NCCEAPA Executive Board Meeting Minutes  
September 23, 2015 – 4:00 pm  
Doubletree by Hilton, New Bern, NC

2014-15 Officers  
Sandy Kanupp – President  
Becky Castello – 2nd Vice President  
Sherry Lynn – Treasurer  
Janice Dotson – Parliamentarian & Federation Officer  

Susan Johnson – 1st Vice President  
Dana Braswell – Secretary  
Jane McDaniel – Advisor

• President Sandy Kanupp called the meeting to order at 4:26 pm.

• Welcome – Sandy Kanupp welcomed new officers: Dana Braswell replaced Becky Lewis, Secretary due to RIF; and Janice Dotson replaced Cheryl Mitchell, Federation Officer due to RIF.

• Roll Call was given by Dana Braswell. In attendance: Sandy Kanupp; Susan Johnson; Becky Castello; Dana Braswell; Sherry Lynn; Jane McDaniel; and Janice Dotson.

• Janice Dotson, Parliamentarian verified there was a quorum present.

• Members reviewed agenda. No additions were made. Motion made to accept agenda as presented by Susan Johnson. Seconded by Sherry Lynn. Motion passed unanimously.

• Thought for the day was shared by Susan Johnson. Watch your thoughts; they become words. Watch your words; they become actions. Watch your actions; they become habits; Watch you habits; they become character. Watch your character; it becomes your destiny. – Frank Outlaw

• Becky Castello made motion to approve the March 19, 2015 minutes as posted on the web at https://sites.google.com/a/ncsu.edu/ncceapa/home. Seconded by Susan Johnson. Motion passed unanimously.

• Sherry Lynn gave the financial report. (see attached copy)

Old Business

• 2015 Federation Forum Delegates – Sandy Kanupp shared the list below of eligible delegates to attend the 2015 Federation Forum. The list will consist of the Executive Board; the President of each District; and the 1st Vice President from Campus and the
Southeast District. Each District will have two representatives. If delegate can not attend, another representative from the District will be invited. Ten (10) representatives are allowed, plus the State President and Federation Officer for a total of twelve (12). The list will consist of: Sandy Kanupp; Susan Johnson; Becky Castello; Dana Braswell; Sherry Lynn; Jane McDaniel; Janice Dotson; Andrea Brooks; Suzanne Hugus; Latoya Lucy; Lisa Wimpfheimer; and Carmen Boswell. The meeting will be held in conjunction with the State Annual Conference in December. No specific date yet.

- Officer Nomination Form: The Executive Board decided to withdraw the following recommendation: “That prior to submission of nominees to the state committee, that a form be submitted with the nominee’s CED signing off for permission for that person to participate if chosen as officer.”

**New Business**

- Sherry Lynn shared the proposed budget. (see attached)

- Awards Presentation Process – after discussion, a motion was made by Sherry Lynn to only recognize the award recipient on all awards. Seconded by Becky Castello. Motion passed unanimously. To be presented to Board of Directors on September 24, 2015.

- **2015 Distinguished Service Award** – Susan Johnson shared with the Executive Board that an award recipient was chosen.

- **Sue Mills Lighthouse Award** – Sandy Kanupp shared with the Executive Board that an award recipient was chosen.

- **2015 Herter-C’Neal Scholarship** – Becky Castello shared that 73 applications were received and there were 5 finalists. This year’s recipient is from the Northeast District, Casey Sokolevic.

- **2015 Executive Board Award** – Susan Johnson shared with the Executive Board that an award recipient was chosen.

- **Honorary Membership** – Jane McDaniel shared with the Executive Board that two (2) nominations had been received for honorary membership. Both applications are from the South Central District and are Janet Mabry from Stanly County with 30(+) years service; and Susan Graham, South Central District Administrative Assistant with 17 years’ service.

- **Years of Service Project** – Jane McDaniel shared that at the Banquet meeting on Thursday evening, that every place setting should have a Years of Service Recognition
program that will recognize 5 years of service and up. Names will be read for 20 years of service and up at the banquet on Thursday evening.

Announcements

September 24, 2015 – NCCEAPA Board of Directors Meeting, New Bern, NC
September 25, 2015 – NCCEAPA State Business Meeting, New Bern, NC
Date & Location TBD – Federation Forum

Adjourn

Susan Johnson made a motion at 5:28 pm to adjourn the meeting. Seconded by Becky Castello. Motion passed unanimously.

Respectfully Submitted

Dana Braswell
NCCEAPA Secretary 2014-15
Union County
NC Cooperative Extension Administrative Professional Association
Financial Report
September 1, 2015

CHECKING ACCOUNT

Beginning Balance from 2/26/15 $6835.02

Revenue:
- Membership Dues (2014-2015) $80.00
- TERSSA $30.00
- NCACAA-sponsorship (5/15) $1000.00
- NCSU (BOD refreshments) $111.49
- NCSU-sponsorship (3/15) $250.00

Total Revenue to Date $1480.41

Total Revenue $1480.41

Expenditures:
- Check #926 – Susan Johnson BOD Mtg $276.00
- Check #927 - Janice Dotson BOD Mtg $245.65
- Check #928 – Rebecca Castello BOD Mtg $121.63
- Check #929 – Jane McDaniel - BOD Mtg & refreshments $317.06
- Check #930 - Sandy Kanupp BOD Mtg $243.36
- Check #931-960 see 9/13 records used out of sequence @ that time
- Check #961 - TERSSA $30.00
- Check #962 - NCSU - HON $750.00
- Check # 963 - Southeast District NCCEAPA (host district) $1000.00
- Fees $7.00

Total Expenditures to Date $2990.70

Account Balance $5324.73

MONEY MARKET ACCOUNT

Beginning Balance $15,190.60
- Interest Earned (from 2/2015-8/2015) $88.06
- Total Revenue to Date $88.06
- Account Balance $15,278.56

SHARES ACCOUNT

Beginning Balance $61.03
- Interest Earned (from 2/2015-8/2015) $.26
- Total Revenue to Date $.26
- Account Balance $61.29

Total All Accounts $20664.58
**NCCEAPA**

**Fiscal Year 2015 - 2016**

**PROPOSED BUDGET**

9/1/2015

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<th>Membership Dues</th>
<th>Debit</th>
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<td>Amount of Dues</td>
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**Other Anticipated Contributions**

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<td>NCCES Foundation</td>
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<td>Ag Agents</td>
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<td>NC Farm Bureau</td>
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<td>Winter BOD Meeting</td>
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**Funds from Money Markey account to balance**

$4,786

**TOTAL REVENUE**

$8,671

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**TOTAL EXPENDITURES**

$8,671

**2014-2015 Finance Committee**

- Sherry Lynn, Chair - NE
- Tracy E. Brown - CP
- Latoya Lucy (interim) - SE
- Sherry Lynn - NE
- Sally Southard-N
- Cathy James-SC
- Barbara Walker-W