



**North Carolina  
Federation of Cooperative  
Extension Associations**

**2016 Federation Forum/ Business Meeting**

**Thursday, November 17 1:00 pm-3:00 pm**

Welcome/ 1:00 pm	Amy-Lynn Albertson, President
Introduction of Administrators	Charissa Puryear, President-Elect
Explanation of World Café Format	Spring Williams-Byrd Past President
Moderation of Forum	Amy-Lynn Albertson, President

**Business Meeting/ 2:15 pm**

Association Roll Call	Sara Drake, Secretary
Call to Order	Amy-Lynn Albertson, President
Determine Quorum	Teresa Story, Parliamentarian
Approval of Agenda	
Minutes of 2015 Forum	Sara Drake, Secretary
Treasurer's Report	Toi Degree, Treasurer

2017 Proposed Budget

**Association Reports (3 minutes each, copy to Secretary)**

NCEAPA-	Susan Johnson	NCEAFCS-	Stephanie Parker-Helmkamp
NCAE4-HA-	April Dillon	NCAEPAAT-	Charissa Puryear
NCACES-	Joanna Lelekacs	NCACAA-	Matt Stevens
ESP-	Cameron Lowe		

**Old Business:**

Website update

Jackie Murphy Miller  
Webmaster

## **New Business:**

Timing of Federation Forum  
Role of Federation with Administration

## **Recognition of 2016 Officers/ Association Representatives:**

President	Amy-Lynn Albertson	NCACAA
President Elect	Charissa Puryear	NCAEPAAT
Secretary	Sara Drake	ESP
Treasurer	Toi Degree	NCEAFCS
Webmaster	Jackie Murphy Miller	NCACES
Parliamentarian	Teresa Story	NCCEAPA
Past President	Spring Williams-Byrd	NCAE4-HA
NCCEAPA	Teresa Story	Rebecca Castello
NCEAFCS	Debbie Cox	Stephanie Parker-Helmkamp
NCAE4-HA	April Dillon	
NCAEPAAT	Charissa Puryear	Margaret Russ
NCACES	Joanna Lelekacs	Misty Terry
NCACAA	Paul Westfall	Matt Stevens
ESP	Cameron Lowe	Rebecca Liverman

## **Election and Installation of 2017 Federation Officers**

President	Charissa Puryear	NCAEPAAT
President Elect	Cameron Lowe	ESP
Secretary	Toi Degree	NCEAFCS
Treasurer	Emily Edmonds	NCACES
Webmaster	Jane McDaniel	NCCEAPA
Parliamentarian	Peggie Lewis	NCAE4-HA

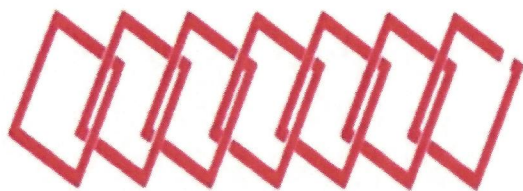
## **2016 Federation Leadership & Service Recognition Award**

Charissa Puryear,  
President-Elect

## **Review/ Announcement/ Wrap-Up**

Amy-Lynn Albertson, President

## **Adjourn**



North Carolina  
Federation of Cooperative  
Extension Associations

- 1. What is going well? and need to be continued?**
  
- 2. Is there anything that Extension and or Administration is presently doing that we need to stop doing, or do differently?**
  
- 3. Identify a challenge(s) your association/team, etc. or entire organization could proactively address?**
  
- 4. What are your suggestions/ideas for improving challenges you identified?**
  
- 5. How can Federation better represent you to the organization or administration?**
  
- 6. What other ideas or questions would you like Federation to address?**



## **2016 Federation Forum/Business Meeting**

North Raleigh Hilton

November 17, 2016

The Federation Forum was opened by Amy-Lynn Albertson, Federation president at 1:30 p.m. Amy-Lynn explained the purpose of Federation. Charissa Puryear, president-elect, introduced administrators from NC State University and NC A&T State University. Those in attendance were: Dr. Fletcher Barber, Dr. Barbara Board, Dr. Rosalind Dale, Dr. Richard Bonanno, Dr. Sheri Schwab, Dr. Mike Yoder, Dr. Tom Melton, Dr. Claudette Smith, and Dr. Meredith Weinstein.

Cameron Lowe explained the new format being used in the forum. A world-café style was used to facilitate a dialogue to empower administration with information needed to help lead our organization. There were six questions for discussion.

1. What is going well and needs to be continued?
2. Is there anything that Extension and/or Administration is presently doing that we need to stop doing or do differently?
3. Identify challenges to your association, team, or entire organization that could be proactively addressed?
4. What are your suggestions/ideas for improving challenges you identified?
5. How can Federation better represent you to the organization or administration?
6. What other ideas or questions would you like Federation to address?

After rotating through the tables and answering the above questions, summaries were given at each table to share the responses. Extension Administrators were provided with an opportunity to share their thoughts and observations from the discussion.

Additional questions from the parking lot were reviewed. They were:

- Does Administration have a plan for salary compression?
  - Dr. Schwab addressed this for NCSU saying that there is a fine line balance through raises, and the career ladder and it is an ongoing process. Timeline for career ladder implementation – this relies on funding. Dependent on how someone would move through the levels. Presently, there is not funding to put in the steps. The model can be put in to place without the funding. The current model of title promotion is still in place. Dr. Board addressed this for NCA&T stating that this process can happen faster at NCSU than at NCA&T. NCA&T has to make sure that they tell their story with NCA&T Administration to explain their partnership. This issue is an ongoing process.
- How's the logo coming? (I'd love to move forward with signage and marketing materials.)
- Can admins get a day at conference?
- When will admin support be given a raise?
- Extension needs to include its name in programs to increase name recognition. (Ex. Extension Master Gardeners, Eat Smart Move More with Extension)

## **Business Meeting:**

### **Association Roll Call:**

NCCEAPA – 8  
NCAE4-HA – 10  
NCACES – 10  
ESP – 9  
NCEAFCS – 10  
NCAEPAAT – 4  
NCACAA – 7

The meeting was called to order at 2:38 p.m. by Amy-Lynn Albertson. It was determined that we did have a quorum. Brandy Boaz moved to approve the agenda. Crystal Smith seconded the motion. Motion passed.

Peggie Lewis Joyce moved to suspend the reading of the minutes. Meg Wyatt seconded. Motion passed. Brandy Boaz moved to approve the minutes as presented. Lenny Rogers seconded. Motion passed.

## **Treasurer's Report**

The treasurer's report and the 2016 proposed budget was presented by Toi Degree. See attached.

## **Association Reports**

NCCEAPA – Susan Johnson (see attached)

NCAE4-HA – April Dillon (see attached)

NCACES – Joanna Lelekacs (see attached)

ESP – Rebecca Liverman (see attached)

NCEAFCS – Stephanie Parker-Helmkamp (see attached)

NCAEPAAT – Charissa Puryear

NCACAA – Matt Stevens (see attached)

### **Old Business:**

- Website update – Jackie Murphy Miller
  - o The banner image on the website no longer fits with the updated website. EIT chose a banner image and it has been changed. If Federation would like to change it to something different, it can be changed as long as it fits.

### **New Business:**

- Timing of Federation Forum
  - o There was no 2017 proposed budget because of this discussion. The last two years, the forum has been held with Extension Conference, which has limited the expense of the

meeting, as Federation is only paying for lunches for those that are not registered for Extension Conference. The following points were brought up in discussion:

- This is a convenient time
  - 2 associations are not included in the conference & is hard for them to attend when office coverage is needed back in the county.
  - Maybe have more than one meeting (one in conjunction with conference and one at another time of year). Traditionally it was the 2<sup>nd</sup> Friday in December.
  - Move to the beginning of conference instead of at the end.
  - Federation forum could be a session where it is part of conference. Think about excluding an association because of convenience.
- Role of Federation with Administration
    - Amy-Lynn challenged the membership to consider our mission and to make sure that there are action steps that come out of forum.

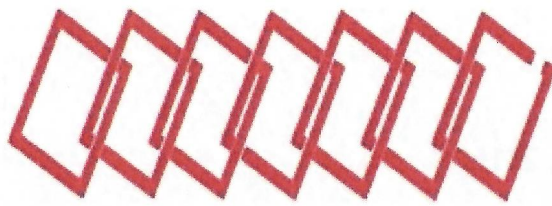
Recognition of 2016 officers was provided by Amy-Lynn Albertson.

Spring Williams Byrd led the Induction of 2017 officers.

Charissa Puryear recognized the 2016 Federation Leadership & Service Award. The recipient of this award was Dr. David P. Green.

Cameron Lowe moved to adjourn the meeting. Joanna Lelekacs seconded the motion. Motion passed.

Respectfully Submitted,  
Sara Drake  
Federation Secretary



# North Carolina Federation of Cooperative Extension Associations

## Federation Financial Status Report

November 17, 2016

### Summary of Accounts as of 9-19-2016

	Beginning Balance	Debits	Credits	Ending Balance
Interest Checking	1,828.47	1.00	.49	1,827.96
Money Market Share	6,302.94	.00	6.72	6,309.66
Shares ,	32.88	.00	.03	32.91

### Summary of Accounts as of 10-13-2016

	Beginning Balance	Debits	Credits	Ending Balance
Interest Checking	1,827.96	1.00	.30	1,827.26
Money Market Share	6,309.66	.00	4.14	6,313.80
Shares	32.91	.00	.01	32.92



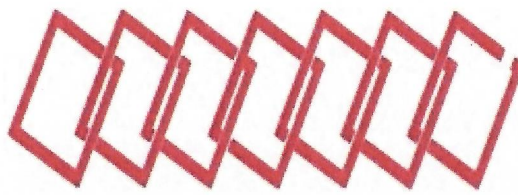
## Outstanding Checks as of November 10, 2016

Check #	Payee	Amount	Purpose
1025	NCSECU	\$52.00	Leadership & Service

Submitted by:

Toi N. Degree, 2016 Treasurer





# North Carolina Federation of Cooperative Extension Associations

## Federation 2016 Proposed Budget

### Project Income

<u>Source</u>	<u>Amount</u>
Soybean Association Gift	\$1,000.00
Association Members Dues (7x \$50.00)	\$350.00
Annual Checking Account Interest – estimated	\$2.00
<b>Total Projected Income</b>	<b>\$1,352.00</b>

### Project Expenditures

<u>Source</u>	
2016 Forum Expenses (December 2016)	\$1,000.00
<i>Lunches for PA and Secretaries</i>	
Forum Refreshments - (variable expense)	\$163.00
SECU Checking Account Maintenance Fee (\$1.00 per month)	\$12.00
Speaker Gratuity (Gift card) - (variable expense)	\$21.00
Leadership and Service Recognition Award (Gift card)	\$52.00
Framed Award Certificate – (variable expense)	\$25.00
Presidents' Gavel Box engraving – (variable expense)	\$15.00
Miscellaneous	\$64.00
<b>Total Projected Expenditures</b>	<b>\$1,352.00</b>
<b>Total Projected Expenditures - Minus Variable Expenses</b>	<b>\$1,128.00</b>
<b>Projected Budget Overage</b>	<b>\$224.00</b>

Submitted by:

Toi N. Degree, 2016 Treasurer



Although 2015-2016 was a rebuilding year for The North Carolina Cooperative Extension Administrative Professionals Association, it was a very productive and prosperous year with 137 active members.

While each district and the campus chapter held individual spring and fall meetings, the highlight for our Association was our annual State meeting, held in Greensboro on September 15 and 16 and hosted by the Campus Chapter. Attendees participated in great workshops as well as professional and personal development activities. During our award banquet, the following individuals were recognized for their outstanding accomplishments: Donna Holland, Campus Chapter, received the Sue Mills Lighthouse award, Executive Board Award recipient was Teresa Story, Perquimans County, and Sandy Kanupp, North Central Administrative Associate was the Distinguished Service Award recipient. Sally Southard, Surry County, was awarded our Professional Development Scholarship. Our community service project provided 51 pairs of eyeglasses to the Lions Recycle for Sight program.

New officers were installed during the business meeting. Those serving for 2016-2017 include:

President - Becky Castello, Northeast District

1st Vice President - LaToya Lucy, Southeast District

2nd Vice President - Suzanne Hugus, Campus Chapter

Secretary - Dana Braswell, South Central District

Treasurer - Carmen Boswell, North Central District

Advisor - Susan Johnson, South Central District

Parliamentarian - Shelia Ange, Northeast District

Association Webmaster(s) - Shelia Ange, Northeast District and Jane McDaniel, West District

On October 18 and 19, twelve NCCEAPA members attended The Extension & Research Support Staff Association annual meeting, hosted by Ohio State and held in Columbus, Ohio. Attendees participated in two fully packed days of outstanding workshops and tours. Two North Carolina members were recognized for their outstanding contributions to the organization: Dana Braswell, Union County, was the recipient of the Award of Excellence and Debby King, former TERSSA President and Onslow County retiree, received the Executive Board Award. During the TERSSA business meeting the following North Carolina members were installed as national officers: Christine Barrier, Cabarrus County, will serve as President, Carmen Boswell, Randolph County, will serve as Recording Secretary, and Anita Wright, Campus Chapter will serve as membership secretary. North Carolina will be well represented during the upcoming year by the service of these officers. During 2016 North Carolina had 45 TERSSA members.

Under the leadership of our newly installed officers and with the continued support of Extension Administration, our Association looks forward to a very successful future.

Respectfully submitted:

Susan Johnson

NCCEAPA President, 2015-2016



NCAE4HA Federation Report  
November 17, 2017

The NCAE4-HA fall board meeting was held during Extension Annual Conference on November 16. Our annual conference was hosted by the NE District and held in Nags Head September 14-16. Our upcoming winter professional meeting will be hosted by the West District and held at Lake Junaluska on January 19-20. The Southeast District will host our 2017 annual conference in Wilmington on September 12-14. Our annual membership drive is currently taking place. Our committee reports are now being submitted via google forms, created by Brandi Boaz, our state association secretary. Beth Davis, our association president and Jackie Helton, our association president-elect will serve as our Federation representatives for 2017. Peggie Lewis Joyce will be representing our association as your 2017 Parliamentarian.

Respectfully submitted,  
April Dillon

## *North Carolina Association of* **Cooperative Extension Specialists**

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In 2016, NCACES continued to build on its theme of recognizing **Excellence**, encouraging **Scholarship**, and providing **Leadership** opportunities for Extension professionals with a special focus on improving communications among all specialists, agents and administrators. We provided three professional development opportunities during the year beginning with an open forum with Dr. Richard Bonanno, the new Associate Dean, CALS & Director, NC Cooperative Extension Service, NC State University. This was followed by a program focus on integrated programming, specifically around local food systems development. We then closed the year with a panel focused on leadership in Extension programming through strong county / campus partnerships. Attendees during these events represented a diversity of departments including representation from both NC State University and NC A&T State University.

At a retreat with our Board of Directors during the summer, we framed a program plan outline for the organization for the next three years. We hope to engage non-campus members through one virtual meeting per year, while maintaining two face to face meetings, one at each university. In 2017, NCACES plans to begin our year with a focus on success in Extension programming through professional development on preparing and delivering ignite presentations.

The **first priority** identified in the 2015 NCACES strategic plan was development of tangible benefits for its members and a mentoring role for the organization. As a special project this year, and at the request of Dr. Bonanno, NCACES surveyed our membership and other specialists for input on NC State University Department Extension Leader (DEL) positions. Based on input from survey results, Dr. Bonanno has re-instated a DEL in every department CALS department.

The Association's annual awards provided a mechanism to recognize Specialists who meet the needs of North Carolinians through developing and delivering excellent programs and those who provide exceptional support to Extension agents. This year's award winners were:

### Outstanding Specialist Awards

- Award Winners: Misty Terry and Joanna Lelekacs – For excellence in service and partnership with agents

### Outstanding Subject Matter Program (developed by an individual)

- Award Winner: April Shaeffer – NC Leadership and Cattle Handling for Women Producers: Advanced BQA Training and Truck/Trailer Safety program

### Outstanding Subject Matter Program (developed by a specialist team)

- Award Winners: Liz Driscoll and Tes Thraves – The FoodCorps North Carolina program

In 2016, NCACES completed a thorough review and update of Association bylaws. As a result of that review, we amended our annual meeting date and officer and board elections to November to better align with Federation timelines. Our professional improvement committee is in the process of developing guidelines for Extension Specialists on appointment-based expectations in preparation of their Statement of Mutual Expectations.

As Cooperative Extension grows and evolves, so do our professional associations. As a result of developing a clearer understanding of the needs of our members through strategic planning last year and updates to bylaws this year, the NCACES Special Projects Committee is spearheading a Communications and

Membership Campaign. Through this effort, we had 8 new potential members attend our Annual Meeting in November, and we have registered a number of new members from our first round of the campaign. We are pleased to report the past year has been an exciting and productive one for NCACES members, and we are looking forward to yet another year in recognizing **Excellence**, encouraging **Scholarship**, and providing **Leadership** opportunities for Extension professionals.

The NCACES 2017 Board of Directors are:

President – Misty Terry

President-elect – Sarah Blacklin

Past President – Joanna Massey Lelekacs

Treasurer – Mark Megalos

Secretary – Autumn Guin

Parliamentarian – Gary Moore

Elected Board: Sanjun Gu, Joshua O. Idassi, Susan Jakes, Diana Urieta, Gary Bullen, Matt Poore

Membership in NCACES has increased by nearly 20% since 2015 and is expanding. The association voted in 2015 to offer life memberships to active Extension professionals and thus far we have nine lifetime members. Only current members in good standing are eligible to serve as association officers or committee chairs.

Respectfully submitted by:

Joanna Massey Lelekacs

NCACES Past-President, 2017



The ESP State meeting will be held on December 7, 2016 in Lee County. At this meeting, ESP awards and scholarships will be presented. In addition, new officers will be elected for the 2017 year. ESP is currently in the midst of their membership campaign. Membership is open to any Extension professional with a minimum of three years of service. The Xi Chapter of ESP will be serving up some sweet southern hospitality as we are hosting the 2017 national meeting in Wilmington.

Respectfully submitted,  
Rebecca Liverman



North Carolina Extension Association of  
Family & Consumer Sciences

The Professional Association for North Carolina Cooperative Extension  
Family & Consumer Sciences Educators

NCEAFCS currently has 72 members. Thirteen members attended the National Conference in Big Sky, Montana including one retiree.

Our 2017 conference will be in Wilmington, Aug 16-18. The Southeast district is busy planning a great conference for us.

Respectfully submitted,  
Stephanie Parker-Helmkamp





# North Carolina Association Of Extension Program Assistants, Associates and Technicians

## Federation Report

November 17, 2016

**Margaret Ruff**  
President  
(828) 255-5522

**Shelia Gregory**  
President-Elect  
252-232-2261

**Charmae Kendall**  
Vice-President  
(910) 296-2191

**Catherine Daniels**  
Secretary  
(704) 353-0740

**Della Hicks**  
Treasurer  
(252) 388-3954

**Valarie Nichols**  
Treasurer-Elect  
(910) 997-8255

**Ann Lawrence**  
Parliamentarian  
(704) 353-0740

**Yaneth Pena**  
Webmaster  
704-283-3740

**Charissa M. Puryear**  
Past President  
(919) 603-1350

**Sara Freeman**  
West District President  
(828) 884-3109

**Arnicia Gudger**  
NC District President  
(828) 884-3109

**Della Hicks**  
NE District President  
(252) 338-3954

**Rebekah Benton**  
SE District President  
(910) 640-6607

**Hazel McPhatter**  
SC District President  
(910) 277-2422

**Shannon McCollum**  
Administrative Liaison  
(919) 515-8486

The NCAEPAAT Board has worked very hard this past year growing the Association and making

### Activities

- Annual Conference was sponsored by the West District August 3<sup>rd</sup>-5<sup>th</sup> in Asheville. The theme was "Brewing Success in the Mountains" and workshops were as diverse as there participants to include: Your Elevator Pitch, TRACTOR Food and Farms Tour, Geocaching and wondering "If the Shoe Fits" with our volunteers. The awards banquet was a treat with our NC State and A & T administration giving the group an idea of what success means to them.
- Amended By-Laws to add duties for the President-Elect
- Provided District Officer training on State responsibilities. Provided them with updates and encouraged local level participation through State leadership.
- Analyzed Goals and membership activities

### Accomplishments

- Increased member communication through electronic newsletter and update emails
- Provided new member orientation and recognition at the Annual Conference
- Created new flyers, letterhead, newsletters, etc. for Association brand and exposure
- Webmaster updated the website beautifully and kept it updated throughout the year
- Created transition guide for outgoing officers

Officers for the 16-17 year were elected and installed during the State Meeting. 16-17 Officers for the NCAEPAAT include:

Margaret Ruff-President  
Sheila Gregory-Past-President  
Charmae Kendall-Vice President  
Catherine Daniels-Secretary  
Della Hicks-Treasurer  
Valarie Nichols-Treasurer-Elect  
Ann Lawrence Parliamentarian  
Charissa M. Puryear- Past-President

The 2017 Annual Conference will be hosted by the Northeast District and held in Nags Head, NC, September 20-22, 2017

Respectfully Submitted,

Charissa M. Puryear  
NCAEPAAT



The NCACAA currently has 209 members, with our annual enrollment period open until November 18th. Our current officers are President: Matt Stevens, President-elect: Travis Birdsell, Vice-President: Bryant Spivey, Treasurer: Mark Danieleley, Secretary: Jamie Warner, and Past-President: Paul Westfall. These officers were elected at our state meeting in Nags Head, held June 21-23. At this meeting, we also recognized winners of our Distinguished Service Award (DSA)- Taylor Williams, Charlotte Glen, Norman Harrell, and Al Cochran; Achievement Award (AA)- Paige Burns, Randy Fulk, and Tim Britton; and Young Agent Scholarship Award (YASA)- Jessica Morgan and Sam Marshall.

The annual meeting of the National Association of County Agricultural Agents was held in Little Rock, Arkansas from July 24-28, with 52 North Carolina agents, spouses, life members and guest in attendance. DSA and AA recipients were also honored at the national meeting. Additionally, two agents won national Communications Awards- Matt Stevens for Feature Story and Danelle Cutting for Published Photograph. Norman Harrell received the Agriculture Awareness and Appreciation Award for the Wilson Regional Ag Summit and Debbie Roos was selected as the Search for Excellence winner in Consumer and Commercial Horticulture for her Pollinator Habitat Improvement program. Lauren Langley was awarded first prize in the Extension Education category for her poster "Using Interactive Audience Response Technology to Enhance Beef Quality Assurance Training." The 2017 state meeting of NCACAA will be held June 20-22 in Hickory, and the national meeting will be July 9-13 in Salt Lake City.

We expect that our President-elect and Vice-President will both be attending the JCEP and PILD meetings in 2017.

Respectfully submitted,  
Matt Stevens