2015 - 2016 Officers
Susan Johnson – President
LaToya Lucy – 2nd Vice President
Carmen Boswell – Treasurer
Christine Barrier – Parliamentarian

Becky Castello – 1st Vice President
Dana Braswell – Secretary
Sandy Kanupp – Advisor
Teresa Story - Federation Officer

• President Susan Johnson called the meeting to order at 10:02 a.m.

• Roll Call was given by Dana Braswell.

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<th>ROLL CALL</th>
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<td>Northeast</td>
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<td>Southeast</td>
<td>9</td>
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<tr>
<td>South Central</td>
<td>13</td>
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• Christine Barrier, Parliamentarian verified there was a quorum present.

• Members reviewed agenda. Motion made to accept agenda as presented by Jane McDaniel. Seconded by Teresa Story. Motion passed unanimously.

• Thought for the day was shared by Becky Castello. “Take an Active Part – Be an active Member.”

• BJ Okleshen made motion to approve the September 25, 2015 minutes as posted on the web at [https://sites.google.com/a/ncsu.edu/ncceapa/home](https://sites.google.com/a/ncsu.edu/ncceapa/home). Seconded by Janice Dotson. Motion passed unanimously.

• Carmen Boswell gave an update on the Treasury Account Balances which are as of September 14, 2016: Checking Balance $3,166.98; Money Market Balance $15,440.72; and Shares $61.78 for a total of $18,669.48. No motion needed. (see attached copy)

District and Standing Committee Reports

**Campus – Andrea Brooks**
Campus has been hard at work on our 2016 state meeting. Since the last Board of Directors meeting, the ladies and I have met twice. In between the two meetings, conference calls were held on May 18 and July 8 to discuss state meeting details. An additional call was held in August. Our Spring meeting was held April 8, 2016 at the Orange County Extension Center. We discussed details and made decisions for the state
meeting. Our professional development began after our state meeting planning. The topics covered were personal leadership, communicating with impact, emotional intelligence, and effective time management. On April 20, members from NC A&T State University participated in a community service project at the Greensboro Urban Ministry. Members were split into two groups to complete assignments for the day. One group served meals and beverages while the other group folded napkins and prepped silverware. Overall, the project was successful. Members expressed how much they enjoyed working helping others. The director thanked us for our service. Our Fall meeting was held August 5, 2016 at NC A&T SU. This sole purpose of this meeting was to finalize details for the state meeting (*status updates, budget updates, etc.*) and to install new officers for 2016-2017. The 2016-2017 officers are: Andrea Brooks – Advisor, Geri Bushel – President, Alice Pennix – 1st VP, Evelyn Stahling – 2nd VP, Crystal Headen – Treasurer, and Margaret Browne – Secretary. Andrea Brooks received the Administrative Professional of the Year award. Donna Holland received the Professional Improvement Scholarship. Our annual picnic was held after the meeting. One prospective member and former member were in attendance. We hope that you enjoy and benefit from this year’s meeting.

**Northeast – Becky Castello**
The Northeast District currently has 29 active members and 18 honorary members 12 TERSSA members.

The 2015/2016 Officers currently are:

- President – Becky Castello – Hertford County
- Vice President – BJ Okleshen – Gates County
- 2nd Vice President – Christi Bell – Washington County
- Secretary – Connie Burleson – Hyde County
- Treasurer – Sherry Lynn – Currituck County
- Advisor – Teresa Story – Perquimans County

On October 24, 2015 the NCCEAPA-NED meeting was hosted by Nash County and was held at the Nash County Center in Nashville, NC. There were 17 members present at the meeting and they were all welcomed by Charlie Tyson, Nash Co. CED. We added one new member from Nash County, Ms. Megan Turner. Each member brought non-perishable food items that were donated to the local food bank. Members brought items to participate in a silent auction where proceeds go to offset the cost of hosting the State meeting the next time the Northeast has to host. After the meeting the members participated in a horticulture staff development Commercial and Consumer Horticulture.

Our next Association meeting will be held in Northampton County hosted by Robbie Bridgers on May 20, 2016.

On May 20, 2016 the NCCEAPA-NED meeting was hosted by Northampton County and was held at the Northampton County Center in Jackson, NC. There were 25 members present at the meeting and they were all welcomed by Craig Ellison, Northampton Co. CED. We added three new members: Franklin County, Ms. Ginny Moore and Pitt County, Ms. Bridgette Perry, Chowan Co., Ms. Denise Bunch. The members decided to auction off two items (fire pit and luggage), with advance ticket sales prior to State meeting. Members brought non-perishable food items that were donated to the local food bank for the service project. County members (A-G) brought items for silent auction fundraiser. After the meeting the members participated in a tour of the Northampton County Museum.

Our next Association meeting will be held in Pasquotank County hosted by Christy Boyce on October 7, 2016.
Respectfully submitted by,

Rebecca Castello,
NCCEAPA-NED President

**North Central — Mignon Sheppard**

**North Central District Report**
**September 14, 2016**

The North Carolina Cooperative Extension Administrative Professionals Association is an association whose purpose is to establish and maintain a structure through which members may be united in a professional development and improvement effort the benefit of themselves and the North Carolina Cooperative Extension system.

North Central District Officers as follows:

Mignon Sheppard - President
Laura Apple - 1st VP
Kathy Hepler - 2nd VP

Gwen Hernandez - Secretary
Sally Southard - Treasurer
Carmen Boswell - Advisor

1. At our Fall 2015 meeting, we discussed losing members and ways we can attempt to reclaim and entice new administrative assistants in our district to join the Association. We decided that creating a “New Membership” brochure would be a good idea—detailing the history of NCCEAPA, benefits of joining, how to join (1st year free), what we do (community service and professional development), and feature a couple of member testimonials. Laura Apple has agreed to be in charge of the brochure. Anyone with any historical data that could be useful should forward it to Laura Apple in Rockingham County. The finished product will be posted to our district website by Gwen Hernandez so new employees and other stakeholders can easily access it.

2. In January 2016, all administrative assistants were asked to send in their email and phone number, so that we could update the Majordomo list serv to include EVERY admin from each county in North Central District. This way everyone can see what fun activities we are doing, and hopefully want to get involved.

3. We also discussed fundraising ideas and the importance of raising money to fulfill our upcoming hosting commitment of 2018 State Meeting. All Administrative Professionals were encouraged to participate in fundraising efforts. 1) Miss North Central — a competition to see who can raise the most funds. The winner received a sash, crown, and bragging rights of the title. Funds were due to Sally Southard, Treasurer by March 18th. Only four people participated but raised a total of $1,658.90. Sally Southard, Stokes County is the 1st Miss North Central winner. 2) North Central eCookbook was another option — members were asked to send in recipes to Mignon Sheppard. The cookbook idea was later decided against due to lack of participation in other fundraiser. Members were asked to submit fundraising ideas to Mignon, and then Mignon created a Survey Monkey to poll the membership.
4. Three video messages from Mignon Sheppard have been sent to members updating them on the fundraisers and membership. These videos are uploaded to our Facebook page and our North Central District as we using technology to become more high tech, high touch.

5. In February, Kathy Hepler sent out the Herter O'Neal Scholarship information to all of the Admins to forward to local high schools in their county. Per Kathy, we received nineteen (19) applications for the Herter-O’Neal Scholarship, including applications from Ashe, Forsyth, Guilford, Randolph and Stokes counties. Our North Central District winner was Kayla Danielle Greeson from Stokes County, however, she was not chosen as the state winner. Kathy has encouraged Members have all been encouraged to nominate someone for our association awards and scholarships. A separate email was also sent out to our county directors giving them award and scholarship information and encouraging them to nominate a deserving member of their staff, so we hope to see some winners from our district at the State Conference. The winner will be announced during 2016 State Meeting.

Our North Central District spring meeting was held in the new Wilkes County Extension office on May 20th. Our professional development training was delivered by Dr. Rhonda Sutton on “Creating a Positive and Productive Work Environment.” One attendee said, “She’s a very engaging speaker and It was a pleasure to have her at the meeting for our professional development.”

6. Fall meeting preparations are upon us. We are looking at hosting the meeting in Stokes County, tentatively.

End of Report
Submitted by Mignon Sheppard, North Central President

Southeast – Shelia Griffis

Southeast District Report
2016 NCCEAPA Annual Meeting
September 15, 2016
Greensboro, NC

The Southeast District has 25 active members and 13 honorary members.

The 2015/2016 Officers are:
President Sheila G Griffis - Carteret
1st VP - Jessica Griffin - Lenoir
2nd VP - Regina Gardner - Jones
Secretary-Debra West - Wayne
Treasurer-Jessie Davis - Robeson
Advisor-LaToya Lucy - Bladen

SE District Spring Meeting was held May 20th in Pamlico County at Brantly’s Village Restaurant in Oriental. Daniel Simpson, Pamlico CED welcomed the secretaries. Jessie Davis, Treasurer gave the “Thought for the Day” which had two meanings—Forget Everything and run or face everything and rise! Our program was discussion of the "Community Standards" and Scholarships. LaToya encouraged all secretaries to consider joining TERESSA and explained what it is and that the next meeting is in Ohio. Everyone felt the State Meeting was a huge success and were very relieved it’s over! We decided to continue the food bank contributions in that at each meeting we will bring non-perishable goods and donate them to the hosting county’s food bank.

Our Fall meeting was held in Pender County at the Surf City Visitors Center on August 19th. Mark Seltz, Pender’s CED welcomed the secretaries. Our program was on Dunes Stabilization and the importance of that program. We also visited a turtle hospital. We had a review of the “Compare Classes” and encouraged those that had not checked it out to do so. Installation of new officers was done and meeting adjourned.

The 2016/2017 Officers are:
President - Jessica Griffin - Lenoir
1st VP - Regina Gardner - Jones
2nd VP - Michelle Casey - Brunswick
Secretary - Wanda Hargrove - Duplin
Treasurer - Jessie Davis - Robeson
Advisor - Sheila G Griffis

Respectfully submitted,
Sheila G Griffis
Southeast District President

[Signature]
South Central – Cyndy Gustashaw

The South Central District for 2015-16 had 25 paid members. Chris Austin from Union County retired at the end of June; 13 honorary members; and 14 are TERSSA members.

Our Spring meeting was held on April 22nd in Hoke County and our Fall meeting was held on August 19th in Iredell County. Lee County will be hosting our meeting in the Spring of 2017.

The 2015-16 installed officers are as follows:
- Carol Capel-Baldwin - President – Scotland County;
- Beth Rogers - 1st Vice President – Catawba County;
- Dana Braswell - 2nd Vice President – Union County;
- Leeann Crump, Secretary – Richmond County;
- Cathy James, Treasurer – Hoke County;
- Cynthia Gustashaw, Advisor – Gaston County

Nomination for Honorary Membership was submitted for Chris Austin, Support Specialist (retired) from Union County for recommendation at the Association Annual Meeting. Also, Lisa Forrest was the South Central District Secretary of the Year.

West – Carol Horne

Spring Meeting – was held in Mills River on April 29, 2016. Business was carried with Standing Committee Reports along with Old and New Business.

Main topic for the day was our year to host the NCCEAPA State Meeting in 2017. Brain storming session for our theme and hosting area. Vote passed to have meeting on September 21-22 in Asheville.

Committees were formed along with responsibilities.

Fall Meeting – was held in Mills River on August 26, 2016. Reports were given by each chair, along with our installation of officers. Vonda Vaughn was presented as Secretary of the Year.

Again, our meeting was filled with lots of energy, planning out 2017 meeting. We are all working together to keep the cost down and looking outside the box. Sarah and Brandy will present the invitation to the 2017 meeting during our Friday business session.

Hope to see everyone in Asheville next year!

**NC Cooperative Extension Administrative Professionals Association**  
**Financial Report**  
**September 14, 2016**

### CHECKING ACCOUNT

**Beginning Balance from 2/23/2016** $4,629.18

**Revenue:**
- Membership Dues (2015- Campus Dues) $60.00
- Membership Dues (2015-West District/Mickewicz) $20.00
- Donation - Farm Bureau Federation $250.00
- Donation - Corn Growers Assn. $300.00
- Donation - NCCEAFCS $200.00
- Return of funds - Campus Chapter (Should've been NCAACA Donation) $1,000.00
- Donation - Carolina Farm Credit $500.00
- Interest Earned (from 2/23/2016-9/12/2015) $5.62

**Total Revenue to Date** $2,335.62

**Total Revenue** $6,964.80

**Expenditures:**
- Check #984 – TERSSA Dues – Southeast Dist. Dues $70.00
- Check #985 – Susan Johnson Reimb. - NCCEAPA Winter BOD Mtg. $18.70
- Check #986 – Sandra Kunup (1/2 Room Reimb & Winter BOD Mtg.) $364.65
- Check #987 – Susan Johnson (Refreshments Reimb. - NCCE Winter BOD Mtg.) $112.17
- Check #988 - Christine Barrier - NCCE Executive Bd. Mtg. $29.60
- Check #989 - Carmen Boswell - BOD Mtg. $29.60
- Check #990 - Carmen Boswell - Executive Bd. & BOD Mtg. $116.10
- Check #991 - Martin Community College – Hertar O’Neal Scholarship $750.00
- Check #992 - NCCEAPA - Host 2015 NCCEAPA State Meeting $1,000.00
- Check #993 - West Virginia University- $ for Disaster-WV Floods $250.00
- Check #994- NE District DSA Winner $50.00
- Check #995- SE District DSA Winner $50.00
- Check #996- Campus Chapter DSA Winner $50.00
- Check #997- State DSA Winner $200.00
- Check #998- Professional Improvement Winner $500.00
- Check #999- Executive Board Award Winner $200.00
- Fees $7.00

**Total Expenditures to Date** $3,797.82  

**Account Balance** $3,166.98

### MONEY MARKET ACCOUNT

**Beginning Balance** $15,351.11

**Interest Earned (from 2/2016- 9/2016)** $89.61

**Total Revenue to Date** $15,440.72

**Account Balance** $15,440.72

### SHARES ACCOUNT

**Beginning Balance** $61.51

**Interest Earned (from 2/2016-9/2016)** $.27

**Total Revenue to Date** $.27

**Account Balance** $61.78

**Total of All Accounts** $18,669.48
Carmen Boswell shared with membership that there was discussion on the State Association to increase their donation of $1,000.00 to the District Host County to $1,500.00. After much discussion at the Board of Director’s meeting, the recommendation was that it was too late for this year’s business and this would be looked at and discussed during the upcoming year under the new President, Rebecca Castello. Due to this, the proposed budget was tabled and will be sent out for vote to general membership at a later time.
Membership Committee Report – Debbie Goforth reported the following:

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<th>Honorary Members</th>
<th>TERSSA Members</th>
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<td>TOTAL</td>
<td>137</td>
<td>88</td>
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2015-2016 Membership Report

Total Paid Members – 137
Total Honorary Members – 88
West – 19 Paid, 16 Honorary
North Central – 26 Paid, 10 Honorary
Campus – 11 Paid, 18 Honorary
South Central – 25 Paid, 13 Honorary
Northeast – 29 Paid, 18 Honorary
Southeast – 27 Paid, 13 Honorary
2015-2016 Membership Committee
Chair – Debbie Goforth, West
Sharon Williams, South Central
Reita Hoffman, Southeast
Margaret Browne, Campus
Risha Foreman-Griffin, Northeast
Pana Jones, North Central

Honorary Membership Applications are due August 1 to Debbie Goforth (State Chair)

Reflections – No written report submitted.

Rules and By-Laws – Debbie Humphrey, Chair - No Report at this time.

Professional Improvement – Teresa Story shared that The Professional Improvement Committee forwarded information regarding the Awards that Administrative Professionals can be nominated for. We were also responsible for picking the Distinguished Service Award winner. There were several nominations and of course, they were all very good. It was a hard choice to pick out the winner. Also, we had the task of picking the Professional Development Scholarship winner.
Teresa Story, State Chair; Sarah Gottfried; Kathryn Hepler; Donna Holland; Emily Walter

Public Relations – Nan Rackley – Sent request for report.
**Nominating** – Suzanne Hugus reported that the nominating committee would like to present the following slate of officers for election.

Rebecca Castello – President; LaToya Lucy – 1st Vice President; Suzanne Hugus – 2nd Vice President; Carmen Boswell – Treasurer; Dana Braswell – Secretary; Susan Johnson – Advisory; Jane McDaniel – Federation Representative

**Other Reports or Updates**

- **Sue Mills Lighthouse Award** – Susan Johnson shared with the general membership that Donna Holland, with the South Central District was the award recipient.
- **2016 Distinguished Service Award** – Becky Castello shared with the general membership that this year’s award recipient was Sandy Kanupp.
- **2016 Executive Board Award** – Becky Castello shared with the general membership that Teresa Story was this year’s recipient.
- **2016 Herter-O’Neal Scholarship** – LaToya Lucy shared Kristi Nicole Godley from Martin County was this year’s winner.
- **Honorary Membership** – Debbie Goforth shared that Christine Austin had been nominated for Honorary Membership by Dana Braswell.
- **NCCEAPA Professional Scholarship** – Teresa Story shared that this year’s winner was Sally Southard from Surry County.
- **Federation** – Janice Dotson shared the following report.

**Federation Report for NCCEAPA Business Meeting – September 16, 2016**

Sandy Kanupp shared and encouraged participation and that the next Federation meeting is tentatively scheduled for November 17, 2016 and will be held again in conjunction with the Annual Conference. The format this year will be World Café format. Sandy also encouraged nominations from our group for awards from the Federation. Eligible delegates to attend the 2016 Federation Forum 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 NCCEAPA bylaws outline the delegation to be invited: The Executive Board Officers; President and Vice-President of all districts and the campus chapter.

- **Horn of Plenty** – Susan Johnson shared that she reached out again and that no help was needed.
- **Staff Senate** – Teresa Story, shared that she wanted to encourage anyone who has the opportunity to accept a position on the Staff Senate. It is a great networking opportunity and we need to keep Cooperative Extension alive at NCSU. We have two new senators from our association representing us, Carol Haywood from Pitt County (NE District) and Jessica Griffin, Lenoir County (SE District). Carol said the new chair person wants her and Jessica to put together a presentation showing what Extension does. Again, if you get the opportunity to participate in Staff Senate please do so.
• **TERSSA UPDATE** – Christine Barrier shared the following report:

President Linda Good is extremely pleased to invite you to attend the 2016 Annual TERSSA Conference, October 17-19 in Columbus, Ohio. This is a stand-alone conference fully supported by Ohio State University Cooperative Extension. Registration is open until Friday, September 16th. Registration, not to include presenters, speakers, and special guests, now sits at 74 members as of September 12th.

NC members with committee responsibilities are:

- LaToya Lucy, Scholarship Committee Chair
- Anita Wright, Nomination Committee Chair
- Rebecca Castello, Finance Committee Member
- Christine Barrier, Vice President

Bylaws & Standard Operating Procedures Committee has combined bylaws and standard operation procedures, and has proposed a final draft which has been submitted to membership for consideration via on-line voting on beginning August 24th thru September 30th. The results of that voting will be reported at the October 18th Annual Conference Business Meeting.

• **Years of Service Recognition Project** – Jane McDaniel shared the following:

30 + Years of Service
- Janice Dotson—37 years
- Denise Prevette—37 years
- Sandy Kanupp—36 years
- Gloria Morning—31 years

25 Years of Service
- Risha Griffin

20 Years of Service
- Connie Bailey
- Jane Duncan

15 Years of Service
- Sheila Griffis
- Cathy James
- Nannette Rackley

10 Years of Service
- Geri Bushel
- Maire Bruff
- Kim Gibson
- Tonia Hargrove
- Gwen Hernandez
- Jane McDaniel
- Melva Menius

5 Years of Service
- Margaret Browne
- Sarah Gottfried
- Sherry Ramsey
- Mignon Sheppard

**OLD BUSINESS**

• **West Virginia Flood Relief Donation** – Susan Johnson shared that we sent $250.00 donation.
NEW BUSINESS

• 2016-2017 Proposed Budget – Carmen Boswell shared that the proposed budget would be tabled at this time. She will do an updated budget. Once proposed budget has been updated, Becky Castello, State President will send out to Executive Board and Board of Directors for their approval and then to general membership for an on-line vote.

• 2016 Honorary Membership - Debbie Goforth shared that Christine Austin had been nominated for Honorary Membership by Dana Braswell. Debbie read nomination and this request was approved by vote – vote was unanimously.

• Proposed Slate of 2016-2017 Officers – Suzanne Hugus once again presented the following slate of officers. The proposed slate of officers passed unanimously.
  Rebecca Castello – President; LaToya Lucy – 1st Vice President; Suzanne Hugus – 2nd Vice President; Carmen Boswell – Treasurer; Dana Braswell – Secretary; Susan Johnson – Advisory; Jane McDaniel – Federation Representative and Web-Master.

• Benevolence – Susan Johnson shared that she had been asked about the benevolence policy and had researched and found the policy in the District Procedures – see below. Susan also shared that after discussion the Executive Board would like to add the word “active” member to the description. The Board of Directors agreed and this will be presented at the Business Meeting. Vote passed unanimously by general membership to change wording to “active”.

District Procedures - NCCEAPA

- Name
  • 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).

- Committees
  • Districts will have all standing committees on the state level: Membership, Public Relations, Nominating, Rules and Bylaws, Finance, Reflections, and Professional Improvement.
  • These committees shall have the same function as the state level, plus whatever other responsibilities the district designates. Districts may appoint special committees at their own discretion.

- Officers
  • The District Officers shall be the same as the State Officers: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, and Parliamentarian.
  • The District secretaries are responsible for sending copies of district meeting minutes to the State President.

- Board of Directors

https://sites.google.com/a/nesa.edu/ncceapa/guidelines/district-procedures 9/13/2016
• **2016 Federation Delegates** – Sandy Kanupp shared and encouraged participation and that the next Federation meeting is tentatively scheduled for November 17, 2016 and will be held again in conjunction with the Annual Conference. The format this year will be World Café format. Sandy also encouraged nominations from our group for awards from the Federation. Eligible delegates to attend the 2016 Federation Forum 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 NCCEAPA bylaws outline the delegation to be invited: The Executive Board Officers; President and Vice-President of all districts and the campus chapter. Susan Johnson will be sending e-mail to those invited – please make every effort to attend.

**OTHER BUSINESS**

• Installation of Officers – Sandy Kanupp, Advisor did the Installation.
• Passing of Gavel – Susan Johnson, President passed the gavel to in-coming President, Becky Castello
• 2017 State Meeting Invitation – Sarah Gottfried and Brandy Hansen shared a video with the invitation the 2017 State/National meeting to be held in Asheville, NC on September 21-22, 2017.
• Parting Comments – Andrea Brooks thanked everyone for coming and wished everyone a safe return home

**Adjourn**
After no further business, motion to adjourn the meeting was made. Motion passed by everyone standing.
Respectfully Submitted,

Dana Braswell, NCCEAPA Secretary 2015-16
Union County