Districts ~~and the Campus Chapter~~. This committee member is to be appointed by the Executive Board of her/his district.

Article VIII – Board of Directors
Section 3, No. 5 currently reads:

5. be empowered to conduct business via mail, on-line or e-meeting. Parameters of on-line or e-meeting to be determined by the President;

Approved to reword Article VIII-Board of Directors, Section 3, No. 5 to read:

5. be empowered to conduct business **via in person meeting, virtual meeting, by email or** via mail, ~~on line or e-meeting~~. Parameters of **virtual meeting or email** ~~on line or e-meeting~~ to be determined by the President;

Article X – Meetings
Section 1 currently reads:

The Association shall hold an annual meeting in or around September. Districts will host the state meeting on the following rotational basis: West, North Central, South Central, Northeast, Southeast, Campus. Following this rotation, the district that is next in line, shall contact and work with the President when scheduling the dates of the upcoming state meeting. The invitation shall be extended to the entire membership at the state meeting by the upcoming year’s host district. The host district will provide a planned educational activity to promote professional improvement during the days provided by Administration for the state meeting.

Approved to reword Article X - Meetings, Section 1 to read:

The Association shall hold an annual meeting in or around September. Districts will host the state meeting on the following rotational basis: West, North Central, South Central, Northeast, Southeast, **Campus**. Following this rotation, the district that is next in line, shall contact and work with the President when scheduling the dates of the upcoming state meeting. The invitation shall be extended to the entire membership at the state meeting by the upcoming year’s host district. The host district will provide a planned educational activity to promote professional improvement during the days provided by Administration for the state meeting.

Article X – Meetings
Section 5 currently reads:

In the event that an annual meeting of the Association cannot be held as stated in Article X, Section 1, the business of the Association shall be conducted by the Board of Directors operating on behalf of the general membership. A meeting of said Board shall take place during the same timeframe of the normally scheduled annual Association meeting in a format chosen by the Executive Board. Proposed meeting agenda shall be mailed to the general membership at least two weeks prior to the Board meeting in order to allow individual input. Members wishing to include business items on the agenda should have those submitted to the State President no later than one month prior to the scheduled meeting.

Approved to reword Article X – Meetings, Section 5 to read:

In the event that an annual meeting of the Association cannot be held as stated in Article X, Section 1, the business of the Association shall be conducted by the Board of Directors operating on behalf of the general membership. A meeting of said Board shall take place during the same timeframe of the normally scheduled annual Association meeting in a format chosen by the Executive Board. Proposed meeting agenda shall be **emailed or postal** mailed to the general membership at least two weeks prior to the Board meeting in order to allow individual input. Members wishing to include business items on the agenda should have those submitted to the State President no later than one month prior to the scheduled meeting.

Article X – Meetings

Section 6 currently reads:

In the event that any biannual meeting cannot be held on the district or chapter level, the business of the District or Chapter shall be conducted by the District or Chapter Board of Directors, which shall consist of the District or Chapter Officers and District or Chapter-Committee Chairs. Meeting of said Board shall take place in a format chosen by the District or Chapter President. Proposed meeting agenda shall be mailed to the general district or chapter membership at least one month prior to the Board meeting in order to allow individual input. Members wishing to include business items on the agenda should have those submitted to the District or Chapter President no later than two weeks prior to the scheduled meeting.

Approved to reword Article X – Meetings, Section 6 to read:

In the event that any biannual meeting cannot be held on the district **or chapter** level, the business of the District **or Chapter** shall be conducted by the District **or Chapter** Board of Directors, which shall consist of the District **or Chapter** Officers and District **or Chapter** Committee Chairs. Meeting of said Board shall take place in a format chosen by the District **or Chapter** President. Proposed meeting agenda shall be **emailed or postal** mailed to the general district **or chapter** membership at least one month prior to the Board meeting in order to allow individual input. Members wishing to include business items on the agenda should have those submitted to the District **or Chapter** President no later than two weeks prior to the scheduled meeting.

Article XII – Committees
Section 4 currently reads:

Any committee shall have the privilege of functioning by mail.

Approved to reword Article XII – Committees, Section 4 to read:

Any committee shall have the privilege of functioning ~~by mail~~ **in person, by virtual meeting, by email and by postal mail.**

Article XIV – District Procedures
Section 3: Name, currently reads:

Shall be known as the North Carolina Cooperative Extension Administrative Professionals Association followed by District name (ex. NCCEAPA-Western District or NCCEAPA-WD) or Campus Chapter (NCCEAPA-Campus Chapter).

Approved to reword Article XIV – District Procedures, Section 3 Name to read:

Shall be known as the North Carolina Cooperative Extension Administrative Professionals Association followed by District name (ex. NCCEAPA-Western District or NCCEAPA-WD) ~~or Campus Chapter (NCCEAPA-Campus Chapter).~~

On the NCCEAPA website on the Constitution and Bylaws page, <https://ncceapa.ces.ncsu.edu/handbook-and-guidelines/constitution-and-bylaws/>, there is a date that must be manually edited to reflect the last time there was an update. This date is not currently accurate and is an item that can be missed when updates are made.

Approved that date on website is last updated date: That the automated Page Last Updated wording that automatically posts below the writer information at the end of the article reflect the true last updated date.

Friday, April 14, 2023
NCCEAPA- South Central District Spring Meeting
Professional Improvement Committee Report

Herter O'Neal Scholarship:

- 6 Applications were received: 2 Anson, 1 Cumberland, 1 Moore, 1 Stanly
- On Friday, March 31, 2023, the Professional Improvement Committee comprised of Brandi Carter, Cathy James, and Chakita Boller selected Kalil Dennison from Cumberland County as the South-Central District winner.
- Kalil Dennison application was sent to Julie Campbell Friday, March 31.
- As of April 13, we have not heard who was selected as the winner of the scholarship.

South Central District NCCEAPA "APOY" committee report - April 14, 2023

An email was sent out to all members of the South Central District NCCEAPA and all County Directors in the SCD soliciting nominations for the 2023 Administrative Professional of the year. The email went out on April 3, 2023. The email included a nomination form, guidelines and a list of recent winners are attached. Nominations are due by Jul 24, 2023 .

Read Guidelines

Sunshine Committee Report

Birthdays and new hire announcements were sent to the members upon occurrences of each occasion.

Report Submitted by Leigh Watkins - April 14, 2023.

NCCEAPA Spring Meeting

TERSSA

The officers met via Zoom February 22, 2023. Ohio is excited to be hosting the upcoming National Meeting in Columbus, October 18-20. Early registration is \$175, regular registration \$185, and late registration is \$195. They have a block of rooms at the Fairfield Inn & Suites, which is 2 blocks away from the location of the meeting on campus. The rooms are \$189 per night.

As of today, we have 191 TERSSA members from 9 states:

AL	2
LA	4
ME	3
MS	3
NC	85
OH	66
SC	1
TN	20
VA	7

The breakdown for NC is:

North Central	14
Northeast	28
South Central	15
Southeast	21
West	7

Respectfully submitted by:

Cathy James, TERSSA Treasurer