2016 - 2017 Officers
Becky Castello – President
Suzanne Hugus – 2nd Vice President
Carmen Boswell – Treasurer
Shelia Ange – Parliamentarian
LaToya Lucy – 1st Vice President
Dana Braswell – Secretary
Susan Johnson – Advisor
Jane Dale - Federation Officer

2017 Professional Development

9:00 am Meet Greet/Networking Opportunity
9:30 am Welcome – Leigh Guth, Pitt County Extension Director
9:40 am Administrative Update – Stephen Greer, Northeast District Director
10:00 am Voices + Visions = Success – Stephanie Parker-Helmkamp, CED Hertford County
11:20 am Break
11:30 am Business Meeting

• President Becky Castello called the meeting to order at 11:34 am.

• Roll Call was given by Dana Braswell.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Northeast</th>
<th>North Central</th>
<th>Southeast</th>
<th>South Central</th>
<th>West</th>
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</thead>
<tbody>
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<td>6</td>
<td>4</td>
<td>6</td>
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</table>

• Shelia Ange, Parliamentarian verified there was a quorum present.

• Members reviewed agenda. President Becky Castello shared to delete agenda item under New Business ECA National Meeting Donation. Sherry Lynn made motion to accept agenda as presented by Becky Castello. Motion seconded Janice Dotson. Motion passed unanimously.

• Thought for the day was shared by LaToya Lucy. LaToya had two thoughts. (1) “Flatter me, and I may not believe you. Criticize me, and I may not like you. Ignore me, and I may not forgive you. Encourage me, and I will not forget you. Love me and I may be forced to love you.” – William Arthur Ward (2) “Whenever you’re in conflict with someone, there is one factor that can make the difference between damaging your relationship and deepening it. That factor is attitude.” – William James

• Andrea Brooks made motion to approve the Executive Board Minutes from September 14, 2016 as posted on the web at https://sites.google.com/a/ncsu.edu/ncceapa/home. Seconded by LaToya Lucy. Motion passed unanimously.

• Carmen Boswell gave the financial report.
The past year was an exciting and grueling year for the Campus Chapter. It was our honor to serve as the host of the “Restore, Renew, and Redirect” State Conference, held in Greensboro, NC. Our focus was to provide the 89
members and guests in attendance with a successful, educational, and fun experience in spite of the challenges we were facing with the restructuring of extension, and the reduction in membership.

Based on the feedback we’ve received from members and administrators, the Campus Chapter is proud to say, “We Nailed It”!!

The planning of the state conference also served also an opportunity for the Campus Chapter to see that although we are smaller in number (11 members), dedication, commitment, and team work will serve as the tools to meet and exceed our challenges and goals.

The Campus Chapter’s more recent areas of focus are:

- Growing Membership (currently at 12 NCCEAPA members and 11 TERSSA members)
  - Invitations to new Extension Personnel
  - Designing a membership brochure
  - Having a greater presence on social media

- Community Service
  - Taking opportunities to give back to our community
  - Working with Habitat for Humanities
  - Serving at Soup Kitchens
  - Donating to food Pantries and Shelters

- Professional Development
  - Chapter member’s presentations
  - Inviting presenters

Finally, we would like to thank NC State University and NC A&T State University administration for their commitment and support to our organization, and specifically to our Campus Chapter. It has been a direct contribution to our success.

Respectfully Submitted by,

Geri H Bushel

Northeast
Northeast District Report
2017 NCCEAPA Winter Board Meeting
March 2nd - 3rd, 2017
Greenville, NC

The Northeast District currently has 29 active members and 18 honorary members 15 TERSSA members.
The 2016/2017 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 Friday, November 4, 2016 the NCCEAPA-NED meeting was hosted by Pasquotank County and was held at the Pasquotank County Center in Elizabeth City, NC. There were 22 members present at the meeting and they were all welcomed by Ellen Owens, Pasquotank Co. CED. Becky Castello and Shelia Ange presented an overview of the district website and noted that it also needed some updating. They encourage members to look over and recommend any changes that need to be made. Each member brought non-perishable food items that were donated to the local food bank. After the meeting the members participated in a “Reduce stress, Increase productivity” professional development.

Our Spring Association meeting will be held on May 12th in Perquimans County and will be hosted by Teresa Story and Risha Foreman.

Respectfully submitted by,

Rebecca Castello,
NCCEAPA-NED President

North Central
Southeast

**NEED REPORT**

**South Central**

**SOUTH CENTRAL DISTRICT ~ Carol Capel-Baldwin**

South Central District’s Spring Meeting was held in Hoke County on April 22, 2016 and the Fall Meeting was held in Iredell County on August 19, 2016. Both meetings were well attended, very successful, informative and productive. Currently South Central District has 26 paid/active members.

During the Fall Meeting in Iredell County, Cyndy Gustashaw, South Central District President installed the following officers:

Carol Capel-Baldwin (President) ~ Scotland County  
Beth (Rogers) Cloninger (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

Lee County will be hosting our Spring Meeting for 2017 on Friday, April 28, 2017. We would also like to acknowledge Lisa Forrest as the South Central District “2016 Secretary of the Year”.

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North Central District Report  
Board of Directors Meeting  
March 3, 2017

- The North Central District has 28 paid district members, 25 paid state members, and 4 paid TERESSA members.
- The 2017/2018 Officers
  - President: Laura Apple (Rockingham)
  - 1st VP: Kathy Hepler (Forsyth)
  - 2nd VP: Kitrinka Gordon (Forsyth)
  - Secretary: Gwen Hernandez (Granville)
  - Treasurer: Sally Southard (Surry)
  - Advisor: Mignon Sheppard (Guilford)
- Our last meeting took place in Danbury, NC on November 18th, 2016.
- We are working on some fundraiser events due to the hosting of the State meeting is coming up.
  - White Elephant sale, RADA knives online fundraiser, and Krispy Kreme bogo cards.
- We are working on ideas to try to get some of the counties’ Admins and support staff to join the district.
  - Ideas of an application process to help cover some of the dues costs, even if it’s just a portion.
  - Carpooling options if counties are not getting paid travel.
- Our spring meeting will be hosted by our Area 2 counties (Caswell, Person, Granville, and Vance)
  - May 19th is our potential date but nothing has been set in stone yet.
- Awards and Scholarships in the North Central District
  - Sandy Kanupp received the Distinguished Service Award
  - Sally Southard, Surry County received the Professional Improvement Scholarship as both district and state.

Respectfully Submitted

Laura Apple  
NCD-President
West

The West District is busy getting ready to host the State Meeting in September. The dates are September 19th – 22nd, 2017.

COMMITTEE REPORTS

Finance Report
Carmen Boswell shared that the proposed budget would be shared later under New Business. No Committee report at this time.

Membership – LaToya Lucy shared she is currently working on membership.

Nominating – BJ Okleshen shared she had no report and that the 2nd Vice President would be from the West District for next year.

Rules & By-Laws – Sandy Kanupp shared that there were several recommendations to make in new business.

Professional Improvement – Becky Castello shared for Tina Lovejoy that the Herter O’Neal information has been sent out in the Northeast District.

Public Relations – Christie Bell shared that the Northeast District had submitted their report. No other reports.

Reflections – Donna Holland shared that if anyone had photos, etc. to please share with her, that they had been asked for three highlights for the 2016/17 State Meeting.

OTHER REPORTS

2017 Sue Mills Lighthouse Award
Becky Castello shared that the forms had been updated online and that the information would be sent out on May 1st. Reminders would be sent out in June and July. Applications are due back by August 1st.

2017 Distinguished Service Award
Becky Castello shared for Latoya Lucy that all information would be sent out on May 1st, with reminders sent out in June and July. Applications are due back by August 1st.

2017 Executive Board Award
Becky Castello shared for Latoya Lucy that all information would be sent out on May 1st, with reminders sent out in June and July. Applications are due back by August 1st.

2017 Herter-O'Neal Scholarship
Suzanne Hugus shared that she met with the District 2nd Vice Presidents via Zoom on Feb. 10th and all information has been updated on-line and all District 2nd Vice Presidents are to send this information to their District Professional Improvement Chairs to send out to every District Administrative Assistant for dispersal with their district’s chosen deadline and then send their nomination in by April 1st.

Several proposed changes have been recommended. Please see below. Suzanne explained that the below changes would not be for this year, but would be in effect for next year and that it is basically eliminating the 2nd District Vice President. The recommendation was seconded by Evelyn Starling. Motion passed unanimously.
### Basic Information

- This scholarship is offered to anyone pursuing a college degree (Associate or Bachelor’s) in business or a business related field of study with the exception of current members or those eligible to become members of the NCCEAPA.
- Applicants must be a legal resident of North Carolina.
- The privacy of applicants will be protected.
- Scholarship amount: $750
- Funds are paid directly to the school and not to the individual.
- Effective 2008 – scholarship is open statewide.

### State 2nd Vice President Responsibilities

- Update materials.
- Notify all District Professional Development Chairs of scholarship guidelines, details, and deadline of April 1.
- Form an outside committee to judge district finalists’ applications received by the State 2nd Vice President.
- Notify the state winner of the Herter-O'Neal Scholarship by letter.
- Notify district finalists not chosen - follow template letter.
- Notify all District Professional Development Chairs of the state recipient.
- Prepare and present scholarship report at NCCEAPA state meeting.

### District Professional Improvement Committee Responsibilities

- Establish deadline to receive applications in order to process them by the state deadline.
- Provide updated materials and deadlines to each County Administrative Assistant in their district.
- Receive all applications from their respective district by established deadline.
- Meet to review applications and select a district finalist.
- Provide district finalist applications to State 2nd Vice President for selection of Scholarship recipient.
- Notify district level candidates not selected for submission to state.

### County Administrative Assistant Responsibilities

- Visit Financial Aid Officer at local colleges and also high schools to provide application materials (brochure/flyer/application form).
- Provide news release to local newspapers.
- Submit county applications to District Professional Improvement Committee chairperson.
- Coordinate and make presentation (if the state recipient is from your county).
- Provide news release to local newspaper(s) about the recipient.
**Honorary Membership** – LaToya Lucy shared that she is currently working on this and she will send this out with the other e-mails in May.

**Federation Report** – Teresa Story shared the following.

NC Federation of Cooperative Extension Associations
November 17, 2016 Forum

This year’s forum was set up differently than in years past. The format was World Café’. I have made copies of the information that was gathered during the session.

In the e-mail from Amy-Lynn Albertson, she was going to send the World Café’ notes to Sheri by January 11th. Sheri and Amy-Lynn had a zoom meeting last week and Sheri wants to meet with Charissa and Cameron to formalize some things and then it will be presented at Federation’s next Board meeting.

The elected officers for 2017 are:
President – Charissa Puryear – NCAEPAAAT
President Elect – Cameron Lowe – ESP
Secretary – Toi Degree – NCEAFCS
Treasurer – Emily Edmonds – NCACES
Webmaster – Jane McDaniel – NCCEAPA
Parliamentarian – Peggie Lewis – NCAE4-HA

At our State meeting we will need to nominate one of our members to be the 2018 Treasurer of Federation.
Federation Forum: World Café  November 17, 2016

1. What is going well? and needs to be continued?

Communication: web portals, Extension publications, Administration asking for input, Online onboarding, video communication from campus, Advocacy of administration for Extension to the legislature, collaboration during disasters between counties and admin., mentoring program, relationships with FCS/4H specialists and agents, tools for marketing, constant contact,

Leadership: Dr. Bonanno is great, Collaboration of Admin and counties during disasters, hiring process, legislative advocacy, administration is more visible, strategic goals set by administrative level, recognition by university hierarchy, School of Ag & Human Services, relationship with A&T,

Training: Mentoring program, state conference, new agent training, focused programing efforts,

Morale: FCS, recognition by university hierarchy

2. Is there anything that Extension and/or administration is presently doing that we need to stop doing or do differently?

Travel: mileage challenges, per diem needs to be increased, rental cars for 75+ miles, faster turnaround for reimbursement, agents need to know what their travel allotments are, what happened to business center model?

Career Path: Equitable pay, advanced degree support, defined career path, streamline title promotion,

Programming: Protect our programs (ESMMWI, SHIIIP etc.), specialist communication with agents, create evaluation to assess impact for non-traditional roles i.e. facilitator, convener.

Leadership: we need a SOP for professional scheduling, need CED leadership training, need to clarify ASA roles and responsibility with all staff, need to involve AA’s in district meetings, the 360 evaluation of CED’s not really anonymous, no more cross county CED’s, Don’t talk about branding and logos two years before you have one

3. Identify a challenge(s) your association/team, etc. or entire organization could proactively address?

Funding: travel reimbursement, fund raising, specialists writing grants
Communication: web technology, more advocacy, communicate needs to specialist, networking, presentation skills, role of support staff, specialists need to include evaluations,

Leadership: retention of agents, consistent fair treatment of all positions, support professional development with association fees, support pursuit of higher education, make the EPAT less subjective, Both universities need to work together seamlessly (travel, leave etc.)

Training: more training for all employees, HR training for CEO addressing generational gaps

4. What are your suggestions/ideas for improving challenges you identified?

Communication: invite specialists to agent association meetings, include PA’s in training that is program specific, include AA’s and PA’s in annual conference. If you can’t change it tell us why, transparency, incorporate federation forum in conference schedule, ask for agent staff input

Training: more distance ed. opportunities, Advanced training for agents mid-career, leadership training, skill development training, soft skill training, expand mentoring and onboarding training, teach ERS at new agent training, concrete training on integrated programming,

Leadership: career ladder for all positions, consistent approval of Prof. Assoc. agendas, professional scheduling calculator, support all employees joining their respective professional associations, Align ERS with EPAT.

Funding: P-card for the county tied to travel, advanced degree=pay raise, funding for training,

5. How can Federation better represent you to the organization or administration?

Communication: listen to concerns, and find answers to the questions, create a portal for Federation, add Federation and Associations information to the onboarding, quarterly webinars, and general overview of what Federation is assign task force to address issues

Funding: pay for support/ follow-up on all suggestions; work funding for travel meals etc.

Leadership: have representation of Federation at Admin or COT meetings, prioritize needs and have consistent policies

6. What other ideas or questions would you like Federation to address?

Explain Federation fully as to purpose, mission and responsibility, be fiscally transparent, Continue the dialogue throughout the year, Follow up on outcomes of questions and Issues, task force; possibly look at 3 year appointments

Real timeline on when things will happen? I.e. accountability, branding, travel system reimbursement, career ladder, online registration system. Both universities agents’ ability to deliver both university developed programs
Training affecting all employees needs to be offered more frequently and available to all i.e. ERS changes, webinar on training or ERS site
More frequent opportunities for curriculum specific trainings: Cook Smart, Eat Smart, 4-H curriculums, funding for trainings, use agents to teach if specialists can’t fix in calendars or resources.

TERSSA REPORT – Jane Dale shared the following report.
On behalf of TERSSA, it is indeed a pleasure to share updates with the NCCEAPA Board of Directors. North Carolina was represented by a delegation of 12 at the 2016 TERSSA Annual Conference in Columbus, Ohio.

- That delegation included: Christine Barrier, Carman Boswell, Dana Braswell, Andrea Brooks, Rebecca Castello, Chastity Elliott, Crystal Headen, Susan Johnson, Debby King, Jane McDaniel, BJ Okleshen and Anita Wright.
- From that conference:
  - NC filled 3 elected officer positions:
    - President – Christine Barrier
    - Membership Secretary – Anita Wright
    - Recording Secretary – Carman Boswell
  - Three (3) award recipients:
    - Dana Braswell – Award of Excelle3nce
    - Debby King, Executive Board Award
    - Geri Bushel, TERSSA 5-Year Consecutive Membership Award
  - Two (2) 2017 annual conference planning committee members:
    - Jane McDaniel
    - Christine Barrier

Membership Drive continues thru May 31st for the 2017 year. This extended date is to accommodate the state associations meeting in the spring.

- Present membership of 84 represents the following:
  - Alabama 3
  - Louisiana 6
  - Kentucky 6
  - North Carolina 55

(representing NCSU, NCA&TU and NC Research campuses)
All committees (standing and special-appointed) are chaired and have begun meeting and formatting exciting opportunities for the coming year. Committee Chairs are:

- Finance - Glenda Jenkins – MS
- Bylaws – Cheryl Duplechain – LA
- Public Relations – Tammy Morton – SC
- Nominating – Karen Bixler – AL
- Awards – Adrian Wilbanks – MS
- Scholarship – Marianne Guthrie – OH
- Annual Meeting – Jane McDaniel & Christine Barrier – NC
- Outreach/Marketing – Linda Good - OH

Revised/updated TERSSA Bylaws are in place as of October, 2016. Any question/concern/clarification should be directed to Cheryl Duplechain (cduplechain@agcenter.lsu.edu), Bylaws Committee Chair, as soon as possible.

The Board of Directors are meeting with 4 dates scheduled:
- December 12, 2016
- March 15, 2017
- June 14th
- September 6th

Board meetings are scheduled to begin at 10:00 a.m. and are held via computer with ZOOM. All members are invited to attend.

The 2017 annual conference plans are well underway and working conjointly with NCCEAPA- West District planning committee. Henderson County informational packets have been sent to all states for sharing at their upcoming state conference and the official invitation has been posted on the continually-updated TERSSA webpage (terssa2008.wix.com/terssa) by Webmaster Sandra Walton – AL.

Respectfully,
Christine Barrier
TERSSA 2016-2017 President

OLD BUSINESS

2017 State Meeting Update – Barbara Walker shared the following:
The State Meeting will be held in Flat Rock, NC on September 19 – 22, 2017. The Executive Board Meeting will be held on the 19th and TERSSA will be on the 20th. The “Mountain Lodge” and an adjoining hotel has been booked. The theme is “In It To Win It”. There will be a cookout held at a vineyard with mountain music, registration is tentatively $135.00 with rooms being $100.00. The West District is looking forward to hosting.

NEW BUSINESS
2017-18 Proposed Budget — Carmen Boswell Shared the proposed budget below. Sandy Kanupp asked about the increase of funds for the district hosting the State meeting and Becky Castello shared that at this time the Board met and decided to keep the amount at $1000.00. BJ Okleshen seconded the recommendation. Motion was passed unanimously.

<table>
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<th>NCCEAPA</th>
<th>PROPOSED BUDGET</th>
<th>2016-2017 Finance Committee</th>
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<tr>
<td></td>
<td>Fiscal Year 2017 - 2018</td>
<td>Carmen Boswell, Chair – North Central</td>
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<tr>
<td></td>
<td></td>
<td>Crystal Headen - Campus</td>
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<td>Jessie Davis - Southeast</td>
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<td>Sherry Lynn - Northeast</td>
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<td>Cathy James-South Central</td>
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<td>Janice Dotson-West</td>
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<td>Revenue</td>
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<td>Membership Dues:</td>
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<td>(There are 88 honorary members)</td>
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<td>Corn Growers Association of NC</td>
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<td>NCAACA (Ag Agents)</td>
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<td>Carolina Farm Credit</td>
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<td>NC Farm Bureau</td>
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<td>Winter BOD Meeting</td>
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<td>Transfer funds from Money Market to balance</td>
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<td>Executive Board Award</td>
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<td>($50 Com. Award &amp; $200 Monetary Award)</td>
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<td>Distinguished Service Award (6 District Winners)</td>
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<td>$50 ea.</td>
<td>State Winner – Dist. Svc. Award</td>
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<td>($50 Com. Award &amp; $200 Monetary Award)</td>
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<td>Herter O’Neal Scholarship</td>
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<td>Outgoing President’s Recognition</td>
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<td>Websites (2) annual fees</td>
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<td>Winter BOD Meeting</td>
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<td>President Expenses of Executive Bd. Mtg. &amp; BOD Mtg.</td>
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<td>TOTAL EXPENDITURES</td>
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Rules and By-Laws
Sandy Kanupp presented the following Rules and By-Laws changes. Each change was seconded individually and passed unanimously. Please see below

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Proposed change, deletion, and update for District Procedures – March 2017

The District Procedures are a complementary document to the Rules & By-Laws.

- 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.
  - District officer nominations and election process shall be completed each spring with officers to take office October 1 of same year.
  - District committee assignments shall be completed and sent to State President by November 1 of each year.
- BOARD OF DIRECTORS
  - The Board of Directors is composed of District Officers and has the same function as the state level.

ADD:

- EXECUTIVE BOARD
  - The Executive Board is composed of the District Officers.
- DUES
  - Dues shall be at the discretion of each district.
- OTHER
  - All districts must have at least one meeting per year prior to the state meeting. Districts may carry on special projects at their own discretion.
- BENEVOLENCE
  - A $25.00 memorial contribution will be sent to a favorite charity in honor of a deceased active member. Districts should contact the State Treasurer regarding the death of a member.

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Officers – addition of two bullets. Recommendation seconded by Regina Gardener. Motion passed unanimously.
Executive Board – addition of Executive Board. Recommendation seconded by Christie Bell. Motion passed unanimously.
NCCEAPA
Rules and By-Laws Committee Report
March 2017

“This committee is responsible for receiving proposed changes from members, drawing these proposed changes up, presenting the changes to the Board of Directors, and upon their approval, posting these proposed changes to the website at least two weeks prior to the state meeting. If the proposed changes are accepted by a two-thirds majority vote, the committee shall make corrections to the NCCEAPA Constitution and Bylaws web page.”

Current Rules and By-Laws Committee Members:
Sandy Kanupp, Chair; Sarah Gottfried, Kim Hoskins, Susan Johnson, Sheila Ange, Margaret Browne

Article V – Officers and Their Duties - Section 1, currently reads:

Section 1:

- The elected officers of this Association shall be President, 1st Vice President, 2nd Vice President, Secretary and Treasurer.

Section 2:

- The President shall:
  1. preside at all meetings of the Association and Board of Directors;
  2. call special meetings of the Board of Directors at her/his discretion or upon the request of a majority of the Directors;
  3. appoint annually chair-persons of standing and special committees;
  4. serve as an official representative of the Association at meetings of groups working for the advancement of Extension and this Association;
  5. be a member ex-officio of all committees except the Nominating Committee; and
  6. recommend to the Board of Directors, for their appointment, persons to fill vacancies occurring on the Board of Directors between elections, except that of President and District President.

Section 3:

- The 1st Vice President shall perform the duties assigned by the President with the approval of the Board of Directors and preside in the absence of the President. In the event of a vacancy in the office of the President, the 1st Vice President shall become President and assume the duties of the office for the unexpired term.

1
Section VII: Addition of Section 7: clause on Treasurer. Recommendation seconded by Sherry Lynn. Motion passed unanimously.
Article VII – State Executive Board, Section 4, currently reads:
This Board shall meet as necessary to transact the business of this Association. Three members shall constitute a quorum.

Propose adding one word to read as follows:
This Board shall meet as necessary to transact the business of this Association. Three voting members shall constitute a quorum.

Article VII – State Executive Board, Section 4, currently reads:
• This Association shall pay the Executive Board members', Advisor's, and Parliamentarian's travel expenses and up to per diem subsistence expenses with receipts for NCCEAPA meetings.
• In addition, the Association shall pay the president's and 1st vice president's travel expenses and up to per diem subsistence expenses with receipts for Association representation at required meetings.
• In addition, the Association shall pay the Federation Officer's travel expenses and up to per diem expenses with receipts for NCCEAPA and Federation meetings.

Propose adding a “bullet” that reads:
Approved mileage will be reimbursed at the IRS rate per mile at the time the travel occurs.

Article VIII – Board of Directors, Sections 1 and 3, currently read:
Section 1:
• The Board of Directors shall consist of the elected officers, immediate past president, elected district officers and state committee chairs.

Propose re-wording as follows:
The Board of Directors shall consist of the state executive board, elected district officers, and state committee chairs.

Article VII – State Executive Board Section 4 – addition of word voting. Recommendation seconded by LaToya Lucy. Motion passed unanimously.

Article VII – State Executive Board Section 4 – addition of bullet – mileage reimbursed at current IRS rate per mile. Recommendation seconded by Teresa Story. Motion passed unanimously.

Article VIII – Board of Directors, Section 1 – re-word. Recommendation seconded by Janice Dotson. Motion passed unanimously.
Section 3:

- The Chair of the Board of Directors shall be the State President.

Section 4:

- The Board of Directors shall:
  
  1. direct the program and formulate policies concerning the Association and the general nature and scope of its activities;
  2. approve the proposed budget;
  3. fill by appointment all vacancies occurring on the Board of Directors between elections, except the offices of the President and District Presidents;
  4. meet prior to and during the annual State meeting;
  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;
  6. meet at the call of the State President or upon written request of a majority of the Board;
  7. set time and place of annual meetings only if no invitation is extended.

Propose adding Section 4 as follows:
A majority of members of the Board of Directors shall constitute a quorum for the transaction of business.

Article X – Meetings, currently reads:

Section 1:

- 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.

Section 2:

- The Association may hold special meetings at such time and place as may be determined by the Board of Directors.

Article VIII – Board of Directors, Section 3 – Addition of Section 4. Recommendation seconded by Latoya Lucy. Motion passed unanimously.
Section 3:
- Members should be notified in writing at least two weeks prior to the date of each meeting.

Section 4:
- At least one meeting shall be held annually in each district at a time and place to be determined by each District and the County hosting the meeting. The host county will provide a planned educational activity to promote professional improvement during this day provided by Administration for the district meetings.

Section 5:
- 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.

Section 6:
- 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.

Propose adding Section 7 that reads:
The following groups are allowed to attend the NCCEAPA business meeting at the NCCEAPA Annual State Meeting:
- Active members who are current with dues
- Associate members who are current with dues
- Potential members who are current NCCE employees

Article X – Addition of Section 7. Recommendation seconded by BJ Okleshen. Motion passed unanimously.
Article XII – Quorum – Section 3 – currently reads:
Members present at the annual meeting shall constitute a quorum for the transaction of business. A majority of the members of the Board of Directors and of any appointed committee shall constitute a quorum for the transaction of business.

Propose – deleting second sentence and adding a bullet point that reads as follows along with two additional bullet points:
• At a Board of Directors meeting, a majority of the members of the Board of Directors shall constitute a quorum for the transaction of business.
  ADD:
• At an Executive Board meeting, three voting members of the Executive Board shall constitute a quorum for the transaction of business.
• At a committee meeting, a majority of members of any committee shall constitute a quorum.

Article XII – Deleting second sentence and addition of bullet point with two additional bullets. Recommendation seconded by Regina Gardener. Motion passed unanimously.

Ad-Hoc Committee (State Meeting Guidelines)
Becky Castello shared that she had been asked to form an Ad-Hoc Committee that will be charged with working on a State meeting guideline booklet to have in place to assist District’s during their time of hosting. Jane Dale volunteered to be on such committee. Jane will represent the West District. Anita Wright will represent the Campus; BJ Okleshen will represent the Northeast; LaToya Lucy will represent the Southeast; Cathy Heplen will represent North Central; South Central will appoint someone.

Professional Develop./Conference Allotment
Becky Castello shared that she had been asked to investigate the time frame that our Association is allocated for travel and professional development. She suggested that a committee be formed to investigate the
different Associations to see the difference in the amount of time. Suzanne Hugus volunteered to Chair this committee. Other volunteers are Sherry Lynn and Evelyn Starling.

### Upcoming Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
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<td>May 9 – 11, 2017</td>
<td>Mandatory Administrative Assistant’s Training – Raleigh, NC</td>
</tr>
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<td>Executive Board Award Nominations – LaToya Lucy, 1st Vice President</td>
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### Adjourn

Becky Castello adjourned meeting at 1:13 p.m. Sherry Lynn made a motion to adjourn meeting. Motion passed unanimously by all members standing.

Respectfully Submitted

*Dana Braswell*

Dana Braswell, NCCEAPA Secretary 2016-17

Union County
### Agenda

#### Call to Order

Call to Order Time:

#### Roll Call

<table>
<thead>
<tr>
<th>Region</th>
<th>Campus</th>
<th>Northeast</th>
<th>North Central</th>
<th>Southeast</th>
<th>South Central</th>
<th>West</th>
</tr>
</thead>
</table>

#### Parliamentary Review

Verify quorum

#### Approval of Agenda

Motion to accept:
- Seconded:
- Decision:

#### Thought for the Day

Motion to accept:
- Seconded:
- Decision:

#### Approval of Minutes

Board of Directors Minutes
- September 14, 2016
- Motion to accept:
  - Seconded:
  - Decision:

#### Financial Report

Update on Account Balance

### District Reports

- **Campus**
  - Geri Bushel, President
- **Northeast**
  - Becky Castello, President
- **North Central**
  - Laura Apple, President
- **Southeast**
  - Jessica Griffin, President
- **South Central**
  - Carol Capel, President
- **West**
  - Barbara Walker, 1st VP

### Standing Committee Reports

- **Finance**
  - Carmen Boswell, State Treasurer & Committee Chair
<table>
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<tr>
<th>Board Committees</th>
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<tr>
<td>Membership</td>
<td>LaToya Lucy, Chair</td>
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<td>Nominating</td>
<td>BJ Okleshen, Chair</td>
</tr>
<tr>
<td>Rules &amp; By-Laws</td>
<td>Sandy Kanupp, Chair</td>
</tr>
<tr>
<td>Professional Improvement</td>
<td>Tina Lovejoy, Chair (given by Becky Castello, President)</td>
</tr>
<tr>
<td>Public Relations</td>
<td>Christie Bell, Chair</td>
</tr>
<tr>
<td>Reflections</td>
<td>Donna Holland, Chair</td>
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</tbody>
</table>

### Other Reports

- **2017 Sue Mills Lighthouse Award**
  Becky Castello, President

- **2017 Distinguished Service Award**
  LaToya Lucy, 1st Vice President

- **2017 Executive Board Award**
  LaToya Lucy, 1st Vice President

- **2017 Herter-O'Neal Scholarship**
  Suzanne Hugus, 2nd Vice President

- **Honorary Membership**
  LaToya Lucy, Membership Chair

- **Federation Report**
  Teresa Story, Federation Representative

- **TERSSA Report**
  Jane Dale, NC TERSSA Meeting Co-Chair

### Old Business

- **2017 State Meeting Update**
  Janice Dotson, West District

### Other Old Business

### New Business

- **2017-18 Proposed Budget**
  Carmen Boswell, Treasurer

  Budget Recommendation from Committee
  Seconded:
  Decision:

- **Rules and By-laws**
  Sandy Kanupp, Rules and By-laws Chair

  Recommendation from Committee
  Seconded:
  Decision:

- **NC ECA National Meeting Donation**
  Becky Castello, President

  Motion to accept:
  Seconded:
  Decision:

- **Ad-Hoc Committee (State Meeting Guidelines)**
  Becky Castello, President

  Motion to accept:
  Seconded:
  Decision:
## Other New Business

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NCCEAPA 2017 Board of Directors Meeting – March 3, 2017