NCCEAPA - SC District
Spring Meeting - Cabarrus County
April 19, 2024,
Frank Lisk Park

9:30am - Registration and Hospitality

Call to Order	Lisa Forrest, *President* - Stanly County
Thought for the Day	Susan Johnson, - Cumberland County
Cabarrus County Greetings	Tracy Lecompte, County Extension Director
District Greetings	Leigh Lee, District Admin
Rising From the Ashes	Londa Strong, Director Cabarrus Active Living and Parks
Professional Improvement	The Energy Bus and Spa Relaxation Beverly Bollenbecker, Cabarrus 4-H Program Associate Denise Cooper, Cabarrus 4-H Program Assistant

~~Lunch~~

Business Session:

Roll Call & Minutes	Jessica Cline, *Secretary* - Cabarrus County
Treasurer's Report	Beth Cloninger, *Treasurer*- Iredell County

Committee Reports:

Finance	Beth Cloninger, *Treasurer*- Iredell County
Membership	Cathy James, *Advisor*- Hoke County
Awards	Pam Layfield, *Parliamentarian* - Anson County
Nominating	Rhonda Gaster - Lee County
Rules & Bylaws	Christine Barrier,- Cabarrus County
Public Relations	Jessica Cline, - Cabarrus County
Reflections	Cynthia Gustashaw, - Gaston County
Professional Improvement	Lisa Forrest, *President* - Stanly County
Sunshine	Leigh Lee, *1st VP*- District Admin.
Admin. Professional of the Year	Pam Layfield, *Parliamentarian* - Anson County
Webmaster	Pam Layfield, *Parliamentarian* - Anson County

Other Reports:

TERSSA	Cathy James, Hoke County

Old Business:
None

New Business:

2023 State Meeting Fundraiser- *Needs 2 volunteer from each district for fundraising ideas.*
Adhoc Committee for State Fundraiser
Fall Meeting Invitation- *Catawba Declines. Cumberland invites to host for Aug 2024.*

Adjourn

Reports

Finance –

NC Cooperative Extension Administrative Professionals Association - South Central District

Report 2022-2023

Beginning Balance 11/1/22			**$16,863.09**
REVENUE:			
11/15/2022	SECU Dividend	$0.65	
12/13/2022	SECU Dividend	$0.65	
1/24/2023	SECU Dividend	$0.97	
2/20/2023	SECU Dividend	$0.62	
2/24/2023	Leigh Watkins dues	$55.00	
3/21/2023	SECU Dividend	$0.67	
4/11/2023	Cabarrus County - Jessica Cline state & Terssa dues	$35.00	
4/18/2023	SECU Dividend	$0.72	
5/18/2023	SECU Dividend	$0.62	
6/18/2023	SECU Dividend	$0.76	
7/24/2023	SECU Dividend	$0.78	
8/21/2023	SECU Dividend	$0.64	
8/22/2023	50/50 split from Fall Meeting	$20.00	
9/21/2023	SECU Dividend	$0.36	
9/25/2023	Membership Dues	$640.00	
9/25/2023	50/50 State meeting raffle	$1,314.00	
10/19/2023	SECU Dividend	$0.37	
10/24/2023	Membership Dues	$165.00	
11/8/2023	Membership Dues	$55.00	
11/20/2023	SECU Dividend	$0.42	
12/15/2023	SECU Dividend	$0.32	
1/23/2024	SECU Dividend	$0.50	
		TOTAL REVENUE TO DATE:	**$2,293.05**
EXPENDITURES:			
11/15/2022	SECU Foundation	$1.00	

12/13/2022	SECU Foundation	$1.00	
1/20/2023	Check 1144 - Susan Johnson reimbursement for Sharon retirement gift	$42.00	
1/24/2023	SECU Foundation	$1.00	
2/24/2023	SECU Foundation	$1.00	
3/21/2023	SECU Foundation	$1.00	
4/11/2023	Check 1145 NCCEAPA - Jessica Cline State & Terssa Dues	$35.00	
4/18/2023	SECU Foundation	$1.00	
5/18/2023	SECU Foundation	$1.00	
5/18/2023	Check 1146 - Christine Barrier officer installment gifts	$14.71	
6/18/2023	SECU Foundation	$1.00	
7/6/2023	Check 1147 - Beth Cloninger reimbursement for SJ flowers	$59.94	
7/17/2023	Check 1149 - The Trophy House - Admin of year plaque	$49.17	
7/19/2023	Check 1148 - Anson County - Fall meeting host fee	$100.00	
7/24/2023	SECU Foundation	$1.00	
8/2/2023	Check 1150 - Amazing Grace - Memorial for Lisa Forrest Father	$40.00	
8/21/2023	SECU Foundation	$1.00	
8/22/2023	Transfer to Money Market account	$8,000.00	
9/13/2023	Check 1151 - Payment to Queens Univ. Kalil Dennison HoN recipient	$200.00	
9/22/2023	SECU Foundation	$1.00	
9/28/2023	Check 1152 - Bridgette Coyle - 50/50 winner	$657.00	
10/19/2023	SECU Foundation	$1.00	
10/24/2023	Check 1153 - NCCEAPA State & TERSSA dues	$320.00	
11/8/2023	Check 1154 - NCCEAPA State & TERSSA dues	$185.00	
11/8/2023	Check 1157 - TERSSA Dues	$15.00	
11/20/2023	SECU Foundation	$1.00	
11/22/2023	Check 1158 - Humane Society - Memorial for Christine Barrier Mother	$10.00	
11/22/2023	Check 1156 - TERSSA membership dues	$30.00	
11/22/2023	Check 1155 - Humane Society - Memorial for Christine Barrier Mother	$50.00	
12/15/2023	SECU Foundation	$1.00	
1/23/2024	SECU Foundation	$1.00	
			$9,822.82

Checking Account Balance as of: 4/11/23			**$9,333.32**
MONEY MARKET ACCOUNT			
Beginning Balance			$4,981.00
12/13/2023	Interest Earned		$2.12
1/24/23	Interest Earned		$4.02
2/20/2023	Interest Earned		$3.44
3/21/2023	Interest Earned		$3.97
4/18/2023	Interest Earned		$4.24
5/18/2023	Interest Earned		$3.70
6/18/2023	interest Earned		$4.52
7/24/2023	Interest Earned		$4.67
8/21/2023	Interest Earned		$3.85
8/22/2023	Transfer from Checking		$8,000.00
9/21/2023	Interest Earned		$11.06
10/19/2023	Interest Earned		$10.03
11/20/2023	Interest Earned		$12.58
12/15/2023	Interest Earned		$10.69
1/23/2024	Interest Earned		$20.47
Money Market Account Balance as of: 4/11/23			**$13,080.36**
SHARES ACCOUNT			
Beginning Balance			$175.84
12/13/2022	Interest Earned		$0.01
1/24/2023	Interest Earned		$0.02
2/20/2023	Interest Earned		$0.02
3/21/2023	Interest Earned		$0.01
4/18/2023	Interest Earned		$0.02
5/18/2023	Interest Earned		$0.01
6/18/2023	interest Earned		$0.01
7/24/2023	interest Earned		$0.02
8/21/2023	interest Earned		$0.01
9/21/2023	interest Earned		$0.02

10/19/2023	interest Earned		$0.03
11/20/2023	interest Earned		$0.04
12/15/2023	interest Earned		$0.03
1/23/2024	interest Earned		$0.05
Shares Account Balance as of: 4/11/23			**$176.14**
Total Funds as of 4/11/23			**$22,589.82**
Prepared by: Beth Cloninger			
Submitted: 8/11/23			

Membership –
The chair reached out to Rachel Evans, Lincoln County, and Tracey Callicutt, Moore County to invite them to the spring meeting in Cabarrus County on April 19. She explained the value of being able to network with others in the district and to possibly learn new valuable skills exceeds the cost of dues. Both accepted the invitation and are planning to attend the Spring Meeting.
The Membership Committee would like to encourage everyone to discuss the benefits of the association with new employees.
Respectfully submitted,
Cathy James, Membership Chair

Awards –
Leigh Lee, District Office, 2nd VP (Chair)
Pam Layfield, Anson County, Parliamentarian Annie Freeman, Richmond County
Please go to the NCCEAPA Awards and Scholarship page at https://ncceapa.ces.ncsu.edu/awards-and-scholarships/ for the following awards:
NCCEAPA Distinguished Service Award
NCCEAPA Executive Board Award
NCCEAPA Sue Mills Lighthouse Award
NCCEAPA Professional Improvement Scholarship
The deadline for all of the awards are August 1st. Please consider nominating someone or yourself.
Submitted by Pam Layfield

Nominating —
Rhonda Gaster (Chair)
Leigh Lee

Due to no response for officers for the 2024-2025 year, the nominating committee will submit a
slate of officers at the August meeting.
The following is what we have open:
President – Leigh Ann Lee
1 st Vice President – Open
2 nd Vice President – Open
Secretary – Open
Treasurer – Pam Layfield
Advisor – Lisa Forrest
Please consider serving in one of the capacities.

Rules & Bylaws – *Constitution and Bylaws Proposed Changes*
Suggested at the Board of Directors Meeting on March 1 Article VI - Elections
Section 7: (Currently reads)
No officer may hold two Executive Board positions concurrently in NCCEAPA at the state level.
Suggestion to reword Article VI - Elections, Section 7:
No officer may hold two Executive Board positions concurrently in NCCEAPA at the state level, except the NCJCEP position which is a non-voting position.
Section 1: (Currently reads)
Article X - Meetings
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.
Suggestion to reword Article X - Meetings, Section 7:
The Association shall hold an annual meeting in or around September, with the meeting concluding no later than September 30. Districts will host the state meeting on the following rotational basis: West, North Central, South Central, Northeast, Southeast. 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.
Christine C. Barrier, Chair
SCD Rules & Bylaws Committee
(Committee has not met on these changes yet - for informational purposes only.)

Public Relations – no report

Reflections- no report

Professional Improvement Sunshine-
The Sunshine Committee recognized birthday of members via email during the past six months.

No expenses during this half a year.
Submitted by Leigh Ann Lee

Admin. Professional of the Year –
Julie Campbell
Beth Cloninger
The nomination form and information was sent out the last week with a deadline of July 19th. Nominations will be reviewed by the end of July by the committee and the winner will be presented at our fall meeting.
Respectfully submitted by Pam Layfield

Webmaster- no report
TERSSA- no report