

**North Carolina Cooperative Extension Administrative Professionals
Association – North Central District (NCCEAPA-NCD) Minutes
May 5, 2023
NC Cooperative Extension, Chatham County Center**

The Spring meeting of the NCCEAPA-NCD was held on May 5, 2023 at the NC Cooperative Extension, Chatham County Center. Before the meeting members had presentations by Chatham County Ag Agent Matt Jones on Soil Samples 101 and Alexa DeFalco, NCSU Learning and Organizational Development, on Communicating Across Styles. Members also enjoyed lunch together at S&T's Soda Shoppe.

At 2:02pm, President Samantha Lusk called the Business Meeting of the Association to order.

Secretary Rachel Herring then conducted the roll call with 17 members present. Pam Jordan, Parliamentarian, verified that there was a quorum present.

President Samantha Lusk requested a motion to accept the meeting agenda. Pam Jordan (Durham) made the motion and Lori Davis (District) seconded. The agenda was voted on and approved.

2nd Vice President, Gwen Rubio recognized new members in attendance. These included Shelley Mack (Orange) and Sandy Parker (Person).

1st Vice President, Chastity Elliot gave the thought for the day.

Secretary Rachel Herring requested a motion for approval of the minutes from the previous meeting. Shelley Mack (Orange) noted in previous minutes 2nd Vice President was listed as Gwen Medford when should be listed as Gwen Rubio. Gwen Rubio (Granville) motioned to approve the minutes as amended. Michelle Hamm (Alleghany) seconded. Minutes approved as amended.

Treasurer Michele Hamm gave the Treasurer's Report. Michelle reported \$700 in profit from the raffle at the NCCEAPA state meeting in September 2022.

Lori Davis (District), Membership Committee Chair, reported that the membership committee had nothing to share.

Nominating Committee Chair, position vacant. Lisa Johnson (Surry) volunteered to be the new Nominating Committee Chair. President Samantha Lusk reminded members that the North Central District needs to have a member for the 2nd Vice President role at the State level. The requirements for the role can be found on the website.

Pam Jordan (Durham), Professional Improvement Committee Chair, gave her report. Pam reported receiving 23 applications for Herter O'Neil scholarship. The District winner will

then be sent to the state level for final selection.

Annette Roberson (Warren), Public Relations Committee Chair, requested that articles involving members be sent to her.

Angie Talbott (Caswell), Reflections Committee Chair, gave her report. Angie asks that you continue to share photos of happenings with her.

Kathy Hepler (Forsyth), Rules & Bylaws Committee Chair, was absent but had committee member Sarah Burns (Randolph) share a report. Sarah reported that there are 2 changes to the bylaws. First the removal of "Service" from the Cooperative Extension Service name in the bylaws. Second the amended wording in regards to meetings to include the addition of conducting meetings virtually. There is a proposed change to the bylaws to extend the membership deadline from 90 days of employment to within 12 months of employment.

Samantha Lusk, President, reminded members of the upcoming NCCEAPA State conference. The meeting will be held September 19-22 in Wilmington.

Chastity Elliot, 1st Vice President, reminded members of the upcoming TERRSA conference held in Ohio on October 17-20.

Lori Davis (District) discussed having an Admin of the Year Award for the district. Lori will seek information from other districts on how they are currently doing the award.

President Samantha Lusk discussed the need to start setting up committees for the planning process of the 2025 NCCEAPA State Conference which will be held in the North Central District.

Annette Talbott (Caswell) shared the North Central District t-shirt design for the NCCEAPA State Conference. Annette will be collecting the information from those who would like to order shirts.

Basket raffle ideas for the NCCEAPA State Conference were discussed with members deciding to pursue a Christmas at Biltmore theme. Pam Jordan (Durham) motioned to approve the Biltmore basket raffle and Brandi King (Chatham) seconded the motion. Biltmore Basket for raffle was approved.

President Samantha Lusk recognized Lori Davis for her service as President during 2022.

Samantha Lusk, President, called for a motion to adjourn. Casie Medley (Caswell) motioned to adjourn and Lisa Johnson (Surry) seconded.

The meeting concluded at 2:42pm.

Pam Jordan (Durham) collected the food donations from members to be delivered to Feed the Pack Pantry.

Respectfully submitted,

Rachel Herring, Secretary