September 17, 2021

NCCEAPA SC District Fall Meeting

Minutes

Present - Leigh Watkins, Lisa Forrest, Pam Layfield, Debbie Humphrey, Cathy James, Shane Alston-Daniel, Christine Barrier, Sharon Williams, Julie Campbell, Latoya Boller, Cyndy Gustashaw, Brandi Miller, Rhonda Gaster, Annie Freeman

Thought of the Day - Sharon Williams

County Greetings – Howard Wallace brought greetings on behalf of the county manager and the entire Hoke County.

District Greetings – Clinton McRae welcomed the group and thanked Hoke Co. team for their hard work and putting safety protocols in place for the group.

Welcomed new member Latoya Boller from Iredell County. The group introduced themselves to Laytoya.

Roll Call – Leigh Watkins

Motion made to approve the minutes with one name edit. Cyndy Gustashaw seconded the motion. Minutes approved with one edit to Debbie Humphrey's name

Treasurer report – Given by Debbie Humphrey - Lisa made motion to approve treasurer report, Christine Barrier seconded the motion.

Committee Reports

Debbie Humphrey – Detailed finance report – Christine Barrier made motion to approve the budget, Cathy James seconded – the budget passed.

Membership report – Brandi Carter - Melva Menius Retired, Two members left Extension for new jobs, Brittany Miller and Stephanie Watts**. Leigh Watkins will email Debbie and Brandi with the names of two new administrative assistants who will start on October 1 in Rowan County and Scotland County.**

Awards – Annie Freeman - Encouraged the members to apply for awards and to see the website for list of awards. Please utilize this list more. It is there for us and we need to take advantage of the opportunities.

Nominating_-Lisa Forest – No report

Professional Improvement report – Cathy James – Shared the scholarship winner Rachel Webster from Rowan County (Cathy will send Leigh Watkins more info.)

Sunshine - Leigh Watkins reported that birthday emails have gone out and two expenses occurred. One retirement and one bereavement. – Leigh will get new member Latoya Boller's birthdate.

Rules and By Laws – No Report

Public Relations- No report

Administrative Professional of the Year – Cathy James announced that Pam Layfield is the 2021 Administrative Professional of the Year

Webmaster – Pam Layfield is happy to edit or add new things to the website – please look at the website.

TERSSA Report- 148 members, There will be a virtual meeting October 14 – 19, 2021. There will be Keynote speaker but that person has not been announced yet. There will also be motivational training sessions. Please see the website for full details. Seven elected officers will be recognize and installed at the meeting. The agenda and registration will be out soon.

Fifty Fifty Raffle– $48.00 collected - The winner was Laytoya Boller

Pam Layfield thanked her board and presented them each with a gift.

Julie Campbell presented Pam as outgoing president with a gift card.

Lisa Forrest invited everyone to the Spring 2022 meeting which will be held in Stanly County. The date and location is TBA.

Julie Motioned to adjourn the meeting - Christine Barrier Seconded

The meeting was adjourned

Submitted by Leigh Watkins

*** Note** Dr. Rich Bonanno attended the luncheon and gave updates from Extension Administration.*

NCCEAPA - SC District
Fall Meeting - Hoke County
September 17, 2021

9:30 - 10:00	Registration & Hospitality
Call to Order	Pam Layfield, President
Thought for the Day	Sharon Williams
Hoke County Greetings	Howard Wallace, County Extension Director
Welcome to Hoke County	Letitia Edens, Hoke County Manager
District Greetings	Clinton McRae, District Extension Director
Professional Improvement	"Herbalicious" Laura Bradley & Wanda Cohen Hoke County Master Gardeners

~~Lunch~~

Business Session

Roll Call & Minutes	Leigh Watkins, Secretary
Treasurer's Report	Debbie Humphrey, Treasurer

Committee Reports:

Finance	Debbie Humphrey
Membership	Brandi Carter
Awards	Annie Freeman
Nominating	Lisa Forrest
Rules & Bylaws	Cynthia Gustashaw
Public Relations	Sharon Williams
Reflections	Beth Cloninger
Professional Improvement	Cathy James
Sunshine	Leigh Watkins
Admin Professional of the Year	Kim Gibson
Webmaster	Pam Layfield

Other Reports:

TERSSA	Christine Barrier

Old Business:

New Business:

Recognition of outgoing officers and introduction of new officers	Pam Layfield
Passing of gavel	Pam Layfield
Spring Meeting Invitation	Stanly County

Adjourn

NCCEAPA-South Central District

2021- 2022 Budget

Revenue			
State/District Membership Dues @ $30 each	Projected Membership - 22	$ 660.00	
Half & Half Raffles	Spring & Fall Meetings	50.00	
Checking account interest	(average of $3.00 @ 12)	6.00	
Balance in Checking Account as 8/31/20 Minus prepaid 2021-22 Dues (17,097. 09 – 405.00=16,692.09)		16,692.09	
Total Revenue			**$17,408. 09**
Expenses			
Membership Dues to State @ $20 each	22 active; 4 New; 1 Retiree – 27 total	$ 540.00	
District Education Scholarship		200.00	
District Officer Mileage Expense		100.00	
Admin Professional of the Year Plaque		90.00	
Admin Professional of the Year Gift		50.00	
Immediate Past President Gift		40.00	
Benevolence/Remembrance Gift - not to exceed $40 each	Flowers, cards, gifts for illness or death	200.00	
Retirement Gifts	$40 each	200.00	
Retirement Gifts	$40 each	200.00	
Host County Meeting Expenses	$100 to Host County	200.00	
Community Service Expenses		100.00	
Miscellaneous Expenses	Postage, etc.	75.00	
SECU Foundation	$1 per month (service charge)	12.00	
Additional funds from Checking Account		15,401.09	
(in order to balance budget)			
Total Balanced Budget			**$17,408.09**

**Proposed Budget does not include funds currently in Money Market or Shares Accounts

NCCEAPA – SC District Financial Report
Fall 2021
September 17, 2021

Checking Account

Balance as of March 31, 2021			**16,814.80**
Income			
04/19/21	Dividend Earned	.81	
05/13/21	Dividend Earned	.55	
06/15/21	Dividend Earned	.76	
07/09/21	Dues (21-22 Membership dues)	150.00	
07/14/21	Dues (21-22 Membership dues)	30.00	
07/19/21	Dividend Earned	.79	
07/23/21	Dues (21-22 Membership dues)	30.00	
07/27/21	Dues (21-22 Membership dues)	90.00	
07/29/21	Dues (21-22 Membership dues)	30.00	
08/16/21	Dividend Earned	.65	
08/20/21	Dues (21-22 Membership dues)	45.00	
08/30/21	Dues (21-22 Membership dues)	30.00	
		Total Income	**408.56**
		Income Total	**17,223.36**
Disbursements			
04/19/21	Service Charge	1.00	
05/13/21	Service Charge	1.00	
06/15/21	Service Charge	1.00	
07/09/21	Hospice & Pallative Care of Cabarrus Co	40.00	
07/19/21	Service Charge	1.00	
08/10/21	The Trophy House	81.27	
08/16/21	Service Charge	1.00	
		Total Disbursements	**(126.27)**
Checking Account Balance as of August 31, 2021			**17,097.09**

South Central District NCCEAPA
Finance Committee Report
Fall Meeting 2021
September 17, 2021

The Finance Committee reports that South Central District finances are in good shape.

- Our income has been from 2021-2022 membership dues received and interest earned.
- Expenditures since the April 2021 meeting were for a Memorial in honor of Lamar Barrier, Christine Barrier's husband, and the Secretary of the Year plaque.
- Total for all accounts as of August 31, 2021 are $22,239.46.
  (Checking - $17,097.09; Money Market - $4,966.75; Shares - $175.62)

Prepared by: Debbie Humphrey

September 17, 2021

The AWARDS Committee would like to encourage everyone to nominate someone or themselves for an award. They are listed on our website and the committee will be happy to help you if needed.

Respectfully Submitted,
Annie Freeman
NCCEAPA SC District Awards Committee Chair

The Extension & Research Support Staff Association

NCCEAPA – South Central District Fall Meeting

Hoke County

Friday, September 17, 2021

- Membership to-date is 148 from the following states:

  Al – 1
  LA – 2
  ME –1
  MS –1
  NC – 80
  OH – 61
  SC – 1
  VA - 1

- President Christina Byrd and the Annual Conference Planning Committee are finalizing plans for the virtual conference and business meeting to be held October 14-19, 2021 in conjunction with the Annual Ohio Support Staff Professional Development Conference. Confirmation is expected soon from a renowned keynote speaker and several motivating professional development sessions. During the business meeting, seven (7) elected executive officers for the 2021-2022 year will be recognized and installed. Agenda and registration information will be shared as soon as final arrangements are made.

- The next Executive Board Meeting will be scheduled prior to October, with the final board meeting to be held during the annual conference.

Respectfully,
Christine C. Barrier - NC
TERSSA Annalist/Past President

NCCEAPA Meeting - Fall 2021
September 17, 2021
Sunshine Committee Report - Submitted by Leigh Watkins and Brandi Carter

Birthdays were recognized by email

Given
→ Previous ~~no~~ report

Retirement Gift Card was given to Melva Menius in the amount of $40

Memorial gift - Donation in memory of Lamar Barrier - to Atrium Health Foundation Hospice and Palliative Care $40